



Meeting of the Board of Trustees

August 24, 2015

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Swearing In: Board Member Terri Whitt

1.3 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 Student Discipline (EC 72122) (1 matter)
- 1.4 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (1 matter)
- 1.5 Conference with Labor Negotiators (GC Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - C. Police Officers Association (POA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.6 Conference with Real Property Negotiators (GC Section 54956.8) (2 matters)
 - A. Price and terms of payment for the purchase of *Property by District: Portion of Saddleback College* gross acre land parcel at the southeast corner of Marguerite Parkway and College Drive (the "Parcel").
Regarding Price and terms of payment for the purchase of Property by District.
Agency Designated Negotiator: Debra Fitzsimons, Ph. D.
- 1.7 Conference with Legal Counsel (GC Section 54956.9) (3 cases)
 - A. Pending Litigation (GC Section 54956.9(d)(1)) (1 case)

- Successor Agency to the Tustin Community Redevelopment Agency etc., et. al. v. Michael Cohen, an individual sued as the Director of Finance of the State of California, etc. et. al.; and real party in interest, the South Orange County Community College District etc. et. al. (GC Section 54956.9(d)(1)
- B. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1).) (2 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 Tim Jemal

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Recognitions: Speakers are limited to two minutes each.

A. Resolutions:

1. None

B. Commendations:

1. None

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

C. College Presidents' Reports (*Written Reports included in Section 8.0*)

D. Associated Student Government Reports

E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

- 4.1 None

5.0 CONSENT CALENDAR ITEMS

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on July 20, 2015.
- 5.2 **Saddleback College: New and Revised Programs for the 2015-16 Academic Year**
Approve the new and revised programs.
- 5.3 **Saddleback College: Oxford Semester Abroad in Oxford, England – Spring Semester 2016, Agreement with American Institute of Foreign Study**
Approve the Spring 2016 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, and authorizes execution of the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.
- 5.4 **SOCCCD: Saddleback College, Irvine Valley College and Advanced Technology and Education Park, Extension of Charter Bussing Services Agreement, Amendment No. 1, Pacific Coachways Charter Services, Inc.**
Approve Amendment No. 1 with Pacific Coachways Charter Services, Inc. for the first of two one-year extensions, beginning August 25, 2015 and ending June 30, 2016, and approve a 4% increase in annual fees.
- 5.5 **SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Commissioning Services Agreement, Amendment No. 1, Facility Dynamics Engineering**
Approve Amendment No. 1 with Facility Dynamics Engineering to extend the term of service by 6 months with a new duration of 28 months, for commissioning services for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project, for no additional fees and a contract total remaining at \$70,624.
- 5.6 **Irvine Valley College: Model United Nations, Student Out-of-State Conference Travel, Washington, DC from October 29, 2015 – November 1, 2015**
Approve the IVC Model United Nations program for student out-of-state conference travel to the National Model United Nations – Washington, DC Conference from October 29 to November 1, 2015.

- 5.7 **SOCCCD: Irvine Valley College A400 Design-Build (Liberal Arts Building) Project, DSA Inspection Services Agreement, Amendment No. 1, TYR, Inc.**
Approve Amendment No. with TYR, Inc., for additional DSA Inspection services, for the Irvine Valley College A400 Design-build (Liberal Arts Building) project, in the amount of \$60,000, for a revised total contract amount of \$243,000 and a new completion date of December 31, 2015.
- 5.8 **Irvine Valley College: Community Education Programs, Fall 2015 Addition**
Approve the Community Education courses, presenters and compensation for Fall 2015.
- 5.9 **Irvine Valley College: 2016 International Debate Tour, People's Republic of China (PRC) from May 25 – June 11, 2016**
Approve the 2016 International Debate Tour to the People's Republic of China from May 25 to June 11, 2016 at a total estimated maximum budget not to exceed \$81,324.00 with \$16,600.00 from the general fund.
- 5.10 **SOCCCD: ATEP IVC First Building Project, Commissioning Services Agreement, 3QC, Inc.**
Approve the commissioning services agreement with 3QC, Inc. for the ATEP IVC First Building project for a not to exceed amount of \$116,600.
- 5.11 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.12 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/Ratify Trustees' requests for attending conference(s)
- 5.13 **SOCCCD: Prequalification Questionnaire for the Design-Bid-Build Delivery Method and the Design-Bid Delivery Method for Capital Improvement Projects**
Approve the Prequalification Questionnaire for the design-bid-build delivery method and the design-build delivery method as the basis for developing Prequalification Questionnaires and delegates the authority to the Vice Chancellor of Business Services or designee to make project specific changes.
- 5.14 **SOCCCD: District-wide Workday Implementation Training Space, Chawanakee Unified School District (CUSD) Cooperative Purchase Agreement, Class Leasing, Inc.**
Approve the use of Class Leasing, Inc., Bid No. 2011-01, for the lease/purchase of relocatable buildings. This approval applies to use within the term of the contract and is contingent upon verification of the availability of funds for each purchase. Total cost for this use will not exceed \$275,000.

- 5.15 **SOCCCD: District-wide Air Blown Fiber, Board Change Order No. 4, T and D Communications, Inc.**
Approve Board Change Order No. 4 for the District-wide Air Blown Fiber project and authorize staff to execute the corresponding change order with the contractor resulting in a \$7,933 increase in the total project cost and add an additional 120 days to the project schedule, for a revised contract completion date of October 28, 2015 and a revised contract amount of \$709,159.
- 5.16 **SOCCCD: Budget Amendment: Adopt Resolution No. 15-36 to Amend FY 2014-2015 Adopted Budget**
Adopt Resolution No. 15-36 to amend the FY 2014-2015 Adopted Budget.
- 5.17 **SOCCCD: Contract for Quality Assurance Services, eNamix**
Approve the agreement with eNamix, for an amount not to exceed \$171,360, for the term of September 1, 2015 to August 31, 2016.
- 5.18 **SOCCCD: Contract for Software Development, Neudesic LLC**
Approve the work order with Neudesic LLC for an amount not to exceed \$267,000 for the term of September 1, 2015 through December 30, 2015.
- 5.19 **SOCCCD: Contract for Project Management and Database Design Services, Nimble Consulting**
Approve the agreement with Nimble Consulting for an amount not to exceed \$270,144.
- 5.20 **SOCCCD: Contract for Software Development Services, Redisq Technologies**
Approve the agreement with Redisq Technologies for a total amount not to exceed \$124,992.
- 5.21 **SOCCCD: Contract for Software Development Services, Synergy Software Solutions**
Approve the agreement with Synergy Software Solutions for a total amount not to exceed \$211,680.
- 5.22 **SOCCCD: Contract for BPA Facilitation Services, Strata Information Group**
Approve the agreement with Strata Information Group for an amount not to exceed \$146,800.
- 5.23 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**
Ratify the Transfer of Budget Appropriations.

5.25 **SOCCCD: Gifts to the District and Foundations**

Accept donations.

5.26 **SOCCCD: July 2015 Contracts**

Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 **SOCCCD: Adopted Budget for Fiscal Year 2015-2016**

Approve the FY 2015-2016 Adopted Budget.

6.2 **Saddleback College and Irvine Valley College: FY 2015-2016 Adopted Student Government Budgets**

Approve the FY 2015-2016 adopted student government budgets.

6.3 **SOCCCD: Saddleback College Technology and Applied Science Swing Space, Enter into Agreement with San Diego Gas and Electric (SDG&E) for Easement on Lower Campus Drive, Public Hearing**

Open a public hearing.

6.4 **SOCCCD: Saddleback College Advanced Technology and Applied Science (ATAS) Swing Space, Adopt Resolution 15-35 and Enter into Agreement for Easement on Lower Campus Drive, San Diego Gas and Electric (SDG&E)**

Adopt Resolution No. 15-35 to authorize entering into an agreement with San Diego Gas and Electric to dedicate an easement on Saddleback College property for utility purposes.

6.5 **SOCCCD: Board Policy Revision: BP-4011.1 Full-time Faculty Hiring, AR-4011.1 Recruitment: Full-time Faculty, BP-4309 Duties and Responsibilities of the Faculty**

Accept for review and study.

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

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

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

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reclassification, Authorization to Change Classified Positions, Change of Status, Out of Class Assignments, Out of Class Assignment End/Return to Permanent Assignment, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

6.8 **SOCCCD: Initial Proposal from SOCCCD Police Officer Association**

Acceptance of SOCCCD Police Officer Association for review and study,

and set a public hearing on the proposal for the September 2015 Board meeting.

7.0 REPORTS

- 7.1 **SOCCCD: Pilot Program BP-4011.3 Hiring Policy for Classified Staff**
Information will be presented on exceptions to BP-4011.3 to establish a pilot program to streamline and expedite the classified staff hiring policy.
- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through June 30, 2015.
- 7.4 **SOCCCD: Quarterly Financial Status Report**
Report as of June 30, 2015 for FY 2014-2015.
- 7.5 **SOCCCD: Quarterly Investment Report**
Report for quarter ending on June 30, 2015.
- 7.6 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**
Report for the periods ending June and July 2015.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources
- F. Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. California School Employees Association
- I. Saddleback College Classified Senate
- J. Police Officers Association

9.0 ADDITIONAL ITEMS

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from:

July 20, 2015 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
July 20, 2015**

PRESENT

Members of the Board of Trustees:

T.J. Prendergast, III, President
Timothy Jemal, Vice President
James R. Wright, Clerk
Barbara J. Jay, Member
David B. Lang, Member
Marcia Milchiker, Member
Lemar Momand, Student Member

Administrative Officers:

Tod Burnett, President Saddleback College
Gary Poertner, Chancellor
David Bugay, Vice Chancellor, Human Resources

ABSENT

Robert Bramucci, Vice Chancellor, Technology and Learning Services
Debra Fitzsimons, Vice Chancellor, Business Services
Glenn Roquemore, President Irvine Valley College

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.***

An Irvine Valley College student made a public comment pertaining to an instructor.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Student Discipline (EC 72122) (1 matter)
- 1.4 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (1 matter)
- 1.5 Conference with Labor Negotiators (GC Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.6 Conference with Legal Counsel (GC Section 54956.9) (2 cases)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1).) (1 case)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

The board, in open session, voted on a 6-0 vote on the expulsion of a student, ID# 737876, pursuant to Education Code 72122.

2.2 Invocation

Led by Trustee Jim Wright

2.3 Pledge of Allegiance

Led by Trustee Barbara Jay

2.4 Recognitions: Speakers are limited to two minutes each.

A. Resolutions:

- 1. Board Member Nancy Padberg
- 2. Irvine Valley College Speech and Debate Team 2015 National Champions

B. Commendations:

- 1. Saddleback College President Tod Burnett commended Phi Theta Kappa Chapter for having received Five Star status, the highest recognition offered by this prestigious International Honor Society for two-year colleges.

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.

One public comment was made pertaining to former board member Nancy Padberg and former Saddleback College Foundation President Jim Leach.

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

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

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

Research Directors Denice Inciong (District Services), Craig Hayward (Irvine Valley College) and Nicole Ortega (Saddleback College), along with Saddleback College President Tod Burnett and Irvine Valley College Vice President Linda Fontanilla, presented an annual overview of the Student Success Scorecard.

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.

Trustees Wright and Jemal requested to pull item 5.3; Trustee Wright requested to pull item 5.8.

On a motion made by Trustee Lang 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 a Regular Meeting held on June 22, 2015.

- 5.2 **Irvine Valley College: Curriculum Revisions for the 2015-2016 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2015-2016 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **SOCCCD: Irvine Valley College A400 Design-Build Project, Building Envelope Consultant Services Agreement, Amendment No. 1, Allana Buick & Bers, Inc.**
Approve Amendment No. 1 with Allana Buick & Bers, Inc. for additional building envelope consulting services for the Irvine Valley College A400 Design-build project, in the amount of \$60,000, for a revised total contract amount of \$120,104.

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

- 5.4 **Saddleback College: Grant Acceptance Career Technical Education Teacher Preparation Pipeline (TPP)**
Accept award of \$120,000 from the California Community College Chancellor's Office for CTE Grant Agreement Number 14-090-007.
- 5.5 **Saddleback College: 2015-16 Revision of Laboratory/Material Fees**
Approve the 2015-16 Saddleback College revision of Laboratory/Material Fees.
- 5.6 **Saddleback College: New Transfer Degree for the 2015/16 Academic Year**
Approve the proposed new Associate in Arts in Music for Transfer Degree.
- 5.7 **Saddleback College: Curriculum Revisions and New Courses for the 2015-16 Academic Year**
Approve the proposed curriculum changes for the 2015-16 academic year at Saddleback College.
- 5.8 **SOCCCD: Saddleback College Fine Arts Parking Lots 9 & 10 Landscape Project, Change Order No. 1, Clean Cut Landscape**
Approve Board Change Order No. 1 for the Saddleback College Fine Arts Parking Lots 9 & 10 Landscape project and authorize staff to execute Board Change Order No. 1 with Clean Cut Landscaping which will result in a no cost change and the addition of 43 days to the approved schedule, with the total project cost remaining \$119,610.

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

- 5.9 **SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior**

Renovation Project, Architectural Services Agreement Amendment No. 5, gkkworks

Approve Amendment No. 5 with gkkworks, for additional architectural services in the amount of \$12,000, for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project, for a total fee of \$316,390.

- 5.10 **SOCCCD: Saddleback College, Radio Transmitter Building Project, Change Order No. 1, Pacific Winds Building, Inc.**
Approve Board Change Order No. 1 for the Radio Transmitter Building project and authorize staff to execute the corresponding change order with Pacific Winds Building, Inc. resulting in a \$4,103.71 increase, with the total contract value of \$154,103.71.
- 5.11 **SOCCCD: Saddleback College Photo/Radio/Television Renovation Project, Architectural Services Agreement, Amendment No. 3, gkkworks**
Approve Amendment No. 3 with gkkworks for the Saddleback College Photo/Radio/Television Renovation project for additional architectural services in the amount of \$11,806 for a total contract value of \$130,811 and a contract extension of 90 days to a new date of March 17, 2015.
- 5.12 **SOCCCD: Saddleback College Central Plant Phase 2 Upgrade Energy Services Agreement, Amendment No. 2, Southland Industries**
Approve Amendment No. 2, a no cost, 84 day contract extension, for the Saddleback College Central Plant Phase 2 Upgrade, Energy Services project with Southland Industries, with a new completion date of September 30, 2015.
- 5.13 **SOCCCD: Saddleback College and Irvine Valley College, Janitorial Supplies, Second Year Bid Renewal, Bid No. 305D**
Approve the second of the two, one-year renewal periods for Bid No. 305D, Janitorial Supplies, for the FY 2015-2016, for a total amount not to exceed \$129,658.05 to the listed vendors.
- 5.14 **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.
- 5.15 **SOCCCD: ATEP, Land Exchange Demolition, Project Management Services Agreement Amendment No. 2, H2 Environmental Consulting Services, Inc.**
Approve Amendment No. 2 with H2 Environmental Consulting Services, Inc., for additional project management services in the amount of \$6,180 for the ATEP Land Exchange Demolition project for a total fee of \$102,220.
- 5.16 **SOCCCD: Land Surveyor Services Pool**
Approve the six firms listed above for a pool from which to draw Land Surveyor services for no greater than a five year period.
- 5.17 **SOCCCD: Authorization for District-wide Institutional Memberships FY**

2015-2016

Approve the District-wide institutional memberships FY 2015-2016 and estimated dues for organizations.

- 5.18 **SOCCCD: District-wide Cisco Smartnet Support Agreement Renewal, Resilient Communications, Inc.**
Approve the use of the Resilient Communications, Inc. CMAS contract No. 3-11-70-2492 for support, services, and equipment for the district's Cisco infrastructure purchases. This approval applies to purchases made within the term of each contract and is contingent upon verification of the availability of funds for each purchase.
- 5.19 **SOCCCD: Adopt Resolution No. 15-29: Appropriations Limit for 2015-2016 (Gann Limit)**
Adopt Resolution 15-29 establishing the required State constitutional appropriations limit for fiscal year 2015-2016 for the South Orange County Community College District.
- 5.20 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.21 **SOCCCD: Payment of Bills**
Ratify the payment of bills as listed.
- 5.22 **SOCCCD: Purchase Order/Confirming Requisitions**
Ratify the purchase orders/confirming requisitions as listed.
- 5.23 **SOCCCD: June 2015 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Vacancy in Trustee Area 4**
Recommendation for SOCCCD board members to adopt either Resolution No. 15-31 (Exhibit A) ordering a special election or adopt Resolution No. 15-32 (Exhibit B) calling for the appointment of a provisional board member. If the decision is to appoint a provisional board member, the Chancellor further recommends that the Board adopt Resolution No. 15-33 (Exhibit C) establishing the procedure for the appointment of a provisional board member.

On a 5-0 vote with Trustee Lang abstaining, the board adopted Resolution No. 15-32 calling for the appointment of a provisional board member for the vacancy in Trustee Area 4 and Resolution No. 15-33 establishing the procedure for the appointment.
- 6.2 **SOCCCD: ATEP, Development Master Planning Services Agreement**

Amendment No. 1, HMC Architects

Approve Amendment No. 1 to the ATEP Development Master Planning Services agreement with HMC Architects extending the contract to June 22, 2015 and increasing the amount by \$147,967 for a total fee of \$352,967.

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

6.3 SOCCCD: Saddleback College, Sciences Building Project, Change Order No. 2, C.W. Driver

Approve Board Change Order No. 2 for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with the contractor resulting in an increase of \$1,254,849 in the total project cost. The revised contract amount is \$54,880,121.

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

6.4 SOCCCD: Board Policy Revision: BP-4077.2 Personal Leave Without Pay

Accept for approval.

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

6.5 SOCCCD: Contract with Tableau Software, Inc.

Approve the end-user license agreement (EULA) with Tableau Software, Inc., for the amount of \$202,690 for year one, and an estimated amount of \$33,600 for years two through five for on-going maintenance.

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

6.6 SOCCCD: Saddleback College Gymnasium and Baseball Stadium Bleacher Replacement Project, Architectural Services Agreement, Amendment No. 1, R2A Architecture

Approve Amendment No. 1 with R2A Architecture for additional architectural services in the amount of \$51,315 for the Saddleback College Gymnasium and Baseball Stadium Bleacher Replacement project for a total fee of \$221,637.

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

6.7 SOCCCD: Saddleback College Adopt Resolution 15-34, Intention to Enter into Agreement and set a Public Hearing for San Diego Gas and Electric Easement

Adopt Resolution No. 15-34 declaring its intention to enter into an

agreement and to set a public hearing for August 24, 2015 regarding the San Diego Gas and Electric easement.

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

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

Authorize payment to Trustee Padberg who was absent from the board meeting on June 22, 2015.

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

6.9 Saddleback College: Office of Instruction Reorganization

Approve the proposed Saddleback College management reorganization.

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

6.10 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce an Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Temporary Reassignment of Full-Time Faculty.

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

6.11 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reclassification, Change of Status, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

Corrections were made to Exhibit A, page 11 and 12. Remove item C.2.b. (page 11) and item C.i.b.i. (page 12).

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

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Speakers

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

7.2 SOCCCD: CCCT Student Trustee Member Election - 2015

CCCT Student Trustee Member Election Information.

- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources
- F. Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. California School Employees Association
- I. Saddleback College Classified Senate
- J. Police Officers Association

9.0 ADDITIONAL ITEMS

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

Meeting adjourned at 8:26 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: New and Revised Programs for the 2015-16 Academic Year

ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee has reviewed and approved one new occupational skills award and revisions to six programs for the 2015-16 academic year.

STATUS

Saddleback College proposes revisions to the following programs:

Associate in Arts Degree in Elementary Teacher Education for Transfer
Accounting Certificate Program
Accounting Associate in Science Degree
Tax Preparation Certificate Program
Tax Preparation Associate in Science Degree
Liberal Studies Associate in Arts Degree

Saddleback College proposes the addition of a new Music Production Occupational Skills Award.

Exhibit A includes two (2) revised Certificates, two (2) revised Associate in Science degrees, one (1) revised Associate in Arts degree, one (1) revised Associate in Arts Degree for Transfer, and one (1) new Occupational Skills Award that are recommended by the Curriculum Committee for the 2015-16 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the new and revised programs as listed in Exhibit A.

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
Page 1 of 5

CURRENT
Associate in Arts Degree in
Elementary Teacher Education for Transfer

Upon completion of the Associate in Arts in Elementary Teacher Education for Transfer, students will have a strong foundation in introductory content area subject matter requirements for teaching at the elementary school level. Students will also have the opportunity to participate in supervised fieldwork in ~~K-12~~ settings. Students who complete the Associate in Arts Degree in Elementary Teacher Education for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

The following is required for this AA-T degree:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
(B) A minimum of ~~55 semester units or 82.5 quarter units~~ in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis. ~~A "P" (Pass) grade is not an acceptable grade for courses in the major.~~

Course ID	Title	Units
Required Courses		
EDUC 90*	Intro to Elementary Education	3
CD 107*	Child Growth and Development	3
BIO 20	Introduction to Biology	4
CHEM 3*	Fundamental Chemistry	4
PHYS 20	The Ideas and Events of Physics	4
GEOL 20	Introduction to Earth Science	4
MATH 112*	Mathematics for Elementary School Teachers	5
SP 1	Communication Fundamentals	3
ENG 1A*	Principles of Composition I	4
ENG 25*	Introduction to Literature	3
GEOG 3	World Regional Geography	3
HIST 4	World History to 1750	3
HIST 16	History of the United States to 1876	3
PS 1	American Government	3
Group A: Select one of the following courses (3 units)		
ENG 1B*	Principles of Composition II	3
ENG 170*	Reasoning and College Reading	3
Group B: Select one of the following courses (3 units)		
ARTH 20	Art Appreciation	3
MUS 20	Music Appreciation	3
TA 20	Theatre Appreciation	3
Group C: Select one of the following courses (3 units)		
ENG 142*	Children's Literature	3
ENG 17A*	Survey of English Literature: Beowulf to Romantic Movement	3
ENG 17B*	Survey of English Lit: Romantic Movement to The Present	3
ENG 15A*	Survey of American Literature: 1620-1860	3
ENG 15B*	Survey of American Literature: 1860-Contemporary	3
PHIL 1*	Introduction to Philosophy	3
PHIL 15*	Introduction to Ethics	3
HUM 1*	Introduction to Humanities	3
HUM 21*	The Search for Meaning: Ideas of Self Across Cultures	3
ANTH 3*	Culture and Language	3
Total Units for the Major		58

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

REVISED
Associate in Arts Degree in
Elementary Teacher Education for Transfer

Upon completion of the Associate in Arts in Elementary Teacher Education for Transfer, students will have a strong foundation in introductory content area subject matter requirements for teaching at the elementary school level. Students will also have the opportunity to participate in supervised fieldwork in **public elementary school** settings. Students who complete the Associate in Arts Degree in Elementary Teacher Education for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. **Students can only complete CSU Pathway to comply with SB 1440**. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

The following is required for this AA-T degree:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including, both of the following:
(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
(B) A minimum of **18 semester units or 27 quarter units** in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major. **A grade of P(Pass) is not acceptable for the major courses.**

Course ID	Title	Units
Required Courses		
EDUC 90*	Intro to Elementary Education	3
CD 7*	Child Growth and Development	3
BIO 20	Introduction to Biology	4
CHEM 3*	Fundamental Chemistry	4
and		
PHYS 20	The Ideas and Events of Physics	4
GEOL 20	Introduction to Earth Science	4
MATH 112*	Mathematics for Elementary School Teachers	5
SP 1	Communication Fundamentals	3
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH	Principles of English Composition I Honors	4
ENG 25*	Introduction to Literature	3
GEOG 3	World Regional Geography	3
HIST 4	World History to 1750	3
HIST 16	History of the United States to 1876	3
PS 1	American Government	3
Group A: Select one of the following courses (3 units)		
ENG 1B*	Principles of Composition II	3
or		
ENG 1BH	Principles of Composition II Honors	3
or		
ENG 70	Reasoning and College Reading	3
Group B: Select one of the following courses (3 units)		
ARTH 20	Art Appreciation	3
MUS 20	Music Appreciation	3
TA 20	Theatre Appreciation	3
Group C: Select one of the following courses (3 units)		
ENG 142*	Children's Literature	3
ENG 17A*	Survey of English Literature: Beowulf to Romantic Movement	3
ENG 17B*	Survey of English Lit: Romantic Movement to The Present	3
ENG 15A*	Survey of American Literature: 1620-1860	3
ENG 15B*	Survey of American Literature: 1860-Contemporary	3
PHIL 1*	Introduction to Philosophy	3
PHIL 15*	Introduction to Ethics	3
HUM 1*	Introduction to Humanities	3
HUM 21*	The Search for Meaning: Ideas of Self Across Cultures	3
ANTH 3*	Culture and Language	3

Total Units for the Major 58

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
Page 2 of 5

CURRENT
Accounting Certificate Program

This program meets a substantial portion of the 24-unit Accounting course requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this certificate is helpful in securing entry-level accounting positions in business and industry. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
or		
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3
BUS 12	Business Law	
or		
BUS 14	Legal Environment of Business	3
Total		26-27

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

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ~~ACCT 189~~, 214, ~~289~~; BUS 1, 102, 103, 104, 125; CIM 1, 112, ~~171, 174, 174A~~, 216, ~~216C, 218, 229A~~; ECON 2, 4.

REVISED
Accounting Certificate Program

This program meets a substantial portion of the 24-unit Accounting course requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this certificate is helpful in securing entry-level accounting positions in business and industry such as Accounts Payable Clerk, Accounts Receivable Clerk, General Ledger Clerk, or Bookkeeper. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
or		
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3
BUS 13	Legal Environment & Business Law	3
Total		26-27

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

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT ~~210~~, 214, ~~215~~, BUS 1, 102, 103, 104, 125; CIM 1, 112; CIMA 104, 106, ECON 2, 4.

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
Page 3 of 5

CURRENT
Tax Preparation Certificate Program

This program provides students with sufficient knowledge of Federal and State of California tax law to prepare individual and small business tax returns and to obtain an entry-level position as a tax preparer.

Course ID	Title	Units
ACCT 1A	Financial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
CIMA 104+	Spreadsheets: Excel	3
CIMA 223A*	Computerized Accounting: QuickBooks— Beginning	
or		1.5
CIMA 223B*	Computerized Accounting: QuickBooks— Advanced	
Select from Restricted Electives		3
<hr/>		
Total		21.5

Restricted Electives:

ACCT 215	General Accounting	3
ACCT 235	Entrepreneurial Accounting	3

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

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 120, 202B, 203, 214; BUS 1, 102, 103, 104, 125; CIM 1, 10, 112, CIMN 100, 100A, CIMA 104B*, 106; ECON 2, 4.

REVISED
Tax Preparation Certificate Program

This program provides students with sufficient knowledge of Federal and State of California tax law to prepare individual and small business tax returns and to obtain an entry-level position as a tax preparer or bookkeeper.

Course ID	Title	Units
ACCT 1A	Financial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
BUS 13	Legal Environment & Business Law	3
CIMA 104+	Spreadsheets: Excel	3
CIMA 223A*	Computerized Accounting: QuickBooks— Beginning	
or		1.5
CIMA 223B*	Computerized Accounting: QuickBooks— Advanced	
Select from Restricted Electives		3
<hr/>		
Total		21.5

Restricted Electives:

ACCT 215	General Accounting	3
ACCT 235	Entrepreneurial Accounting	3

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

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 120, 202B, 203, 214; BUS 1, 102, 103, 104, 125; CIM 1, 10, 112, CIMN 100, 100A, CIMA 104B*, 106; ECON 2, 4.

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
Page 4 of 5

CURRENT
Liberal Studies Associate Degree

The ~~curriculum in the~~ Liberal Studies Associate Degree program is designed for students transferring to a four-year college or university ~~intending to pursue a Liberal Studies Major~~. Students planning to transfer to California State University (CSU), the University of California (UC) or an institution which accepts certification should complete general education requirements for the ~~associate degree~~ by completing CSU General Education (CSU-GE) ~~certification requirements~~ or the Intersegmental General Education Transfer Curriculum (IGETC) ~~(34-39 units)~~.

Please consult with a counselor to ensure that the courses you select from the options listed below are appropriate for your particular school of transfer.

Complete ~~48~~ units as described below:

ENG 1A*	4
SP 1 or 5	3
PS 1	3

Select one of the following:

ENG 1B*, ~~170~~, PHIL 12*, SP 2*, 3* 3

Select one of the following:

HIST 7, 8, 16, 17, 22

3

Select one of the following:

MATH 2*, 3A*, 3B*, 3C* 7*, 8*, 10*, 11*, 24*, 26*, 124* 3-5

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

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

REVISED
Liberal Studies Associate Degree

The Liberal Studies Associate Degree program **provides students with a multidisciplinary preparation including topics in written and oral communication, humanities, natural sciences, social science, mathematics and the arts**. It is designed for students transferring to a four-year college or university **and pursuing a Liberal Studies or related degree**. **Students who pursue a Liberal Studies major can subsequently pursue careers in fields such as education, business or government**. Students planning to transfer to California State University (CSU), the University of California (UC), or an institution **that** accepts certification should complete general education requirements for the Liberal Studies Associate Degree by completing CSU General Education **General Education** or the Intersegmental General Education Transfer Curriculum (IGETC) **certificates requirements**.

Please consult with a counselor to ensure that the courses you select from the options listed below are appropriate for your particular school of transfer.

Complete **19-21** units as described below:

ENG 1AH* 4

OR

ENG 1A* 4

SP 1 or 5 3

PS 1

3

Select one of the following:

ENG 1B*, **1BH*, 70***, PHIL 12*, SP 2*, 3* 3

Select one of the following:

HIST 7, 8, 16, 17, 22 3

Select one of the following:

MATH 2*, 3A*, **3AH***, 3B*, 3C* 7*,

8*, 10*, 11*, 24*, 26*, **112***, 124*

3-5

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

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
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NEW

Music Production Occupational Skills Award

Provides students with entry-level skills for employment in the fields of music production, film/tv/game composition, live performance, sound design, music editing and music recording. Students will use industry-recognized software to create, edit and perform music. The OSA also provides students with the music business knowledge necessary to promote their work.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Operate a digital audio workstation and setup software and hardware.
- Use midi and virtual instruments.
- Create music using Ableton Live.
- Edit music using Ableton Live.
- Perform music using Ableton Live and a midi controller.
- Describe various roles in the music industry.
- Explain how to publish, market and promote musical compositions.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
MUS 130	Music Production I	2.5
MUS 132	Introduction to Music Technology	2
MUS 120	Introduction to the Music Industry	3
<hr/>		
Total Units for the Award		7.5

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Oxford Semester Abroad in Oxford, England –
Spring Semester 2016, Agreement with American Institute of Foreign
Study

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar study abroad courses, which have been conducted in many countries of the world by expert faculty who provide academic course-work in conjunction with cultural travel experiences. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program, Oxford Semester in Oxford, England, during the Spring Semester, 2016 as summarized in EXHIBIT A. All student fees, student insurance, travel, food and lodging requirements will be organized and arranged by American Institute of Foreign Studies (AIFS). The required Educational Tour/Field Study Contractor Agreement is provided in EXHIBIT B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in EXHIBIT C. The cost per student is \$6,995 or \$97.00 per day plus airline-imposed departure taxes and fees (estimated at \$731 per student). Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

The current travel warnings list, EXHIBIT D, which is issued by the U.S. Department of State, does not include England.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Spring 2016 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, as summarized in EXHIBIT A, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements as shown in EXHIBIT B.

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

Dr. Debra Fitzsimons, Vice Chancellor, Business Services

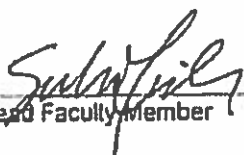
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

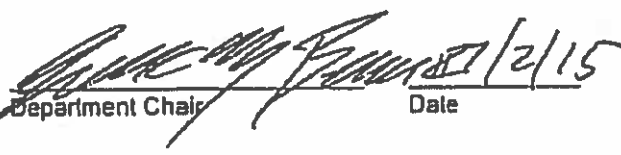
1. PROGRAM									
Location/Destination:		Oxford, England			First Trip: Yes:		No:		X
Dates:	From:	March 17, 2016	To:	May 20, 2016	Total No. of Days:		65		
Partner Name (Academic Institution):		American Institute for Foreign Study							
Address:		AIFS, Partnership Programs 1 High Ridge Park Stamford, CT 06905							
Contact Person:		Sharon Secki			Telephone No.:		203-399-5597		
Description of Institution:		BA/MA Degree granting university in British university system							
Includes:	Accredited Instruction	Yes:	x	No:					
	Transfer College Units	Yes:	x	No:					
	Orientation	Yes:	x	No:					
	Books/Supplies	Yes:		No:	x				
	Tutors	Yes:		No:	x				
	Weekend Study Activities	Yes:	x	No:					
	Food	Yes:	x	No:					
	Transportation	Yes:	x	No:					
	Lodging	Yes:	x	No:					
Other:	Three field trips within England: Bath/Stonehenge, London, Stratford-Upon-Avon. Weekly on-site liaison to assist students with travel, planning, group activities, tours, life, etc. Four educational excursions into London.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Local transportation, airline-imposed departure taxes and fees, personal expenses, Saddleback College tuition, and books.							
Other:									
2. FACULTY									
Lead Faculty Name:		Suki Fisher							
Coordinates Trip:			Yes:	x	No:				
If No, Explain:									
Travels to Site:			Yes	x	No:				
Dates:	From:	3/17/16			To:	5/20/16			
Teaching Assignment at Program Site:			Yes	x	No:				
Dates:	From:	3/17/16			To:	5/20/16			
Requires Substitute at IVC and/or SC?			Yes		No:	x			
Unpaid Faculty Exchange:			Yes		No:	x			
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:				Date(s)		Time(s)		
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
Humanities 1	Introduction to Humanities						3
English 18	Shakespeare: The Tragedies						3
English 27A	Introduction to the Novel (3/17-5/20/16)						3
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						12	
Maximum number of units:						15	
If this is a repeat program site, what is the average number of units taken per student?						12	
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$ 6175	
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$ 95	
College:							
Additional costs to the District?		Yes:		No:	<input checked="" type="checkbox"/>		
If Yes Explain:							
Cost of substitute pay if instructor is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Eng. 27A	Eng 18	Eng. 18	Field trips			
9 a.m.	X	x	x				
10 a.m.	X	X	X	X			
11 a.m.	X	X	X	X			
12 Noon	lunch	lunch	lunch	lunch			
1 p.m.		Hum 1	Hum 1	X			
2 p.m.		X	X	X			
3 p.m.		X	X	X			
4 p.m.		X	X	X			
5 p.m.				X			
6 p.m.				dinner			
7 p.m.				X			
8 p.m.				X			
9 p.m.				X			
10 p.m.				X			
Exceptions to weekly schedule:		Field trips are scheduled during 3 of the 9 weeks students are in Oxford.					

8. ATTACHMENTS	
1. Course Outline	
2. Course Syllabus	
3. Contract Provider	
9. REQUIRED SIGNATURES	


Lead Faculty Member

7/2/15
Date


Department Chair

7/2/15
Date


Division/School Dean

7-2-15
Date


Vice President, Instruction

7/6/15
Date


College President

8-11-15
Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR/FIELD STUDY
TRAVEL CONTRACTOR AGREEMENT
GENERAL TERMS AND CONDITIONS

Spring 2016 Study Abroad in Oxford, England

This Agreement is made this 24th day of August, 2015 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at Partnership Programs, 1 High Ridge Park, Stamford, Connecticut 06092 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC DETAILS."

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

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

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

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

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

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION." Prior to the departure of any Educational

Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

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

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

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

9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and

the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour/Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Deputy Chancellor at least (15) fifteen working days prior to commencement of the program.

12. TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour/Field Study Trip.

13. TERM – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular

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

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

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

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

17. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

**South Orange County Community
College District**

Date: _____

Date: _____

By: _____
Sharon Secki

By: _____
Dr. Debra L. Fitzsimons

Title: Program Administrator

Title: Vice Chancellor, Business Services

Address: Partnership Programs
1 High Ridge Park
Stamford, Connecticut
Stamford, Connecticut

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (203) 399-5597

Phone: (949) 582-4664

AMERICAN INSTITUTE FOR FOREIGN STUDY

PROPOSAL FOR SADDLEBACK COLLEGE

OXFORD PARTNERSHIP PROGRAM – SPRING SEMESTER 2016

Depart U.S.: Thursday, March 17, 2016
Arrive Oxford: Friday, March 18, 2016
Depart Oxford: Friday, May 20, 2016

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE

- Transportation package consisting of international airfare (Los Angeles – London – Los Angeles) and round-trip transfers between the London airport and the housing in Oxford on the scheduled program dates. Please note that a mandatory airline-imposed taxes and fuel fees (estimated at \$625) are not included and students will be billed separately for these.
- An orientation program in Oxford consisting of an orientation meeting with AIFS staff, student information packet including comprehensive student handbook, local area information and a walking tour of Oxford with the services of a professional guide including entrances to an Oxford University College and afternoon tea welcome event.
- Accommodation in a single room homestay on a half-board basis with breakfast and dinner provided. Students will live no further than a 30 minutes bus ride from Oxford city center and will be located in safe residential areas.
- One classroom available for 2.5 days a week (Monday – Wednesday) for the duration of the program. Audio-visual equipment will be provided as required including a data projector and a laptop.
- The services of AIFS staff including a local Oxford based homestay coordinator and London based student services to allocate and deal with homestay issues and to liaise with the Saddleback College faculty and to offer assistance throughout the program. AIFS staff will be available to handle any emergencies and will visit the group once a week. An AIFS staff member will be on site for the entire first week of the program.
- Provision of one adjunct lecture to teach Saddleback College approved Humanities course. Teaching will follow the course syllabi as outlines or approved by Saddleback College.
- Four academically enhancing day excursions to London. Two day excursions for the humanities course, including round-trip travel on the Oxford Tube bus, unlimited travel on the day in the central zones of London and entrance to a special exhibition or museum. A day excursion to London by Oxford Tube, unlimited travel on the day on London transport in the central zones, a tour of Shakespeare's Globe and tickets to a

performance. A day excursion to London by Oxford Tube, unlimited travel on the day on London transport in the central zones, entrance to the Charles Dickens Museum and guided themed walking tour.

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

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE

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

- Round-trip flights between Los Angeles and London on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse Saddleback College faculty member the optional student airfare fee once the program has departed the U.S.
- AIFS will provide the Saddleback College faculty member with housing in a one bedroom apartment in Oxford. The apartment will be fully furnished and all utilities (except telephone) will be included. Internet will be provided in the apartment.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.
- AIFS will provide the Saddleback College faculty member with a pay as you go cell phone and printer. Cell phone costs are the responsibility of the faculty.
- Faculty benefits are paid in full for an enrolment of 20 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrollment of **20 to 24 paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$6175**.

Based on an enrollment of **25 or more paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$5995**.

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

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

WHAT IS NOT INCLUDED?

The above fee does not include the following items:

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

OPTIONAL COMPONENTS

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

PROGRAM APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed program bookings after Wednesday, December 23, 2015. Therefore, AIFS would require the College to collect the application forms and deposits of \$450 (\$50 non refundable application fee and \$400 deposit) per student and to forward them to AIFS by Wednesday, December 23, 2015. AIFS would then bill the individual student/bill the College for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday, January 22, 2016. Please note that these are not postmark dates but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS also offers an online enrollment option. Online forms must be approved no later than Wednesday, December 23, 2015.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Wednesday, December 23, 2015, but cannot guarantee program costs after this date.

Students applying after the application deadline date of Wednesday, December 23, 2015, can only be accepted on a space-available basis.

AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Wednesday, December 23, 2015.

AIFS is financially committed to any confirmed airline seats from Tuesday, December 8, 2015 and therefore an airfare review will take place prior to this date. AIFS requests that SADDLEBACK COLLEGE provide an indication of how many students intend to participate on the program. However, should SADDLEBACK COLLEGE subsequently decide to offer the program but arrange their own student airfare then AIFS must be notified before Tuesday, December 8, 2015 and will be able to provide a land only fee.

REFUND POLICY

If a student withdraws:	S/he receives a refund of:
On or before Wednesday, December 23, 2015	All fees paid less the \$50 non-refundable application fee, \$100 processing fee and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
After Wednesday, December 23, 2015, but on or before Friday, January 22, 2016	All fees paid less the \$50 non-refundable application fee, \$400 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
After Friday, January 22, 2016	No refund, and the total program fee is due.
Once the program has begun	No refund, unless AIFS suspends the program.
Because of covered medical reasons	All fees paid less the \$50 non-refundable application fee, \$100 processing fee and \$210 insurance premium.

Please note that students who are academically withdrawn by their home institutions after their applications have been processed by AIFS are subject to the standard refund policy.

It is understood that Saddleback College will not cancel the program if the necessary minimum number of participants have been enrolled Wednesday, December 23, 2015.

In the event of the U.S. State Department issuing a travel warning which advises U.S. Citizens not to travel to Oxford, or if they are already in Oxford, to leave it, AIFS will:

- If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home, they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$100 processing fee, \$210 insurance premium, \$50 non-refundable application fee and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

AIFS requires written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately.

A confirmation in writing is required by Friday, August 28, 2015. Please sign and date below, and fax or scan and email this document in its entirety to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT, at 203-399-5597, or ssecki@aifs.com.

PROPOSAL ACCEPTED BY _____
South Orange County Community College District on behalf of Saddleback College

PRINTED NAME Debra L. Fitzsimons, Vice Chancellor, Business Services

DATE _____

[travel.state.gov](#) > [Passports & International Travel](#) > **Alerts and Warnings**

Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Refine by Destination

Warning	July 2, 2015	Nepal Travel Warning
Warning	July 1, 2015	Republic of South Sudan Travel Warning
Warning	June 22, 2015	El Salvador Travel Warning
Warning	June 22, 2015	Iraq Travel Warning
Warning	June 15, 2015	Sudan Travel Warning
Alert	June 12, 2015	Potential Implications for Travel Because of Ebola in Parts of West Africa
Warning	June 5, 2015	Colombia Travel Warning
Alert	June 3, 2015	2015 Hurricane and Typhoon Season
Warning	May 29, 2015	Lebanon Travel Warning
Warning	May 22, 2015	Afghanistan Travel Warning
Warning	May 20, 2015	Philippines Travel Warning
Warning	May 14, 2015	Burundi Travel Warning

 Warning	May 13, 2015	Kenya Travel Warning
 Alert	May 8, 2015	Burundi Travel Alert
 Warning	May 7, 2015	Mali Travel Warning
 Warning	May 6, 2015	Eritrea Travel Warning
 Warning	May 5, 2015	Mexico Travel Warning
 Warning	May 1, 2015	Central African Republic Travel Warning
 Warning	April 23, 2015	North Korea Travel Warning
 Warning	April 3, 2015	Yemen Travel Warning
 Warning	March 3, 2015	Syria Travel Warning
 Warning	March 2, 2015	Honduras Travel Warning
 Warning	February 26, 2015	Chad Travel Warning
 Warning	February 24, 2015	Algeria Travel Warning
 Warning	February 24, 2015	Saudi Arabia Travel Warning
 Warning	February 24, 2015	Pakistan Travel Warning
 Warning	February 18, 2015	Israel, The West Bank and Gaza Travel Warning
 Alert	February 13, 2015	Lesotho Travel Alert
 Warning	February 5, 2015	Sierra Leone Travel Warning
 Warning	February 4, 2015	Cameroon Travel Warning
 Warning	February 2, 2015	Nigeria Travel Warning
 Warning	January 21, 2015	Liberia Travel Warning
 Warning	January 20, 2015	Libya Travel Warning
 Warning	January 16, 2015	Iran Travel Warning
 Warning	January 5, 2015	Ukraine Travel Warning
 Warning	December 11, 2014	Venezuela Travel Warning
 Warning	December 4, 2014	Haiti Travel Warning
 Warning	November 25, 2014	Democratic Republic of the Congo Travel Warning
 Warning	November 25, 2014	Djibouti Travel Warning
 Warning	October 24, 2014	Somalia Travel Warning
 Warning	October 7, 2014	Mauritania Travel Warning
 Warning	March 27, 2014	Niger Travel Warning

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Irvine Valley College and Advanced Technology and Education Park, Extension of Charter Bussing Services Agreement, Amendment No. 1, Pacific Coachways Charter Services, Inc.

ACTION: Approval

BACKGROUND

On June 25, 2012, the Board of Trustees approved a three year agreement with the option for two one-year extensions with Pacific Coachways Charter Services, Inc. for bussing services at Saddleback College, Irvine Valley College and Advanced Technology and Education Park beginning July 1, 2012.

STATUS

Staff recommends approval of Amendment No. 1 (EXHIBIT A) to extend the agreement with Pacific Coachways Charter Services, Inc. for the first of the two one-year extensions, beginning August 25, 2015 and ending June 30, 2016, and recommends the approval of a 4% increase in annual fees in accordance with the most recent data from the Los Angeles-Riverside-Orange County Consumer Price Index and in accordance with the original bid language.

The original agreements are available for review in the district purchasing department. Annual costs are estimated at \$91,000.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) with Pacific Coachways Charter Services, Inc. for the first of two one-year extensions, beginning August 25, 2015 and ending June 30, 2016, and approve a 4% increase in annual fees.

**AMENDMENT No. 1
TO CHARTER BUS SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE, IRVINE VALLEY COLLEGE, AND
ADVANCED TECHNOLOGY AND EDUCATION PARK**

August 25, 2015

THIS AMENDMENT shall modify the original agreement dated July 1, 2012, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and Pacific Coachways Charter Services, Inc., 11771 Markon Drive, Garden Grove, CA, 92841, hereinafter referred to as "CONTRACTOR".

WHEREAS, Article 2 of the original Agreement establishes the term for three years with two, one-year options to renew; and

WHEREAS, the DISTRICT has reviewed and desires to renew the agreement for the first of the two one-year extensions; and

WHEREAS, the CONTRACTOR is able and willing to extend the term of the agreement for one year; and

WHEREAS, Article 13(b) requires any additions, deletions, changes or other modifications to this agreement must be executed in writing and signed by all parties; and

WHEREAS, the CONTRACTOR desires a 4% increase in annual fees in accordance with the most recent data from the Los Angeles-Riverside-Orange County Consumer Price Index and in accordance with the original bid language; and

NOW, THEREFORE, the Parties agree to modify the original agreement as follows with all remaining terms and conditions maintained as described in the original agreement:

1. Article 2 shall read:

The term of this agreement is hereby extended from August 25, 2015 to June 30, 2016, reflecting a 4% increase in annual fees.

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

"DISTRICT"	"CONTRACTOR"
South Orange County Community College District	Pacific Coachways Charter Services, Inc.

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

By: _____
Michael Giddens
General Manager

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Commissioning Services Agreement, Amendment No. 1, Facility Dynamics Engineering

ACTION: Approval

BACKGROUND

On September 22, 2014, the Board of Trustees approved an agreement with Facility Dynamics Engineering to provide commissioning services for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project for \$70,624, with a term of service for 22 months. The original agreement provided for additional services, if necessary.

The project has been delayed due to DSA approval requirements and will require extending the term of service by 6 months.

STATUS

Additional commissioning services are required on the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project due to DSA approval issues. Facility Dynamics Engineering will provide commissioning services for an extended term of 6 months for no additional costs.

Staff recommends approval of Amendment No. 1 (EXHIBIT A), increasing the term of service by 6 months, for a revised term of service for 28 months.

Basic aid funds are available within the existing project budget of \$13,013,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) with Facility Dynamics Engineering to extend the term of service by 6 months with a new duration of 28 months, for commissioning services for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project, for no additional fees and a contract total remaining at \$70,624.

**AMENDMENT No. 1
TO COMMISSIONING SERVICES AGREEMENT
FOR
FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT
SADDLEBACK COLLEGE**

AUGUST 24, 2015

THIS AMENDMENT shall modify the original agreement dated September 22, 2014 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and Facility Dynamics Engineering, 2468 N. Riverside Drive, Santa Ana, California, 92706, hereinafter referred to as "CONSULTANT".

WHEREAS, Article III, paragraph 2 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VI, paragraph 1 establishes the compensation of the agreement at \$70,624; and Article IV established the term of service as 22 months; and

WHEREAS, Additional services on the Fine Arts HVAC Upgrades and Interior Renovation project are required and term of service is extended by 6 months at no additional costs; and

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

Provide additional building envelope services for an increased term of service by 6 months for a duration of 28 months at no additional fees.

ORIGINAL CONTRACT AMOUNT:	\$ 70,624
Amendment No. 1	(Extend Term by 6 Months)
	\$ 0
Total Contract Amount	\$ 70,624

IN WITNESS HEREOF, the Parties have executed this Amendment No.1 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Facility Dynamics Engineering

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

By: _____
J. Jay Santos
Principal

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Model United Nations, Student Out-of-State Conference Travel, Washington, DC from October 29, 2015 – November 1, 2015

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) is committed to student success. The IVC Model United Nations (MUN) team in conjunction with the Political Science department has arranged for students to attend and participate in the National Model United Nations (NMUN) – Washington, DC Conference.

As part of our continued commitment to student success, the IVC MUN Program is offering Political Science 21 (Model United Nations) and Political Science/Model United Nations club members the opportunity to attend the NMUN - DC 2015 conference to be held at the Washington Marriott Wardman Park Hotel. Students will represent the interests of their respective country in an authentic simulation of the United Nations. During this simulation, IVC students will debate international issues, negotiate cooperative approaches to address global problems, present formal speeches on behalf of their country, and develop professional skills like building rapport, group management, effective leadership, and respectful diplomacy.

STATUS

The IVC Model United Nations Program proposes to take up to 18 students and 2 advisors to the National Model United Nations Washington, DC Conference from October 29 to November 1, 2015. The Student Out-of-State Travel Program Information Summary is presented in EXHIBIT A. The individual cost breakdown summary is presented in EXHIBIT B. Funding for student airfare, baggage, meals, and personal expenses will be paid by the student. Funding for lodging, conference registration, and airport shuttle fees will be paid from ASIVC funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the IVC Model United Nations program for student out-of-state conference travel to the National Model United Nations – Washington, DC Conference from October 29 to November 1, 2015.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Washington, DC Marriott Park Hotel			First Trip: Yes:			No:	X
Dates:	From:	10/29/15	To:	11/01/15	Total No. of Days:		4		
Partner Name (Academic Institution):		N/A							
Address:		N/A							
Contact Person:		N/A			Telephone No.:		N/A		
Description of Institution:		N/A							
Includes:	Accredited Instruction		Yes:		No:	X			
	Transfer College Units		Yes:		No:	X			
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:	X	No:				
	Tutors		Yes:		No:	X			
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:		No:	X			
	Transportation		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:	N/A								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals and airfare.							
Other:									
2. FACULTY									
Lead Faculty Name:		Cale Crammer							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes	X	No:					
Dates:	From:	10/29/15			To:	11/01/15			
Teaching Assignment at Program Site:		Yes		No:	X				
Dates:	From:				To:				
Requires Substitute at IVC and/or SC?		Yes		No:	X				
Unpaid Faculty Exchange:		Yes		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Other:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:	Course Title:							No. of Units	

TOTAL							
4. STUDENTS							
Minimum number of students required to make program:		12					
Minimum number of units:							
Maximum number of units:							
If this is a repeat program site, what is the average number of units taken per student?							
Other – Maximum number of students		18					
5. COSTS							
Student:							
Contracted cost per student:		\$ 720.00					
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>		\$ 180.00					
College:							
Additional costs to the District?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>						
If Yes Explain:	School registration, delegate registration, hotel rooms, portorage fee						
Cost of substitute pay if instructor is also receiving salary for courses at IVC and/or SC during the same period of time.		\$ N/A					
Other Costs		\$ 5,748.00					
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
N/A							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Thur 10/29	Fri 10/30	Sat 10/31	Sun 11/1			
8am	Fly from	Mission	Conference	Conference			
9am	LAX to	Briefing	All Day	All Day			
10am	DC						
11am							
12pm		Conference					
1pm							
2pm							
3pm							
4pm							
5pm	Congress						
6pm	Tour						
7pm	Conf.						
8pm	Reg.				Fly from DC		
9pm					to LAX		
10pm							
Exceptions to weekly schedule:			N/A				
8. ATTACHMENTS							
Cover.							

EXHIBIT A

9. REQUIRED SIGNATURES


Lead Faculty Member

8-11-15
Date


Department Chair

8-11-15
Date


Division/School Dean

8-11-15
Date


Vice President, Instruction

8/12/15
Date


College President

8/12/15
Date

BUDGET

ASIVC CO-CURRICULAR OUT OF STATE TRAVEL
NATIONAL MODEL UNITED NATIONS CONFERENCE, WASHINGTON, DC
October 29-November 1, 2015

SUMMARY OF ESTIMATED COSTS OF INTERCOLLEGIATE NATIONAL COMPETITION

A: TOTAL COSTS TO BE PAID BY ASIVC		
Registration fee for 18 Students at \$95.00 each		\$ 1,710.00
Hotel Reservation for 7 rooms at \$185.00 per night = \$4,440.00 for 3 nights		\$ 3,885.00
Hotel Porterage Fees at \$8.50 per person (x18)		\$ 153.00
	A: TOTAL COST	\$ 5748.00

B: TOTAL COSTS TO BE PAID BY MUN FOUNDATION ACCOUNT		
Conference registration at \$100.00 per school		\$ 100.00
	B: TOTAL COST	\$ 100.00

C: TOTAL PER STUDENT COSTS TO BE PAID BY STUDENTS		
Baggage \$25.00 per bag (each way)		\$ 50.00
Food expenses average \$30.00 per day per person for 4 days		\$ 120.00
Airfare at \$450 per person		\$ 450.00
Misc. personal costs approximately \$100 per person		\$ 100.00
	TOTAL PER STUDENT COST	\$ 720.00
	C: GRAND TOTAL, PER STUDENT COST (18 STUDENTS)	\$ 12,960.00

D: TOTAL COST OF COMPETITION		
TOTAL COSTS TO BE PAID BY ASIVC		\$ 5,748.00
TOTAL COSTS TO BE PAID BY MUN FOUNDATION ACCOUNT		\$ 100.00
TOTAL COSTS TO BE PAID BY STUDENTS		\$ 12,960.00
	D: TOTAL COST OF COMPETITION	\$ 18,808.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College A400 Design-Build (Liberal Arts Building) Project, DSA Inspection Services Agreement, Amendment No. 1, TYR, Inc.

ACTION: Approval

BACKGROUND

On March 31, 2014, the Board of Trustees approved an agreement with TYR, Inc. to provide DSA Inspection services for the Irvine Valley College A400 Design-build project for \$183,000, with an anticipated project completion of July 31, 2015. The original agreement provided for additional services, if necessary.

The Design-build Entity has experienced numerous problems with subcontractors' installation of the building envelope resulting in failed water testing.

STATUS

Additional DSA Inspection services are required on the Irvine Valley College A400 Design-build project due to ongoing construction issues. TYR, Inc. will provide the additional services, for a not to exceed fee of \$60,000, with a new completion date of December 31, 2015.

Staff recommends approval of Amendment No. 1 (EXHIBIT A), increasing the contract by \$60,000, for a revised contract amount of \$243,000. A portion of the costs will be back-charged to the contractor.

Basic aid funds are available within the existing project budget of \$13,013,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) with TYR, Inc., for additional DSA Inspection services, for the Irvine Valley College A400 Design-build (Liberal Arts Building) project, in the amount of \$60,000, for a revised total contract amount of \$243,000 and a new completion date of December 31, 2015.

**AMENDMENT No. 1
TO DSA INSPECTION SERVICES AGREEMENT
FOR
A400 DESIGN-BUILD PROJECT
IRVINE VALLEY COLLEGE**

AUGUST 24, 2015

THIS AMENDMENT shall modify the original agreement dated MARCH 31, 2014 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and TYR, Inc., 4010 Watson Plaza Dr., Suite 205, Lakewood, California, 90712, hereinafter referred to as "CONSULTANT".

WHEREAS, Article III, paragraph 2 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VI, paragraph 1 establishes the compensation of the agreement at \$183,000; and Article IV established the term of service as 16 months; and

WHEREAS, the need for additional services on the A400 Design-build (Liberal Arts building) project is required and the cost for the additional services is expected not to exceed \$60,000; and term of service is extended by 6 months; and

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

Provide additional DSA Inspection services for an additional not to exceed amount of 60,000 and increased term of service by 6 months with a completion date of December 31, 2015.

ORIGINAL CONTRACT AMOUNT:	\$ 183,000
Amendment No. 1	<u>\$ 60,000</u>
Total Contract Amount	\$ 243,000

IN WITNESS HEREOF, the Parties have executed this Amendment No.1 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
TYR, Inc.

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

By: _____
Youssef Sobhi
President

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Community Education, Fall 2015 Addition

ACTION: Approval

BACKGROUND

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

STATUS

These courses are in addition to the programs submitted and approved at the June 2015 meeting of the Board of Trustees. Expenses for conducting these courses will be paid from the income from participant fees. The Irvine Valley College course offerings, presenters, and compensation are outlined in Exhibit A.

RECOMMENDATION

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

South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Fall 2015

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
American Culture & Language	8/17-12/31/15	Suzanne Cleveland	50 % Gross	\$200
Business Soft Skills	8/17-12/13/15	George Carson	50% Gross	\$200
College Funding	8/17-12/31/15	Charles Rowan	50% Gross	\$25
Cookous Organic Culinary Workshop	8/17-12/31/15	Alem Blansett	50% Gross	\$120
Creative Writing	8/17-12/31/15	Kathryn Kramer	50% Gross	\$30
Free Publicity in Newspapers	8/17-12/31/15	Robert Gluckson	50% Gross	\$40
Introduction to Stock Options	8/17-12/31/15	Sanjeev(Sam) Bhai	50% Gross	\$250
Navigating the Global Economy	8/17-12/31/15	Dan Han/M. Matsuwama	50% Gross	\$100 *per class
Rudy On Rounds	8/17-12/31/15	Richard Katz	50% Gross	\$35
Savvy Social Security/Medicare Plan	8/17-12/31/15	Kirk O'Brien	50% Gross	\$49
The Art of Empathic Listening	8/17-12/31/15	Mohsen Ahim	50% Gross	\$35
Therapeutic Yoga/Correct Breathing	8/17-12/31/15	Mona Ness	50% Gross	\$65
Tree of Life Health & Wellness Prog.	8/17-12/31/15	Jackie Ovadia	50% Gross	\$90
Financial Classes	5/26-8/15/15	John Pak	50% gross	\$49-\$69
			* = per class fee	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: 2016 International Debate Tour, People's Republic of China (PRC) from May 25 – June 11, 2016

ACTION: Approval

BACKGROUND

Over the past 16 years, the forensics team of Irvine Valley College has taken over 100 students and coaches to the People's Republic of China (PRC) for debate demonstrations and competitions. The 2016 debate program will take students and coaches from Irvine Valley College to China in May and June. The program would focus on training Chinese debaters and competing in "Friendship" tournaments held in Beijing and Xi'an. In addition to the debating activities, a wide variety of cross-cultural opportunities will be available for student development. Students will enhance intercultural communication skills through involvement with Chinese students as debate partners.

STATUS

PROGRAM DURATION:

May 25 to June 11, 2016 (18 days) – Travel and competition would take place immediately after the spring semester and commencement ceremonies. (Exhibit A)

PROGRAM ENROLLMENT:

A target of 20 students and seven coaches has been established to accompany the team. Students and coaches will raise funds for the costs (foundation account) or will pay costs directly. Supplemental allocations from general fund and staff development money for faculty members may be utilized for tournament/tour expenses. (Exhibit B)

VENUES:

Beijing Foreign Studies University and Xi'an International Studies University has hosted IVC for several training sessions and debate tournaments.

The current travel warnings list (Exhibit C) which is issued by the U.S. Department of State does not include China.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2016 International Debate Tour to the People's Republic of China at a total estimated maximum budget not to exceed \$81,324.00 with \$16,600.00 from the general fund.

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

Summary and Itinerary

ACTIVITY: International Debate Tournament

WHEN: May 25-June 11, 2016 (18 days)

WHERE: Beijing, Xi'an, Hangzhou, Suzhou, and Shanghai, PRC

IVC CONTACT: Professor Gary Rybold, Chair, Department of Communication Studies
Irvine Valley College
5500 Irvine Center Dr. Irvine, CA 92618
(949) 451-5417 email: grybold@ivc.edu

Estimated maximum participants: 27

Application deadline: February 1, 2016 – Balance due March 15, 2016

Funding sources:

1. Fund raising by forensics team – The team would actively raise funds to cover travel expenses. Tour expenses will be paid out of forensics IVC foundation account.
2. Student individual contributions – Students would pay a proportional amount for their International airfare and or tour and incidental expenses (i.e. visa = \$140), depending on their individual participation level and the total amount of funds in the forensics foundation account.
3. Coaches would use general fund and/or staff development funding reimbursement for all tour expenses plus any necessary individual contributions made to the forensics foundation account.
4. Insurance (medical and evacuation) – Funds paid out of forensics IVC foundation account (estimate = \$100 per person)

Estimated maximum cost - \$3,012 per person

Travel specifics:

5/25/16	Depart LAX
5/26-28/16	Beijing – Touring, training/mentoring Chinese debaters
5/29/16	Debate Tournament at Beijing Foreign Studies University
5/30-31/16	Touring Beijing
6/1/16	Transport to Xi'an
6/2-4/16	Xi'an – Touring, training/mentoring Chinese debaters
6/5/16	Debate Tournament at Xi'an International Studies University
6/06-11/16	Transport and Touring of Hangzhou, Suzhou, and Shanghai
6/11/16	Depart Shanghai – Arrive LAX

Irvine Valley College
Forensics Team Travel to Compete in International Tournaments in China

May 25, 2016 – June 11, 2016

Participant Cost Breakdown

Approximate Costs from Various Accounts	
Package Tour 17 days	\$ 1,372.00
Meals & Hotels	included
Tour Admissions	included
Domestic Air/Airport Transfers	included
Tour Bus	included
Meals not in tour	\$ 200.00
Insurance (Medical/Evacuation)	\$ 100.00
TOTAL	\$ 1,672.00
Approximate Costs Not Included in Requisitions	
Visa	\$ 140.00
International Airfare	\$ 1,200.00
Passport cost	Not included
TOTAL, per person	\$ 1,340.00
ESTIMATED GRAND TOTAL, per person	\$ 3,012.00

Estimated Funding Breakdown:

- Fund-raising & Individual Contributions/Foundation Account: \$64,742.00
- Staff Development/Dept Accounts: \$5,600.00
- Supplemental Allocations from general fund: \$11,000.00

SEARCH

[travel.state.gov](#) > [Passports & International Travel](#) > **Alerts and Warnings**[Print](#) [Email](#)

Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

• Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Refine by Destination

GO

Type	Date	Location
Alert	August 7, 2015	Haiti Travel Alert
Warning	August 5, 2015	Iran Travel Warning
Warning	August 5, 2015	Haiti Travel Warning
Warning	August 5, 2015	Cameroon Travel Warning
Warning	July 27, 2015	Nigeria Travel Warning
Warning	July 17, 2015	Djibouti Travel Warning
Warning	July 17, 2015	Niger Travel Warning
Warning	July 16, 2015	Ukraine Travel Warning
Alert	July 16, 2015	Tunisia Travel Alert
Alert	July 14, 2015	Potential Implications for Travel Because of Ebola in Parts of West Africa
Warning	July 2, 2015	Nepal Travel Warning
Warning	July 1, 2015	Republic of South Sudan Travel Warning
Warning	June 22, 2015	El Salvador Travel Warning
Warning	June 22, 2015	Iraq Travel Warning
Warning	June 15, 2015	Sudan Travel Warning

Type	Date	Location
Warning	June 5, 2015	Colombia Travel Warning
Alert	June 3, 2015	2015 Hurricane and Typhoon Season
Warning	May 29, 2015	Lebanon Travel Warning
Warning	May 22, 2015	Afghanistan Travel Warning
Warning	May 20, 2015	Philippines Travel Warning
Warning	May 14, 2015	Burundi Travel Warning
Warning	May 13, 2015	Kenya Travel Warning
Alert	May 8, 2015	Burundi Travel Alert
Warning	May 7, 2015	Mali Travel Warning
Warning	May 6, 2015	Eritrea Travel Warning
Warning	May 5, 2015	Mexico Travel Warning
Warning	May 1, 2015	Central African Republic Travel Warning
Warning	April 23, 2015	North Korea Travel Warning
Warning	April 3, 2015	Yemen Travel Warning
Warning	March 3, 2015	Syria Travel Warning
Warning	March 2, 2015	Honduras Travel Warning
Warning	February 26, 2015	Chad Travel Warning
Warning	February 24, 2015	Algeria Travel Warning
Warning	February 24, 2015	Saudi Arabia Travel Warning
Warning	February 24, 2015	Pakistan Travel Warning
Warning	February 18, 2015	Israel, The West Bank and Gaza Travel Warning
Alert	February 13, 2015	Lesotho Travel Alert
Warning	February 5, 2015	Sierra Leone Travel Warning
Warning	January 20, 2015	Libya Travel Warning
Warning	December 11, 2014	Venezuela Travel Warning
Warning	November 25, 2014	Democratic Republic of the Congo Travel Warning
Warning	October 24, 2014	Somalia Travel Warning
Warning	October 7, 2014	Mauritania Travel Warning

Learn About Your Destination

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: ATEP IVC First Building Project, Commissioning Services Agreement, 3QC, Inc.

ACTION: Approval

BACKGROUND

On August 26, 2013, the Board of Trustees approved seven firms for a pool from which to draw commissioning services for a five year period. When project specific services are necessary, staff provides the pool with a Request for Proposal (RFP).

On June 22, 2015, the Board of Trustees approved the ATEP IVC First Building Design-Build agreement with McCarthy Building Companies, Inc., for a total contract amount of \$16,285,000.

Commissioning services are required for the ATEP IVC First Building Project.

STATUS

On July 9, 2015, staff received responses from six firms (EXHIBIT A) and the evaluation committee selected two firms using a best value evaluation process based on technical qualifications for interviews on July 30, 2015:

- Enovity, Inc. Irvine, CA
- 3QC, Inc. Newport Beach, CA

Staff recommends that 3QC, Inc. be engaged to perform the commissioning services for the ATEP IVC First Building project for a not to exceed amount of \$116,600.

Basic aid funds are available in the approved project budget of \$23,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the commissioning services agreement (EXHIBIT B) with 3QC, Inc. for the ATEP IVC First Building project for a not to exceed amount of \$116,600.

**Request for Proposals for Commissioning Services
ATEP – Irvine Valley College First Building Project**

August 24, 2015

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTED BY</u>
*, **3QC, Inc.	Newport Beach, CA	Jim Ogden
*Enovity, Inc.	Irvine, CA	Timothy Chin
Facility Dynamics Engineering	Santa Ana, CA	J. Jay Santos
Heery International, Inc.	Los Angeles, CA	Dennis Lawler
Kiewit Building Group, Inc.	Omaha, NE	Tarna Kidder
TMCx Solutions, LLC	San Clemente, CA	Amy Baker

***Firms Interviewed**

****Recommended Firm**

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**AGREEMENT: COMMISSIONING SERVICES FOR THE SOCCCD IVC FIRST BUILDING PROJECT
AT ADVANCED TECHNOLOGY & EDUCATION PARK (ATEP)**

This AGREEMENT is made and entered into this 24th day of August in the year 2015 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, CA 92692, hereinafter referred to as "DISTRICT", and 3QC, Inc., 895 Dove Street, 3rd Floor, Newport Beach, CA 92660, (949) 681-7084 hereinafter referred to as "CONSULTANT";

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

WHEREAS, DISTRICT desires to obtain Commissioning services for the IVC First Building located at Advanced Technology & Education Park (ATEP), hereinafter referred to as "PROJECT"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 CONSULTANT'S SERVICES AND RESPONSIBILITIES

- 1.1. **Services.** The CONSULTANT'S services shall consist of those services performed by the CONSULTANT and CONSULTANT'S employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** CONSULTANT shall provide the Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. CONSULTANT'S Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. CONSULTANT'S Services shall be provided by **James Becker** CONSULTANT Project Manager. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. CONSULTANT assignment for this PROJECT is for one Project Manager and one Project Engineer. The CONSULTANT shall designate Jim Ogden, as Project Executive, and a management team of James Becker as Project Manager and Steve Speyer as Commissioning Agent. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT'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

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

- 1.5. **Relationship of CONSULTANT to Other Project Participants.** CONSULTANT'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 bidding and/or construction of the PROJECT. The Architect is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. The Architect shall perform its duties in accordance with the Design Build Entity contract(s) with the DISTRICT. Except as expressly set forth herein, neither this Agreement, nor CONSULTANT'S rendition of services hereunder shall be deemed CONSULTANT'S assumption of responsibility for the adequacy or sufficiency of the PROJECT design or the Design Documents for the PROJECT, which are and remain that of the Architect. CONSULTANT shall coordinate all work with DISTRICT CONSULTANTS as necessary to complete contract requirements
- 1.6. **Acceptance of Project Schedule.** The CONSULTANT shall accept the DISTRICT'S project schedule for the performance of the CONSULTANT'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 CONSULTANT.

ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

2.1. **Work Plan.**

- a. The CONSULTANT shall provide all necessary support services related to Energy Optimization, Monitoring and Verification, Fundamental and Enhanced Commissioning.
- b. The CONSULTANT shall provide all necessary support services related to other applicable credits such as Green Power, and Renewables.
- c. The CONSULTANT shall provide support services related to energy analysis and obtaining LEED credits. The scope of work is divided into three tasks:
 1. Task 1: perform to latest LEED NC 2.2 Energy Analysis
 2. Task 2: LEED EA Credit 5 (M & V Option D)
 3. Task 3: Building Commissioning

2.2. **Task 1: NC 2.2 Energy Analysis.**

- a. Work closely with design team (which may include owner representatives from the DISTRICT, the College and other stake holders at the DISTRICT'S discretion, architect, lighting and mechanical designers, SCE) throughout the design process to ensure an integrated building design.

- b. Develop minimally compliant ASHRAE 90.1 2004 model for the building using energy building simulation tool. The model will be minimally compliant to the code with respect to the building envelope, lighting and HVAC systems.
- c. Develop the “As-Designed” model to reflect the current design, if applicable.
- d. Perform a detailed economic analysis of energy conservation or system alternatives as identified by commissioning agent and the design team.
- e. Input annual energy costs derived from the energy model, incremental first costs for each measure determined in conjunction with the design team and additional maintenance or operational costs, if applicable.
- f. Participate in a design charrette of the system with the design team:
 - 1. Present the results of the economic analysis
 - 2. Estimate the number of LEED credits that could be expected under the current design
 - 3. Offer solutions to increasing LEED credits
 - 4. Identify any systems that are not in compliance with the energy code.
 - 5. Reevaluate systems once modifications are made to confirm compliance
 - 6. Finalize viable alternatives that could impact annual operating costs and potential additional LEED energy credits, including sub metering if applicable.
- g. Deliverables for Task 1: Energy Analysis
 - 1. Design Charette presentation in electronic format to the A/E & District
 - 2. Draft and final Energy Analysis Report
 - 3. Deliverable and documents as defined in the LEED Nc 2.2 Guidelines for minimum energy performance (EA Prerequisite 2) and Energy Optimization (EA Credit 1)
 - 4. Support documentation for Green Power Credits (if applicable)
 - 5. Support documentation for Renewable Energy Credits (if applicable)
 - 6. Support documentation for Thermal Comfort Credit 7.1-Thermal Comfort Design

2.3. **Task 2: EA Credit 5 M&V Option D.**

- a. Develop a monitoring and verification plan based on Option D of the International Performance Measurement and Verification Protocol (IPMVP)
- b. Work with the Architect to determine feasibility of additional metering
- c. Deliverables for Task 2:
 - 1. Deliverables and documents as defined in LEED NC 2.2 for EA Credit 5,
 - 2. Monitoring and Verification, Option D only
 - 3. Option D Monitoring and Verification Plan

2.4. **Task 3: Commissioning.**

- a. Verify the building's energy related systems are installed calibrated and perform according to Owner's Project Requirements (OPR), Basis of Design (BOD), and construction documents.
- b. Commissioning Authority (CONSULTANT) scope of work:
 - 1. HVAC Systems
 - i. HVAC Units (Unitary HP, Water source HP, Systems TBD)
 - A. Supply fans, exhaust fans
 - B. Testing, Adjusting and Balancing Work
 - ii. HVAC Controls Systems
 - iii. Building Automation System
 - A. Control hardware and software
 - B. Sequence of operations
 - C. Integration of factory controls with BAS
 - iv. HVAC piping
 - v. Ductwork
 - vi. Building Envelope systems
 - vii. Electrical Systems
 - A. Sweep and Schedule Lighting Controls
 - B. Day lighting/ solar tubes (if applicable)
 - C. Dimming controls/ Occupancy sensors (if applicable)
 - D. Photo-voltaic (if appropriate)
 - E. Waste Heat Recovery
 - F. Thermal Storage
 - G. Security
 - H. Emergency power
 - I. Uninterruptable power supply (UPS) System
 - J. Fire and Smoke alarm system
 - viii. Plumbing
 - A. Domestic Hot Water System
- c. **Design Phase**
 - 1. CONSULTANT coordinates all of the commissioning activities.

2. OPR developed by DISTRICT and architect. CONSULTANT reviews document for clarity and completeness. Advises for improved energy efficiency
3. BOD developed by design professionals. CONSULTANT reviews documents for clarity and completeness and improved efficiency.
4. CONSULTANT shall review documents prepared by design consultants for each commissioned feature or system and also for features or systems that significantly interact with the commissioned features.
5. CONSULTANT shall review documents to ensure that each commissioned feature or system meets the designed intent relative to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality and local environmental impacts.
6. CONSULTANT finalizes a written Building System Commissioning Plan setting forth pre-functional and functional test procedures protocols for compliance with design criteria and details reflected in the construction documents.
 - i. Commissioning Plan shall be customized to the Project specifics to ensure complete and proper testing and documentation of performance in compliance with the project specifications
 - ii. A draft Commissioning Plan shall be submitted for review by DISTRICT and upon receipt of comments, CONSULTANT shall prepare and submit a final Commissioning Plan.
7. CONSULTANT schedules a kickoff meeting to discuss the commission process with the commissioning team who shall consist of the District, and Criteria Architect, mechanical consultant, The IOR, and the Design Build Entity with their mechanical subcontractor.
8. Commissioning specifications are developed by the CONSULTANT, with District review and input, for inclusion in the construction bid documents Division One specifications setting forth commissioning requirements for all major systems and detailed requirements for as-built drawings and operations and maintenance manuals.
9. Design professionals complete the construction bid documents (EA credit 3, Enhanced Commissioning)
10. CONSULTANT provides a complete review of all design documents for commissioning requirements including all issues relative to the active building systems, mechanical, electrical, plumbing, structured cabling and building automation for such things as design intent, completeness, absence of errors and/or omissions; good overall coordination and system integration; systems operation once in interactive and dynamic model energy efficiency, maintenance, cost, indoor air quality, workplace productivity; and value and long term performance over an expected fifty year lifecycle.

d. **Construction Phase**

1. CONSULTANT shall participate in a pre-construction kick off meeting.
2. CONSULTANT shall monitor Design Build Entity progress in conjunction with DISTRICT and Criteria Architect prior to pre-functional and functional testing for quality of installation, maintainability, adherence to contract documents, omissions that hinder start-up or operations over the long term, various Design Build Entity start up, test/balance and operational debugging activities, completion of work, measured performance with data submitted, coordination between test and balance and building automation sub-contractors and software performance and stability.
3. CONSULTANT shall request and review completed Field Installation Verification (FIV) forms provided by the Design Build Entity which will document compliance with equipment manufacturer's installation instructions. Sample forms will be made available by CONSULTANT at Design Build Entity's request.
4. The CONSULTANT is responsible to be aware of construction progress and to visit the site as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT'S benefit and protection if the work is proceeding in accordance with the commissioning requirements. This includes but is not limited to visiting the site during submittal reviews, rough in phases, equipment installation, and commissioning. A minimum of 8 site visits is to be included.
5. On the basis of his/her on-site observations and inspections as a CONSULTANT, the CONSULTANT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Design Build Entity's failure to carry out the work in accordance with the construction contract.
6. The CONSULTANT shall have access to the work at all times.
7. The CONSULTANT shall reject work which does not conform to the construction contract. The CONSULTANT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.
8. The CONSULTANT shall review and approve or take other appropriate action upon Design Build Entity's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with those areas of the construction contract that pertain to the LEED commissioning.
9. The CONSULTANT shall provide services in connection with evaluating substitutions proposed by the Design Build Entity, obtain written acceptance by the DISTRICT for any changes to the original documents and coordinate with the

Criteria Architect in making subsequent revisions to drawings, specifications and other documentation resulting there from.

10. CONSULTANT will review Design Build Entity's shop drawings on all commissioned systems.
11. The CONSULTANT'S action shall be taken as to cause no delay in the work, while allowing sufficient time in the CONSULTANT'S professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the CONSULTANT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.
12. The CONSULTANT shall inspect the PROJECT concurrent with the punch list review to assist in the determination of substantial completion, receive and forward to the DISTRICT for the DISTRICT'S review all written warranties and related documents required by the construction contract.
13. The CONSULTANT shall evaluate the performance of the Design Build Entity under the commissioning requirements of the construction contract throughout the course of construction and to completion.
14. The CONSULTANT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Design Build Entity relating to the execution or progress of the commissioning related work as provided in the construction contract.
 - i. CONSULTANT will assist project manager to expedite problem resolution.
 - ii. Operations Performance Tests (OPT) shall be developed and performed by Design Build Entity, observed and reviewed by the CONSULTANT.
 - iii. CONSULTANT will develop Functional Performance Tests (FPT's) which will be reviewed and implemented by the Design Build Entity (EA Credit 3-Enhanced Commissioning).
 - iv. CONSULTANT will review the as-built documents for completeness providing a report of necessary corrections related to commissioning systems.
 - v. CONSULTANT will review owner training for compliance with construction documents.
 - vi. CONSULTANT will prepare and submit to DISTRICT a Final Commissioning Report organized by building systems, documenting results of equipment and system testing and including recommendations for systemic enhancements and additional O&M staff training (if any) implemented by College Facilities Department to assist with post occupancy facility management

e. **Post Construction Phase**

1. EA Credit 3 – Enhanced Commissioning: CONSULTANT will provide a post occupancy review of the building operation 8-10 months after substantial completion with the building staff and occupants.
2. CONSULTANT will develop a plan for resolution of any outstanding commissioning issues (typically handled under manufacturer or Design Build Entity warranties.)
3. Significant issues that are documented but not corrected, will be noted in the Systems Manual. The Commissioning Consultant will provide recommendation to the District for all significant issues identified but not corrected, including replacement if feasible or monetary value of value lost to the district for use in negotiations with the Design Build Entity.
4. Ensure that Operation and Maintenance documentation is complete, applicable, written and collated as specified.
5. Ensure that District's facility personnel responsible for equipment and systems operations are adequately trained.

f. **Task 3 Deliverables**

1. Deliverables and documents as defined in the LEED Reference Guide for Fundamental Commissioning (EA Prerequisite 1)
 2. Deliverables and documents as defined in the LEED Reference Guide for Enhanced Commissioning (EA Credit 3)
- 2.5. The CONSULTANT shall provide meeting minutes for all items related to CONSULTANT'S scope of services.
- 2.6. The CONSULTANT shall file documents required for the approval of agencies with the DISTRICT'S assistance. The DISTRICT shall pay all fees required.
- 2.7. The duties, responsibilities and limitations of authority of the CONSULTANT shall not be restricted, modified or extended without written agreement between the DISTRICT and CONSULTANT.
- 2.8. The CONSULTANT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of CONSULTANT'S personnel from the PROJECT.
- 2.9. The CONSULTANT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT'S PROJECT.
- a. Experience with the Division of State Architect (DSA), the Uniform/International Building Code (IBC/UBC), Title 24 of the California Code of Regulations, MEP COMMISSIONING, and LEED accreditation is required. Coordination with the District and their consultants will be required.
 - b. Firms must pay prevailing wages to those labor classifications requiring the payment of prevailing wages. Questions concerning predetermined wage rates should be directed to www.dir.ca.gov/DLSR/RWD or to the following:

Department of Industrial Relations
Division of Labor Statistics and Research
Prevailing Wages Unit
PO Box 420603
San Francisco, CA 94142
Phone (415) 703-4474

- c. Firms must hold all necessary registrations/business licenses to perform business in the state, county and city.

2.10. **Project Specific RFP Requirements.**

- a. Commission the following systems as a minimum:
 - 1. HVAC systems mechanical and passive.
 - 2. Lighting and day-lighting controls.
- b. Fundamental scope of work:
 - 1. Review the owners project requirements (OPR) and provide input for the mechanical, electrical, controls, renewable energy and domestic hot water systems. Advise on the thermal insulation requirements on the exterior elements of the building.
 - 2. Review the Basis of Design (BOD) and verify the initial design intent with the Owner and architect of record.
 - 3. Develop and incorporate commissioning requirements into the construction documents
 - 4. Prepare and implement a commissioning plan.
 - 5. Verify the installation and performance of the systems to be commissioned.
 - 6. Complete a summary commissioning report.
 - 7. Maintain all files electronically.
- c. Enhanced scope of work:
 - 1. Review the owners project requirements (OPR) and provide input for the mechanical, electrical, controls, renewable energy and domestic hot water systems. Advise on the thermal insulation requirements on the exterior elements of the building.
 - 2. Review the Basis of Design (BOD) and verify the initial design intent with the Owner and architect of record.
 - 3. Review the design drawings and specifications at 70% CD completion and verify that comments have been addressed at the 95% CD phase.
 - 4. Develop and incorporate commissioning requirements into the construction documents
 - 5. Prepare and implement a commissioning plan.

6. Review Design Build Entity submittals applicable to the systems being commissioned.
 7. Verify the installation and performance of the systems to be commissioned.
 8. Verify training of owner's staff is completed.
 9. Complete a summary commissioning report.
 10. Develop a systems manual that can be used by owner's staff to optimize the operation of the commissioned systems. Include a re-commissioning manual.
 11. Provide a 10 month warranty walk thru, note deficiencies and provide a plan to resolve them.
 12. Maintain all files electronically
- d. General scope to be included in either the fundamental or enhanced requirements:
1. Organize and lead the commissioning team.
 2. Update the commissioning plan to reflect equipment submittals.
 3. Provide commissioning schedule information that the Design Build Entity can integrate into the project schedule.
 4. Attend regular job site meetings.
 5. Establish and maintain a system for tracking issues needing resolution.
 6. Review the project schedule periodically to ensure commissioning activities are properly incorporated.
 7. Perform on-site observations to verify system performance during construction.
 8. Monitor correct component and equipment installation; including controls point to-point checkouts. Document all observations.
 9. Witness equipment and system start-ups as deemed necessary. Ensure complete documentation of same.
 10. During the acceptance phase the commissioning agent shall review and observe, on a sample basis, the testing, adjusting and balancing work that has been carried out by the Design Build Entity.
 11. Ensure the contactor videotapes O&M staff training sessions.
 12. During the warranty phase the commissioning agency shall verify functional performance testing of systems that could not be carried out prior to acceptance due to unsuitable weather conditions.

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

ARTICLE 3 ADDITIONAL CONSULTANT SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, CONSULTANT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit "A" CONSULTANT Compensation Additional Services. The Board of Trustees of the District must approve an amendment to this Agreement, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT.
- 3.2. **Notification and Authorization.** CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT'S control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Material PROJECT Scope Changes.** Services required or necessary as a result of significant changes in the PROJECT scope or other requirements of the PROJECT, including PROJECT size, quality, or complexity or material changes to the Master Construction Schedule.
 - b. **Termination/Default of Design Build Entity.** Services required or necessary as a result of the default or termination of the Design Build Entity, failure of Performance of the Design Build Entity, or major defects or deficiencies in the work of the Design Build Entity.
 - c. **Damage or Destruction to PROJECT.** Except to the extent caused by the CONSULTANT, services and consultation associated or necessitated by damage or destruction to the PROJECT prior to completion by an act of God, fire or other casualty
 - d. **Investigation of Existing Conditions.** Services to investigate existing conditions or facilities or to provide measured drawings thereof.
- 3.3. **Compensation for Additional Services.** If the duration of CONSULTANT services is extended, due to the DISTRICT'S need for Additional Services, the CONSULTANT shall be entitled to additional compensation as set forth in Exhibit A. Escalation may be applied to services performed beyond the duration of the original Contract at a rate negotiated between the DISTRICT and CONSULTANT. The CONSULTANT shall provide a written request for such escalation with analysis of anticipated resource expenditure to the DISTRICT in a format pre-approved by the DISTRICT.

ARTICLE 4 TERMS OF SERVICE

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation CONSULTANT'S performance of the service required hereunder and DISTRICT'S payment of all sums due to CONSULTANT.
- 4.2. **Term.** Services under this Agreement shall be diligently performed by the CONSULTANT for 30 months. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CONSULTANT actions.
- 4.3. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in Exhibit "A".

- 4.4. **Suspension Notice.** DISTRICT may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension.

ARTICLE 5 INDEMNITY AND INSURANCE

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

which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.

- b. **Comprehensive general and auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT'S services under this Agreement and for which CONSULTANT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT'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 CONSULTANT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to CONSULTANT'S obligations under this Agreement; and (vi) for completed operations.

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

1. owned non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;
 4. products/completed operations; and
 5. personal injury.
- c. **Additional Insured.** Each policy of insurance required in (b) above shall name DISTRICT, District Board of Trustees, District officers, District agents, District employees, and District Contractors as additional insureds and shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.

- 5.4. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable

satisfaction of the 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.

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

5.6. **Coverage Amounts**

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

ARTICLE 6 COMPENSATION TO THE CONSULTANT

The DISTRICT shall compensate the CONSULTANT as follows:

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

a.	Task 1: Energy Analysis	\$ 21,000
b.	Task 2: EA Credit 5 M&V, Option D	\$ 25,500
c.	Task 3A: Fundamental Commissioning	\$ 38,370
d.	Task 3B: Enhanced Commissioning	\$ 16,730
e.	3QC Reimbursable Allowance	\$ 0
f.	District Cx Allowance	<u>\$ 15,000</u>
g.	TOTAL	\$116,600

- 6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense.

- 6.3. **CONSULTANT Monthly Billing Statements.** CONSULTANT 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 CONSULTANT. Services are to be invoiced by phase in accordance with percent complete.
- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CONSULTANT'S billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Design Build Entity.
- 6.5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the 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 CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CONSULTANT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of CONSULTANT'S services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates. See Exhibit A or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review. The District shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing.

- a. Reimbursable expenses are in addition to compensation for Services and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'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. CONSULTANT'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 CONSULTANT and his or her CONSULTANTS 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 CONSULTANT'S Services will be reimbursed.
- f. For reimbursable expenses, compensation shall be computed at a multiple of 1.05 times the expenses incurred by the CONSULTANT, the CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT.
- g. For additional services of CONSULTANTS, compensation shall be computed at a multiple of 1.05 times the amounts billed to the CONSULTANT for such services.

ARTICLE 7 CONSULTANT'S WORK PRODUCT

- 7.1. **District Ownership of Documents**. The documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
- 7.2. **Documentation**. The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, CONSULTANT and Design Build Entity during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CONSULTANT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Design Build Entity upon request.
- 7.3. **Electronic Copy of Documents**. The CONSULTANT shall perform the work under this agreement and shall deliver electronic copy of all reports and documentation via CD or DVD in PDF format upon completion of each of the three phases, preparation to enter into construction, construction, and post construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the DISTRICT.

- 7.4. **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

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

- 8.5. **Abandonment of PROJECT.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6. **Non Payment.** The DISTRICT'S failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the DISTRICT fails to make timely payment, the CONSULTANT 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 CONSULTANT within 7 days of the date of the notice, the suspension shall take effect without further notice.
 - c. In the event of a suspension of services, the CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7. **CONSULTANT Compensation.** The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8. **Liability for District Damages.** In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT'S failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECT or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the

DESIGN BUILD ENTITY, District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.

- b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
- c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
- d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
- e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT'S objectives, schedule, constraints and criteria. The DISTRICT shall provide the CONSULTANT with the Project Construction Budget for review and acceptance by the CONSULTANT. At the written request of the CONSULTANT, District shall provide CONSULTANT copies of any documents related to the Project.
- 10.2. **District Representative.** The DISTRICT shall appoint a representative authorized to act on the DISTRICT'S behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT. Unless modified by written notice by the DISTRICT to the CONSULTANT, the DISTRICT Representative is:

Mary Opel, Construction Manager
- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the CONSULTANT 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

CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

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

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT’S general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT’S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the 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, CONSULTANT 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 CONSULTANT’S work whether by DISTRICT or others, shall not relieve CONSULTANT from responsibility for errors and omissions in CONSULTANT’S work.
- 11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

11.6. **Definitions**

- a. **Contract.** A Contract for Construction services awarded by the DISTRICT to a Design Build Entity/ Contractor/ Consultant for the construction of a portion of the PROJECT.
- b. **Contractor.** A Contractor to the DISTRICT under a Contract awarded by the DISTRICT in relationship to construction of the PROJECT.
- c. **Design Documents.** The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the Design Build Entity or DISTRICT.
- d. **Design Build Entity.** The person or entity under contract with the District pursuant to the Design-Build Contract as the term Design-Build Entity is defined by California Education Code Section 81701, et seq. Reference to the Design Build Entity, McCarthy Building Companies, Inc., includes Rob Ragland and their managers retained for this project.
- e. **Architect.** The Architect is associated with the Design Build Entity comprised of McCarthy Building Companies, Inc. and Dougherty + Dougherty Architects, LLP. References to the Architect include Brian Dougherty and their managers retained to prepare or provide any portion of the Design Documents.
- f. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Design Build Entity or a Subcontractor to the Design Build Entity or suppliers illustrating some portion of work of the PROJECT.
- g. **Site.** The physical area for construction and activities relating to construction of the PROJECT.
- h. **Construction Contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
- i. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and installed including completion of CONSULTANT and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
- j. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Design Build Entity has completed all other obligations to be performed on its part under the Contract.

- 11.7. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an

employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

- 11.8. **Governing Law.** This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.
- 11.9. **Independent Contractor.** CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT'S employees.
- 11.10. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. 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 CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and or control of CONSULTANT firm shall be deemed and assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.
- 11.12. **Permits/Licenses.** CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. **Notifications.** All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or

demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

11.14. **Communications** between the parties shall be sent to the following addresses:

DISTRICT
Mary Opel
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
mopel@socccd.edu

CONSULTANT
Jim Ogden
3QC, Inc.

895 Dove Street, 3rd Floor
Newport Beach, CA 92660
jogden@3qcinc.com

COPY
Dr. Debra L. Fitzsimons
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
dfitzsimons@socccd.edu

11.15. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect

11.16. **Entire Agreement/Amendment.** This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CONSULTANT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.

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

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

“DISTRICT”
South Orange County Community College District

“CONSULTANT”
3QC, Inc.

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Jim Ogden
Principal in Charge

(Date)

(Date)

20-0010735
(Taxpayer number)

Exhibit A

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

<u>CONSULTANT Services</u>	<u>Fee Per Hour</u>
Principal, LEED Fellow	\$190.00
Commissioning Authority/Project Manager	\$183.00
Commissioning Provider	\$173.00
Building Envelope Commissioning Provider	\$173.00
Security & Low Voltage Expert	\$173.00
Measurement & Verification Engineer	\$165.00
Building Energy Modeling Professional	\$150.00
Commissioning Technician	\$150.00
LEED Staff Consultant	\$150.00
Clerical Staff/Project Administrator	\$ 75.00

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Jan. 22, 2016 9:30 a.m.	Rob Henry/ HUM 204X Modern World Culture: 1700 – Present	Samuel Mihara	Memories of Heart Mountain and American prison camp	\$500
Sept. 25, 2015 10:30 a.m.	Science Lecture Series 2015 - 2016	Dr. Stacy Sims	Nutrition and hydration science of elite athletes	\$1500 ASG funds
Oct. 23, 2015 10:30 a.m.	Science Lecture Series 2015 - 2016	Dr. Cheryl Hayashi	Spider silks	\$600 ASG funds
Nov. 20, 2015 10:30 a.m.	Science Lecture Series 2015 - 2016	Dr. Christopher Clark	Bird biomechanics: The Hummingbird	\$600 ASG funds

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Sept. 10, 2015 9:00 a.m.	9/11 Commemoration event	Martha Daniel	Cyber Technology	\$500.00

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Trustees' Requests for Attending Conferences
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
ACCT – 2015 Leadership Congress San Diego, CA	10/14- 10/17/15 (3)	\$2,974	J. Wright	

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Prequalification Questionnaire for the Design-Bid-Build Delivery Method and the Design-Build Delivery Method for Capital Improvement Projects

ACTION: Approval

BACKGROUND

Public Contract Code section 20651.5 permits community college districts to require each bidder to submit a standardized questionnaire and financial statement in a form specified by the district and after the district has adopted and applies a uniform system of rating bidders on the basis of the completed questionnaires.

The Department of Industrial Relations (DIR) worked with a statewide cross section of public agencies to develop a model Prequalification Questionnaire that is recommended for use as a template. Awarding agencies may choose to prequalify at the general contractor level or may also prequalify subcontractors.

STATUS

Staff designed the Prequalification Questionnaire for the design-bid-build delivery method (EXHIBIT A) and the design-build delivery method (EXHIBIT B) using the DIR model Prequalification Questionnaire and added a section in both for project specific questions. Staff is recommending the Board of Trustees approve the use of these forms as the basis for developing Prequalification Questionnaires and delegate authority to the Vice Chancellor of Business Services or designee to make project specific changes.

Use of the Prequalification Questionnaire is not expected to impact project costs.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Prequalification Questionnaire for the design-bid-build delivery method (EXHIBIT A) and the design-build delivery method (EXHIBIT B) as the basis for developing Prequalification Questionnaires and delegates the authority to the Vice Chancellor of Business Services or designee to make project specific changes.

PRE-QUALIFICATION QUESTIONNAIRE
DESIGN – BID - BUILD
Template

FOR

Project Name

AT

College

SOCCCD PROJECT No. – xx

Date

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I. INFORMATION ABOUT CONTRACTOR

This section must be completed, but will not be scored

A. Contact Information

General Contractor Name: _____

General Contractor Contact Person: _____

General Contractor Address: _____

Phone: _____ Fax: _____

Email: _____

B. Contractor Members

List the following individuals and legal entities that are members of the Contractor proposed team		
Discipline	Name	Legal Entity (i.e. corporation, partnership, sole proprietor, etc.)
General Contractor		
Mechanical Subcontractor		
Other		

For each Contractor Member listed above that is not a sole proprietorship or corporation (such as, but not limited to, a partnership or other association), please provide a copy of the agreement creating the partnership or other association.

C. Information about the General Contractor

Definitions:

- “Contractor” shall mean the contractor, holding a current, valid, Class “A” and/or “B” general contractor’s license in good standing, that will assume responsibility for the subcontracting, management, supervision and administration of the construction for the Project.

Provide the following information about the Contractor for which pre-qualification is being requested.

1. Name of Contractor: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Contractor currently employ? _____

5(a) If the Contractor is a corporation, provide the following:

Provide information for each officer of the corporation.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer/CFO			
Other (Title)			

5(b) If the Contractor is an individual doing business as a sole proprietorship, please complete the following:

Owner	Years as Owner

5(c) If the Contractor is a joint venture, partnership or other association or legal entity, provide the following for each member of the joint venture, each partner or other association member.
(Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Contractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes ☐ No

If "yes," explain on a separate page.

7. Is the Contractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

☐ Yes ☐ No

If "yes," explain on a separate page.

8. State the Contractor's gross revenues for each of the last three years:

201x: \$ _____ 201x: \$ _____ 201x: \$ _____

9. List all California contractor license numbers, classifications and expiration dates currently held by the Contractor in the last five years:

License Number	Trade Classification	Date Issued	Expiration Date

The contract shall not be awarded unless the District has verified that the contractor has a valid license in the appropriate classification for the work performed. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors State License Board.

10. Has the Contractor changed names or license numbers in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

11. Has any owner, California State Contractor's License Board (CSCLB) qualifier or corporate officer of the Contractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

12. Surety Information for General Contractor:
(Surety must have a Best Rating of A or better)

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for the Contractor during the last five years, including periods during which each wrote the bonds:

Surety	Address	Periods of Coverage

D. Information about the Electrical Subcontractor

Attach separate copies of F. for each electrical subcontractor if multiple electrical subcontractors are being prequalified.

1. Name of Electrical Subcontractor: _____
 2. Date of company formation or incorporation: _____
 3. State of formation or incorporation: _____
 4. How many persons does the Electrical Subcontractor currently employ? _____
- 5(a) If the Electrical Subcontractor is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

- 5(b) If the Electrical Subcontractor is a sole proprietorship, complete the following:

Owner	Years as Owner

- 5(c) If the Electrical Subcontractor is a joint venture, partnership or other legal entity, provide the following information for each member of the joint venture or each partner:

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Entity	% Ownership Interest

6. Has there been any change in ownership of the Electrical Subcontractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes ☐ No

If "yes," explain on a separate page.

7. Is the Electrical Subcontractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

☐ Yes ☐ No

If "yes," explain on a separate page.

8. State the Electrical Subcontractor's gross revenues for each of the last three years:
201x \$ _____ 201x \$ _____ 201x\$ _____
9. List all California contractor license numbers, classifications and expiration dates currently held by the Electrical Subcontractor:

License Number	Classification	Date Issued	Expiration Date

10. Has the Electrical Subcontractor changed names, corporate officers, owners or license numbers in the past five years?

☐ Yes ☐ No

If "yes," explain: on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the Electrical Subcontractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

12. Surety Information for Electrical Subcontractor:

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the periods during which each wrote the bonds:

Surety	Address	Periods of Coverage

14. Attach a copy of the Project Manager/Superintendent's resume. Include resumes for any members from the firm that will be associated with this project.

E. Information about the Mechanical Subcontractor

Definitions:

- Mechanical Subcontractor shall mean the sub-contractor, holding a current, valid, Class "C" contractor's license in good standing that will assume responsibility for the subcontracting, management, supervision and administration of the mechanical construction for the Project.

1. Name of Mechanical Subcontractor: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Mechanical Subcontractor currently employ? _____

- 5(a) If the Mechanical Subcontractor is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

- 5(b) If the Mechanical Subcontractor is a sole proprietorship, complete the following:

Owner	Years as Owner

- 5(c) If the Mechanical Subcontractor is a joint venture or partnership or other legal entity, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Mechanical Subcontractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes ☐ No

If "yes," explain on a separate page.

7. Is the Mechanical Subcontractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

☐ Yes ☐ No

If "yes," explain on a separate page.

8. State the Mechanical Subcontractor's gross revenues for each of the last three years:

201x: \$_____ 201x: \$_____ 201x: \$_____

9. List all California contractor license numbers, classifications and expiration dates currently held by the Mechanical Subcontractor:

License Number	Classification	Date Issued	Expiration Date

10. Has the Mechanical Subcontractor changed names, corporate officers, owners or license numbers in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the Mechanical Subcontractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

12. Surety Information for Mechanical Subcontractor

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

Surety	Address	Dates

14. Attach a copy of the Project Manager/Superintendent's resume. Include resume's for any members from the firm that will be associated with this project.

INFORMATION ABOUT OTHER SUBCONTRACTORS IF NECESSARY TO MEET PROJECT SPECIFIC NEED

II. ESSENTIAL REQUIREMENTS FOR THE CONTRACTOR

This Section II is the first step in scoring the Contractor. It seeks information about various team members of the Contractor, and consists of questions that must be answered correctly (per the table at the end of this Section) or the Contractor will be disqualified.

Definitions:

- The term “Contractor” as used in this Section II means Contractors wishing to be considered for receipt of the District’s Request for Proposal for the construction of the Project.
- The term “Associates” as used in this Section II means any of the following:
 - The current qualifiers for all current Contractors State License Board contracting licenses held by the Contractor
 - All current officers of the Contractor if it is a corporation.
 - All current partners of the General Contractor if it is a partnership.
 - All current joint venturers of the General Contractor if it is a joint venture.

1. Does the Contractor possess a current California contractor’s license for the Project for which it intends to submit a proposal?

☐ Yes ☐ No

2. Does the Contractor have a general liability insurance policy with a policy limit of at least \$5,000,000 per occurrence and \$10,000,000 aggregate?

☐ Yes ☐ No

If yes, provide the following information. (Attach a separate page if more than one policy.)

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

3. Does the Contractor have a current workers' compensation insurance policy as required by the State of California, or are legally self-insured?

☐ Yes ☐ No

If yes, provide the following information. (Attach a separate page if more than one policy)

Insured

Carrier

Policy Number

4. Has a copy of an audited financial statement (no more than two years old) with accompanying notes been attached for the Contractor? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)

☐ Yes ☐ No

5. Has a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California been attached, which states that the Contractor's current bonding capacity is sufficient for the project for which you seek pre-qualification? (Statement must be from the surety company, not an agent or broker.)

☐ Yes ☐ No

6. Has any contractor license held by the Contractor or any of its Associates been revoked or suspended, without a successful appeal for reinstatement, within the last five (5) years?

☐ Yes ☐ No

7. Has a surety firm completed a contract or paid for completion of a contract on behalf of Contractor because of default within the last five (5) years?

☐ Yes ☐ No

8. Within the last five years was the General Contractor or any proposed Subcontractor declared ineligible to bid on a public works contract, to be awarded a public works contract, or to perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

☐ Yes ☐ No

9. Has the Contractor or any of their employees (contractors and each proposed subcontractor) or any of member's Associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?

☐ Yes ☐ No

10. Does the General Contractor and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

☐ Yes ☐ No

SECTION II. SCORING MATRIX:

QUESTION NUMBER	YES	NO	SCORE
1	0	1	
2	0	1	
3	0	1	
4	0	1	
5	0	1	
6	1	0	
7	1	0	
8	1	0	
9	0	1	
10	0	1	
TOTAL			*

* **Disqualified if score is greater than zero (0)**

III. TEAM MEMBER QUESTIONS

A. Team Member Questions for the General Contractor

Each of the following Questions shall be scored. The Contractor's score will be included in the calculation of the Contractor's total score.

Total points available Section III. A.: 225

Definitions:

- The term "Associates" as used in this Part A means all of the following:
 - The current qualifiers for all current Contractors State License Board contracting licenses held by the Contractor.
 - All current officers of the General Contractor if it is a corporation.
 - All current partners of the General Contractor if it is a partnership.
 - All current joint venturers of the General Contractor if it is a joint venture.

Please answer the following questions as indicated:

General

A-1 How many years has the Contractor been licensed in California?

Years: _____

Financial ability to perform the work required

A-2. Is the Contractor or any of its Associates currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

A-3. Was the Contractor or any of its Associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number	Bankruptcy Court	Date Filed
-------------	------------------	------------

- A-4. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor or any of its Associates due to non-payment or contractor losses?

☐ Yes ☐ No

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- A-5. Please fill in the following blanks based on the Contractor's attached financial statement:

Current Assets:	\$ _____
Current Liabilities:	\$ _____
Total Net Worth:	\$ _____
Current Ratio (Current Assets /Current Liabilities):	_____
Working Capital (Current Assets - Current Liabilities):	\$ _____

History of Performance

- A-6. At any time in the last five years has the General Contractor or its associates been assessed liquidated damages or more than \$50,000 on a construction contract with either a public or private owner?

☐ Yes ☐ No

- A-7. Has the Contractor or any of its Associates ever defaulted on a construction contract?

☐ Yes ☐ No

If "yes," explain on a separate page.

- A-8. In the last five years has the Contractor or any of its Associates, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes ☐ No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- A-9. Has the Contractor or any of its Associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes ☐ No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner.)

- A-10. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Contractor or any of its Associates concerning their work on a construction project?

☐ Yes ☐ No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- A-11. In the past five years has the Contractor or any of its Associates made any claim in excess of \$10,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

☐ Yes ☐ No

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- A-12. Has the Contractor or any of its Associates (or any manager of an Associate if the Associate is not a person) ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes ☐ No

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- A-13. Has the General Contractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes", explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for conviction.

- A-14. Has the General Contractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes", identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.

- A-15. During the last five years, has there ever been a period of time when the General Contractor or its associates had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If "yes", indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

- A-16. If the General Contractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

- A-17. At any time during the last five years, has the General Contractor or its associates been found to have violated any provision of the California apprenticeship laws or regulations, or the law pertaining to use of apprentices on public works?

☐ Yes ☐ No

If "yes", provide the date of the findings and attach a copy of the final decision.

Date of Findings

- A-18. Do agreements exist between the General Contractor and registered apprenticeship programs which have been approved by the California Apprenticeship council and have graduated apprentices in the preceding five years, for all apprenticable crafts which may be employed by the General Contractor on this project?

(NOTE: This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticable craft within the period of October, 1999 to October, 2001.)

☐ Yes ☐ No

- A-19. Has there been more than one occasion during the last five years in which the General Contractor or any of its Associates was required to pay either back wages or penalties for failure to comply with the State's prevailing wage laws?

☐ Yes ☐ No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- A-20. During the last five years, has there been more than one occasion in which the Contractor or any of its Associates have been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

Safety

- A-21. List the Contractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is 1.00 or higher you may attach a letter of explanation.

Is your firm party to an alternative dispute resolution system as provided for in Section 3201.5 of the Labor Code?

☐ Yes ☐ No

- A-22 Has Federal OSHA cited and assessed penalties against the Contractor or any of its Associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, state the case number, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any.

- A-23 Has CALOSHA cited and assessed penalties against the Contractor or any of its Associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, state the case number, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any.

- A-24 Has the EPA, any Air Quality Management District or any Regional Water Quality control Board cited and assessed penalties against either the General Contractor or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes ☐ No

- A-25 Within the last five years has there ever been a period when the General Contractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes", please explain the reason for the absence of workers' compensation insurance on a separate page. If "No", please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the General Contractor for the last five years. (If the General Contractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business."

- A-26. Does the Contractor have an injury prevention program instituted pursuant to California Occupational Safety and Health requirements? (A "No" answer is grounds for disqualification. There is no other or separate scoring of this answer.)

☐ Yes ☐ No

- A-27. How often does the Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

Familiarity with and proximity to site

- A-28. List the proximity (statute miles) of the Contractors office(s) where the work will be performed, in relation to the project location.

Contractor management office for this project:

Statute miles: _____

Years in this location: _____

- A-29. Has the Contractor ever constructed a Community College project in the state of California?

☐ Yes ☐ No

If "yes," indicate the following (List no more than 6 projects. Include no more than one (1) project photo showing an exterior elevation for each. Repeat the table below for all projects):

How many Projects?	_____
Project Name	_____
Project Description	_____
Year Completed	_____

B. Scored Questions for the Electrical Subcontractor(s)

Each of the following Questions shall be scored for each Subcontractor submitted. The lowest scoring total from the submitted Electrical Contractors will be included in the calculation of the Design-Build Entity's total score.

Total points available Section III. B: **170 points**

Attach separate copies of III(D) for each Electrical Subcontractor if multiple (up to four) electrical subcontractors are being prequalified.

Definitions:

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint venturers of the joint venture contractor which is seeking

prequalification. Subcontractor Name: _____

B-1. How many years has the Electrical Subcontractor been licensed in California?

Years: _____

B-2. Is the Electrical Subcontractor or its associates currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number _____ Bankruptcy Court _____ Date Filed _____

B-3. Was the Electrical Subcontractor or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question D-2, above)

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number _____ Bankruptcy Court _____ Date Filed _____

- B-4. At any time in the last five years has the Electrical Subcontractor or its associates been assessed liquidated damages of more than \$50,000 on a construction contract with either a public or private owner?

☐ Yes ☐ No

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

- B-5. In the past five years has the Electrical Subcontractor or its associates ever defaulted on a construction contract?

☐ Yes ☐ No

If "yes," explain on a separate page.

- B-6. In the last five years has the Electrical Subcontractor or its associates been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes ☐ No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- B-7. Has the Electrical Subcontractor or its associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes ☐ No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers or other contractors.

- B-8. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Electrical Subcontractor or its associates concerning their work on a construction project?

☐ Yes ☐ No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- B-9. In the past five years has the Electrical Subcontractor or its associates made any claim in excess of \$50,000 against a project owner or a general contractor concerning work on a project or payment for a contract and filed that claim in court or arbitration?

☐ Yes ☐ No

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- B-10. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Electrical Subcontractor or its associates due to non-payment or contractor losses?

☐ Yes ☐ No

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- B-11. Has the Electrical Subcontractor or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes ☐ No

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- B-12. Has the Electrical Subcontractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- B-13. Has the Electrical Subcontractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes," identify on a separate page the person or persons convicted, the court and case number, the crimes, and the year convicted.

- B-14. During the last five years, has there ever been a period of time when the Electrical Subcontractor or its associates had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If yes, indicate the period during which no surety bonds were in place, name of entity without surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

- B-15. Has CAL OSHA cited and assessed penalties against the Electrical Subcontractor or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

B-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Electrical Subcontractor or its associates in the past five years?

(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

B-17. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Electrical Subcontractor, its associates, or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

B-18. How often does the Electrical Subcontractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

B-19. List the Electrical Subcontractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is or was 1.00 or higher you it is recommended that you attach a letter of explanation.

- B-20. Within the last five years has there ever been a period when the Electrical Subcontractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Electrical Subcontractor for the last five years. (If the Electrical Subcontractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business.)

- B-21. Has there been more than one occasion during the last five years in which the Electrical Subcontractor or its associates was required to pay either back wages or penalties for failure to comply with the **state's** prevailing wage laws?

☐ Yes ☐ No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- B-22. During the last five years, has there been more than one occasion in which the Electrical Subcontractor or its associates have been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- B-23. If the Electrical Subcontractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

- B-24. At any time during the last five years, has the Electrical Subcontractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

☐ Yes ☐ No

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings

- D-25. Do agreements exist between the Electrical Subcontractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticeship crafts which may be employed by the Electrical Subcontractor on this project?

(NOTE: This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticeship craft within the period of October, 1999 to October, 2001.)

☐ Yes ☐ No

- B-26. If seeking to pre-qualify for a Community College District project, has the Electrical Subcontractor performed on a contract to build public colleges in the last 5 years?

☐ Yes ☐ No

If "yes," how many? _____

C. Scored Questions for the Mechanical Subcontractor(s)

Each of the following Questions shall be scored for each Subcontractor submitted. The lowest scoring total from the submitted Mechanical Contractors will be included in the calculation of the Design- Build Entity's total score.

Total Points available for III C is 170 points

Attach separate copies of III(E) for each Mechanical Subcontractor if multiple (up to four) Mechanical Subcontractors are being prequalified.

Definitions:

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint venturers of the joint venture contractor which is seeking prequalification.

Subcontractor Name: _____

C-1. How many years has the Mechanical Subcontractor been licensed in California?

Years: _____

C-2. Is the Mechanical Subcontractor or its associates currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number Bankruptcy Court Date Filed

C-3. Was the Mechanical Subcontractor or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question E-2, above)

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number Bankruptcy Court Date Filed

- C-4. At any time in the last five years has the Mechanical Subcontractor or its associates been assessed liquidated damages of more than \$50,000 on a project under a construction contract with either a public or private owner?

☐ Yes ☐ No

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

- C-5. In the last five years has the Mechanical Subcontractor or its associates ever defaulted on a construction contract?

☐ Yes ☐ No

If "yes," explain on a separate page.

- C-6. In the last five years has the Mechanical Subcontractor or its associates been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes ☐ No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- C-7. Has the Mechanical Subcontractor or its associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes ☐ No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, or other contractors.

- C-8. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Mechanical Subcontractor or its associates concerning their work on a construction project?

☐ Yes ☐ No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- C-9. In the past five years has the Mechanical Subcontractor or its associates made any claim in excess of \$50,000 against a project owner or a general contractor concerning work on a project or payment for a contract and filed that claim in court or arbitration?

☐ Yes ☐ No

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a

brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- C-10. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Mechanical Subcontractor or its associates due to non-payment or contractor losses?

☐ Yes ☐ No

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- C-11. Has the Mechanical Subcontractor or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes ☐ No

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- C-12. Has the Mechanical Subcontractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- C-13. Has the Mechanical Subcontractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes," identify on a separate page the person or persons convicted, the court and case number, the crimes, and the year convicted.

- C-14. During the last five years, has there ever been a period of time when the Mechanical Subcontractor or its associates had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If yes, indicate the period during which no surety bonds were in place, name of entity without surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

- C-15. Has CAL OSHA cited and assessed penalties against the Mechanical Subcontractor or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHA decision.

- C-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Mechanical Subcontractor or its associates in the past five years?

(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- C-17. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Mechanical Subcontractor, its associates, or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes ☐ No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- C-18. How often does the Mechanical Subcontractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

- C-19. List the Mechanical Subcontractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is or was 1.00 or higher you may attach a letter of explanation.

- C-20. Within the last five years has there ever been a period when the Mechanical Subcontractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Mechanical Subcontractor for the last five years. (If the Mechanical Subcontractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business.)

- C-21. Has there been more than one occasion during the last five years in which the Mechanical Subcontractor or its associates was required to pay either back wages or penalties for failure to comply with the **state's** prevailing wage laws?
- ☐ Yes ☐ No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- C-22. During the last five years, has there been more than one occasion in which the Mechanical Subcontractor or its associates have been penalized or required to pay back wages for failure to comply with the **Federal** Davis-Bacon prevailing wage requirements?
- ☐ Yes ☐ No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- C-23. If the Mechanical Subcontractor operates its own State-approved apprenticeship program, provide the following information on a separate page:
- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
 - (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
 - (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

- C-24. At any time during the last five years, has the Mechanical Subcontractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?
- ☐ Yes ☐ No

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings

- B-25. Do agreements exist between the Mechanical Subcontractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticeship crafts which may be employed by the Mechanical Subcontractor on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticeship craft within the period of October, 1999 to October, 2001.)

☐ Yes ☐ No

- C-26. If seeking to pre-qualify for a Community College District project, has the Mechanical Subcontractor performed on a contract to build public colleges in the last 5 years?

☐ Yes ☐ No

If "yes," how many? _____

IV. PERSONNEL, PROJECTS COMPLETED AND REFERENCES

SCORING: Each of the following Questions or Requests for Information shall be scored. The score will be included in the calculation of the Contractors total score.

- The purpose of this section is to determine the following:
 - Material, equipment, facility, and personnel resources and expertise available, or the ability to obtain them, in order to meet contractual requirements.
 - Experience and Ability – The experience and ability of the individual Contractor Member companies and the experience of the Contractor as a team.
 - Project Staff – The credentials, experience and committee’s evaluation of each key person’s ability to perform the work.
 - Knowledge of the Site and Local conditions – The Contractor Member’s experience with similar sites and in the local area.
 - References for the determination of a satisfactory record of performance and integrity.
- Any listed experience or projects provided in Section IV must be of the named individuals and not related to any other corporation, company, limited partnership, partnership, or other association or legal entity in which the above named individual was not directly involved. Any such experience or project provided herein shall identify the corporation, company, limited partnership, partnership, or other association or legal entity which was awarded the public work contract.

REFERENCES AND INTERVIEWS: The following procedures shall apply if the District elects, in its discretion, to conduct interviews of references provided in response to the Questions set forth in this Part IV:

1. Interviews will be conducted under the supervision of or by a member of the Pre-Qualification Selection Committee. No action is necessary by the Contractor s if not notified by the District.
2. List at least two (2) References for each project in the order that you wish them to be contacted. Interviews will be with one of the contact persons for the Project identified in your response. **It is the Contractors responsibility to verify the latest and current contact information for all references.** If the information for the contact person for the Owner is current and verifiable but such contact person is not available or does not respond within 24 hours, then the interview will be conducted with second reference. If neither reference can be contacted within 48 hours, the Reference Interview shall receive a score of zero (0).
3. Identical questions from a standardized list of questions shall be asked of each reference. If the person interviewed states that he/she is unable to answer the Question, then another contact person identified in the response will be contacted in the order stated in Paragraph 2, above. If none of the contact persons contacted is able to answer a Question, then the Question shall receive a score of zero (0).
4. Failure to provide at least two references shall result in disqualification. Interviews conducted of those references listed will be scored and evaluated. A Contractor receiving a failing score from more than two (2) references listed in its responses may be grounds for disqualification of

the Contractor. Points generated from individual interviews of references will be included in the Contractors total score.

5. The District reserves the right to check other references for Contractor in general, whether or not such references are listed by the Contractor.

A. Personnel and References

Total points available Section IV. A.: **50**

1. List the following key personnel who will be assigned to this Project for the Contractor:

Contractor Executive in charge of Project _____

Contractor Project Manager _____

Contractor Superintendent _____

Mechanical Subcontractor Project Manager _____
2. How many projects has the General Contractor and the key personnel ever worked on together?
3. List volume of construction and value of largest project which the General Contractor and key personnel have worked together on.

Volume: _____ Largest Contact: _____
4. For each of the above provide a resume containing the individual's overall experience, education, licensing and other general information as well as the individual's: i) California construction experience, and ii) general construction experience. Include at least two (2) references for each of the projects identified for each individual. These individuals are to be committed to the roles indicated for the project and may not be subject to substitution without prior written approval of, and at the sole discretion of the District. Any persons so substituted must possess qualifications equal to or better than the individuals who may be prequalified.
5. Provide an Organization Chart for the project indicating, at a minimum, the roles and relationships of the above named individuals.

B. Educational Projects and References:

Total points available Section IV. B.: 50

1. List no more than five (5) of the most relevant new school facilities projects in California constructed by the Contractor in the last 10 years. (California Community College experience preferred)

Include no more than one (1) photo showing an exterior elevation

Names and references must be **current** and **verifiable**. (Copy for additional sheets)

Project Name: _____

Location: _____

Reference 1 - Owner (Contact Person) Name and Current Telephone Number:

Reference 2 - Architect or Other (Contact Person) Name and Current Telephone Number:

Description of Project, Scope of Work Performed: _____

Type of Procurement (D-B-B, D-B, CM@R, L-LB, Etc.) _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of calendar days): _____

Actual Date of Completion: _____

Glossary of Abbreviations:

D-B-B	Design-Bid-Build
D-B	Design-Build
CM@R	Construction Management at Risk
L-LB	Lease-Lease Back

C. Similar Project Experience:

Total points available Section IV. C: 100 points

Scope description and project specific details inserted here

1. List no more than five similar projects the Contractor, built anywhere in the United States in the last 10 years. Community College projects preferred.

Include no more than one (1) project photo showing an exterior elevation

Names and references must be **current** and **verifiable**. (Copy for additional sheets).

Number of Projects: _____

Project Name: _____

Location: _____

Reference 1 - Owner (Contact Person) Name and Current Telephone Number:

Reference 2 - Architect or Other (Contact Person) Name and Current Telephone Number:

Description of Project, Scope of Work Performed: _____

Type of Procurement (D-B-B, D-B, CM@R, L-LB, Etc.) _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of calendar days): _____

Actual Date of Completion: _____

V. CERTIFICATION

NOTE: Authorized person(s) with authority to execute this Certification shall sign this Certification on behalf of each of the entities (or persons) that is a constituent member of the Contractor that is the proposer seeking to be pre-qualified by the District.

Make additional copies this certification page as needed to provide certification for each such person or legal entity.

I, the undersigned _____, certify and declare that I acknowledge receipt of addenda (insert numbers) ____/____/____/____/____ and have read all the foregoing answers to this Pre-Qualification Questionnaire; that all responses are correct and complete of my own knowledge and belief. I further declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

(Signature)

(Printed name)

(Place of Execution)

(Date)

Name of the entity (or person)* on whose behalf this Certificate is signed

*Name of an entity (or person) that is a constituent member of the Contracting Firm.

END PRE-QUALIFICATION QUESTIONNAIRE

PRE-QUALIFICATION QUESTIONNAIRE
DESIGN BUILD
Template

FOR
Project Name

AT
College

SOCCCD PROJECT No. – xx

Date

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I. INFORMATION ABOUT DESIGN-BUILD ENTITY MEMBERS

This section must be completed, but will not be scored

A. Contact Information

General Contractor Name: _____

Architect of Record Name: _____

Design-Build Entity Contact Person: _____

Design-Build Entity Address: _____

Phone: _____ Fax _____

email _____

B. Design-Build Entity Members

List the following individuals and legal entities that are Design-Build Entity Members of the Design-Build Entity.		
Discipline	Name	Legal Entity (i.e. corporation, partnership, sole proprietor, etc.)
General Contractor		
Architect		
(Name of Discipline)Engineer		

For each Design-Build Member listed above that is not a sole proprietorship or corporation (such as, but not limited to, a partnership company or other association or legal entity), please provide a copy of the agreement creating the partnership or other association.

C. Information about the General Contractor

Definitions:

- “General Contractor” shall mean the general contractor, holding a current, valid, Class “A” and/or “B” general contractor’s license in good standing, that will assume responsibility for the subcontracting, management, supervision and administration of the construction for the Project.

Provide the following information about the General Contractor for which pre-qualification is being requested by the Design-Build Entity. If the Design-Build Entity is itself the General Contractor for which pre-qualification is being requested by the Design-Build Entity, then provide all information requested as it relates to the Design-Build Entity itself.

1. Name of General Contractor: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the General Contractor currently employ? _____
- 5(a) If the General Contractor is a corporation, provide the following:
Provide information for each officer of the corporation.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer/CFO			
Other (Title)			

- 5(b) If the General Contractor is an individual doing business as a sole proprietorship, please complete the following:

Owner	Years as Owner

- 5(c) If the General Contractor is a joint venture, partnership or other association or legal entity, provide the following for each member of the joint venture, each partner or other association member. (Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Other Entity	% Ownership Interest

6. Has there been any change in ownership of the General Contractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

7. Is the General Contractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If "yes," explain on a separate page.

- 8 State the General Contractor's gross revenues for each of the last three years:

201x \$_____ 201x \$_____ 201x \$_____

9. List all California contractor license numbers, classifications and expiration dates currently held by the General Contractor in the last five years:

License Number	Trade Classification	Date Issued	Expiration Date

The contract shall not be awarded unless the District has verified that the contractor has a valid license in the appropriate classification for the work performed. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors State License Board.

10. Has the General Contractor changed names or license numbers in the past five years?

Yes No

If "yes," explain on a separate page.

11. Has any owner, California State Contractor's License Board (CSCLB) qualifier or corporate officer of the General Contractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If "yes," explain on a separate page.

12. Surety Information for General Contractor:
(Surety must have a Best Rating of A or better)

Bonding Co. / Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for the General Contractor during the last five years, including periods during which each wrote the bonds:

Surety	Address	Periods of Coverage

D. Information about the Architect of Record

Definitions:

- “Architect of Record” means the licensed architect whose stamp will appear on Project Construction Documents.
- “Firm” means, in the case where the Architect of Record is not an individual doing business as a sole proprietorship, the firm (whether a sole proprietorship, corporation, partnership or other association) which employs the Architect of Record.

1. Provide the following information:

Name: _____

License Number: _____

Years in Practice: _____

2. If the Architect of Record or its Firm is different from that of the General Contractor, please answer the following:

2(a) Date of company formation or incorporation:

2(b) State of formation or incorporation:

2(c) How many persons does the Architect of Record or its Firm currently employ?

2(d) If the Architect of Record’s Firm is a corporation, provide the following information for each

officer of the corporation.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer/CFO			
Other (Title)			

- 2(e) If the Architect of Record is an individual doing business as a sole proprietorship, complete the following:

Owner	Years as Owner

- 2(f) If the Architect of Record's Firm is a joint venture, partnership or other association (other than a corporation), provide the following information for each member of the joint venture, each partner or each other association member.

(Attach additional pages if necessary)

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Other Association	% Ownership Interest

- 2(g) Has there been any change in ownership of the Architect of Record's Firm during the last three

years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes No

If "yes," explain on a separate page.

2(h) Is the Architect of Record's Firm a subsidiary, parent, holding company or affiliate of another firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of the Firm holds a similar position in another firm.)

☐ Yes No

If "yes," explain on a separate page.

2(i). Has any corporate officer or owner of any Architect's firm, worked for any other architectural firms in the past five years?

NOTE: Include information about other firms if an owner, partner, or officer in your firm holds a similar position in another firm.)

☐ Yes ☐ No

2(j) Has the Architect of Record's Firm changed names, corporate officers or owners in the past five years?

☐ Yes No

If "yes," explain on a separate page including reason for change.

2(k). Provide the following information for all known Architects who will be designing the project: (Attach additional pages if necessary)

Architect	License Number	Years in Practice

Attach a copy of the Architect of Record's Resume

E. Information about the Principal Engineers

Definitions:

- “(Name of Discipline) Engineer” means the professional(s) providing professional services in the discipline of structural engineering, also known as the Principal Engineer. *When formatted from base template to project specific, this section could be focused toward information from Structural, Civil, Mechanic, Electrical engineering firms depending on project need.*
- “Firm” shall mean, in the case where the Principal Engineer is not an individual doing business as a sole proprietorship, the firm (whether a sole proprietorship, corporation, partnership or other association) which employs the Principal Engineer.

1. Provide the following information:

Firm Name: _____

Managing Principal: _____

License Number: _____

Engineering Discipline: _____

Years in Practice: _____

2. If the firm of the Principal Engineer is different from that of the General Contractor or Architect of Record, please answer the following:

2(a) Date of company formation or incorporation:

2(b) State of formation or incorporation:

2(c) How many persons does the Engineer’s Firm currently employ?

2(d) If the Principal Engineer’s firm is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			

Treasurer			

- 2(e) If the Principal Engineer is an individual doing business as a sole proprietorship, complete the following:

Owner	Years as Owner

- 2(f) If the Principal Engineer's firm is a joint venture, partnership or other association (other than a corporation), provide the following information for each member of the joint venture, each partner or each other association member.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Other Association	% Ownership Interest

- 2(g) Has there been any change in ownership of the Principal Engineer's Firm during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes No

If "yes," explain on a separate page.

- 2(h) Is the Principal Engineer's Firm a subsidiary, parent, holding company or affiliate of another firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm.)

☐ Yes No

If "yes," explain on a separate page.

- 2(i). Has the Principal Engineer's firm changed names, corporate officers or owners in the past five years?

☐ Yes No

If "yes," explain on a separate page including reason for change.

3. Attach a copy of the Principal Engineer's resume

F. Information about the Electrical Subcontractor

Attach separate copies of F. for each electrical subcontractor if multiple electrical subcontractors are being prequalified.

1. Name of Electrical Subcontractor:
2. Date of company formation or incorporation: _____
3. State of formation or incorporation:
4. How many persons does the Electrical Subcontractor currently employ?

5(a) If the Electrical Subcontractor is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

5(b) If the Electrical Subcontractor is a sole proprietorship, complete the following:

Owner	Years as Owner

5(c) If the Electrical Subcontractor is a joint venture, partnership or other legal entity, provide the following information for each member of the joint venture or each partner:

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Entity	% Ownership Interest

6. Has there been any change in ownership of the Electrical Subcontractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes ☐ No

If "yes," explain on a separate page.

7. Is the Electrical Subcontractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

☐ Yes ☐ No

If "yes," explain on a separate page.

8. State the Electrical Subcontractor's gross revenues for each of the last three years:

201x \$ _____ 201x \$ _____ 201x\$ _____

9. List all California contractor license numbers, classifications and expiration dates currently held by the Electrical Subcontractor:

License Number	Classification	Date Issued	Expiration Date

10. Has the Electrical Subcontractor changed names, corporate officers, owners or license numbers in the past five years?

☐ Yes ☐ No

If "yes," explain: on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the Electrical Subcontractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

12. Surety Information for Electrical Subcontractor:

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the periods during which each wrote the bonds:

Surety	Address	Periods of Coverage

14. Attach a copy of the Project Manager/Superintendent's resume. Include resumes for any members from the firm that will be associated with this project.

G. Information about the Mechanical Subcontractor

Attach separate copies of G. for each mechanical subcontractor if multiple mechanical subcontractors are being prequalified.

1. Name of Mechanical Subcontractor: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Mechanical Subcontractor currently employ? _____

- 5(a) If the Mechanical Subcontractor is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

5(b) If the Mechanical Subcontractor is a sole proprietorship, complete the following:

Owner	Years as Owner

5(c) If the Mechanical Subcontractor is a joint venture, partnership or other legal entity, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Entity	% Ownership Interest

6. Has there been any change in ownership of the Mechanical Subcontractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes ☐ No

If "yes," explain on a separate page.

7. Is the Mechanical Subcontractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

☐ Yes ☐ No

If "yes," explain on a separate page.

8. State the Mechanical Subcontractor's gross revenues for each of the last three years:

201x \$_____ 201x _____ 201x \$_____

9. List all California contractor license numbers, classifications and expiration dates currently held by the Mechanical Subcontractor:

License Number	Classification	Date Issued	Expiration Date

10. Has the Mechanical Subcontractor changed names, corporate officers, owners or license numbers in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the Mechanical Subcontractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate page.

12. Surety Information for Mechanical Subcontractor

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

Surety	Address	Dates

14. Attach a copy of the Project Manager/Superintendent's resume. Include resumes for any members from the firm that will be associated with this project.

INFORMATION ABOUT OTHER SUBCONTRACTORS IF NECESSARY TO MEET PROJECT SPECIFIC NEEDS

II. ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY

This Section II is the first step in scoring the Design-Build Entity. It seeks information about various members of the Design-Build Entity, and consists of questions that must be answered correctly (per the table at the end of this Section) or the Design-Build Entity will be disqualified.

Definitions:

- The term “Design-Build Entity” as used in this Section II means Design-Build Entities wishing to be considered for receipt of the District’s Request for Proposal for the design and construction of the Project. All requested information within this Section II must be attributable to the corporation, company, limited partnership, partnership, or other association or legal entity of the Design-Build Entity which would ultimately contract with the District and not any parent, subsidiary or associated entity which would not be a signatory to the ultimate contract with the District unless otherwise provided herein.
- The term “Associates” as used in this Section II means any of the following:
 - The current qualifiers for all current Contractors State License Board contracting licenses held by the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member).
 - All current officers of the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a corporation.
 - All current partners of the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a partnership.
 - All current joint venturers of the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a joint venture.

1. Does the General Contractor possess a current California contractor’s license for the Project for which it intends to submit a proposal?
☐ Yes No
2. Does the General Contractor have a general liability insurance policy with a policy limit of at least \$5,000,000 per occurrence and \$10,000,000 aggregate?
☐ Yes No

If yes, provide the following information. (Attach a separate page if more than one policy.)

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

3. Does the General Contractor have a current workers' compensation insurance policy as required by the State of California, or are legally self-insured?

☐ Yes No

If yes, provide the following information. (Attach a separate page if more than one policy)

Insured

Carrier

Policy Number

4. Has a copy of an audited financial statement (no more than two years old) with accompanying notes been attached for the General Contractor? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)

☐ Yes No

5. Has a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California been attached, which states that the General Contractor's current bonding capacity is sufficient for the project for which you seek pre-qualification? (Statement must be from the surety company, not an agent or broker.)

☐ Yes No

6. Has any contractor license held by the General Contractor or any of its Associates been revoked or suspended, without a successful appeal for reinstatement, within the last five (5) years?

☐ Yes No

7. Has a surety firm completed a contract or paid for completion of a contract on behalf of any Design-Build Entity Member because of default within the last five (5) years?

☐ Yes No

8. Within the last five years was the General Contractor or any proposed Subcontractor declared

ineligible to bid on a public works contract, to be awarded a public works contract, or to perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

☐ Yes ☐ No

9. Has any Design-Build Entity Member or any of their employees (contractors, architects, engineers) or any member's Associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?

☐ Yes ☐ No

10. Do all architects and engineers of record who are expected to work on the project possess current California professional licenses for the services which they intend to provide?

☐ Yes ☐ No

11. Is the General Contractor or Architect of Record covered by professional liability insurance policies with a policy limit of at least \$2,000,000 per occurrence and \$5,000,000 in the aggregate for work on a design-build contract?

☐ Yes ☐ No

If yes, provide the names of the insurance companies, policy numbers, and policy limits.

General Contractor:

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

Architect:

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

12. Are all Principal Engineers covered by a professional liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$5,000,000 aggregate for work on a design-build contract?

☐ Yes No

If yes, provide the name of the insurance company, policy number, and policy limits. (Attach a separate page if more than one policy.)

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

13. Has any professional license held by any architect who will provide services been revoked at any time in the last five years?

☐ Yes No

14. Has any professional license held by any Engineer who will provide services been revoked at any time in the last five years?

☐ Yes No

15. Does the General Contractor and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

☐ Yes No

SECTION II. SCORING MATRIX:

QUESTION NUMBER	YES	NO	SCORE
1	0	1	
2	0	1	
3	0	1	
4	0	1	
5	0	1	
6	1	0	
7	1	0	
8	1	0	
9	0	1	
10	0	1	
11	0	1	
12	1	0	
13	1	0	
14	0	1	
15	0	1	
TOTAL			*

* **Disqualified if score is greater than zero (0)**

III. TEAM MEMBER QUESTIONS

A. Team Member Questions for the General Contractor

Each of the following Questions shall be scored. The General Contractor's score will be included in the calculation of the Design-Build Entity's total score.

Total points available Section III. A.: 225

Definitions:

- The term "Associates" as used in this Part A means all of the following:
 - The current qualifiers for all current Contractors State License Board contracting licenses held by the General Contractor.
 - All current officers of the General Contractor if it is a corporation.
 - All current partners of the General Contractor if it is a partnership.
 - All current joint venturers of the General Contractor if it is a joint venture.

Please answer the following questions as indicated:

General

A-1 How many years has the General Contractor been licensed in California?

Years: _____

Financial ability to perform the work required

A-2. Is the General Contractor or any of its Associates currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," indicate case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

A-3. Was the General Contractor or any of its Associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number	Bankruptcy Court	Date Filed
-------------	------------------	------------

- A-4. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the General Contractor or any of its Associates due to non-payment or contractor losses?

☐ Yes No

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- A-5. Please fill in the following blanks based on the General Contractor's attached financial statement:

Current Assets:	\$ _____
Current Liabilities:	\$ _____
Total Net Worth:	\$ _____
Current Ratio (Assets/Liabilities):	_____
Working Capital (Current Assets - Current Liabilities):	\$ _____

History of Performance

- A-6. At any time in the last five years has the General Contractor or its associates been assessed liquidated damages or more than \$50,000 on a construction contract with either a public or private owner?

☐ Yes ☐ No

- A-7. Has the General Contractor or any of its Associates ever defaulted on a construction contract?

☐ Yes No

If "yes," explain on a separate page.

- A-8. In the last five years has the General Contractor or any of its Associates, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- A-9. Has the General Contractor or any of its Associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes ☐ No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner.)

- A-10. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the General Contractor or any of its Associates concerning their work on a construction project?

☐ Yes ☐ No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- A-11. In the past five years has the General Contractor or any of its Associates made any claim in excess of \$10,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

☐ Yes ☐ No

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- A-12. Has the General Contractor or any of its Associates (or any manager of an Associate if the Associate is not a person) ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes ☐ No

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- A-13. Has the General Contractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes", explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for conviction.

- A-14. Has the General Contractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes", identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.

- A-15. During the last five years, has there ever been a period of time when the General Contractor or its associates had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If "yes", indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

- A-16. If the General Contractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

- A-17. At any time during the last five years, has the General Contractor or its associates been found to have violated any provision of the California apprenticeship laws or regulations, or the law pertaining to use of apprentices on public works?

☐ Yes ☐ No

If "yes", provide the date of the findings and attach a copy of the final decision.

Date of Findings

- A-18. Do agreements exist between the General Contractor and registered apprenticeship programs which have been approved by the California Apprenticeship council and have graduated apprentices in the preceding five years, for all apprenticable crafts which may be employed by the General Contractor on this project?

(NOTE: This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticable craft within the period of October, 1999 to October, 2001.)

☐ Yes No

- A-19. Has there been more than one occasion during the last five years in which the General Contractor or any of its Associates was required to pay either back wages or penalties for failure to comply with the State's prevailing wage laws?

☐ Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- A-20. During the last five years, has there been more than one occasion in which the General Contractor or any of its Associates have been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

☐ Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

Safety

- A-21. List the General Contractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is 1.00 or higher you may attach a letter of explanation.

Is your firm party to an alternative dispute resolution system as provided for in Section 3201.5 of the Labor Code?

☐ Yes No

- A-22 Has CALOSHA cited and assessed penalties against the General Contractor or any of its Associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes No

If "yes," on separate page describe the citations, state the case number, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any.

- A-23 Has Fed OSHA cited and assessed penalties against the General Contractor or any of its Associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes No

If "yes," on separate page describe the citations, state the case number, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any.

- A-24 Has the EPA, any Air Quality Management District or any Regional Water Quality control Board cited and assessed penalties against either the General Contractor or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes No

- A-25 Within the last five years has there ever been a period when the General Contractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes No

If "yes", please explain the reason for the absence of workers' compensation insurance on a separate page. If "No", please provide a statement by your current workers' compensation

insurance carrier that verifies periods of workers' compensation insurance coverage for the General Contractor for the last five years. (If the General Contractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business."

- A-26. Does the General Contractor have an injury prevention program instituted pursuant to California Occupational Safety and Health requirements? (A "No" answer is grounds for disqualification. There is no other or separate scoring of this answer.)

☐ Yes No

- A-27. How often does the General Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

Familiarity with and proximity to site

- A-28. List the proximity (statute miles) of the Design-Build Entity's office(s) where the work will be performed, in relation to the project location.

General Contractor management office for this project:

Statute miles: _____ Years in this location: _____

- A-29. Has the General Contractor ever constructed a Community College project in the state of California?

☐ Yes No

If "yes,"

How many Projects? _____

Project Name _____

Project Description _____

Year Completed _____

B. Team Member Questions for the Architect of Record

Each of the following Questions shall be scored. The Architect of Record's score will be included in the calculation of the Design-Build Entity's total score.

Total points available Section III. B.: 175

Definitions:

- "Architect of Record" means the licensed architect member of the Design-Build Entity whose stamp will appear on the Project Construction Documents.
- "Firm" shall mean, in the case where the Architect of Record is not an individual doing business as a sole proprietorship, the firm (whether a sole proprietorship, corporation, partnership or other association) which employs the Architect of Record.

Name of Architect of Record: _____

Name of Firm: _____

Please answer the following questions as indicated:

General

B-1. How many years has the Architect of Record been licensed and practicing in California?
Years: _____ CA License _____

Financial ability to perform the work required

B-2. Is the Architect or Record or the Firm currently the debtor in a bankruptcy case?
☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number Bankruptcy Court Date Filed

B-3. Was the Architect of Record or Firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question B-2, above)

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number Bankruptcy Court Date Filed

History of Performance

- B-4. In the last five years has the Architect of Record or the Firm, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- B-5. Has the Architect of Record or the Firm ever been denied an award of a public works contract based on a finding by a public agency that they were not properly qualified?

☐ Yes No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

- B-6. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Architect of Record or the Firm concerning its architectural work on a project for which they were found at fault?

☐ Yes No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- B-7. In the past five years has the Architect of Record or the Firm, made any claim in excess of \$50,000 against a project owner concerning its architectural work on a project and filed that claim in court or arbitration?

☐ Yes No

If "yes," on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- B-8. In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Architect of Record or the Firm, based on non-payment or losses?

☐ Yes No

If "yes," on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

- B-9. Has the Architect of Record or the Firm (or any manager of the Firm if the Firm is not a person)

ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes No

If "yes," on a separate page identify who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

B-10 Has the Architect of Record or the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes No

If "yes", on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

B-11 Has the Architect of Record or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes No

If "yes:", on a separate page identify the person or persons convicted, the court and case number, the crimes and the year convicted.

Familiarity with and proximity to site

B-12. List the proximity (statute miles) of the Architect's office(s) where the work will be performed, in relation to the project location.

Architect's production office:
Years in this location:

Statute miles: _____
Years: _____

B-13. Has the Architect of Record ever designed a Community College project in the state of California in the last 5 years?

☐ Yes No

If "yes," indicate

i) How many Projects? _____

B-14. Has the Department of Consumer Affairs taken any disciplinary action against the Architect of Record?

☐ Yes No

If "yes", please explain on a separate page.

C. Team Member Questions for the Principal Engineer

Each of the following Questions shall be scored. The Structural Engineer's score will be included in the calculation of the Design-Build Entity's total score.

Total points available Section III. C.: 145

Definitions:

- "Structural Engineer" shall mean only the Structural Engineer of Record.
All other engineers not listed above, that are a part of the Design-Build Entity, must be properly licensed for this project in their discipline but need not complete this part of the questionnaire)
- "Firm" shall mean, in the case where the Principal Engineer is not an individual doing business as a sole proprietorship, the firm (whether a sole proprietorship, corporation, partnership or other association) which employs the Structural Engineer.

Name of Principal Engineer: _____

Name of Firm: _____

Please answer the following questions as indicated:

General

C-1. How many years has the Structural Engineer been licensed and practicing in California?

Years: _____ CA License: _____

Financial ability to perform the work required

C-2. Is the Structural Engineer or Firm currently the debtor in a bankruptcy case?

☐ Yes No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

C-3. Was the Structural Engineer or Firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question C-2, above)

☐ Yes No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

History of Performance

- C-4. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Structural Engineer or the Firm concerning its engineering work on a project?

☐ Yes No

If "yes," identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- C-5. In the last five years has the Principal Engineer or the Firm been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- C-6. Has the Principal Engineer or the Firm ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

- C-7. In the past five years has the Principal Engineer or the Firm made any claim in excess of \$50,000 against a project owner concerning engineering work on a project and filed that claim in court or arbitration?

☐ Yes No

If "yes," on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- C-8. In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Principal Engineer or the Firm based on non-payment or losses?

☐ Yes No

If "yes," on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

- C-9. Has the Principal Engineer or the Firm (or any manager of the Firm if the Firm is not a person) ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes No

If "yes," on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.

- C-10 Has the Principal Engineer of the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes No

If "yes", on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- C-11 Has the Principal Engineer or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes No

If "yes", on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.

Familiarity with and proximity to site

- C-12. List the proximity (statute miles) of the Structural Engineer's office(s) where the work will be performed, in relation to the project location.

Structural Engineer's production office: Statute miles: _____
Years in this location: Years: _____

- C-13. Has the Principal Engineer ever designed a Community College project in the state of California in the last 5 years?

☐ Yes No

If "yes," indicate the following:

How many Projects? _____

- C-14. Has the Department of Consumer Affairs taken any disciplinary action against the Principal Engineer?

☐ Yes No

If "yes", please explain on a separate page.

D. Scored Questions for the Electrical Subcontractor(s)

Each of the following Questions shall be scored for each Subcontractor submitted. The lowest scoring total from the submitted Electrical Contractors will be included in the calculation of the Design-Build Entity's total score.

Total points available Section III. D: **170**

Attach separate copies of III(D) for each Electrical Subcontractor if multiple (up to four) electrical subcontractors are being prequalified.

Definitions:

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint venturers of the joint venture contractor which is seeking prequalification.

Subcontractor Name: _____

D-1. How many years has the Electrical Subcontractor been licensed in California?

Years: _____

D-2. Is the Electrical Subcontractor or its associates currently the debtor in a bankruptcy case?

☐ Yes No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

D-3. Was the Electrical Subcontractor or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question D-2, above)

☐ Yes No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

- D-4. At any time in the last five years has the Electrical Subcontractor or its associates been assessed liquidated damages of more than \$50,000 on a construction contract with either a public or private owner?

☐ Yes No

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

- D-5. In the past five years has the Electrical Subcontractor or its associates ever defaulted on a construction contract?

☐ Yes No

If "yes," explain on a separate page.

- D-6. In the last five years has the Electrical Subcontractor or its associates been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- D-7. Has the Electrical Subcontractor or its associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers or other contractors.)

- D-8. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Electrical Subcontractor or its associates concerning their work on a construction project?

☐ Yes No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- D-9. In the past five years has the Electrical Subcontractor or its associates made any claim in excess of \$50,000 against a project owner or a general contractor concerning work on a project or

payment for a contract and filed that claim in court or arbitration?

☐ Yes No

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- D-10. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Electrical Subcontractor or its associates due to non-payment or contractor losses?

☐ Yes No

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- D-11. Has the Electrical Subcontractor or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes No

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- D-12. Has the Electrical Subcontractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes No

If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- D-13. Has the Electrical Subcontractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes No

If "yes," identify on a separate page the person or persons convicted, the court and case number, the crimes, and the year convicted.

- D-14. During the last five years, has there ever been a period of time when the Electrical Subcontractor or its associates had no surety bond in place during a public construction project when one was required?

☐ Yes No

If yes, indicate the period during which no surety bonds were in place, name of entity without surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

- D-15. Has CAL OSHA cited and assessed penalties against the Electrical Subcontractor or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

- D-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Electrical Subcontractor or its associates in the past five years?

(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- D-17. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Electrical Subcontractor, its associates, or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- D-18. How often does the Electrical Subcontractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

- D-19. List the Electrical Subcontractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is or was 1.00 or higher you it is recommended that you attach a letter of explanation.

- D-20. Within the last five years has there ever been a period when the Electrical Subcontractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Electrical Subcontractor for the last five years. (If the Electrical Subcontractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business.)

- D-21. Has there been more than one occasion during the last five years in which the Electrical Subcontractor or its associates was required to pay either back wages or penalties for failure to comply with the **state's** prevailing wage laws?

☐ Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- D-22. During the last five years, has there been more than one occasion in which the Electrical Subcontractor or its associates have been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

☐ Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

D-23. If the Electrical Subcontractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

D-24. At any time during the last five years, has the Electrical Subcontractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

☐ Yes No

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings

D-25. Do agreements exist between the Electrical Subcontractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticable crafts which may be employed by the Electrical Subcontractor on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticable craft within the period of October, 1999 to October, 2001.)

☐ Yes No

D-26. If seeking to pre-qualify for a Community College District project, has the Electrical Subcontractor performed on a contract to build public colleges in the last 5 years?

☐ Yes No

If "yes," how many? _____

E. Scored Questions for the Mechanical Subcontractor(s) C

Each of the following Questions shall be scored for each Subcontractor submitted. The lowest scoring total from the submitted Mechanical Contractors will be included in the calculation of the Design-Build Entity's total score.

Total points available Section III. E: 170

Attach separate copies of III(E) for each Mechanical Subcontractor if multiple (up to four) Mechanical Subcontractors are being prequalified.

Definitions:

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint venturers of the joint venture contractor which is seeking prequalification.

Subcontractor Name: _____

E-1. How many years has the Mechanical Subcontractor been licensed in California?

Years: _____

E-2. Is the Mechanical Subcontractor or its associates currently the debtor in a bankruptcy case?

☐ Yes No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

E-3. Was the Mechanical Subcontractor or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question E-2, above)

☐ Yes No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

- E-4. At any time in the last five years has the Mechanical Subcontractor or its associates been assessed liquidated damages of more than \$50,000 on a project under a construction contract with either a public or private owner?

☐ Yes No

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

- E-5. In the last five years has the Mechanical Subcontractor or its associates ever defaulted on a construction contract?

☐ Yes No

If "yes," explain on a separate page.

- E-6. In the last five years has the Mechanical Subcontractor or its associates been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- E-7. Has the Mechanical Subcontractor or its associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

☐ Yes No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, or other contractors.

- E-8. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Mechanical Subcontractor or its associates concerning their work on a construction project?

☐ Yes No

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- E-9. In the past five years has the Mechanical Subcontractor or its associates made any claim in excess of \$50,000 against a project owner or a general contractor concerning work on a project or

payment for a contract and filed that claim in court or arbitration?

☐ Yes No

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- E-10. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Mechanical Subcontractor or its associates due to non-payment or contractor losses?

☐ Yes No

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- E-11. Has the Mechanical Subcontractor or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes No

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- E-12. Has the Mechanical Subcontractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes No

If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- E-13. Has the Mechanical Subcontractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes No

If "yes," identify on a separate page the person or persons convicted, the court and case number, the crimes, and the year convicted.

- E-14. During the last five years, has there ever been a period of time when the Mechanical Subcontractor or its associates had no surety bond in place during a public construction project when one was required?

☐ Yes No

If yes, indicate the period during which no surety bonds were in place, name of entity without surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

- E-15. Has CAL OSHA cited and assessed penalties against the Mechanical Subcontractor or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

☐ Yes No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

- E-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Mechanical Subcontractor or its associates in the past five years?

(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- E-17. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Mechanical Subcontractor, its associates, or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

☐ Yes No

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- E-18. How often does the Mechanical Subcontractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

- E-19. List the Mechanical Subcontractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is or was 1.00 or higher you may attach a letter of explanation.

- E-20. Within the last five years has there ever been a period when the Mechanical Subcontractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Mechanical Subcontractor for the last five years. (If the Mechanical Subcontractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business.)

- E-21. Has there been more than one occasion during the last five years in which the Mechanical Subcontractor or its associates was required to pay either back wages or penalties for failure to comply with the **state's** prevailing wage laws?

☐ Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- E-22. During the last five years, has there been more than one occasion in which the Mechanical Subcontractor or its associates have been penalized or required to pay back wages for failure to comply with the **Federal** Davis-Bacon prevailing wage requirements?

☐ Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

E-23. If the Mechanical Subcontractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

E-24. At any time during the last five years, has the Mechanical Subcontractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

☐ Yes No

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings

E-25. Do agreements exist between the Mechanical Subcontractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticable crafts which may be employed by the Mechanical Subcontractor on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticable craft within the period of October, 1999 to October, 2001.)

☐ Yes No

E-26. If seeking to pre-qualify for a Community College District project, has the Mechanical Subcontractor performed on a contract to build public colleges in the last 5 years?

☐ Yes No

If "yes," how many? _____

Other sections similar to that for Mechanical and Electrical Contractor may be added to address other types of subcontractors if necessary to meet project specific needs.

IV. PERSONNEL, PROJECTS COMPLETED AND REFERENCES

The maximum possible score for all of Part IV is 250 points.

SCORING: Each of the following Questions or Requests for Information shall be scored. The score will be included in the calculation of the Design-Build Entity's total score.

- The term "Design-Build" as used in this Section IV means **only** design and construction of a project under a single contract. If there was not a single contract for both design and construction of the referenced project, it does not qualify as design-build.
- The purpose of this section is to determine the following:
 - Material, equipment, facility, and personnel resources and expertise available, or the ability to obtain them, in order to meet contractual requirements.
 - Experience and Ability – The experience and ability of the individual Design-Build Entity Member companies and the experience of the Design-Build Entity as a team.
 - Project Staff – The credentials, experience and committee's evaluation of each key person's ability to perform the work.
 - Knowledge of the Site and Local conditions – The Design-Build Entity Member's experience with similar sites and in the local area.
 - References for the determination of a satisfactory record of performance and integrity.
- Any listed experience or projects provided in Section IV must be of the named individuals and not related to any other corporation, company, limited partnership, partnership, or other association or legal entity in which the above named individual was not directly involved. Any such experience or project provided herein shall identify the corporation, company, limited partnership, partnership, or other association or legal entity which was awarded the public work contract.

REFERENCES AND INTERVIEWS: The following procedures shall apply if the District elects, in its discretion, to conduct interviews of references provided in response to the Questions set forth in this Part IV:

1. Interviews will be conducted under the supervision of or by a member of the Pre-Qualification Selection Committee. No action is necessary by the Design-Build Entity Members if not notified by the District.
2. List at least two (2) References for each project in the order that you wish them to be contacted. Interviews will be with one of the contact persons for the Project identified in your response. **It is the Design-Build Entity's responsibility to verify the latest and current contact information for all references.** If the information for the contact person for the Owner is current and verifiable but such contact person is not available or does not respond within 24 hours, then the

interview will be conducted with second reference. If neither reference can be contacted within 48 hours, the Reference Interview shall receive a score of zero (0).

3. Identical questions from a standardized list of questions shall be asked of each reference. If the person interviewed states that he/she is unable to answer the Question, then another contact person identified in the response will be contacted in the order stated in Paragraph 2, above. If none of the contact persons contacted is able to answer a Question, then the Question shall receive a score of zero (0).
4. Failure to provide at least two references shall result in disqualification. Interviews conducted of those references listed will be scored and evaluated. A Design-Build Entity receiving a failing score from more than two (2) references listed in its responses may be grounds for disqualification of the Design-Build Entity. Points generated from individual interviews of references will be included in the Design-Build Entity's total score.
5. The District reserves the right to check other references for Design-Build Entities in general, whether or not such references are listed by Design-Build Entities.

A. PERSONNEL AND REFERENCES

Total points available Section IV. A.: **50**

1. List the following key personnel who will be assigned to this Project for the Design-Build Entity:

General Contractor Executive in charge of Project

General Contractor Project Manager

General Contractor Superintendent

Architect Principal in charge of Project

Architect of Record

Structural Engineer of Record
2. How many design-build projects have the General Contractor and the Architect of Record involved in this Design-build Entity ever worked on together?
3. List volume of construction and value of largest design-build project which the General Contractor and Architect have worked together on.

Volume: _____ Largest Contact: _____
4. For each of the above provide a resume containing the individual's overall experience, education, licensing and other general information as well as the individual's: i) California school design and/or construction experience, and ii) design-build project design and/or construction

experience. Include at least two (2) references for each of the projects identified for each individual. These individuals are to be committed to the roles indicated for the project and may not be subject to substitution without prior written approval of, and at the sole discretion of the District. Any persons so substituted must possess qualifications equal to or better than the individuals who may be prequalified.

5. Provide an Organization Chart for the project indicating, at a minimum, the roles and relationships of the above named individuals.

B. DESIGN-BUILD AND SCHOOL PROJECTS AND REFERENCES:

Total points available Section IV. B.: 50

General Contractor's three largest design-build projects within the last five years. The design-build projects may be public or private and located anywhere in the United States. Include no more than one (1) photo showing an exterior elevation

Names and references must be **current** and **verifiable**. (Copy for additional sheets)

Project Name: _____

Location: _____

Provide as many as are relevant to the identified project

Reference 1 - Owner (Contact Person) Name and Current Telephone Number:

Reference 2 - Architect or Other (Contact Person) Name and Current Telephone Number:

Reference 3 – Principal Engineer (Contact Person) Name and Current Telephone Number:

Reference 4 – Construction Manager (Contact Person) Name and Current Telephone Number:

Description of Project, Scope of Work Performed: _____

Type of Procurement (D-B-B, D-B, CM@R, L-LB, * Etc.) _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of calendar days): _____

Actual Date of Completion: _____

*Glossary of Abbreviations:

D-B-B	Design-Bid-Build
D-B	Design-Build
CM@R	Construction Management at Risk
L-LB	Lease-Lease Back

1. List no more than five (5) new school facilities projects in California designed by the Architect of Record in the last 10 years. (California Community College experience preferred)

Include no more than one (1) project photo showing an exterior elevation

Names and references must be **current** and **verifiable**. (Copy for additional sheets)

Project Name: _____

Location: _____

Reference 1 - Owner (Contact Person) Name and Current Telephone Number:

Reference 2 - Construction Manager or Other (Contact Person) Name and Current Telephone Number:

Description of Project, Scope of Work Performed: _____

Type of Procurement (D-B-B, D-B, CM@R, L-LB, Etc.) _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of calendar days): _____

Actual Date of Completion: _____

Glossary of Abbreviations:

D-B-B	Design-Bid-Build
D-B	Design-Build
CM@R	Construction Management at Risk
L-LB	Lease-Lease Back

2. List no more than five (5) design-build projects the General Contractor, as part of a design-build team, designed and built anywhere in the United States in the last 10 years. (Community College projects preferred) (Projects with Architect of Record preferred)

Include no more than one (1) project photo showing an exterior elevation

Names and references must be **current** and **verifiable**. (Copy for additional sheets).

Number of Projects:_____.

Project Name: _____

Location: _____

Reference 1 - Owner (Contact Person) Name and Current Telephone Number:

Reference 2 - Architect or Other (Contact Person) Name and Current Telephone Number:

Description of Project, Scope of Work Performed: _____

Type of Procurement (D-B-B, D-B, CM@R, L-LB, Etc.) _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of calendar days): _____

Actual Date of Completion: _____

Glossary of Abbreviations:

D-B-B	Design-Bid-Build
D-B	Design-Build
CM@R	Construction Management at Risk
L-LB	Lease-Lease Back

3. List no more than five (5) design-build projects the Architect of Record, as part of a design-build team, designed anywhere in the United States, including U.S. Pacific Territories, in the last 10 years. (Community College preferred) (Projects with General Contractor preferred)

Include no more than one (1) project photo showing an exterior elevation

Names and references must be **current** and **verifiable**. (Copy for additional sheets)

Project Name: _____

Location: _____

Owner Name and Current Telephone Number: _____

General Contractor (contact person) Name and Current Telephone Number:

Construction Manager (Contact Person) Name and Current Telephone Number:

Description of Project, Scope of Work Performed: _____

Type of Procurement (D-B-B, D-B, CM@R, L-LB, Etc.) _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of calendar days): _____

Actual Date of Completion: _____

Glossary of Abbreviations:

D-B-B	Design-Bid-Build
D-B	Design-Build
CM@R	Construction Management at Risk
L-LB	Lease-Lease Back

V. CERTIFICATION

NOTE: Authorized person(s) with authority to execute this Certification shall sign this Certification on behalf of each of the entities (or persons) that is a constituent member of the Design-Build Entity that is the proposer seeking to be pre-qualified by the District.

Make additional copies this certification page as needed to provide certification for each such person or legal entity.

I, the undersigned _____, certify and declare that I acknowledge receipt of addenda (insert numbers) _____ and have read all the foregoing answers to this Pre-Qualification Questionnaire; that all responses are correct and complete of my own knowledge and belief. I further declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

(Signature)

(Printed name)

(Place of Execution)

(Date)

Name of the entity (or person)* on whose behalf this Certificate is signed

*Name of an entity (or person) that is a constituent member
of the Design-Build Entity.

END PRE-QUALIFICATION QUESTIONNAIRE

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District-wide Workday Implementation Training Space, Chawanakee Unified School District (CUSD) Cooperative Purchase Agreement, Class Leasing, Inc.

ACTION: Approval

BACKGROUND

On January 24, 2014, the Board of Trustees approved the Workday, Inc. Master Services agreement for the Human Resource and Financial Software System and the Cedar Crestone, Inc. Master Services agreement for implementation and training. On July 1, 2015, Staff implemented the second and last phase of the software system.

On December 15, 2014, the Board of Trustees approved the collaboration between the district and Workday toward the development of a student information system.

District-wide implementation training is ongoing. Training facilities must be relocated to make the current training space available for swing space occupancy by the Technology and Applied Sciences programs early December 2015. The new facilities will also be used for the development of the student information system.

Pursuant to Public Contract Code section 20652, the district can utilize contracts awarded by another public agency for the purpose of leasing or purchasing equipment, if the Board determines it to be in the best interest of the district.

STATUS

District staff has determined that the contract awarded by the Chawanakee Unified School District (CUSD) to Class Leasing, Inc., Bid No. 2011-01, meets the district needs. The contract is available for review in the Facilities Planning and Purchasing Department. District staff has reviewed the terms and conditions and finds use of this contract to lease/purchase DSA compliant relocatable buildings is in the district's best interest.

Total cost of services and support services will not exceed \$275,000. Basic aid funds are available through HR/Finance Software System project funds of \$12,377,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees determine the use of the Chawanakee Unified School District (CUSD) Cooperative Purchase Agreement is in the best interest of the district and approve the use of Class Leasing, Inc., Bid No. 2011-01, for the lease/purchase of relocatable buildings. This approval applies to use within the term of the contract and is contingent upon verification of the availability of funds for each purchase. Total cost for this use will not exceed \$275,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District-wide Air Blown Fiber, Board Change Order No. 4,
T and D Communications, Inc.

ACTION: Approval

BACKGROUND

While undertaking the district-wide network refresh project, staff determined new data communications infrastructure throughout the district was necessary to accommodate the new network capabilities.

On November 17, 2014, the Board of Trustees approved a \$658,089 construction contract with T and D Communications, Inc. Previously approved change orders increased the contract by \$43,137 for a revised amount of \$701,226.

STATUS

The required modifications contained in Change Order Request No. 4 are described in EXHIBIT A. Approval of Board Change Order No. 4 will result in an increase of \$7,933 and add an additional 120 days to the approved project schedule.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$709,159 with a revised contract completion date of October 28, 2015.

Funds are available in the End-of-Life Core Network/Tech Refresh budget with an approved basic aid project budget of \$3,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Board Change Order No. 4 (EXHIBIT A) for the District-wide Air Blown Fiber project and authorize staff to execute the corresponding change order with the contractor resulting in a \$7,933 increase in the total project cost and add an additional 120 days to the project schedule, for a revised contract completion date of October 28, 2015 and a revised contract amount of \$709,159.

District-wide Air Blow Fiber Project

Bid #318D

Board Change Order No. 4

August 24, 2015

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
318D	General Contractor	T and D Communications, Inc.		\$658,089.00	\$43,137.00	\$7,933.00	\$709,159.00	67
		12102 Severn Way Riverside, CA 92503	TOTAL	658,089.00			709,159.00	67

COR No.	Date	Description	Requested	Status	Amount	Time Extension
4	7/23/2015	At Saddleback, install new 2 cell from HH-27 to Village 24. 2 cell will splice into existing splice case in HH-27. Install 12 strand fiber from MDF to Village 24 IDF. Terminate, test and label 12 strand fiber. Time extension required to allow both colleges to terminate newly installed fiber in MDF's before T and D can re-mobilize for remediation work required by contract.	by College	reviewed	\$7,933.00	120
		TOTAL THIS CHANGE ORDER REQUEST			\$7,933.00	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 15-36 to Amend FY 2014-2015 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 2014-2015 Adopted Budget.

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

General Fund

Disabled Student Programs & Services at Saddleback College	(\$100,000)
Work-based Learning Linkages at Irvine Valley College	\$238,000
2014/15 Basic Skills at Irvine Valley College	\$23,234
2014/15 Basic Skills at Saddleback College	\$4,875
Prop 30 EPA at SOCCCD	\$34,886
Coast CCD Boot Camps at Irvine Valley College	\$28,488
Deputy Sector Navigator at Irvine Valley College	\$30,000
Total Increase to the General Fund	<u><u>\$259,483</u></u>

Total Budget Amendment	<u><u>\$259,483</u></u>
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RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 15-36 to amend the FY 2014-2015 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 15-36

August 24, 2015

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$259,483 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$259,483
		<u>\$259,483</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$77,503
2000	Classified Salaries	(\$81,996)
3000	Fringe Benefits	\$8,236
4000	Books and Supplies	\$19,842
5000	Other Operating Expenses and Services	\$235,898
		<u>\$259,483</u>

Total Budget Amendment	<u>\$259,483</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 15-36
August 24, 2015

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$259,483 duly and regularly adopted by the said Board at a regular meeting thereof held on August 24, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 25th day of August 2015.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract for Quality Assurance Services, eNamix

ACTION: Approval

BACKGROUND

To support new software projects for Fiscal Year 2015-2016, the District is in need of expertise in the area of quality assurance (QA). The QA process is responsible for the testing and verification of new software development. eNamix provides these services and is familiar with IT's development efforts, particularly the My Academic Plan (MAP) system.

STATUS

District IT is proposing that eNamix assist by providing quality assurance services in support of the district-wide student system MAP Enhancements and SIS Enhancements projects.

The professional fees for these services will be based on time spent at a rate of \$85 per hour in an amount not to exceed \$171,360 (EXHIBIT A).

Funding for these software development services are provided by the basic aid allocation approved at the June 2015 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with eNamix (EXHIBIT A) for an amount not to exceed \$171,360, for the term of September 1, 2015 to August 31, 2016.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 25th day of August, 2015 between: Requisition No. RQ15-
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): eNamix, Inc.
 (Street Address): 15707 Rockfield Blvd., Suite 150
 (City, State, Zip Code): Irvine, CA 92618
 (Telephone #): 949-916-9810

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2015 to 08/31/2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

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

Quality assurance (QA) services in support of the district-wide student system MAP Enhancements and SIS Enhancements projects including participation in design teams and working with the user community as needed to deliver projects on time and of high quality. QA services on other SIS projects as needed.

2. The DISTRICT shall pay the CONTRACTOR \$85.00 per hour, not to exceed \$171,360. The DISTRICT will pay expenses in the amount of \$0.00. The total contract amount is \$171,360 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: _____

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: John Jeltema, 949-916-9810

College Contact Person: Jim Gaston, 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract for Software Development, Neudesic LLC

ACTION: Approval

BACKGROUND

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

In order to support SIS-related software projects for this fiscal year, the District is in need of expertise in the area of software development and project management. Neudesic LLC provides these services and is familiar with SOCCCD's systems and development approach. The board approved a contract with Neudesic, LLC on November 17, 2014 following a "Request for Qualifications and Proposals" process for Information Technology Consultant Services.

STATUS

The district is currently building a new component of SIS - the Student Success Dashboard - which will be used in MySite to alert students to key issues regarding their success. During design discussions with college staff and students, new features have been identified that would be desirable but are beyond the scope that is currently funded.

Budget is available in the college Student Services and Support Program (SSSP) funds. District IT is proposing that Neudesic LLC assist by providing software development and project management services for this project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the work order with Neudesic LLC (EXHIBIT A) for an amount not to exceed \$267,000 for the term of September 1, 2015 through December 30, 2015.

Item Submitted by: *Dr. Debra Fitzsimons, Vice Chancellor, Business Services*
Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services

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

To:

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

PO Number:

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

Item	Description	Start Date	End Date	Not to Exceed Amt.
1	Perform project management, business analysis, and software development services. Extend the functionality of the existing Student Success Dashboard by adding new features prioritized by the district-wide design team.	9/1/15	12/31/15	\$267,000

Work order approved by:
DISTRICT

South Orange County Community College District

Accepted by:
IT CONSULTANT

Neudesic, LLC

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

(Date)

Parsa Rohani
Chief Executive Officer

(Date)

Dr. Robert Bramucci
Vice Chancellor, Technology and Learning Services

(Date)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract for Project Management and Database Design Services, Nimble Consulting

ACTION: Approval

BACKGROUND

To support the software projects for Fiscal Year 2015-2016, the District is in need of expertise in the area of project management, database analysis, design, and programming. Nimble Consulting provides these services and is familiar with IT's development efforts, particularly the Student Information System (SIS) and Sherpa.

STATUS

District IT is proposing that Nimble Consulting assist by providing project management and database design services for SIS Enhancements, Student Success Dashboard, Waitlist Mobile One-Click Registration and Early Alert projects. Participation may also be required in any applicable design team for ongoing FY2015-2016 projects.

The professional fees for these services will be based on time spent at a rate of \$134 per hour in an amount not to exceed \$270,144 (EXHIBIT A).

Funding for these software development services is provided by the basic aid allocation approved at the June 2015 board meeting and state Student Services and Success Program (SSSP) funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with Nimble Consulting (EXHIBIT A) for an amount not to exceed \$270,144.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 25th day of August, 2015 between: Requisition No. RQ15-
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): Nimble Consulting
 (Street Address): 2 Windgate
 (City, State, Zip Code): Mission Viejo, CA 92692
 (Telephone #): (949) 547-0498

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2015 to 08/31/2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform project management, database analysis, design and programming tasks in support of SIS enhancements, Student Success Dashboard, Class Schedule Upgrade and Early Alert projects. Participate in any applicable design team for ongoing FY2015/16 Projects.**

2. The DISTRICT shall pay the CONTRACTOR \$134.00 per hour, not to exceed \$270,144. The DISTRICT will pay expenses in the amount of \$ N/A. The total contract amount is \$270,144 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: Consultant/Owner

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Christian Hira 949-547-0498

District Contact Person: Jim Gaston 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract for Software Development Services, Redisq Technologies

ACTION: Approval

BACKGROUND

To support the software projects for Fiscal Year 2015-2016, the District is in need of expertise in the area of software development. Redisq Technologies provides these services and is familiar with IT's development efforts, particularly the Student Information System (SIS).

STATUS

District IT is proposing that Redisq Technologies assist by providing software development services for the SIS Enhancements project.

The professional fees for these services will be based on time spent at a rate of \$62 per hour in an amount not to exceed \$124,992. (EXHIBIT A).

Funding for these software development services is provided by the basic aid allocation approved at the June 2015 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with Redisq Technologies (EXHIBIT A) for a total amount not to exceed \$124,992.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 25th day of August, 2015 between: Requisition No. RQ15-
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): Redisq Technologies
 (Street Address): 16120 SE Eastgate Way, Apt# C202
 (City, State, Zip Code): Bellevue, WA 98008
 (Telephone #): 425-623-0701

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2015 to 08/31/2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

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

Perform software development services in support of the SIS Enhancements project.

2. The DISTRICT shall pay the CONTRACTOR \$62.00 per hour, not to exceed \$124,992. The DISTRICT will pay expenses in the amount of \$ N/A. The total contract amount is \$124,992 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: Consultant/Owner

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Mollishree Sawhney 423-623-0701

District Contact Person: Jim Gaston 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract for Software Development Services, Synergy Software Solutions

ACTION: Approval

BACKGROUND

To support the software projects for Fiscal Year 2015-2016, the District is in need of expertise in the area of software development. Synergy Software Solutions provides these services and is familiar with IT's development efforts, particularly the My Academic Plan (MAP) system.

STATUS

District IT is proposing that Synergy Software Solutions assist by providing software development services for MAP Enhancements and other SIS projects as required.

The professional fees for these services will be based on time spent at a rate of \$105 per hour in an amount not to exceed \$211,680 (EXHIBIT A).

Funding for these software development services are provided by the basic aid allocation approved at the June 2015 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with Synergy Software Solutions (EXHIBIT A) for a total amount not to exceed \$211,680.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 25th day of August, 2015 between: Requisition No. RQ15-
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): Synergy Software Solutions
 (Street Address): 33 Raven Lane
 (City, State, Zip Code): Aliso Viejo, CA 92656
 (Telephone #): (213) 300-8877

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2015 to 08/31/2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform software development services in support of MAP Enhancements and other SIS projects as required. Participate in design teams for any applicable FY2015/16 Projects.**

2. The DISTRICT shall pay the CONTRACTOR \$105.00 per hour, not to exceed \$211,680. The DISTRICT will pay expenses in the amount of \$ N/A. The total contract amount is \$211,680 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: Pratik Modi

By: Dr. Debra L. Fitzsimons

Title: Consultant/Owner

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Pratik Modi 213-300-8877

District Contact Person: Jim Gaston 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract for BPA Facilitation Services, Strata Information Group (SIG)

ACTION: Approval

BACKGROUND

The district has entered into a Strategic Influencer agreement with Workday to provide design input for a new student system which is currently estimated to be available in 2017. It will be very useful prior to the Workday transition to perform a district-wide comprehensive Business Process Analysis (BPA) of all the student service areas that will be using the new student system, such as financial aid, applications and transcripts. The intent is to analyze and review current processes and workflows and avoid replicating inefficient business processes in the configuration of the new system. This was the process that was successfully used for the Workday HCM/Financial systems and the information that came out of the BPA sessions was critical to that successful implementation.

Strata Information Group (SIG) provides these services and is familiar with District IT's development efforts in the Student Information System (SIS).

STATUS

District IT is proposing that SIG facilitate a series of comprehensive BPA sessions to the district for student services functions.

The professional fees for these services will be based on time spent at a rate of \$160 per hour in an amount not to exceed \$146,800 (EXHIBIT A).

Funding for these facilitation services is provided by the basic aid project allocation approved at the June 2015 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with Strata Information Group (EXHIBIT A) for an amount not to exceed \$146,800.

Item Submitted by: *Dr. Debra Fitzsimons, Vice Chancellor, Business Services*
Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services



**Proposal for Services
Strata Information Group
July 9, 2015**

General Information:

Client Name: South Orange County Community College District
Client Representative: Dr. Debra Fitzsimons
Strata Representative: Henry A. Eimstad
Project Name: Student Services BPA
Other Contractual Information: n/a
Description of Work: SOCCCD has requested assistance with facilitating a series of BPA workshops on student-related processes.

Proposed Services:

Tasks	Hours
Functional and technical consulting • Student-related BPA workshops	608 - 880
Total Hours Range:	608 - 880

Summary of Estimated Costs:

Item	Rate	Amount	Cost Range
Labor Travel Expenses (estimated)	\$160	608 - 880	\$97,280 - \$140,800 \$3,000 - \$6,000
Total Cost Range:			\$100,280 - \$146,800

Notes:

- SIG will invoice only for the consulting hours actually used.
- Costs exclude all state taxes, if applicable.
- These services are subject to change depending on SOCCCD's priorities, needs, and availability of staff and systems.

Detailed Tasks:

Facilitate BPA Workshops focused on the following student related processes

Services	Hours
Class scheduling and instructional staffing	40 - 60
Application	32 - 40
Matriculation	40 - 60
Academic Planning/degree audit	40 - 60
Counseling services	32 - 40
Core records	40 - 60
Registration	40 - 60
Financial aid and student accounts	40 - 60
Faculty services and grade collection	32 - 40
Transcripts	40 - 60
Awards management	32 - 40
DSPS	40 - 60
EOPS	40 - 60
Student engagement/Sherpa	40 - 60
Data warehouse/management reporting/state reporting	40 - 60
Student outreach and development	40 - 60
Total Hours:	608 - 880

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 25th day of August, 2015 between:

**South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664**

hereinafter called DISTRICT, and

Strata Information Group
3935 Harney Street, Suite 203
San Diego, Ca 92110
(619) 296-0170

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2015 to 08/31/2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: Provide consulting services to facilitate a series of Business Process Analysis (BPA) workshops focusing on student-related processes per attached Proposal for Services

2. The DISTRICT shall pay the CONTRACTOR **\$160.00** per hour, not to exceed **\$140,800**. The DISTRICT will pay travel expenses not to exceed **\$6,000**. The total contract amount will not exceed **\$146,800** (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: Henry Eimstad

By: Dr. Debra L. Fitzsimons

Title: Founder/Owner

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Henry Eimstad 619-296-0170

District Contact Person: Jim Gaston 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders and Checks

ACTION: Ratification

BACKGROUND

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders and checks are submitted for ratification by the Board of Trustees.

STATUS

Purchase orders over \$5,000 amounting to \$36,282,942.48 and an additional 504 purchase orders below \$5,000 amounting to \$522,272.34 are submitted to the Board of Trustees for approval. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B).

The district processed 977 checks in the amount of \$11,040,386.58 as summarized and submitted for the approval by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

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



South Orange County Community College District

EXHIBIT A
1 of 3

Purchase Order Ratification (Supplier)

July 1, 2015 through August 5, 2015

PO Number	Supplier	Description	Amount
P170335	AAA Electric Motor Sales	Parts and Supplies	6,000.00
P170141	Accrediting Commission for Community & Junior	Annual Dues 2015-16	26,832.00
P170018	ACSIG/EDGE	Delta Dental Benefits	335,461.00
P170014	ACSIG/EDGE	Delta Dental Benefits	1,900,313.00
P170019	ACSIG/EDGE	Vision Benefits	553,524.00
P170007	ACSIG/EDGE	Vision Benefits	84,959.00
P170444	Advanced Tutoring Attn: Amanda Click	Advance Tutoring for Community Education	20,000.00
P170048	Aguinaga Green, Inc.	Grounds Supplies	7,500.00
P170197	All Season Soccer	Soccer Apparel	7,758.72
P170450	Asics America Corporation	Athletic Uniforms for Volleyball Team	5,440.50
P170420	AT&T	FY15-16 Telephone Service	28,000.00
P170112	Atkinson, Andelson, Loya, Ruud & Romo	Legal Services	600,000.00
P170262	B & H Photo	Student Supplies	7,616.11
P170205	B & H Photo	Toner and Ink Cartridges	7,133.83
P170374	B & M Lawn and Garden Center	Annual Grounds Equipment	22,700.98
P170043	Battery Systems of Anaheim	Battery Supplies	9,000.00
P170537	BSN Sports	Baseball Athletic Uniforms	11,353.26
P170190	BSN Sports	Logo Shirts	6,000.00
P170313	CCLC/CCCCAA Attn:Rima Trotter	Annual Membership	10,725.00
P170334	CCLC/CCCCAA Attn:Rima Trotter	2015-16 Annual Membership	8,025.00
P170324	CCS Presentation Systems, Inc.	Hitachi Projectors and Crestron Unit	13,968.38
P170192	Chevron and Texaco Business Card Services	Gasoline Purchase for Various Departments	10,000.00
P170400	Commercial Landscape Supply	Annual Grounds Equipment	7,054.00
P170357	Community College League of California	Membership Renewal	44,444.00
P170266	Contract Paper Group, Inc.	Replenish Copy Paper In Stores	21,673.01
P170318	County of Orange Auditor-Controller	Communication Charges	13,500.00
P170212	Delta Biologicals	Preserved Cats for Biology	6,318.00
P170419	Ds Waters of America, Inc.	15-16 Annual Bottled Water Service	10,000.00
P170156	Dunn-Edwards Corporation	Annual Athletic Field Paints	13,557.89
P170037	Dunn-Edwards Corporation	Paint and Paint Supplies	7,000.00
P170123	Eastbay Team Sports	Men's Basketball Uniforms	6,767.50
P170092	Eberhard Equipment	Grounds Parts and Supplies	5,000.00
P170538	Ebsco Subscription Services	Annual Periodical Subscription for Library	9,411.57
P170513	Empire Cleaning Supply	Annual Custodial Equipment	10,571.60
P170097	Escape Technology, Inc.	Escape License and Maintenance	37,392.00
P170069	Federal Express	Federal Express charges 7/1/15-6/30/16	10,000.00
P170242	Fisher Scientific	Biology Bid R-00714 Renewal	7,940.42
P170610	Fisher Scientific	Annual Biology Supplies	9,635.60
P170504	Gale Supply Company	Annual Custodial Supplies	38,007.36
P170635	George P. Johnson Re: Workday Rising	Registration for Workday Rising 2015 Conference	24,105.00
P170028	Grace Training Supply	Nursing Supplies	20,468.94
P170552	Hardy Diagnostics	Supplies for Microbiology Labs.	6,267.37
P170571	Hewlett-Packard	Update Monitors in Computer Lab.	5,381.64
P170330	Home Depot East Irvine Store #8525	Building Maintenance Supplies	10,000.00
P170045	Home Depot East Irvine Store #8525	Grounds Supplies	7,000.00
P170373	Horizon	Annual Ground Supplies, Fertilizer, Grass Seed	18,887.26
P170076	Hyatt Legal	Employee Legal Benefits	102,388.00
P170526	Hydro-Scape Products, Inc.	Annual Irrigation Supplies	6,955.76
P170301	Ingardia Brothers Produce, Inc.	2015-2016 Groceries for Culinary Arts	15,000.00
P170336	Irvine Pipe & Supply	Parts and Supplies	5,000.00
P170399	Irvine Ranch Water District	FY15-16 Annual Water Service	145,000.00
P170034	Irvine Valley College Bookstore	Bookstore Billing for 2015-2016	95,000.00



South Orange County Community College District

EXHIBIT A
2 of 3

Purchase Order Ratification (Supplier)

July 1, 2015 through August 5, 2015

PO Number	Supplier	Description	Amount
P170099	Johnstone Supply	Building Maintenance Parts	13,000.00
P170404	Kathco Products	2nd Yr Bid Renewal Janitorial Bid 305D	8,128.51
P170544	Keenan & Associates	Media Liability Annual Renewal Premium	5,456.00
P170576	Keenan & Associates Accounts Receivable	Insurance Premium - Directors & Officers	24,600.00
P170577	Keenan & Associates Accounts Receivable	Insurance Premium - Directors & Officers	14,155.00
P170342	Keenan & Associates Accounts Receivable	Hiscox Cyber Liability Insurance	56,680.92
P170302	Knorr Systems, Inc.	Annual Pool Supplies	43,740.00
P170108	Live Free Apparel	Women's Soccer Uniforms	6,753.82
P170448	Live Free Apparel	Women's Soccer Team Bags	6,559.25
P170176	Mc Kesson General Medical Corp	Medical Supplies for Health & Wellness Center	9,000.00
P170466	Medco Supply Company	Athletic Training Supplies	10,061.06
P170163	Modern Postcard	Postcard and Mailing Service	7,941.46
P170177	Moore Medical, LLC	Medical Supplies for Health & Wellness Center	5,100.00
P170088	OfficeMax A Boise Company	Office Supplies	380,000.00
P170087	OfficeMax A Boise Company	Office Supplies	9,365.00
P170089	OfficeMax A Boise Company	Office Supplies	5,000.00
P170591	OfficeMax Incorporated	Office Supplies for Meetings, Training and	5,000.00
P170421	Orange Empire Conference John Keever,	2015-2016 Orange Empire Conference	5,500.00
P170038	Parkway Lawnmower Shop	Parts and Supplies	6,000.00
P170214	Pete's Road Service	Equipment Repairs	5,000.00
P170311	Phoenix Group Information Sys.	Parking Citation Processing Fees	23,000.00
P170074	Pips c/o Keenan & Associates	Protected Insurance Program for Schools	1,771,891.00
P170530	Proforce Marketing, Inc. Proforce Law	Tasers	7,316.38
P170206	Rdo Water, LLC	Annual Grounds Seed	17,841.60
P170527	Repay, LLC	Athletic Teams Officials Fees	40,000.00
P170012	Reliance Standard Life Insurance	Life Insurance Benefits	336,042.00
P170013	Reliance Standard Life Insurance	Long-term Disability Benefits	189,926.00
P170529	Royal Plywood Co., LLC	Supplies for Theatre Arts	5,000.00
P170221	S & B Foods	Food - Professional Development Week Events	5,000.00
P170539	Saddleback Bookstore	Textbooks for Extended Opportunity Prog. and	56,904.00
P170270	Safeway, Inc.	2015-2016 Groceries for Culinary Arts Classes	5,000.00
P170191	Shell Fleet Card Services	Gasoline Purchase for Various Departments	45,000.00
P170411	Sierra Soil, Inc.	Annual Grounds Supplies	9,170.80
P170015	Sisc III Health Benefits Accounts Receivable	Benefits	20,226,227.00
P170006	Sisc III Health Benefits Accounts Receivable	Retiree Benefits	4,905,880.56
P170361	Smardan Supply - El Monte	Annual Plumbing Supplies	5,323.59
P170366	Smardan Supply - El Monte	Annual Plumbing Supplies	15,789.99
P170569	Smart & Final	Student Supplies for Culinary Arts Classes.	12,000.00
P170424	Smartdesks	Desk Modifications	5,009.88
P170602	South Orange County Community College District	Reimburse Property and Liability Claims	150,000.00
P170164	South Orange County Community College District	Reimburse Workers' Compensation Claims	80,000.00
P170417	Southern California Edison Company	FY15-16 Annual Electric Service	1,700,000.00
P170595	Southern California Edison Company	Electricity for Adv Tech & Edu Park.	40,000.00
P170347	Southern California Gas Company	FY15-16 Annual Gas Service	75,000.00
P170100	Student Insurance Company	Student Insurance	140,338.00
P170198	Student Insurance Company	Student Insurance	79,717.00
P170017	SWACC c/o Keenan & Assoc. Attn: Setech	Property and Liability Coverage	885,735.00
P170300	Sysco Los Angeles	2015-2016 Groceries for Culinary Arts	5,000.00
P170632	Systems Source, Inc.	Library Resource Center Bldg. - TV and Radio	32,426.37
P170505	Unisource Corporation Facilities Supply	Annual Custodial Supplies	5,952.42
P170027	United States Postal Service	Postage for 2015 Fall Gaucho Guide	22,271.36
P170010	Unum Life Insurance Company	UNUM Long-Term Care Benefits	82,460.00



South Orange County Community College District

EXHIBIT A
3 of 3

Purchase Order Ratification (Supplier)

July 1, 2015 through August 5, 2015

<u>PO Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P170040	Village Nurseries	Grounds Supplies	6,000.00
P170186	W. W. Grainger	Maintenance Supplies	13,000.00
P170208	W. W. Grainger	Annual Grounds Supplies	11,618.55
P170102	Wells Fargo #2496	Student Registration Processing Fees	10,000.00
P170161	Wells Fargo #2785	Google AdWords Advertising	5,000.00
P170162	Xerox Corporation	Lease /Maint for Division Walk-Up Copiers	104,211.66
P170268	Xerox Corporation	Duplicating Center Copier Maintenance Agreement	32,814.00
P170147	Xerox Corporation	Maintenance Adv Tech Edu Park Copier	7,000.00
P170106	Xerox Corporation	Xerox Maintenance for Accounting	5,424.96
P170381	Xerox Corporation	Xerox Copier for Payroll	5,071.64
P170143	Xerox Corporation	Print Services July 1, 2015 - June 30, 2016	63,000.00
P170146	Xerox Corporation	Duplicating Ctr Copier Maintenance Renewal	9,500.00
			36,282,942.48
504 Purchase Orders Under \$5,000			522,272.34
TOTAL PURCHASE ORDERS			36,805,214.82



South Orange County Community College District

EXHIBIT B
1 of 3

Purchase Order Ratification (Amount)

July 1, 2015 through August 5, 2015

PO Number	Supplier	Description	Amount
P170015	Sisc III Health Benefits Accounts Receivable	Benefits	20,226,227.00
P170006	Sisc III Health Benefits Accounts Receivable	Retiree Benefits	4,905,880.56
P170014	ACSIG/EDGE	Delta Dental Benefits	1,900,313.00
P170074	Pips c/o Keenan & Associates	Protected Insurance Program for Schools	1,771,891.00
P170417	Southern California Edison Company	FY15-16 Annual Electric Service	1,700,000.00
P170017	SWACC c/o Keenan & Assoc. Attn: Setech	Property and Liability Coverage	885,735.00
P170112	Atkinson, Andelson, Loya, Ruud & Romo	Legal Services	600,000.00
P170019	ACSIG/EDGE	Vision Benefits	553,524.00
P170088	OfficeMax A Boise Company	Office Supplies	380,000.00
P170012	Reliance Standard Life Insurance	Life Insurance Benefits	336,042.00
P170018	ACSIG/EDGE	Delta Dental Benefits	335,461.00
P170013	Reliance Standard Life Insurance	Long-term Disability Benefits	189,926.00
P170602	South Orange County Community College District	Reimburse Property and Liability Claims	150,000.00
P170399	Irvine Ranch Water District	FY15-16 Annual Water Service	145,000.00
P170100	Student Insurance Company	Student Insurance	140,338.00
P170162	Xerox Corporation	Lease /Maint for Division Walk-Up Copiers	104,211.66
P170076	Hyatt Legal	Employee Legal Benefits	102,388.00
P170034	Irvine Valley College Bookstore	Bookstore Billing for 2015-2016	95,000.00
P170007	ACSIG/EDGE	Vision Benefits	84,959.00
P170010	Unum Life Insurance Company	UNUM Long-Term Care Benefits	82,460.00
P170164	South Orange County Community College District	Reimburse Workers' Compensation Claims	80,000.00
P170198	Student Insurance Company	Student Insurance	79,717.00
P170347	Southern California Gas Company	FY15-16 Annual Gas Service	75,000.00
P170143	Xerox Corporation	Print Services July 1, 2015 - June 30, 2016	63,000.00
P170539	Saddleback Bookstore	Textbooks for Extended Opportunity Prog. and	56,904.00
P170342	Keenan & Associates Accounts Receivable	Hiscox Cyber Liability Insurance	56,680.92
P170191	Shell Fleet Card Services	Gasoline Purchase for Various Departments	45,000.00
P170357	Community College League of California	Membership Renewal	44,444.00
P170302	Knorr Systems, Inc.	Annual Pool Supplies	43,740.00
P170527	Repay, LLC	Athletic Teams Officials Fees	40,000.00
P170595	Southern California Edison Company	Electricity for Adv Tech & Edu Park.	40,000.00
P170504	Gale Supply Company	Annual Custodial Supplies	38,007.36
P170097	Escape Technology, Inc.	Escape License and Maintenance	37,392.00
P170268	Xerox Corporation	Duplicating Center Copier Maintenance Agreement	32,814.00
P170632	Systems Source, Inc.	Library Resource Center Bldg. - TV and Radio	32,426.37
P170420	AT&T	FY15-16 Telephone Service	28,000.00
P170141	Accrediting Commission for Community & Junior	Annual Dues 2015-16	26,832.00
P170576	Keenan & Associates Accounts Receivable	Insurance Premium - Directors & Officers	24,600.00
P170635	George P. Johnson Re: Workday Rising	Registration for Workday Rising 2015 Conference	24,105.00
P170311	Phoenix Group Information Sys.	Parking Citation Processing Fees	23,000.00
P170374	B & M Lawn and Garden Center	Annual Grounds Equipment	22,700.98
P170027	United States Postal Service	Postage for 2015 Fall Gaucho Guide	22,271.36
P170266	Contract Paper Group, Inc.	Replenish Copy Paper In Stores	21,673.01
P170028	Grace Training Supply	Nursing Supplies	20,468.94
P170444	Advanced Tutoring Attn: Amanda Click	Advance Tutoring for Community Education	20,000.00
P170373	Horizon	Annual Ground Supplies, Fertilizer, Grass Seed	18,887.26
P170206	Rdo Water, LLC	Annual Grounds Seed	17,841.60
P170366	Smardan Supply - El Monte	Annual Plumbing Supplies	15,789.99
P170301	Ingardia Brothers Produce, Inc.	2015-2016 Groceries for Culinary Arts	15,000.00
P170577	Keenan & Associates Accounts Receivable	Insurance Premium - Directors & Officers	14,155.00
P170324	CCS Presentation Systems, Inc.	Hitachi Projectors and Crestron Unit	13,968.38
P170156	Dunn-Edwards Corporation	Annual Athletic Field Paints	13,557.89
P170318	County of Orange Auditor-Controller	Communication Charges	13,500.00
P170099	Johnstone Supply	Building Maintenance Parts	13,000.00
P170186	W. W. Grainger	Maintenance Supplies	13,000.00
P170569	Smart & Final	Student Supplies for Culinary Arts Classes.	12,000.00



Purchase Order Ratification (Amount)

July 1, 2015 through August 5, 2015

PO Number	Supplier	Description	Amount
P170208	W. W. Grainger	Annual Grounds Supplies	11,618.55
P170537	BSN Sports	Baseball Athletic Uniforms	11,353.26
P170313	CCLC/CCCCAA Attn:Rima Trotter	Annual Membership	10,725.00
P170513	Empire Cleaning Supply	Annual Custodial Equipment	10,571.60
P170466	Medco Supply Company	Athletic Training Supplies	10,061.06
P170069	Federal Express	Federal Express charges 7/1/15-6/30/16	10,000.00
P170102	Wells Fargo #2496	Student Registration Processing Fees	10,000.00
P170192	Chevron and Texaco Business Card Services	Gasoline Purchase for Various Departments	10,000.00
P170330	Home Depot East Irvine Store #8525	Building Maintenance Supplies	10,000.00
P170419	Ds Waters of America, Inc.	15-16 Annual Bottled Water Service	10,000.00
P170610	Fisher Scientific	Annual Biology Supplies	9,635.60
P170146	Xerox Corporation	Duplicating Ctr Copier Maintenance Renewal	9,500.00
P170538	Ebsco Subscription Services	Annual Periodical Subscription for Library	9,411.57
P170087	OfficeMax A Boise Company	Office Supplies	9,365.00
P170411	Sierra Soil, Inc.	Annual Grounds Supplies	9,170.80
P170043	Battery Systems of Anaheim	Battery Supplies	9,000.00
P170176	Mc Kesson General Medical Corp	Medical Supplies for Health & Wellness Center	9,000.00
P170404	Kathco Products	2nd Yr Bid Renewal Janitorial Bid 305D	8,128.51
P170334	CCLC/CCCCAA Attn:Rima Trotter	2015-16 Annual Membership	8,025.00
P170163	Modern Postcard	Postcard and Mailing Service	7,941.46
P170242	Fisher Scientific	Biology Bid R-00714 Renewal	7,940.42
P170197	All Season Soccer	Soccer Apparel	7,758.72
P170262	B & H Photo	Student Supplies	7,616.11
P170048	Aguinaga Green, Inc.	Grounds Supplies	7,500.00
P170530	Proforce Marketing, Inc. Proforce Law	Tasers	7,316.38
P170205	B & H Photo	Toner and Ink Cartridges	7,133.83
P170400	Commercial Landscape Supply	Annual Grounds Equipment	7,054.00
P170037	Dunn-Edwards Corporation	Paint and Paint Supplies	7,000.00
P170045	Home Depot East Irvine Store #8525	Grounds Supplies	7,000.00
P170147	Xerox Corporation	Maintenance Adv Tech Edu Park Copier	7,000.00
P170526	Hydro-Scape Products, Inc.	Annual Irrigation Supplies	6,955.76
P170123	Eastbay Team Sports	Men's Basketball Uniforms	6,767.50
P170108	Live Free Apparel	Women's Soccer Uniforms	6,753.82
P170448	Live Free Apparel	Women's Soccer Team Bags	6,559.25
P170212	Delta Biologicals	Preserved Cats for Biology	6,318.00
P170552	Hardy Diagnostics	Supplies for Microbiology Labs.	6,267.37
P170038	Parkway Lawnmower Shop	Parts and Supplies	6,000.00
P170040	Village Nurseries	Grounds Supplies	6,000.00
P170190	BSN Sports	Logo Shirts	6,000.00
P170335	AAA Electric Motor Sales	Parts and Supplies	6,000.00
P170505	Unisource Corporation Facilities Supply	Annual Custodial Supplies	5,952.42
P170421	Orange Empire Conference John Keever,	2015-2016 Orange Empire Conference	5,500.00
P170544	Keenan & Associates	Media Liability Annual Renewal Premium	5,456.00
P170450	Asics America Corporation	Athletic Uniforms for Volleyball Team	5,440.50
P170106	Xerox Corporation	Xerox Maintenance for Accounting	5,424.96
P170571	Hewlett-Packard	Update Monitors in Computer Lab.	5,381.64
P170361	Smardan Supply - El Monte	Annual Plumbing Supplies	5,323.59
P170177	Moore Medical, LLC	Medical Supplies for Health & Wellness Center	5,100.00
P170381	Xerox Corporation	Xerox Copier for Payroll	5,071.64
P170424	Smartdesks	Desk Modifications	5,009.88
P170089	OfficeMax A Boise Company	Office Supplies	5,000.00
P170092	Eberhard Equipment	Grounds Parts and Supplies	5,000.00
P170161	Wells Fargo #2785	Google AdWords Advertising	5,000.00
P170214	Pete's Road Service	Equipment Repairs	5,000.00
P170221	S & B Foods	Food - Professional Development Week Events	5,000.00
P170270	Safeway, Inc.	2015-2016 Groceries for Culinary Arts Classes	5,000.00



South Orange County Community College District

EXHIBIT B
3 of 3

Purchase Order Ratification (Amount)

July 1, 2015 through August 5, 2015

<u>PO Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P170300	Sysco Los Angeles	2015-2016 Groceries for Culinary Arts	5,000.00
P170336	Irvine Pipe & Supply	Parts and Supplies	5,000.00
P170529	Royal Plywood Co., LLC	Supplies for Theatre Arts	5,000.00
P170591	OfficeMax Incorporated	Office Supplies for Meetings, Training and	5,000.00
			36,282,942.48
		504 Purchase Orders Under \$5,000	522,272.34
		TOTAL PURCHASE ORDERS	36,805,214.82



South Orange County Community College District

EXHIBIT C
Page 1 of 1

Check Ratification

July 1, 2015 through August 5, 2015

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
General Fund	836	5,098,192.30
SC Community Education	24	75,441.30
IVC Community Education	6	3,129.04
Child Development Fund	7	594.29
Capital Outlay Fund	87	5,484,866.86
Insurance Fund	4	18,116.82
Retiree Benefit Fund	3	354,726.63
SC Associated Student Government	3	2,052.72
IVC Associated Student Government	7	3,246.61
Total Checks	977	\$11,040,366.57

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations

ACTION: Ratification

BACKGROUND

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

STATUS

For the current reporting period ending June 30, 2015 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 06-01-15 to 06-30-15

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$774,981
2000	Classified Salaries		\$103,038
3000	Fringe Benefits	\$64,703	
4000	Books and Supplies		\$52,462
5000	Other Operating Expenses & Services	\$436,298	
6000	Capital Outlay	\$571,775	
7000	Other Outgo		\$142,295
Total Transfers - General Fund		<u>\$1,072,776</u>	<u>\$1,072,776</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
2000	Classified Salaries	\$81,660	
3000	Fringe Benefits		\$16,800
5000	Other Operating Expenses & Services		\$98,000
6000	Capital Outlay	\$33,140	
Total Transfers - Capital Outlay Fund		<u>\$114,800</u>	<u>\$114,800</u>

Total Transfers	<u>\$1,187,576</u>	<u>\$1,187,576</u>
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Gifts to the District and Foundations

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
August 24, 2015

SADDLEBACK COLLEGE

Gift	Donated By
Vehicle, non-operating registration	Mercedes Benz Laguna Niguel
Ring saw with accessories	Gemini Saw Company
Books	Anne Brandon
Books	Anna Maria Cobos
Books	Wayne Horvath
Books	Jill Cross
Books	Char Hutchinson
Magazines	Vaughn Babcock
Textbooks	Aidar Patton

IRVINE VALLEY COLLEGE

Gift	Donated By
Music scores	Doug Fischer
Music books	Mark Petersen
Music books, CD's DVD's, stage top hat, folding chairs, instrument case	Stephen Rochford

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: July 2015 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 \$86,000 for equipment, supplies and maintenance projects. During July 2015, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

<u>Quick Caption</u> Amendment No 2 – For additional captioning services amendment of \$21,348 for new total of \$96,384. Saddleback College	\$96,384.00
<u>BKF Engineers</u> Consultant Agreement – For land surveyor services for ATEP building project. Irvine Valley College	\$81,400.00
<u>Nuventive</u> Software License Addendum – For TracDat license subscriptions amended for \$13,797 for a new total of \$69,797 for Saddleback College and District Services. District Services	\$69,797.00
<u>dmoorecreative</u> Independent Contractor Agreement – For online orientation videos. Irvine Valley College	\$49,900.00
<u>dmoorecreative</u> Independent Contractor Agreement – For online orientation videos. Saddleback College	\$49,900.00
<u>DSE Architecture</u> Amendment No 2 – For additional services to obtain permits, amendment of \$5,000 for new total of \$43,339. Saddleback College	\$43,339.00

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

<u>D4 Solutions</u> Independent Contractor Agreement – For installation of new data cables, July 13, 2015 to June 30, 2018. Saddleback College	\$42,000.00
<u>California Communication</u> Independent Contractor Agreement – For installation of new network cabling connections, July 13, 2015 to June 30, 2018. Saddleback College	\$42,000.00
<u>Jackstin</u> Independent Contractor Agreement – For app development services for the CA Career Cafe. Irvine Valley College	\$40,920.00
<u>DSE Architecture</u> Amendment No 1 – For additional services to obtain a grading permit, amendment of \$12,949 for new total of \$38,339. Saddleback College	\$38,339.00
<u>Education 4 Work</u> Independent Contractor Agreement – For consulting services for the CA Career Cafe grant. Irvine Valley College	\$35,000.00
<u>R2A Architecture</u> Construction Agreement – For design services for the Village. Saddleback College	\$28,720.00
<u>Coast Community College District</u> Grant Sub- Agreement – IVC will implement the Career Technical Education Pathways program grant. Irvine Valley College	\$28,488.00 Revenue
<u>Kratos HBE</u> Software Agreement – For hardware maintenance on SAN systems. District Services	\$25,479.66
<u>RJ Coaching</u> Independent Contractor Agreement – For consulting services for the CA Career Cafe. Irvine Valley College	\$25,000.00
<u>Collaborative Braintrust</u> Consultant Agreement – For consulting services being led by Eva Conrad. District Services	\$23,400.00
<u>Excelsior Elevator</u> Maintenance Agreement – For elevator maintenance throughout campus. Irvine Valley College	\$21,420.00

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

<u>Competitive Analytics</u> Independent Contractor Agreement – For business consulting services for IT dept. District Services	\$20,000.00
<u>EMSI</u> Software License Agreement – For user licenses used by research offices. District Services	\$20,000.00
<u>RJ Coaching and Consulting</u> Independent Contractor Agreement – For consulting services for the Deputy Sector Grant. Irvine Valley College	\$18,500.00
<u>American Red Cross</u> Service Agreement – For Red Cross training courses. Irvine Valley College	\$18,144.00
<u>Marconi Automotive Museum</u> Facility Use Agreement – For rental of venue for the 2016 IVC Foundation Awards Dinner. IVC Foundation	\$16,645.00
<u>Jennifer Wijnker</u> Independent Contractor Agreement – For consulting services for the CA Career Cafe. Irvine Valley College	\$15,000.00
<u>Sheila Dufresne</u> Independent Contractor Agreement – For consulting services for the CA Career Cafe. Irvine Valley College	\$15,000.00
<u>Charlene Reed</u> Independent Contractor Agreement – For consulting services for the CA Career Cafe. Irvine Valley College	\$15,000.00
<u>CareerBuilder</u> Service Agreement – For job postings on the CareerBuilder website. District Services	\$15,000.00
<u>Outfront Media</u> Advertising Agreement – For bus advertisements for marketing dept. Irvine Valley College	\$13,126.60
<u>Wired Planet</u> Independent Contractor Agreement – For district website maintenance and updates. District Services	\$10,000.00

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

<u>Adrenaline Sports Apparel</u> Independent Contractor Agreement – For embroidery services for various athletic teams. Irvine Valley College	\$10,000.00
<u>Nuventive</u> Software License Agreement – For TracDat license campus-wide. Irvine Valley College	\$8,103.00
<u>Beard Investigative Services</u> Independent Contractor Agreement – For background investigation services for Police dept. Irvine Valley College	\$8,000.00
<u>Dayle McIntosh Center</u> Independent Contractor Agreement – For interpreting services for hearing impaired students. Irvine Valley College	\$7,000.00
<u>Collegiate Learning Assessment</u> Educational Services Agreement – For data collection and assessment of institutional-level learning. Irvine Valley College	\$6,700.00 Revenue
<u>Dayle McIntosh Center</u> Amendment No 1 – For additional interpreter services amendment of \$1,500 for new total of \$6,500. Irvine Valley College	\$6,500.00
<u>Pro Line Gym Floors</u> Construction Agreement – For refinishing of PE floors. Irvine Valley College	\$6,100.00
<u>Pacific Parking System</u> Independent Contractor Agreement – For an extended maintenance agreement for Park Ur Self System. Irvine Valley College	\$5,820.00
<u>blackbaud</u> Software Agreement – For renewal of maintenance services. Irvine Valley College	\$5,047.62
<u>Fashion Snoops</u> Software License Agreement – For online consulting services for fashion classes. Saddleback College	\$5,000.00
<u>Paul Grossman</u> Independence Contractor Agreement – For guest speaker at College's professional development week on August 11, 2015. Saddleback College	\$5,000.00

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

<u>GreenOne Industries</u> Construction Agreement – For seed planting services on baseball field. Saddleback College	\$4,920.00
<u>Hyatt Hotels & Resorts</u> Event Agreement – For manager's retreat September 17, 2015 to September 18, 2015. Saddleback College	\$4,000.00
<u>End2End Public Safety</u> Independent Contractor Agreement – For support and maintenance of ARMS software system for Police department. Irvine Valley College	\$3,960.00
<u>CCS Presentation Systems, Inc</u> Independence Contractor Agreement – For preventive maintenance services on equipment used to sterilize instruments, used by the Biology department. Saddleback College	\$3,840.00
<u>Haitbrink Asphalt Paving</u> Construction Agreement – For improvements to the Driving Range parking lot. Saddleback College	\$3,550.00
<u>Aventura Sailing Association</u> Membership Agreement – For sailboat rentals to marine science technology classes, as needed. Saddleback College	\$3,500.00
<u>Sports Field Services</u> Construction Agreement – For repair services to practice softball field. Saddleback College	\$3,350.00
<u>Authorized Repair Specialists</u> Maintenance Agreement – For preventive maintenance services on equipment used to sterilize instruments, used by the Biology department. Saddleback College	\$3,296.50
<u>Montgomery Hardware Co</u> Construction Agreement – For door replacement services at the PE building. Irvine Valley College	\$3,292.28
<u>Road Warriors</u> Independent Contractor Agreement – For parking lot striping campus-wide. Irvine Valley College	\$3,000.00

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

<u>Refrigeration Unlimited</u> Independent Contractor Agreement – For repair services for the cafeteria. Saddleback College	\$3,000.00
<u>South Coast Sailing Team</u> Independent Contractor Agreement – For sailboat rentals to marine science technology classes, as needed. Saddleback College	\$3,000.00
<u>IBM</u> Software License Agreement – For renewal of SPSS license for institutional research dept. District Services	\$2,784.00
<u>Tuttle Click Dodge</u> Independent Contractor Agreement – For labor services for repairs to police vehicles. Irvine Valley College	\$2,500.00
<u>AAA Billiards</u> Independent Contractor Agreement – For repair services to the billiards equipment. Irvine Valley College	\$2,400.00
<u>UCI</u> Facility Agreement – For facility rental for Strategic Planning & Accreditation Council retreat on July 22, 2015. Irvine Valley College	\$2,000.00
<u>SpringShare</u> Software License Agreement – For renewal of license agreement for a database used by the Library. Irvine Valley College	\$1,997.00
<u>Tomark Sports</u> Maintenance Agreement – For maintenance services to indoor and outdoor scoreboards. Irvine Valley College	\$1,995.00
<u>Phoenix Business Solutions</u> Software Maintenance Agreement – For maintenance services on the copier in IT. District Services	\$1,990.00
<u>Orange Coast Magazine</u> Independent Contractor Agreement – For advertising services. Irvine Valley College	\$1,643.00
<u>Phoenix Business Solutions</u> Software Maintenance Agreement – For maintenance services on the copier in Financial Aid. Irvine Valley College	\$1,400.00

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

<u>Read&Write</u> Software Agreement – For customizable software with common applications. Irvine Valley College	\$1,250.00
<u>True Golf Company</u> Independent Contractor Agreement – For coaching services to the Golf teams. Irvine Valley College	\$1,200.00
<u>Amber Marine</u> Independent Contractor Agreement – For inspection and repair services on the Boston Whaler boat. Saddleback College	\$1,200.00
<u>Evoqua Water Technologies</u> Service Agreement – For water service and replacement filters used in the chemistry dept. Irvine Valley College	\$1,200.00
<u>Premier Fitness</u> Maintenance Agreement – For maintenance of Life Fitness Center equipment. Irvine Valley College	\$1,100.00
<u>Pyro-Comm Systems</u> Independent Contractor Agreement – For fire alarm modifications. Irvine Valley College	\$1,035.00
<u>Wyn Moreno</u> Independent Contractor Agreement – For guest artist for summer of theatre 2015. Saddleback College	\$1,000.00
<u>Metalogix</u> Software License Agreement – For renewal of SharePoint diagnostic manager, used by IT dept. Irvine Valley College	\$999.00
<u>NetSupport School</u> Software License Agreement – For software licenses for classroom management. Irvine Valley College	\$998.25
<u>Sigi3</u> Software Agreement – For online career system used in classes and counseling dept. Saddleback College	\$995.00
<u>Bridges.com</u> Software License Agreement – For online career system used in the counseling dept. Saddleback College	\$950.00

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

<u>Dana Point Yacht Maintenance</u> Independent Contractor Agreement – For sailboat rentals to marine science technology classes, as needed. Saddleback College	\$800.00
<u>QuickBooks Intuit</u> Software License Agreement – For renewal of QuickBooks for the School of Business dept. Irvine Valley College	\$745.20
<u>Culligan</u> Service Agreement – For water softening system used in the biology dept. Saddleback College	\$696.00
<u>So Cal Industries</u> Independent Contractor Agreement – For rental of fencing around stage for Summer Theatre. Saddleback College	\$655.20
<u>Career Cruising</u> Software Agreement – For online career system used in the counseling dept. Saddleback College	\$645.00
<u>Roto Rooter</u> Independent Contractor Agreement – For emergency drain and cleanout in the Health Center. Irvine Valley College	\$600.00
<u>El Niguel Country Club</u> Facility Use Agreement – For College for Kids etiquette class. Saddleback College	\$500.00
<u>Microsoft</u> Professional Services Agreement – For professional support services. District Services	\$499.00
<u>Roto Rooter</u> Independent Contractor Agreement – For sink installation in the Health Center. Irvine Valley College	\$498.50
<u>Rob Woyshner</u> Independent Contractor Agreement – For guest artist for summer of theatre 2015. Saddleback College	\$480.00
<u>James Bryan Cormier</u> Independent Contractor Agreement – For guest artist for summer of theatre 2015. Saddleback College	\$480.00

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

<u>Chris Carbajal</u> Independent Contractor Agreement – For guest artist for summer of theatre 2015. Saddleback College	\$480.00
<u>Emcor Services Mesa Energy Systems</u> Independent Contractor Agreement – For repairs to the chiller. Irvine Valley College	\$475.00
<u>Doheny State Beach</u> Facility Use Agreement – For beach volleyball class, August 17, 2015 to December 16, 2015. Saddleback College	\$475.00
<u>Melissa Hasin</u> Independent Contractor Agreement – For guest artist for summer of theatre 2015. Saddleback College	\$320.00
<u>Jacob Wilder</u> Independent Contractor Agreement – For guest artist for summer of theatre 2015. Saddleback College	\$320.00
<u>Extensis</u> Software Agreement – For software management program to be used by graphics dept. Saddleback College	\$282.96
<u>MKH Electronics</u> Maintenance Agreement – To provide maintenance services for the athletic training room equipment. Irvine Valley College	\$155.00
<u>T3 Motion</u> Independent Contractor Agreement – For repairs to police vehicle. Irvine Valley College	\$125.00
<u>Advanced Office</u> Maintenance Agreement – For service and maintenance for office fax machine FY 2015-2016 in Veterans office. Saddleback College	\$48.00
<u>Evernote</u> Software Agreement – For note take and archiving used by Technology Services. Irvine Valley College	\$45.00
<u>WinZip</u> Software License Agreement – For use of uploading pictures into Advocate. Irvine Valley College	\$42.90

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

<u>Educause</u> Software Agreement – For renewal of ivc.edu domain name. Irvine Valley College	\$40.00
<u>City of Newport Beach</u> Facility Use Agreement – Correction to ratification item, correction from SC to IVC. Irvine Valley College	\$0.00
<u>ThreeForks</u> Amendment No 1 – To provide additional technology support for business processes to the Financial Aid dept. at a no-cost extension until June 30, 2016. Irvine Valley College	\$0.00
<u>Padhraic Smyth</u> Amendment No 1 – To provide additional consulting services for collection of data at a no-cost extension until June 30, 2016. Irvine Valley College	\$0.00
<u>California State University of Fullerton</u> Clinical Services Agreement – To provide nursing program students with clinical training. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus quilting classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus aerobic classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus art history classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus Spanish classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus physical fitness classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus creative writing classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus literature classes. Saddleback College	\$0.00

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

<u>City of Mission Viejo</u> Rental Contract – For Emeritus conversational Spanish classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus writing classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus opera classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus physical fitness classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus music classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus yoga classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus singing classes. Saddleback College	\$0.00
<u>City of Mission Viejo</u> Rental Contract – For Emeritus political classes. Saddleback College	\$0.00
<u>MemorialCare Medical Group</u> Clinical Services Agreement – To provide medical assistant program students with clinical hours for externship. Saddleback College	\$0.00
<u>Telecare Corporation</u> Clinical Services Agreement – To provide medical assistant program students with clinical hours for externship. Saddleback College	\$0.00
<u>Sepideh Kazemi MD</u> Clinical Services Agreement – To provide medical assistant program students with clinical hours for externship. Saddleback College	\$0.00

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Adopted Budget for Fiscal Year 2015-2016
ACTION: Approval

BACKGROUND

Title 5, California Code of Regulations, Section 58305 requires that each September the Board of Trustees of each community college district shall adopt a final budget. Enclosed for approval is the proposed Adopted Budget for the FY 2015-2016. As required by Section 58301 of Title 5, this document has been available for public inspection at each college library.

STATUS

On June 22, 2015, the Board of Trustees approved a Tentative Budget for FY 2015-2016. Since that time, total unrestricted resources have increased from \$257,334,311 to \$270,081,734. The unrestricted General Fund ending balance on June 30, 2015 is \$47,612,695. The District Reserve for economic uncertainties has been set at 7.5% (\$13,090,208).

The SOCCCD Adopted Budget for FY 2015-2016 will be presented by Dr. Debra Fitzsimons which will include additional highlights.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the FY 2015-2016 Adopted Budget as presented in EXHIBIT A.

THE DISTRICT



Overview: The South Orange County Community College District is a multi-campus district encompassing Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Founded in 1967, the 382-square mile district covers almost 50 percent of Orange County and is governed by a seven-member elected Board of Trustees and a Chancellor.

Over the past four years, SOCCCD enrollments have remained stable. Total headcount is over 52,000 and full time equivalent students (FTES) number over 29,000. Demand for online courses and certificate programs continues.

Planning Efforts: During the last several years, great strides have been made to district-wide planning and budgeting processes. The district-wide planning processes were developed and became integral to all aspects of college and district-wide decision-making and resource allocations in a transparent, inclusive and open process. This was in response to accreditation recommendations. The District-wide Planning Council (DWPC) continues to implement the recommendations and oversee the strategic planning processes.

Major Capital Projects: Major projects at Saddleback College include: a) continued design and construction for the Technology and Applied Sciences (ATAS) Swing Space and Renovation projects; b) ongoing construction on the Sciences Building project; and c) continued design on the Site Improvement project which will be combined with the Athletic Stadium Renovation project for economy of scale and the Fine Arts Complex HVAC & Interior Improvements project; and d) predesign investigation of the Math Science Engineering (MSE) Building.

Irvine Valley College projects include: a) construction of the A400 Design/Build project; b) jurisdictional approval and construction preparation for the Barranca Road connection; c) design for the New IVC Building project at ATEP; d) the IVC Parking Lot, Phase I and e) design of the Health Center/Concessions Building project.

ATEP has several projects currently underway supporting the development of this site. The design build team was recently selected to create the first building which will support IVC academic and student support programs. The criteria is under development for the first phase of the infrastructure to support that first IVC building and beyond. The infrastructure project will include necessary parking lots, roads and utilities for the site. The District is also working with the City of Tustin in a joint effort to extend Bell Avenue through the site, which will provide better access for ATEP development.

With the advent of the Capital Improvement Committee (CIC) and Basic Aid Allocation Recommendation Committee (BAARC) process, the addition of four construction managers at district level and one at Saddleback College, and a project specialist at Irvine Valley College, the resources are in place to address many additional projects including at

Saddleback College: a) the unexpected BGS Fire Repair; b) Learning Resource Construction Defects; c) Central Plant/CoGen Upgrade, and; d) Exterior Campus Lighting.

At Irvine Valley College: additional projects included a) Field Repairs; b) Dug-Out Close out; c) Solar Decathlon, and; d) Electronic Access Controls/Locks.

And on a District-wide basis: additional projects include districtwide review and planning of a) Sustainability plan; b) Parking plan; c) ADA Access Transition plan, and; d) Wireless access.

Major Technology Initiatives: This year's technology projects recommended by the District-wide Technology Committee (DTC) fall into five general categories. The first category is improvements to network infrastructure, typified by the district-wide replacement of desktop computers, servers, classroom projectors, backup drives, and network components, such as MDF/IDF closets in campus buildings.

The second category is enterprise resource planning (ERP) software, where we are replacing aging software for human resources and finance with Workday's new cloud-based ERP software. In addition, SOCCCD has joined key institutions in assisting with the design of Workday's new Student system, which will include functions from SOCCCD's award-winning suite of student success software.

The third category consists of college-requested items to improve service to students, such as a new "smart" student ID card and a new campus printing system for students.

The fourth category consists of improvements to district-wide data systems, where we are improving users' abilities to manipulate data, adding extensive visualization capabilities to make data more interpretable, and gaining access to a "big data" platform to prepare for exponential increases in data volume, variety and velocity.

Finally, some technology funds are reserved to implement unfunded statewide mandates (past examples have included changes in student registration priorities and the handling of student course prerequisites).

Human Resources: Human Resources transitioned from an antiquated HRIS system to Workday, and working to reduce the backlog for classified hiring without impacting full-time faculty hiring. HR completed over 917 new hires, an increase of almost 20% over the previous year.

State Budget and the Community College System: The final State budget was enacted on June 24, 2015. The passage of Proposition 30 in fall of 2012 created the Educational Protection Account (EPA) which continues to provide temporary funding for education through 2016 and 2019 to be used for one-time purposes. The spending plan for EPA funds received by SOCCCD is included in the adopted budget.

Some of the highlights of the adopted budget related to community colleges are:

- Enrollment fees remain at \$46 per unit
- \$ 61 million for 1.02% COLA
- \$ 156.5 million for 3% growth; these funds will be distributed using the new growth funding formula for increased student enrollment
- \$49 million to increase Career Development College Preparation (CDCP) FTES to the full credit rate
- \$266.7 million to increase the base allocation for operational costs
- \$2.5 million for COLA for categorical programs
- \$299 million for the Student Success and Support Program
- \$39.6 million for Prop 39 energy efficiency projects
- \$148 million for deferred maintenance and instructional equipment with no local match requirement for deferred maintenance
- \$155 million for Student Success and Support Program (SSSP) Equity
- \$62 million to increase the number of full time faculty
- \$604 million to pay down outstanding mandated cost claims (one-time funds)
- \$48 million (one-time) for Economic and Workforce Development Programs

The budget includes new ongoing funds to increase the base allocation. These funds are intended for new operational costs mainly related to the increases in the STRS and PERS rates. This will increase the basic allocation to each college as well as the rate per FTES and amounts to a 4.65% overall increase.

The new funds for Full Time Faculty will be distributed based on FTES. Each district in the state will be ranked based on their percentage of full time faculty and be placed in one of 5 quintiles. The districts in the lower quintiles will be required to hire more faculty than those districts in the higher quintiles.

SOCCCD Budget: The District budget for all funds totals over \$711 million. Because the District is self-sufficient and is a locally funded district, it is essential that the budget is conservative, and that the district continue to maintain stable funding for the colleges by closely monitoring income and expenses. For this coming year, property tax revenues remain a constant, reliable funding stream. The adopted budget includes conservative estimates for property tax revenues, enrollment fees, non-resident tuition, EPA funds, Lottery, interest, and other miscellaneous revenue. Due to the short-term nature of the EPA funds, they continue to be budgeted for part-time faculty salary and benefits at both colleges.

The major changes between the tentative budget and the adopted budget include an increase in the Unrestricted General Fund beginning balance (\$7.4M), a reduction in COLA from 1.58% to 1.02%, an increase in growth from 1.45% to 2%, an increase in the estimated base allocation adjustment (\$3.2M), and an overall increase in the Restrict General Fund (\$5.5M).

The District continues to face challenges balancing a budget where the increases in commitments for salaries, benefits, and retirement contributions to STRS and PERS surpass the new available income. On top of very low COLA increases in recent years, the EPA

funds will expire after 2019 causing additional fiscal constraints.

After following the SB361 funding formula for the colleges through the District Resource Allocation Council (DRAC) model, excess property tax revenues available for basic aid distribution this fiscal year total over \$44 million. These funds are used for capital expenditures and other one-time projects in lieu of bonds that other community colleges use.

The general fund budget provides for colleges' operations, district-wide general expenses, District Services, and a general reserve of 7.5%. The strong reserve is necessary for a self-sufficient district and allows the District to manage cash-flow throughout the year as well as prepare for unforeseen expenditures and emergencies.

Chancellor Poertner has reviewed the adopted budget and confirms that it is balanced as is required by law. It is consistent with the Board of Trustees' budget guidelines that are contained in this document.

Dr. Debra L. Fitzsimons

Vice Chancellor, Business Services

South Orange County Community College District



SADDLEBACK COLLEGE BUDGET MESSAGE

Saddleback College is pleased to submit its Final Budget to the Board of Trustees and Chancellor. This budget uses income and expenditure simulations in accordance with the Final State Budget Proposal.

Saddleback is primarily funded through the State SB361 apportionment calculation, and this budget proposes a 1.02% cost-of-living-adjustment (COLA), and 2% for growth. The college has used these assumptions to develop income and expenditure projections. Expenditure assumptions include funding for all existing personnel; replacement of all vacant faculty; classified and management positions; step and column increases, and projected fringe benefit and health and welfare increases. Expenditure simulations include the addition of seven new full-time faculty positions (excluding replacements).

Both the State Teachers Retirement System (STRS) and Public Employee Retirement System (PERS) have revised contribution rates through FY 2020-2021, and the projected employer rates rise sharply over that period. It is projected that by FY 2020-2021, Saddleback College will be required to pay an additional \$3,692,601 for STRS and \$1,437,264 for PERS, based on FY 2013-2014 expenditures. The State Budget Proposal increased the base FTES amount by 4.65% to offset these increases for FY 2015-2016.

The college completed the third year of a revised College Resource Prioritization Process in May. This revised process prioritizes requests at the division and unit level, rather than by college-wide committee. This ensures those more knowledgeable and familiar with the requests set funding priorities. This process also ensures completion of program and administrative unit reviews by December 31st, with resource requests completed by January. These requests relating to personnel, equipment, facilities, technology and 'other' must be delineated as a need in the program or administrative unit review and/or be linked to the college strategic plan.

The Basic Aid Allocation Resource Council (BAARC) process for FY 2015-2016 has been completed and funding for recommended projects is included in this budget. Saddleback is appreciative the Board of Trustees and the Chancellor for this transparent and inclusive allocation process, and the resulting allocation of funds for much needed projects that will significantly enhance student success on our campus.

The State Budget Proposal includes minimal ongoing COLA and significant one-time funding allocations. These one-time allocations are primarily for mandated cost backlogs, and the amount of one-time funds for Saddleback, including Prop 30, is approx. \$7.2M. The college must be mindful not to allocate these one-time funds to ongoing expenditures.

This has been a good budget year for community colleges; however, it is important to note that the majority of increased funds are for categorical programs such as Student Success Support Program (SSSP), Student Equity, equipment, scheduled maintenance, and one-time mandated cost payments. Funds to sustain the ongoing general fund are minimal and comprise of a base increase (to offset increased pension costs), growth (primarily invested in growth related expenditures) and COLA. We must therefore be very careful not to increase ongoing costs, such as salaries and benefits, at a rate higher than ongoing income.

Faculty, staff and management remain committed to meeting the college mission and moving towards its vision of 'being the first choice'. We appreciate our successful partnership with the Board of Trustees, Chancellor, District Services, Irvine Valley College and the South Orange County community.

Tod A. Burnett, Ed.D., President and Carol Hilton, Vice President for Administrative Services

Adopted Budget FY 2015-2016

IRVINE VALLEY COLLEGE BUDGET MESSAGE



Irvine Valley College (IVC) is pleased to present to the Board of Trustees and the Chancellor a balanced FY 2015-2016 Adopted Budget. It is the philosophy of IVC to establish a budget in a transparent and collaborative manner, and the current budget is a product of an open dialogue between all participatory governance groups, administration and dedicated staff.

The unrestricted General Fund budget recommended through the District Resource Allocation Council (DRAC) is \$61.1 million. Major components of the budget are a \$58.1-million allocation based on the SB361 state apportionment model; a \$5.4-million projected revenue from non-resident tuition; and assessments for district services and general expenses in the amount of \$7.3 million. The budget includes funding for a 2.0% enrollment growth. This will allow IVC to serve approximately 190 additional full-time equivalent students (FTES) beginning in FY 2015-2016. The budget also includes funding for a 1.02% cost of living adjustment (COLA) based on the statutory COLA calculated by the state.

Of the total budget, \$3.3 million originates from one-time mandate block grant revenue and \$965,000 is from the Proposition 30 EPA revenue the latter expiring by 2019. The state budget included revenue to fund the STRS and PERS rate increases in FY 2015-2016. What remains uncertain is whether future STRS and PERS cost increases would be funded by the state. For Irvine Valley College, these cost increases are estimated to grow by \$1.3 million in FY 2016-2017, another \$1.9 million in FY 2017-2018, and an extra \$2.6 million in FY 2018-2019. Given these potential unfunded mandates and the one-time nature of a sizable portion of the budget, IVC has taken a conservative approach to expanding its baseline commitments this year limiting those only to the areas that are mission critical to the college's operation.

Of the total college budget, \$50.4 million has been encumbered with baseline salaries and benefits, with the remainder budgeted for non-personnel expenditures and reserves. IVC successfully completed its comprehensive budget development cycle with the final recommendations leading up to an ongoing funding allocation of \$539,000 to support critical staffing needs and professional development. In addition, the college dedicated one-time funding of \$1.3 million to: provide temporary staffing support for various areas of the college; establish an innovation fund; provide relief for facilities maintenance and athletic transportation. Lastly, the college set aside a contingency reserve in the amount of \$1.0 million.

The state budget also includes additional funding for Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), the California Work Opportunity and Responsibility to Kids (CalWORKs), Student Success and Support Program (SSSP) and Student Equity Program (SEP). Although College-specific allocation amounts will be announced later this fall, the SSSP and SEP augmentation will likely exceed \$1 million, which needs to be expended within a one-year period. Lastly, the State budget includes \$1.3 million for the FY 2015-2016 Physical Plant and Instructional Support to fund equipment purchases in support of instruction and to provide supplemental funding for building maintenance and water conservation measures.

The state budget included an augmentation for full-time faculty hiring projected at \$1.5 million district-wide. This allocation would allow the college to increase its full-time faculty staffing levels thereby further enhancing instruction at Irvine Valley College and promoting student success. Lastly, the state budget included augmentations for career technical education, Basic Skills and Student Outcomes Transformation Program, financial aid administration – local implementation of Cal Grant B supplemental financial aid assistance. The fiscal impact of these increases on the college is unknown at this time.

Irvine Valley College is grateful to the Board of Trustees and the Chancellor for their continued support and visionary leadership. This support goes a long way toward empowering IVC to remain dedicated to student learning through exemplary teaching, integrated support services, effective stewardship, and continued accessibility in a diverse community.

Dr. Glenn Roquemore, President, Irvine Valley College
Davit Khachatryan, Vice President for Administrative Services

ADVANCED TECHNOLOGY AND EDUCATION PARK BUDGET MESSAGE



In 2004, the SOCCCD was conveyed 68.37-acres of land from the Department of the Navy on the former Marine Helicopter Base in Tustin and named the Advanced Technology & Education Park (ATEP). The district opened with a 1-1/2 acre temporary campus in fall 2007 to begin serving students. Land exchange agreements with the City of Tustin completed in 2013 provided the District a 61.4 acre site to develop. Included in the agreement was an extension of Bell Avenue which bifurcates the property and provides better access for our future students and the general public who will use the site. Currently, Irvine Valley College oversees the day-to-day operations of the 14,088 square feet of buildings at the ATEP site, which the District now leases from the City of Tustin. SOCCCD oversees planning and infrastructure development for the site.

Mission

The stated mission of ATEP is to provide development opportunities for Irvine Valley College and Saddleback College as well as land use partners to support community, business and industry workforce development needs. This campus site will focus on Career Technology Education (CTE).

Accomplishments and Future Activities

Recent accomplishments and future activities in the planning and development of the ATEP site include:

- A Development Framework was recently completed which provides guideline's for site planning. This framework takes into consideration all the constraints found in the Development Agreement with the City of Tustin and provides the District the ability to move forward with critical development steps, such as infrastructure planning and construction.
- The Land Exchange Demolition Project was completed in June 2015 and has created a site ready for infrastructure development, construction of the first college building and construction of the Bell Avenue extension.
- A design build team was recently selected for the first ATEP building which will support Irvine Valley College academic programs. The building will be a 30,000 square foot facility housing academic programs already on the ATEP site, along with an electrical/electronic program being moved from IVC to ATEP and a Testing Center. The new building will also house an increased presence of student services that will better support our ATEP students.
- SOCCCD is planning the utility and road infrastructure for the site. A design build team will be selected to construct essential elements, (parking lots, roads and utilities), needed to support the first building.

- The City of Tustin and the District are working together to construct an extension of Bell Avenue going through the ATEP development area. The road will be dedicated to the city upon completion and provide for important access and increases in average daily trips. The road is expected to be completed in 2016.
- A commercial real estate broker, C.B. Richard Ellis, continues to advertise partnership opportunities for the ATEP site. These partnerships will embrace opportunities for college program synergies to support student training and success.

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

BUDGET DEVELOPMENT GUIDELINES

Board Philosophy:

The Board of Trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources.
2. Promote financial strength and stability.
3. Maximize educational opportunities for students, in accordance with the district's mission statement.

Participatory Governance:

An opportunity for review and input will be provided to the appropriate participatory governance groups prior to adoption of the final budget.

Guiding Principles:

The following guiding principles are provided to the District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

1. Reserve for Economic Uncertainties

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

2. Future Long-Term Debt Issues

No additional COP, or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues.
- b. A dedicated revenue stream has been identified for the payments for the new issue.

The Board has identified this principle as having a very high priority.

3. Retirement Incentives

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive, including implementation and recruitment costs.

4. Area/College Allocations

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the Vice Chancellor of Business Services and College Business Officers shall monitor the college budgets to ensure there are no negative balances.

5. Deficit Financing

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

6. Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans

To be compliant with GASB 43 and 45, an irrevocable trust was formed in FY 2007-2008 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. An actuarial study is conducted at a minimum of every two years to update the District's OPEB (other post-employment benefits) liability. It is the Board's intent to fully fund the liability once it is identified.

7. Basic Aid

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment.
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes, such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the District's future financial stability.
- e. BP and AR 3110 will be followed when allocating basic aid funds.

8. One-time Cost Savings

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.

9. Full Time Equivalent Student Targets

When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community.
- b. The percentage of growth allocation in the state apportionment formula.
- c. The FTES generated in the most recent academic year.
- d. The number of FTES the college administration realistically believes can be generated.

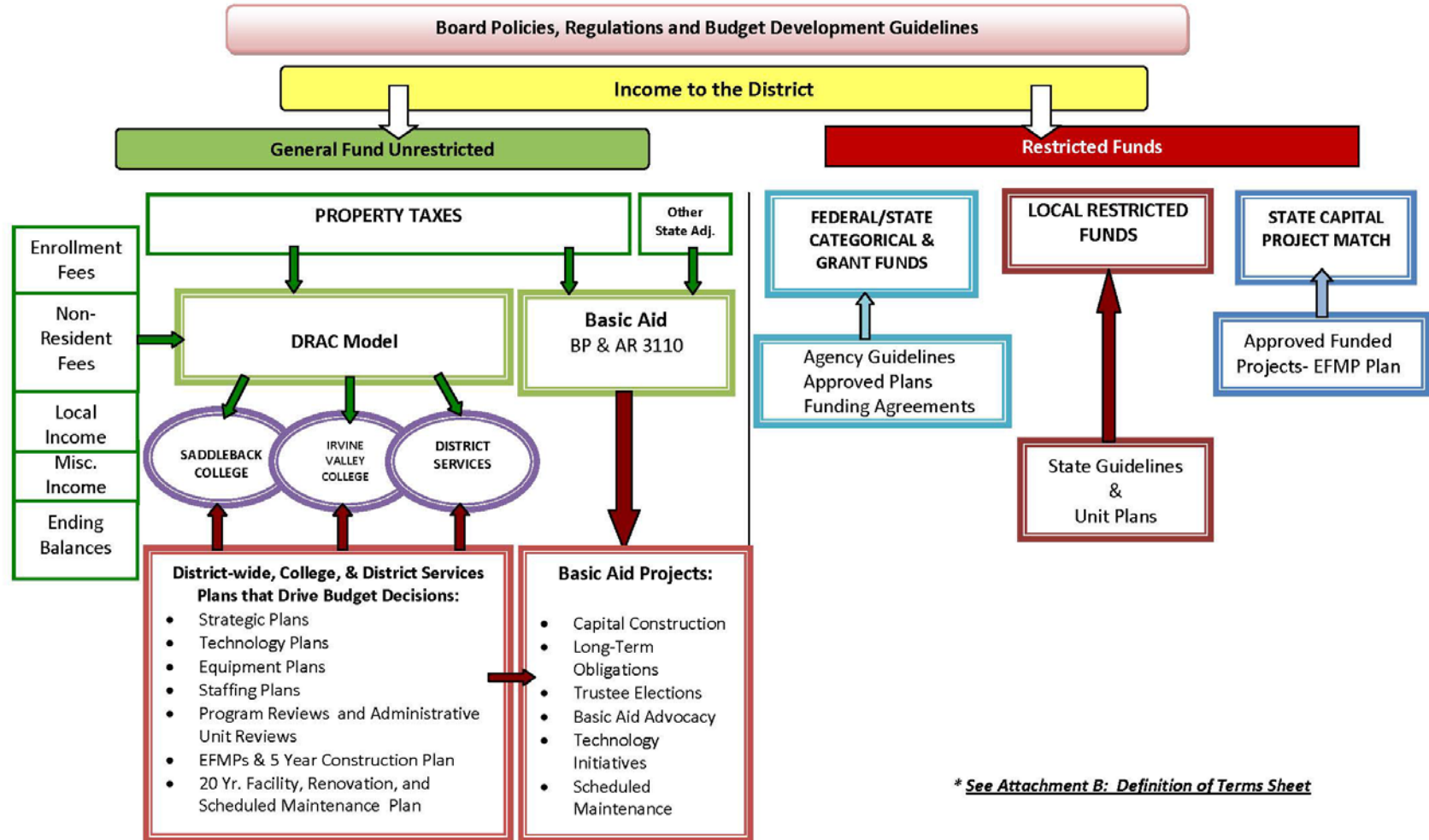
10. Funding for Growth

The District resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by California Community College System Office, adjusted by subsequent System Office revisions. District growth funding shall also be constrained by FTES growth achieved by the District up to the maximum amount funded through the SB 361 allocation formula.

11. Budget Planning

College budget planning will take into consideration the 50% Law and Faculty Obligation Number (FON).

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT RESOURCE ALLOCATION PROCESS



dif 8/11/2011

SUMMARY OF GENERAL FUND BUDGET ALLOCATIONS

Allocated Area	* Unrestricted	*Restricted	Total
Saddleback College	\$ 104,883,085	\$26,733,338	\$131,616,423
Irvine Valley College	\$ 61,166,531	\$14,155,259	\$ 75,321,790
ATEP Operating & Capital Project	\$ 830,423	\$ 4,359	\$ 834,782
District Services	\$ 16,643,131	\$ 327,501	\$ 16,970,632
District-wide General Expense	\$ 3,543,832		\$ 3,543,832
Part-Time Faculty Parity Funds	\$ 509,463		\$ 509,463
Basic Aid Funds**			
- Capital Outlay Projects	\$ 54,151,978		\$ 54,151,978
- Other Basic Aid Expenses	\$ 6,241,436		\$ 6,291,436
- Contingency and Unallocated	\$ 9,021,647		\$ 9,021,647
Reserves for Economic Uncertainties	\$ 13,090,208		\$ 13,090,208
TOTALS***	<u>\$ 270,081,734</u>	<u>\$ 41,220,457</u>	<u>\$311,302,191</u>

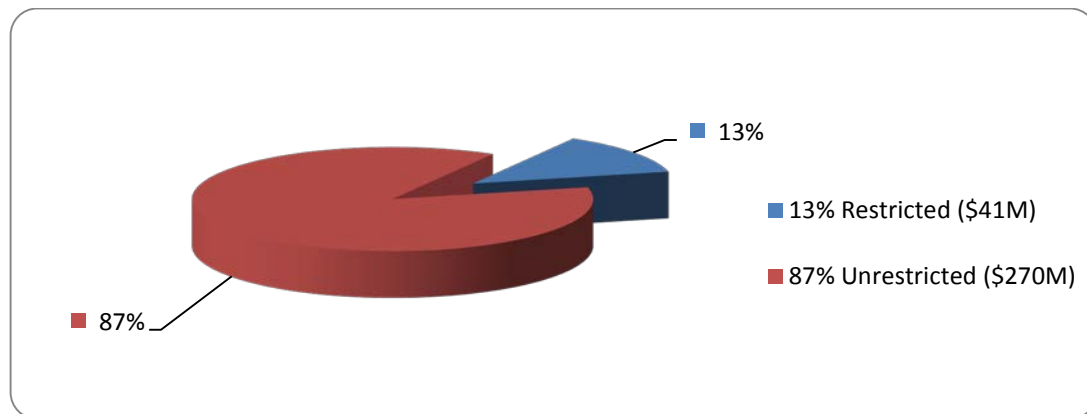
* See pages 27 through 32 (Total of revenue, expenditures and ending balance for each budget location)

**An additional balance of \$2M of Basic Aid funds is in the Capital Outlay fund.

***The basic aid total was based on conservative property tax estimates.

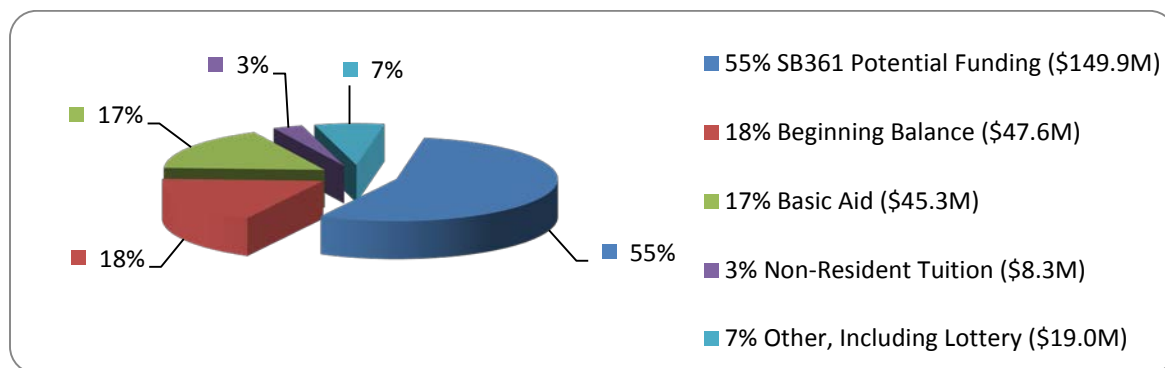
GENERAL FUND REVENUE

The general fund, which totals \$311 million, consists of accounts that are not required to be recorded in a separate fund. There are two segments of the general fund: “Unrestricted” and “Restricted.”

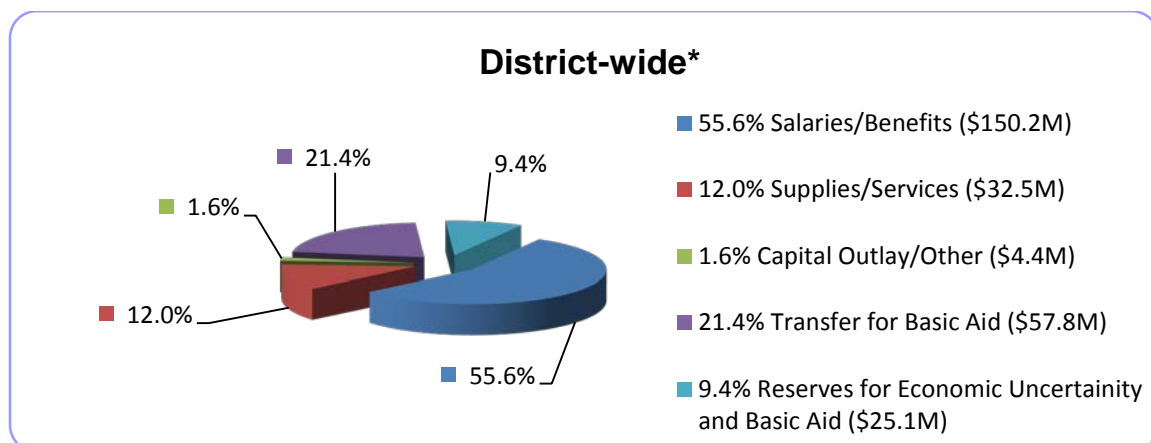


UNRESTRICTED GENERAL FUND REVENUE

The largest segment of the general fund is the *unrestricted portion*, which accounts for resources for the general purpose programs of the District, approximately \$270.1 million (87% of the activity). This is an increase of \$35 million over last year due to state funded COLA, growth, base allocation adjustment, and increased beginning balance. Of the resources, 55% is equivalent to the amount that would be calculated in the state-developed funding formula established by SB361. The total amount that is equivalent to what would be potentially received from state apportionment funding (SB361) is determined by the State Budget Act and is distributed to the 72 community college districts by formulas developed by the California Community College Chancellor's Office. The computational revenue recognizes changes in the COLA and student enrollment growth and/or decline. The District will not receive state apportionment funding because local property taxes and student enrollment fees exceed the calculation entitlement. The remaining part of the unrestricted resources comes from Basic Aid (17%), Non-Resident Tuition (3%), and other sources, including Prop 30 EPA funds and Lottery (7%). The beginning balance, carried forward from the prior year, is (18%) of available unrestricted funds.



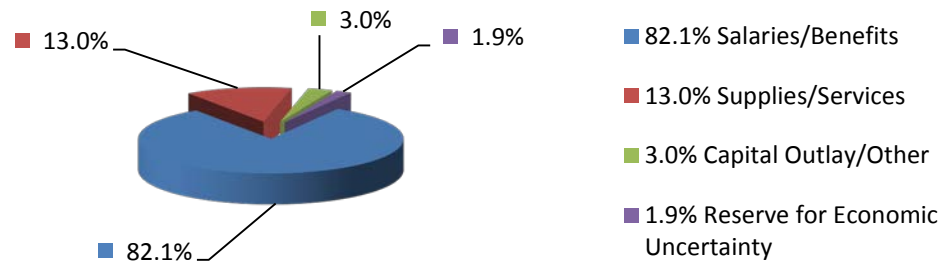
UNRESTRICTED GENERAL FUND OPERATING EXPENDITURES



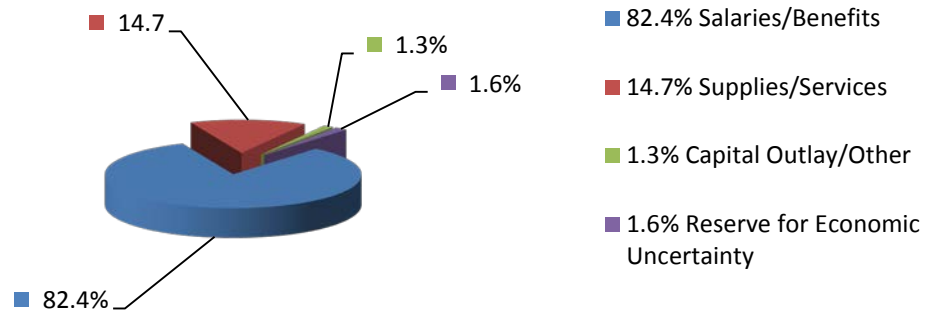
*Note: These percentages are based on the entire District budget that includes all reserves and Basic Aid funds. Without reserves and Basic Aid funds, the percentage for salaries and benefits would be 80.3%.

Most of the expenditures in the general fund operating budgets are for employee salaries/benefits as seen below. Compared to last fiscal year, Saddleback College salaries and benefits equal 82.1% of its operating budget (down from 87.0%) and Irvine Valley College salaries and benefits equal 82.4% (down from 86.5%) of its operating budget. District Services salaries and benefits equal 76.8% (down from 86.9%) of its operating budget. These amounts do not include any negotiated salary increases for FY 2015-2016.

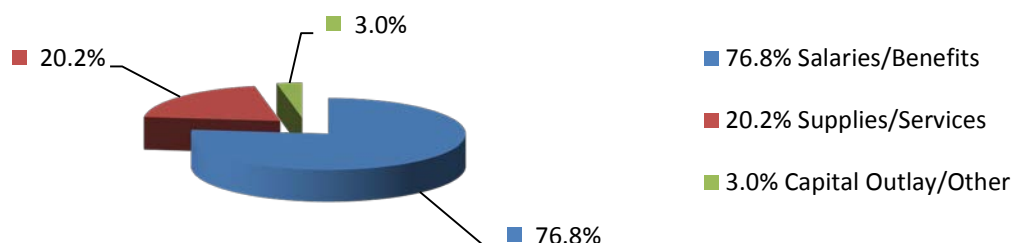
Saddleback College



Irvine Valley College

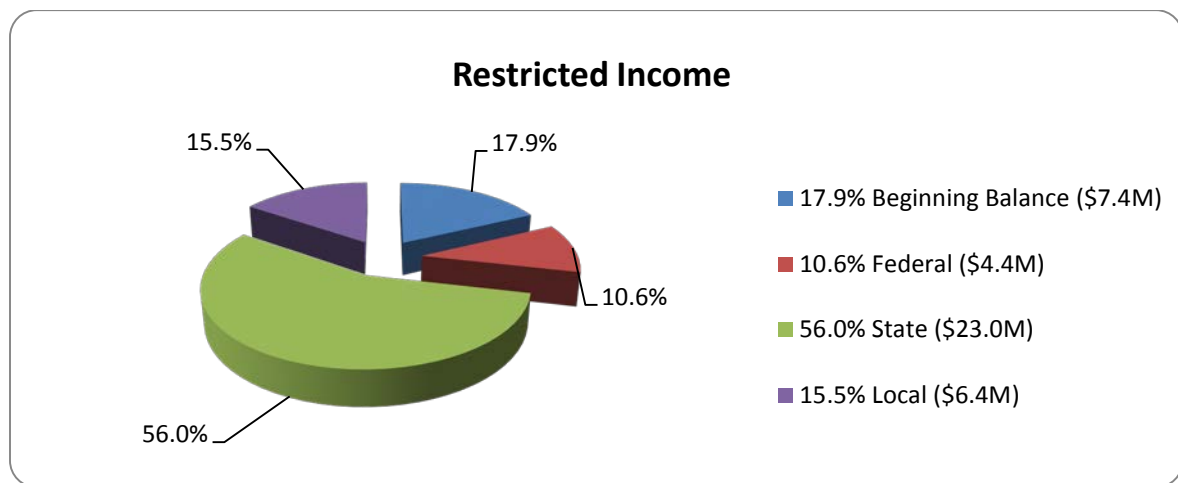


District Services



RESTRICTED GENERAL FUND

The other segment of the general fund is the *restricted portion (categorical aid and grants)*, approximately \$41.2 million (13% of the general fund activity); this accounts for federal, state, and local money that must be spent for a specific purpose by law or agreement. Examples of these programs, which are mostly services targeted for specific population groups, are: Perkins Title I-C, Student Success and Support (formerly Matriculation), Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), and Cooperative Agencies Resources for Education (CARE). The restricted general fund increased by \$6.3 million from the prior year due to increases in state funds for Student Equity, Physical Plant/Instructional Support, and CTE Enhancement.



NOTEWORTHY GENERAL FUND ASSUMPTIONS

- Unrestricted General Fund beginning balance is \$47.6 million. This is made up of the prior year reserve for contingency (\$13.7 million), location beginning balances (\$10.5 million), and basic aid funds (\$23.4 million) which is included in the basic aid project budget.
- FTES targets have been increased by 2% to align with the State apportionment formula; growth were funds provided to the colleges in the DRAC funding model.

	FY 2011-2012 Actual	FY 2012-2013 Actual	FY 2013-2014 Actual (Annual)	FY 2014-2015 Actual (Annual)	FY 2015-2016 Target
IVC	9,354	9,329	9,419	9,510	9,740
SC	18,484	18,475	15,541	18,177	18,618
Total	27,838	27,804	24,960	27,687	28,358

- Proposition 30 Education Protection Act (EPA) funds are budgeted at \$2.8 million, an increase over FY 2014-2015, due to higher anticipated FTES. These revenues are from temporary taxes that will expire in FY 2016-2017 and FY 2018-2019 and are budgeted for part-time faculty salaries and benefits.
- Enrollment fees remain at \$46 per unit. Continuing increases in both the number and percentage of students who qualify for Board of Governor waivers offsets any increases in enrollment fees.
- Lottery revenue is budgeted at \$3.5 million based on an estimated \$125 per FTES funding. Lottery funds are paid on all FTES, including non-resident FTES.
- Employee movement on the salary schedule (step and column increases) is included for all employee groups. There are no new negotiated salary increases built into the budget. Budgets will be amended once negotiations are settled.
- The budget includes an overall cost increase of 2.1% for employee health and welfare benefits including PPO medical insurance, HMO medical insurance, dental insurance, vision insurance and life insurance.
- Workers' compensation insurance remains budgeted at 1.8% of salaries.
- The unemployment insurance rate remains at 0.05% of salaries.
- The Public Employees' Retirement System (PERS) contribution rate is budgeted at 11.847% of salaries, which is up from 11.771% last year. Additional increases are anticipated for the next several years.
- The State Teachers Retirement System (STRS) employer contribution rate for FY 2015-2016 is budgeted at 10.73% of salaries, an increase of 1.85% from FY 2014-2015. This increase was approved by the legislature last fiscal year. We will continue to see similar increases in the coming years.
- The property and liability insurance coverage is budgeted at \$1,200,000, which is a \$50,000 increase over the prior year.
- Instructional equipment and scheduled maintenance funds of \$3.6 million are included in the budget.

The General Expenses have the following budgeted amounts:

<u>EXPENSE</u>	<u>AMOUNT</u>	<u>CHANGE</u>
District Services Facilities and Maintenance	\$ 300,000	
Discrimination/Harassment Investigation Services	\$ 100,000	
District-wide IT Maintenance Agreements	\$ 808,832	\$ 122,962
District-wide Strategic Planning	\$ 110,000	
Faculty Job Fair	\$ 30,000	
Financial Audit	\$ 145,000	
Labor Contract Negotiations	\$ 100,000	
Legal Advertising	\$ 30,000	
Legal Fees	\$ 475,000	
Offsite Technology Security	\$ 115,000	
Personnel Advertising	\$ 130,000	
Phone System Maintenance Agreement	\$ 200,000	
Property & Liability Insurance	\$ 1,200,000	
Recruitment	\$ 0	
Faculty Sabbatical Bond Payments	\$ 18,000	
Employee Safety Compliance Cost	\$ 40,000	
Taxpayer Relief Act Compliance	\$ 42,000	
TOTAL GENERAL EXPENSE ACCOUNTS	<u>\$3,843,832</u>	<u>\$ 122,962</u>
District Services Facilities and Maintenance*	\$ <300,000>	
ADJUSTED GENERAL EXPENSE ACCOUNTS	<u>\$3,543,832</u>	<u>\$ 122,962</u>

*Change in fixed expenses compared to the Tentative Budget

**Paid to Saddleback College for expenses related to District Services space in the Health Sciences Building

The FY 2015-2016 Adopted Budget includes inter-fund transfers as follows:

From Unrestricted General Fund:	To Other Funds:				
	Child Development	Capital Outlay	Self Insurance	Retiree Benefit	Total
Irvine Valley College (a)	\$198,414				\$198,414
Saddleback College (b)	\$250,000	\$300,000			\$550,000
District Service (c)			\$250,000		\$250,000
Basic Aid (d)		\$54,151,978	\$100,000	\$3,600,000	\$57,851,978
Total Transfers	\$448,414	\$54,451,978	\$350,000	\$3,600,000	\$58,850,392

(a) Transfer from IVC General Fund to support Child Development

(b) Transfer from SC General Fund to support Child Development and Capital Outlay Projects

(c) DS Insurance Department expenses

(d) Basic Aid funds allocated for approved capital outlay projects, insurance deductibles, and retiree health benefits liability based on BAARC recommendations for FY 2015-2016

FISCAL STABILITY AND RESERVE FOR ECONOMIC UNCERTAINTIES

Reserve funds are an important financial solvency safeguard. Examples of needs for the reserve for economic uncertainties are revenue shortfalls, unexpected repairs, and enrollment declines.

Based on BP 3100, the FY 2015-2016 Adopted Budget includes a reserve of 7.5% of unrestricted operating funds, with a total amount of \$13,090,208. The amount in the SOCCCD reserve is higher than the minimum recommended by the State Chancellor's Office, which is 5%. The colleges also maintain their own reserves. This year Saddleback budgeted \$2 million and IVC budgeted \$1 million for reserves.

BASIC AID STATUS

A “basic aid” district is one that receives more revenue from local sources (property taxes and student enrollment fees) than it would receive in total for State computational revenue. The District, therefore, is self-sufficient and does not rely on state apportionment. The portion of property taxes received above the State calculated allocation is referred to as **Basic Aid Receipts**. The District returned to its status as a basic aid district in the FY 1999-2000 and has received basic aid receipts as follows:

<u>Fiscal Year</u>	<u>Basic Aid Receipts</u>
1999 – 2000	\$ 5,676,800
2000 – 2001	\$ 9,192,300
2001 – 2002	\$ 13,719,277
2002 – 2003	\$ 18,419,919
2003 – 2004	\$ 27,356,952
2004 – 2005	\$ 40,162,878
2005 – 2006	\$ 46,899,203
2006 – 2007	\$ 52,896,017
2007 – 2008	\$ 50,692,873
2008 – 2009	\$ 51,179,365
2009 – 2010	\$ 39,022,021
2010 – 2011	\$ 38,737,963
2011 – 2012	\$ 39,301,044
2012 – 2013	\$ 46,888,399
2013 – 2014	\$ 43,788,270
2014 – 2015	\$ 51,659,425

The District estimates that property tax receipts above the state-calculated allocation amount for FY 2015-2016 and future years to be as follows:

<u>Fiscal Year</u>	<u>Basic Aid Receipts</u>
2015 – 2016	\$ 44,769,086
2016 – 2017	\$ 45,159,626
2017 – 2018	\$ 44,021,860
2018 – 2019	\$ 42,813,007

The FY 2014-2015 Basic Aid Receipts were increased after final property tax receipts were posted. The FY 2015-2016 receipts are lower due to additional state allocations in the SB361 model for a base allocation adjustment.

The conservative assumptions used to estimate basic aid funds in future years for budgeting purposes are: for FY 2015-2016, SB361 funding COLA is 1.02%, growth is 2%, and a base allocation increase of 4.65%. For the following years, SB361 COLA is estimated at 2% and growth is estimated at 1%.

The Orange County Auditor-Controller’s office is consulted regularly in order to conservatively project the District’s property tax revenue. The FY 2015-2016 estimates are based on that information and historical trends. For the FY 2015-2016, property taxes are budgeted with a 3% increase over FY 2014-2015. For the following three years, secured

taxes are estimated to increase 2% per year. Unsecured, homeowners, and supplemental taxes are estimated to remain constant with no increase.

During FY 2011-2012, BP 3110 and AR 3110 were developed to guide the Basic Aid allocation process. The Basic Aid Allocation Recommendation Committee (BAARC) followed this process in its recommendation for allocating the FY 2015-2016 basic aid funds.

The schedule below shows basic aid funds and projects that were approved and are included in the FY 2015-2016 Adopted Budget.

ESTIMATED BASIC AID RESOURCES & PLANNED EXPENDITURES

<u>FY 2015-2016 RESOURCES</u>	<u>AMOUNT</u>
Balance at July 1, 2015	\$ 24,944,416
Receipts FY 2015-2016	\$ 44,769,086
Estimated Property Taxes for Basic Aid	\$ 69,713,502
Contingency for Unrealized Tax Collections - 20%	(\$9,021,647)
<u>TOTAL AVAILABLE FY 2015-2016</u>	<u>\$60,691,855</u>
<u>BUDGETED EXPENDITURES</u>	
FY 2015-2016 Retiree Benefit Expenses	\$ 3,600,000
FY 2015-2016 Legislative Advocacy Services	\$ 125,000
FY 2015-2016 Insurance Deductibles	\$ 100,000
Funding for Capital & IT Projects	\$56,866,855
<u>TOTAL APPROVED AND BUDGETED PROJECTS</u>	<u>\$60,691,855</u>

The following projects were previously approved by the Board of Trustees and are in various stages of completion. The project total includes prior year expenditures and remaining balances budgeted in FY 2015-2016.

<u>BASIC AID PROJECT NAME</u>	<u>PROJECT TOTAL</u>
CLOSED PROJECTS	\$182,875,608
PRIOR APPROVED BASIC AID PROJECTS	\$367,772,682
<u>NEW FY 2015-2016 PROJECTS</u>	<u>PROJECT TOTAL</u>
<u>Long Term Obligations & Fixed Expenses</u>	
Insurance Deductibles*	\$100,000
SOCCCD – Legislative Advocacy Services*	\$125,000
Retiree Benefits Expenses	\$3,600,000
<u>Capital Projects/Defects/Scheduled Maintenance/Renovation</u>	
District – Union Offices*	\$62,750
IVC – ATEP Building*	\$3,250,000
IVC – Health Center/Concessions Building	\$400,000

IVC – New Parking Lot Phase 1A*	\$90,000
SC – Site Improvement*	\$7,945,000
SC – Athletics Stadium Renovation*	\$17,050,000
SC – SME Building Renovation	\$750,000
SC – Fine Arts HVAC, Interior Improvements, Outdoor Theater	\$2,750,000
SC - Data Center Project	\$2,905,108
<u>ATEP Development & Operations</u>	
ATEP Support (security, maintenance and operations support)*	\$758,067
<u>Capital Programs Planning, Technical, Specialty, Legal Consulting</u>	
ATEP Site Development*	\$1,000,000
DSA Project Close Out*	\$60,000
ATEP Utilities/Infrastructure Phase I	\$7,000,000
District-wide Parking Study	\$200,000
District-wide Sustainability/Energy Planning	\$200,000
District-wide ADA Physical Access Transition Plan	\$400,000
<u>IT Projects</u>	
Classroom Technology and Audio Visual Refresh	\$1,500,000
Campus Desktop Refresh*	\$1,500,000
Data Backup and Disaster Recovery	\$900,000
Student Information System Enhancements	\$1,814,400
HR/Business Services Integrated Software	\$877,000
Student Waitlist Mobile One-Click*	\$264,600
Server and Storage Scheduled Maintenance	\$925,000
Tableau for Data Visualization	\$270,000
Degree Audit MAP Upgrade*	\$262,080
Student Early Alert System	\$226,800
Student Print Solution	\$221,634
Online Tutoring, SI, Office Hours, Appointments	\$201,000
District IT Back Office Automation	\$210,000
System Testing and Stability	\$377,000
United Student ID Card	\$452,000
Refresh MDF and IDF	\$500,000
Workday Big Data	\$170,000
Workday Student Strategic Influencer Program	\$375,000
Workday Student BPA Sessions	\$227,800
Positive Attendance Hours	\$198,000
IT Contingency*	\$573,616
TOTAL FY 2015-2016 PROJECTS	\$60,691,855
<u>CUMULATIVE TOTAL – BASIC AID PROJECTS</u>	<u>\$611,340,145</u>

*Reflects an augmentation to an existing project

OTHER FUNDS

Community Education Fund (Fund #07 and Fund #09)

The Community Education funds are self-supporting with income derived from community education fees. Both colleges provide community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum; the instruction is consistent with the primary mission of the District. The income and expenses from the activities of these programs at Irvine Valley College is accounted for in Fund #07, and at Saddleback College in Fund #09. Both colleges are currently self-supporting.

Child Development Fund (Fund #12)

The Child Development funds are intended to be self-sufficient. The District operates child development programs at both colleges for the benefit of children aged 18 months to 5 years. Services are provided to students and the community on a fee basis. Although the intent is for self-sufficiency, Irvine Valley College provides \$184,000 of support from the unrestricted general fund (16% of funding), and Saddleback College provides \$250,000 (26% of funding). The child development program is also not charged for administration or operations, so it is currently not self-supporting.

Capital Outlay Projects Fund (Fund #40)

The District maintains the capital outlay projects fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources, i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, and district funded projects. The next table is a schedule of planned projects.

CAPITAL OUTLAY PROJECTS – FUND 40

	FY 2015-2016
<u>Project Description</u>	Adopted Budget
BASIC AID PROJECTS Balance (Including required college match)	\$218,433,552
<u>LOCAL PROJECTS</u>	
ATEP Property Development	\$500,000
District-wide Video Conferencing	\$186,767
District Technology Enhancement	\$45,622
DSA Closeout/Five Year Plan/CEQA	\$49,256
State Scheduled Maintenance Projects (including required college match)	\$406,631
SC - Future Parking Lot Projects	\$710,052
SC - Future Capital Outlay Projects	\$5,033,200
District - Future Capital Outlay Projects	\$27,013,238
Redevelopment Funds Reserved for Future Capital Projects (Lake Forest, Mission Viejo, Tustin, Orange County, Irvine, Santa Ana, San Clemente, San Juan Capistrano)	\$31,859,160
Total Fund 40	\$284,237,478

Facilities Corporation Capital Outlay Projects Fund (Fund #41)

The District established the Facilities Corporation capital outlay projects fund to account for the transactions related to the New Markets Tax Credit (NMTC) funding that was being explored to assist with the funding of the development of ATEP. Since there currently are no NMTC funding opportunities anticipated for FY 2015-2016, no budget has been established.

Self-Insurance Fund (Fund #68)

The self-insurance fund is used to account for the activities of the District's risk management department and the self-funded programs for property/liability and workers' compensation.

Retiree Benefit Fund (Fund #71)

The District pays premiums for health care coverage for retirees according to Board policies and contract agreements with employee groups. The Retiree Benefit Fund is used to pay retiree benefit premiums that are reimbursed from the OPEB Trust fund. The current year's annual accrual of retiree benefits for existing employees is also made in this fund.

An actuarial study is conducted at a minimum of every two years to update the status of the District's irrevocable trust and determine any unfunded liabilities. The study provides two estimates: 1) the annual accrual to cover the value of benefits "earned" in the current year for existing employees, and 2) the total projected benefits accrual for employees' past service. The current study estimates the cost for the annual accrual for current employees to be \$3,600,000. The District's actuarial accrued liability for past service is estimated at \$82,275,000 and is sufficiently funded. An irrevocable trust was established in FY 2007-2008 to fund the OPEB obligation in accordance with GASB 43 and 45.

Retiree OPEB Trust Fund (Fund #72)

The Retiree OPEB Trust Fund is used to account for the activities of the District's irrevocable trust. It was established for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees, former employees, and their eligible dependents for medical, dental, and vision upon retirement. The District's OPEB liability was updated in January 2015 with the completion of a required actuarial study.

Foundation Funds (Funds #73 through 76)

These are funds that account for the operations of Saddleback College, Irvine Valley College, District, and ATEP foundations which are overseen by each of their respective boards of directors. The foundations are auxiliary organizations and are considered component units of the District. The foundation budgets are brought annually to the Board of Trustees for their approval at the Adopted Budget stage in August.

ASG Funds (Funds #95 and #96)

The ASG organizations are auxiliaries of the District. The budgets are brought to the Board of Trustees independently from the SOCCCD Tentative Budget for board approval.

BUDGET TABLES

The Adopted Budget FY 2015-2016 is for all District funds is summarized on the following pages. A chart displaying the changes between the Tentative Budget and Adopted Budget for the General Fund is included.

Dr. Debra L. Fitzsimons, Vice Chancellor of Business Services
Kim McCord, Executive Director of Fiscal Services

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - FISCAL YEAR 2015-2016**

Revenues, Expenditures and Change in Fund Balance

		General Fund	Community Education	Child Development	Capital Outlay	Self- Insurance	Retiree Benefit	Retiree OPEB	TOTAL ALL FUNDS
		(01)	(07) & (09)	(12)	(40)	(68)	(71)	(72)	
SOURCES OF FUNDS									
BEGINNING FUND BALANCE:	9712 \$	54,989,960 \$	1,092,477 \$	898 \$	225,531,500 \$	1,877,283 \$	1,411,929 \$	92,576,864 \$	377,480,911
REVENUES:									
SB361 Revenue	Various	\$ 149,894,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	149,894,914
Basic Aid		45,269,086	-	-	-	-	-	-	45,269,086
Federal Sources	8100-8199	4,372,603	-	-	-	-	-	-	4,372,603
Other State Sources	8600-8699	39,488,609	-	-	-	-	-	-	39,488,609
Other Local Sources	8800-8899	17,287,019	2,570,951	1,674,629	4,254,000	3,500	4,000	10,100,000	35,894,099
Total Revenue		256,312,231	2,570,951	1,674,629	4,254,000	3,500	4,000	10,100,000	274,919,311
BASIC AID INCOMING TRANSFERS:	8980-8989	-	-	-	54,151,978	100,000	3,600,000	-	57,851,978
INCOMING TRANSFERS	8980-8989	-	-	448,414	300,000	250,000	-	-	998,414
TOTAL SOURCES OF FUNDS		\$ 311,302,191	\$ 3,663,428	\$ 2,123,941	\$ 284,237,478	\$ 2,230,783	\$ 5,015,929	\$ 102,676,864	\$ 711,250,614
USES OF FUNDS									
EXPENDITURES:									
Academic Salaries	1000-1999	\$ 77,097,234	\$ 168,999	\$ -	\$ -	\$ -	\$ -	\$ -	77,266,233
Other Staff Salaries	2000-2999	48,179,117	731,227	1,511,450	626,635	102,368	-	-	51,150,797
Employee Benefits	3000-3999	42,975,271	232,914	510,390	119,807	41,213	3,600,000	4,170,000	51,649,595
Supplies & Materials	4000-4999	6,582,484	105,549	64,000	2,487	1,369	-	-	6,755,889
Services & Other Operating	5000-5999	38,368,320	1,676,899	17,101	6,067,935	584,236	61,929	390,000	47,166,420
Capital Outlay	6000-6999	13,554,265	747,840	21,000	276,560,599	10,500	-	-	290,894,204
Payments to Students	7500-7699	583,253	-	-	-	-	-	-	583,253
Total Expenditures		227,339,944	3,663,428	2,123,941	283,377,463	739,686	3,661,929	4,560,000	525,466,391
OTHER FINANCING USES:									
Transfers Out	7300-7400	\$ 998,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	998,414
Basic Aid Transfers Out	7300-7400	57,851,978	-	-	-	-	-	-	57,851,978
Debt Service	7100-7199	-	-	-	-	-	-	-	-
Total Other Uses		58,850,392	-	-	-	-	-	-	58,850,392
TOTAL USES OF FUNDS		286,190,336	3,663,428	2,123,941	283,377,463	739,686	3,661,929	4,560,000	584,316,783
ENDING FUND BALANCE		\$ 25,111,855	\$ -	\$ -	\$ 860,015	\$ 1,491,097	\$ 1,354,000	\$ 98,116,864	\$ 126,933,831
COMPONENTS OF ENDING BALANCE									
Reserve, Economic Uncertainties/Fund Bal.	\$	16,090,208	\$ -	\$ -	\$ 860,015	\$ 1,491,097	\$ 1,354,000	\$ 98,116,864	\$ 117,912,184
Reserve, Unrealized Tax Collections (Basic Aid)		9,021,647	-	-	-	-	-	-	9,021,647
Nondesignated Ending Fund Balance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - FISCAL YEAR 2015-2016**

Revenues, Expenditures and Change in Fund Balance

		Saddleback College			General Fund Irvine Valley College			District Services		
		General Fund Unrestricted	General Fund Restricted	Total	General Fund Unrestricted	General Fund Restricted	Total	General Fund Unrestricted	General Fund Restricted	Total
SOURCES OF FUNDS										
BEGINNING FUND BALANCE:	9712	\$ 6,593,350	\$ 5,435,408	\$ 12,028,758	\$ 3,085,848	\$ 1,643,294	\$ 4,729,142	\$ 786,350	\$ 296,054	\$ 1,082,404
REVENUES:										
SB361 Revenue	Various	\$ 83,629,148	\$ -	\$ 83,629,148	\$ 45,945,694	\$ -	\$ 45,945,694	\$ 15,856,781	\$ -	\$ 15,856,781
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	3,586,130	3,586,130	-	766,473	766,473	-	20,000	20,000
Other State Sources	8600-8699	10,403,549	14,391,295	24,794,844	5,506,451	8,666,404	14,172,855	-	11,447	11,447
Other Local Sources	8800-8899	4,257,038	3,320,505	7,577,543	6,628,538	3,079,088	9,707,626	-	-	-
Total Revenue		98,289,735	21,297,930	119,587,665	58,080,683	12,511,965	70,592,648	15,856,781	31,447	15,888,228
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	-	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS		\$ 104,883,085	\$ 26,733,338	\$ 131,616,423	\$ 61,166,531	\$ 14,155,259	\$ 75,321,790	\$ 16,643,131	\$ 327,501	\$ 16,970,632
USES OF FUNDS										
EXPENDITURES:										
Academic Salaries	1000-1999	\$ 45,429,872	\$ 3,513,665	\$ 48,943,537	\$ 25,224,258	\$ 1,471,282	\$ 26,695,540	\$ 1,011,377	\$ -	\$ 1,011,377
Other Staff Salaries	2000-2999	18,826,298	5,833,658	24,659,956	12,550,557	2,913,331	15,463,888	7,752,775	-	7,752,775
Employee Benefits	3000-3999	21,820,611	2,646,743	24,467,354	12,606,623	1,662,371	14,268,994	4,017,372	-	4,017,372
Supplies & Materials	4000-4999	1,510,984	2,702,090	4,213,074	1,268,533	964,885	2,233,418	95,292	-	95,292
Services & Other Operating	5000-5999	12,134,003	5,581,940	17,715,943	7,749,440	2,892,936	10,642,376	3,269,016	327,501	3,596,517
Capital Outlay	6000-6999	2,911,317	5,841,498	8,752,815	568,706	3,980,945	4,549,651	247,299	-	247,299
Payments to Students	7500-7699	-	313,744	313,744	-	269,509	269,509	-	-	-
Total Expenditures		102,633,085	26,433,338	129,066,423	59,968,117	14,155,259	74,123,376	16,393,131	327,501	16,720,632
OTHER FINANCING USES:										
Transfers Out	7300-7400	\$ 250,000	\$ 300,000	\$ 550,000	\$ 198,414	\$ -	\$ 198,414	\$ 250,000	\$ -	\$ 250,000
Basic Aid Transfers Out	7300-7400	-	-	-	-	-	-	-	-	-
Debt Service	7100-7199	-	-	-	-	-	-	-	-	-
Total Other Sources (Uses)		250,000	300,000	550,000	198,414	-	198,414	250,000	-	250,000
TOTAL USES OF FUNDS		102,883,085	26,733,338	129,616,423	60,166,531	14,155,259	74,321,790	16,643,131	327,501	16,970,632
ENDING FUND BALANCE		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE										
Reserve, Economic Uncertainties/Fund Bal.		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
Reserve, Unrealized Tax Collections (Basic Aid)		-	-	-	-	-	-	-	-	-
Nondesignated Ending Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ADOPTED BUDGET - FISCAL YEAR 2015-2016

Revenues, Expenditures and Change in Fund Balance

		General Fund			Other*			Total General Fund		
		General Fund	General Fund	Total	General Fund	General Fund	Total	General Fund	General Fund	Total
		Unrestricted	Restricted		Unrestricted	Unrestricted		Unrestricted	Restricted	
SOURCES OF FUNDS										
BEGINNING FUND BALANCE:		9712 \$	72,356 \$	2,509 \$	74,865 \$	37,074,791 \$	47,612,695 \$	7,377,265 \$		54,989,960
REVENUES:										
SB361 Revenue	Various	\$ -	\$ -	\$ -	\$ 4,463,291	\$ 149,894,914	\$ -	\$ -	\$ 149,894,914	
Basic Aid		758,067	-	758,067	44,511,019	45,269,086	-	-	45,269,086	
Federal Sources	8100-8199	-	-	-	-	-	4,372,603	-	4,372,603	
Other State Sources	8600-8699	-	-	-	509,463	16,419,463	23,069,146	-	39,488,609	
Other Local Sources	8800-8899	-	1,850	1,850	-	10,885,576	6,401,443	-	17,287,019	
Total Revenue		758,067	1,850	759,917	49,483,773	222,469,039	33,843,192	-	256,312,231	
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-	-	-	-	
INCOMING TRANSFERS	8980-8989	-	-	-	-	-	-	-	-	
TOTAL SOURCES OF FUNDS		\$ 830,423	\$ 4,359	\$ 834,782	\$ 86,558,564	\$ 270,081,734	\$ 41,220,457	\$ -	\$ 311,302,191	
USES OF FUNDS										
EXPENDITURES:										
Academic Salaries	1000-1999	\$ -	\$ -	\$ -	\$ 446,780	\$ 72,112,287	\$ 4,984,947	\$ -	\$ 77,097,234	
Other Staff Salaries	2000-2999	302,498	-	302,498	-	39,432,128	8,746,989	-	48,179,117	
Employee Benefits	3000-3999	158,868	-	158,868	62,683	38,666,157	4,309,114	-	42,975,271	
Supplies & Materials	4000-4999	16,600	100	16,700	24,000	2,915,409	3,667,075	-	6,582,484	
Services & Other Operating	5000-5999	347,957	4,259	352,216	6,061,268	29,561,684	8,806,636	-	38,368,320	
Capital Outlay	6000-6999	4,500	-	4,500	-	3,731,822	9,822,443	-	13,554,265	
Payments to Students	7500-7699	-	-	-	-	-	583,253	-	583,253	
Total Expenditures		830,423	4,359	834,782	6,594,731	186,419,487	40,920,457	-	227,339,944	
OTHER FINANCING USES:										
Transfers Out	7300-7400	\$ -	\$ -	\$ -	\$ -	\$ 698,414	\$ 300,000	\$ -	\$ 998,414	
Basic Aid Transfers Out	7300-7400	-	-	-	57,851,978	57,851,978	-	-	57,851,978	
Debt Service	7100-7199	-	-	-	-	-	-	-	-	
Total Other Sources (Uses)		-	-	-	57,851,978	58,550,392	300,000	-	58,850,392	
TOTAL USES OF FUNDS		830,423	4,359	834,782	64,446,709	244,969,879	41,220,457	-	286,190,336	
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ 22,111,855	\$ 25,111,855	\$ -	\$ -	\$ 25,111,855	
COMPONENTS OF ENDING BALANCE										
Reserve, Economic Uncertainties/Fund Bal.	\$ -	\$ -	\$ -	\$ -	\$ 13,090,208	\$ 16,090,208	\$ -	\$ -	\$ 16,090,208	
Reserve, Unrealized Tax Collections (Basic Aid)	-	-	-	-	9,021,647	9,021,647	-	-	9,021,647	
<hr/>										
Nondesignated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

* Includes General Expenses, Basic Aid, Parity & Reserves

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - FISCAL YEAR 2015-2016
 Revenues, Expenditures and Change in Fund Balance

	Community Education Fund			Child Development Fund		
	Saddleback College	Irvine Valley College	Total	Saddleback College	Irvine Valley College	Total
	(09)	(07)		(12)	(12)	
<u>SOURCES OF FUNDS</u>						
BEGINNING FUND BALANCE:	9712 \$	1,010,235 \$	82,242 \$ 1,092,477	\$ 285	\$ 613	\$ 898
REVENUES:						
SB361 Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-
Federal Sources	8100-8199	-	-	-	-	-
Other State Sources	8600-8699	-	-	-	-	-
Other Local Sources	8800-8899	1,951,200	619,751 2,570,951	709,715	964,914	1,674,629
Total Revenue		1,951,200	619,751 2,570,951	709,715	964,914	1,674,629
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	250,000	198,414	448,414
TOTAL SOURCES OF FUNDS		\$ 2,961,435	\$ 701,993 \$ 3,663,428	\$ 960,000	\$ 1,163,941	\$ 2,123,941
<u>USES OF FUNDS</u>						
EXPENDITURES:						
Academic Salaries	1000-1999	\$ 153,636	\$ 15,363 \$ 168,999	\$ -	\$ -	\$ -
Other Staff Salaries	2000-2999	541,206	190,021 731,227	681,240	830,210	1,511,450
Employee Benefits	3000-3999	151,206	81,708 232,914	252,292	258,098	510,390
Supplies & Materials	4000-4999	98,000	7,549 105,549	23,100	40,900	64,000
Services & Other Operating	5000-5999	1,493,570	183,329 1,676,899	3,368	13,733	17,101
Capital Outlay	6000-6999	523,817	224,023 747,840	-	21,000	21,000
Payments to Students	7500-7699	-	-	-	-	-
Total Expenditures		2,961,435	701,993 3,663,428	960,000	1,163,941	2,123,941
OTHER FINANCING USES:						
Transfers Out	7300-7400	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid Transfers Out	7300-7400	-	-	-	-	-
Debt Service	7100-7199	-	-	-	-	-
Total Other Sources (Uses)		-	-	-	-	-
TOTAL USES OF FUNDS		2,961,435	701,993 3,663,428	960,000	1,163,941	2,123,941
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE						
Reserve, Economic Uncertainties/Fund Bal.	\$	-	\$ -	\$ -	\$ -	\$ -
Reserve, Unrealized Tax Collections (Basic Aid)		-	-	-	-	-
Nondesignated Ending Fund Balance	\$	-	\$ -	\$ -	\$ -	\$ -

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Changes from Tentative Budget to Adopted Budget
 Revenues, Expenditures and Change in Fund Balance
GENERAL FUND

		Unrestrict General Fund			Restricted General Fund			
		Tentative Budget	Budget Changes	Adopted Budget	Tentative Budget	Budget Changes	Adopted Budget	
SOURCES OF FUNDS								
BEGINNING FUND BALANCE:		9712 \$	40,196,919 \$	7,415,776 \$	47,612,695 \$	5,694,472 \$	1,682,793 \$	7,377,265
REVENUES:								
SB361 Revenue	Various	\$ 144,748,157	\$ 5,146,757	\$ 149,894,914	\$ -	\$ -	\$ -	-
Basic Aid		48,495,843	(3,226,757)	45,269,086	-	-	-	-
Federal Sources	8100-8199	-	-	-	3,958,708	413,895		4,372,603
Other State Sources	8600-8699	14,819,463	1,600,000	16,419,463	17,658,783	5,410,363		23,069,146
Other Local Sources	8800-8899	9,073,929	1,811,647	10,885,576	6,733,956	(332,513)		6,401,443
Total Revenue		217,137,392	5,331,647	222,469,039	28,351,447	5,491,745		33,843,192
RESTRICTED BASIC AID		8980-8989	-	-	-	-		-
INCOMING TRANSFERS		8980-8989	-	-	-	-		-
TOTAL SOURCES OF FUNDS		\$ 257,334,311	\$ 12,747,423	\$ 270,081,734	\$ 34,045,919	\$ 7,174,538		\$ 41,220,457
USES OF FUNDS								
EXPENDITURES:								
Academic Salaries	1000-1999	\$ 70,308,897	\$ 1,803,390	\$ 72,112,287	\$ 5,326,931	\$ (341,984)	\$ 4,984,947	
Other Staff Salaries	2000-2999	38,225,283	1,206,845	39,432,128	8,752,610	(5,621)	8,746,989	
Employee Benefits	3000-3999	39,109,024	(442,867)	38,666,157	4,295,602	13,512	4,309,114	
Supplies & Materials	4000-4999	2,800,286	115,123	2,915,409	2,813,847	853,228	3,667,075	
Services & Other Operating	5000-5999	17,348,559	12,213,125	29,561,684	6,575,133	2,231,503	8,806,636	
Capital Outlay	6000-6999	5,342,602	(1,610,780)	3,731,822	5,497,182	4,325,261	9,822,443	
Payments to Students	7500-7699	-	-	-	484,614	98,639	583,253	
Total Expenditures		173,134,651	13,284,836	186,419,487	33,745,919	7,174,538	40,920,457	
OTHER FINANCING USES:								
Transfers Out	7300-7400	\$ 634,000	\$ 64,414	\$ 698,414	\$ 300,000	\$ -	\$ 300,000	
Basic Aid Transfers Out	7300-7400	58,512,496	(660,518)	57,851,978	300,000	(300,000)	-	
Debt Service	7100-7199	-	-	-	-	-	-	
Total Other Sources (Uses)		59,146,496	(596,104)	58,550,392	600,000	(300,000)	300,000	
TOTAL USES OF FUNDS		232,281,147	12,688,732	244,969,879	34,345,919	6,874,538		41,220,457
ENDING FUND BALANCE		\$ 25,053,164	\$ 58,691	\$ 25,111,855	\$ (300,000)	\$ 300,000		\$ -
COMPONENTS OF ENDING BALANCE								
Reserve, Economic Uncertainties/Fund Bal.		\$ 15,453,994	\$ 636,214	\$ 16,090,208	\$ -	\$ -	\$ -	
Reserve, Unrealized Tax Collections (Basic Aid)		9,599,170	(577,523)	9,021,647	-	-	-	
Nondesignated Ending Fund Balance		\$ -	\$ -	\$ -	\$ (300,000)	\$ 300,000	\$ -	

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Changes from Prior Year to Current Year Adopted Budget
 Revenues, Expenditures and Change in Fund Balance
GENERAL FUND

		Unrestricted General Fund			Restricted General Fund		
		Adopted Budget FY 2014-2015	Budget Changes	Adopted Budget FY 2015-2016	Adopted Budget FY 2014-2015	Budget Changes	Adopted Budget FY 2015-2016
SOURCES OF FUNDS							
BEGINNING FUND BALANCE:	9712	\$ 37,322,828	\$ 10,289,867	\$ 47,612,695	\$ 6,913,703	\$ 463,562	\$ 7,377,265
REVENUES:							
SB361 Revenue	Various	\$ 138,366,683	\$ 11,528,231	\$ 149,894,914	\$ -	\$ -	\$ -
Basic Aid		41,957,317	3,311,769	45,269,086	-	-	-
Federal Sources	8100-8199	-	-	-	4,402,878	(30,275)	4,372,603
Other State Sources	8600-8699	7,848,140	8,571,323	16,419,463	16,641,946	6,427,200	23,069,146
Other Local Sources	8800-8899	9,073,929	1,811,647	10,885,576	6,968,528	(567,085)	6,401,443
Total Revenues		197,246,069	25,222,970	222,469,039	28,013,352	5,829,840	33,843,192
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS		\$ 234,568,897	\$ 35,512,837	\$ 270,081,734	\$ 34,927,055	\$ 6,293,402	\$ 41,220,457
USES OF FUNDS							
EXPENDITURES:							
Academic Salaries	1000-1999	\$ 66,653,156	\$ 5,459,131	\$ 72,112,287	\$ 4,233,397	\$ 751,550	\$ 4,984,947
Other Staff Salaries	2000-2999	37,270,774	2,161,354	39,432,128	8,816,078	(69,089)	8,746,989
Employee Benefits	3000-3999	36,071,099	2,595,058	38,666,157	3,506,901	802,213	4,309,114
Supplies & Materials	4000-4999	2,356,093	559,316	2,915,409	3,281,158	385,917	3,667,075
Services & Other Operating	5000-5999	16,948,679	12,613,005	29,561,684	6,448,470	2,358,166	8,806,636
Capital Outlay	6000-6999	4,071,741	(339,919)	3,731,822	7,784,275	2,038,168	9,822,443
Payments to Students	7500-7699	-	-	-	756,776	(173,523)	583,253
Total Expenditures		163,371,542	23,047,945	186,419,487	34,827,055	6,093,402	40,920,457
OTHER FINANCING USES:							
Transfers Out	7300-7400	\$ 1,097,350	\$ (398,936)	\$ 698,414	\$ 100,000	\$ 200,000	\$ 300,000
Basic Aid Transfers Out	7300-7400	43,861,973	13,990,005	57,851,978	-	-	-
Debt Service	7100-7199	-	-	-	-	-	-
Total Other Sources (Uses)		44,959,323	13,591,069	58,550,392	100,000	200,000	300,000
TOTAL USES OF FUNDS		208,330,865	36,639,014	244,969,879	34,927,055	6,293,402	41,220,457
ENDING FUND BALANCE		\$ 26,238,032	\$ (1,126,177)	\$ 25,111,855	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE							
Reserve, Economic Uncertainties/Fund Bal.		\$ 13,452,534	\$ 2,637,674	\$ 16,090,208	\$ -	\$ -	\$ -
Reserve, Unrealized Tax Collections (Basic Aid)		12,785,498	(3,763,851)	9,021,647	-	-	-
Nondesignated Ending Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX A

The following Funds are used at South Orange County Community College District:

FUND NUMBER	DESCRIPTION	DEFINITION
01	General Fund	Used to account for the ordinary operational expenses of the District. These funds are available for any legally authorized purpose not specified for payment by other funds.
07	Community Education Fund – Irvine Valley College	Irvine Valley College provides community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum. This fund is self-supporting.
09	Community Education Fund – Saddleback College	Saddleback College provides community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum. This fund is self-supporting.
12	Child Development Fund	The District operates child development programs at both colleges for the benefit of children ages 18 months to 5 years. Services are provided to students and the community on a fee basis. The child development program is not charged for administration and operations.
40	Capital Outlay Fund	The District maintains the capital outlay projects fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources; i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, American with Disabilities Act, and District funded projects.
41	Facilities Corporation Capital Outlay Projects Fund	The District established the Facilities Corporation capital outlay projects fund to account for the transactions related to funding for the development of ATEP, when it is needed.
68	Self-Insurance Fund	The self-insurance fund is used to account for the activities of the District's self-funded programs for property/liability and workers' compensation programs.

APPENDIX A

FUND NUMBER	DESCRIPTION	DEFINITION
71	Retiree Benefits Fund	The District pays premiums for health care coverage for retirees according to Board Policies and contract agreements with employee groups. This fund is used to pay premiums. The current year's annual accrual of retiree benefits for existing employees is also made in this fund.
72	Retiree (OPEB) Trust	This fund is used to account for the activities of the District's irrevocable trust, established for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees, former employees, and their eligible dependents for medical, dental, and vision upon retirement.
73	Saddleback College Foundation	This fund is used to account for the activities of organizations known as foundations. The foundation provides scholarships for students and supplements the needs of the college.
74	Irvine Valley College Foundation	This fund is used to account for the activities of organizations known as foundations. The foundation provides scholarships for students and supplements the needs of the college.
75	District Foundation	This fund is used to account for the activities of organizations known as foundations. The foundation supplements any needs the District may have.
76	ATEP Foundation	This fund is used to account for the activities of organizations known as foundations. This account may supplement needs the District may have related to ATEP.
84	Student Financial Aid Fund	This clearing account is used to account for the deposit and direct payment of government-funded student financial aid, including grants and loans.

APPENDIX A

FUND NUMBER	DESCRIPTION	DEFINITION
95	Associated Student Government – Saddleback College	This fund is used to account for monies held in trust by the college for organized student body associations. The fund is subjected to the approval of the governing board.
96	Associated Student Government - IVC	This fund is used to account for monies held in trust by the college for organized student body associations. The fund is subjected to the approval of the governing board.
99	District Depository	This fund is a clearing account used to deposit bank card payments, cash, and checks received by the District for enrollment fees, material fees, applications, parking fees and fines, health center business, fine arts tickets sales, Child Development Center fees, library fines, and career center testing fees. The District deposits this money in Fund 99 and promptly issues a check for deposit by the Orange County Department of Education into the Orange County Treasurer Educational Pool. This process is used because the Orange County Department of Education does not accept bank card payments or cash for deposit, nor do they accept the large volume of personal checks processed by the District daily.

APPENDIX B
South Orange County Community College District

RESOURCE ALLOCATION DEFINITION OF TERMS

(To accompany the Flow Chart outlining the Resource Allocation Process)

- **Administrative Unit Reviews (AURs)** are conducted to examine the effectiveness of an administrative unit. They are conducted at both District Services and the colleges.
- **Basic Aid** occurs when the local property tax revenue in a community college district exceeds the total funding that the state would have provided, as calculated by SB361 apportionment. Apportionment is the method by which the CCC system office distributes federal, state and local monies to community college districts according to a specified formula. Under Basic Aid, there is no need to factor in any state aid because the property taxes and student fees surpass the minimum funding level established by the state. K-12 school districts also can be basic aid districts.
- **Capital Construction** refers to large scale building construction projects. They include specific construction projects such as site development, utilities, roads, buildings, and equipment projects. Capital projects may also be thought of in terms of “facilities systems.”
- **DRAC** is the SOCCCD’s District Resource Allocation Council, which is a district-wide participatory governance council, approved by the Board of Trustees and charged with recommendations for the income allocation model on which the budget is based. It is charged with development and oversight of the allocation process for Unrestricted General Funds and it makes recommendations to the Chancellor.
- **DRAC Model** is an allocation model for the District. It distributes available general fund unrestricted resources (according to the state funding formula SB 361) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances. It is distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.
- **Education and Facilities Master Plan (EFMP)** is a facilities planning endeavor with major updates conducted every five years. Information is captured from a variety of sources, both internal and external, to facilitate data driven decision making. Meetings were hosted with participatory governance groups and with community involvement. The results connect capital expenditure decisions directly to planning efforts. The District-wide Education and Facilities Master Plan (EFMP) 2011-2031 is in a 5-volume comprehensive document. The product is a long-term plan for continuous quality improvements focusing on strategies for academic excellence and facilities improvements.

APPENDIX B

South Orange County Community College District

RESOURCE ALLOCATION DEFINITION OF TERMS

(To accompany the Flow Chart outlining the Resource Allocation Process)

- **Ending Balances** are one-time remaining funds that are unspent at the end of the fiscal year and are available to be rolled over into the new fiscal year within the fund. They should only be available for one-time purposes. If negative ending balances should occur, they are deducted from the budget for the respective entity in the next year's budget process.
- **Enrollment Fees** are charged to a student for instructional services provided to that student and these fee levels are set by the state.
- **Federal, State, Categorical, and Grant Funds** include restricted revenues received from a government or a private or non-profit organization to be used or expended for a specified purpose.
- **General Funds** are used to account for the ordinary operational expenses of the District. These funds are available for any legally authorized purpose not specified for payment by other funds.
- **Local Income** is income derived from non-state and non-federal sources, such as material fees, facility rental, and application fees.
- **Local Restricted Funds** are funds that are non-state and non-federal, but have restrictions or limitations based on their use by the funding source or funding agency. Examples are community education, parking income, and child development funds.
- **Long-Term Obligations** are amounts that an entity may be legally required to pay out of its resources over a longer period of time in the future. Included are not only actual liabilities, but also un-liquidated encumbrances. An example of a long term obligation that community colleges typically have is the future retiree benefit liability obligation, as required by GASB 43 and 45. Other examples could include Certificates of Participation (COPs) and debt.
- **Miscellaneous Income** is income that is outside of the SB 361 formula. Examples are unrestricted lottery, interest, mandated costs, and enrollment fee administration.
- **Non-Resident Fees** are charged to a student for instructional services provided to a student who resides outside of California. Revenues are retained by the colleges in addition to revenues received through the DRAC model.
- **Other State Adjustments** include state funds such as the excess funds provided to basic aid districts distributed by the State Chancellor's Office when Partnership for Excellence (PFE) was folded into SB 361 for other districts. These monies are not legislatively guaranteed.

APPENDIX B
South Orange County Community College District

RESOURCE ALLOCATION DEFINITION OF TERMS

(To accompany the Flow Chart outlining the Resource Allocation Process)

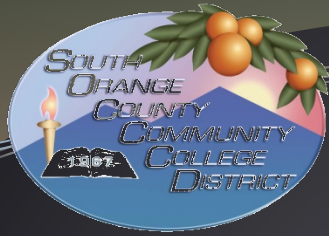
- **Program Reviews** are a process to examine the effectiveness of an academic program. The process typically provides feedback (a) to the academic unit primarily responsible for the program, (b) to the appropriate academic administrators, and (c) to external units in the form of confirmation of the existence of a review process and in the form of summaries of the outcomes.
- **Property Taxes** are compulsory charges levied within boundaries by a governmental unit against the property of persons, natural or corporate, to finance services performed for the common benefit.
- **Reserve** is an amount set aside to provide for estimated future expenditures or losses for working capital, or for other specified purposes. The Budget Guidelines approved by the Board of Trustees require a general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue.
- **Restricted Funds** are used to account for resources available for the operation and support of educational programs specifically restricted by law, regulations, donors, or other outside agencies. Examples of Restricted Funds at SOCCCD are EOPS, DSPS, and grants.
- **Scheduled Maintenance** The state refers to scheduled maintenance as state funds that were formerly provided for major repairs of buildings and equipment and had required a local match. For the last few years, state scheduled maintenance funds had not been allocated to community colleges. However, in the current state budget year, scheduled maintenance funds are being distributed to the districts again. At the District, the local definition of scheduled maintenance for basic aid purposes includes scheduled maintenance or repair of major building systems at the end of their life cycle that require planning, allocation of a significant amount of time and funds, and a high degree of coordination.
- **State Capital Project Match** are match funds provided by the California Community College Chancellor's Office for district capital construction projects that meet their criteria for receiving a match of dollars from the state. These matching funds are matched by the local district.
- **Strategic Plans** refer to the Strategic Plans at both the colleges and the SOCCCD District-wide Strategic Plan being developed based on several planning documents at both the colleges and district-wide.
- **Unrestricted Funds** are funds that do not have limitations on their use or disposition by their funding source (i.e., do not have specific restrictions placed upon them). These funds can be used for general purpose operating expenses and support of educational programs of the District.

APPENDIX B:
South Orange County Community College District

RESOURCE ALLOCATION DEFINITION OF TERMS

(To accompany the Flow Chart outlining the Resource Allocation Process)

- **5 Year Construction Plan** uses the project lists developed during the Education and Facilities Master Planning process. The college presidents work every year with their campuses to provide revisions to the two colleges' project priorities. The separate campus priority lists are merged into one district-wide project priority list vetted through SOCCCD Chancellor's Executive Team and approved by the Board of Trustees for submittal to the State Chancellor's office. This Five Year Construction Plan is the basis for the State Chancellor's Office determination of which projects they will consider for funding. All Initial Project Proposal (IPP) and Final Project Proposal (FPP) submittals must be drawn from this list.



SOCCCCD ADOPTED BUDGET FY 2015-2016

BOARD OF TRUSTEES MEETING
August 24, 2015



Board Budget Development Guidelines

Guiding Principles:

The following guiding principles are provided to the District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

1. Reserve for Economic Uncertainties

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

2. Future Long-Term Debt Issues

No additional COP, or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues.
- b. A dedicated revenue stream has been identified for the payments for the new issue.

The Board has identified this principle as having a very high priority.

3. Retirement Incentives

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive, including implementation and recruitment costs.





Board Budget Development Guidelines

Guiding Principles:

The following guiding principles are provided to the District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

4. **Area/College Allocations**

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the Vice Chancellor of Business Services and College Business Officers shall monitor the college budgets to ensure there are no negative balances.

5. **Deficit Financing**

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

6. **Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans**

To be compliant with GASB 43 and 45, an irrevocable trust was formed in FY 2007-2008 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. An actuarial study is conducted at a minimum of every two years to update the District's OPEB (other post-employment benefits) liability. It is the Board's intent to fully fund the liability once it is identified.





Board Budget Development Guidelines

Guiding Principles:

The following guiding principles are provided to the District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

7. Basic Aid

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment.
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes, such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the District's future financial stability.
- e. BP and AR 3110 will be followed when allocating basic aid funds.

8. One-time Cost Savings

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.





Board Budget Development Guidelines

Guiding Principles:

The following guiding principles are provided to the District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

9. Full Time Equivalent Student Targets

When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community.
- b. The percentage of growth allocation in the state apportionment formula.
- c. The FTES generated in the most recent academic year.
- d. The number of FTES the college administration realistically believes can be generated.

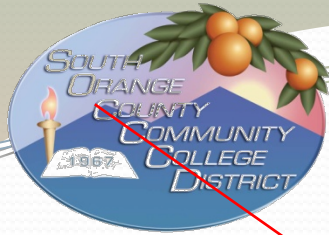
10. Funding for Growth

The District resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by California Community College System Office, adjusted by subsequent System Office revisions. District growth funding shall also be constrained by FTES growth achieved by the District up to the maximum amount funded through the SB 361 allocation formula.

11. Budget Planning

College budget planning will take into consideration the 50% Law and Faculty Obligation Number (FON).





SEE NEXT PAGE FOR CORRECTED VERSION

Overview of District Funds

Adopted Budget FY 2015-2016

General Fund (GF):	\$269.5 Million
Including:	
Unrestricted GF:	\$234.6 Million
Restricted GF:	\$ 34.9 Million
Other Funds*:	<u>\$386.2 Million</u>
Total All Funds:	\$655.7 Million

* Other Funds Include: Community Education, Child Development, Capital Outlay (Including Basic Aid Projects), Self-Insurance, Retiree Benefit & OPEB Funds



Overview of District Funds

Adopted Budget FY 2015-2016

General Fund (GF):	\$311.3 Million
Including:	
Unrestricted GF:	\$270.1 Million
Restricted GF:	\$ 41.2 Million
Other Funds*:	<u>\$400.0 Million</u>
Total All Funds:	\$711.3 Million

* Other Funds Include: Community Education, Child Development, Capital Outlay (Including Basic Aid Projects), Self-Insurance, Retiree Benefit & OPEB Funds



Adopted Budget FY 2015-2016

Changes from Tentative Budget

Revenue Changes:

- ***General Fund Unrestricted Ending Balance*** from FY 2014-2015 Carried Forward is \$47.6M (increase of \$7.4M)
- ***Unrestricted revenue*** increased by \$5.3M due to property tax, Lottery and non-resident tuition estimates (used for SB361 increases)
- ***Restricted funds*** increased by \$7.2M to \$41.2M



Adopted Budget FY 2015-2016

SB361 Revenue Recap

- **COLA** of 1.02% (\$1.3M)
- **Growth** of 2% (\$3M)
- **Base Allocation** adjustment of 4.65% (\$6M)
- **Full-Time Faculty** funding of 1.04% (\$1.5M)

SB361 revenue is distributed through the DRAC model

Note: There are also one-time funds included in the budget for mandated cost reimbursement and Proposition 30



Adopted Budget FY 2015-2016

Expense Recap

- **Step and Column** increases are included for all employee groups
- With bargaining not completed, ***no State COLA*** was added to salary schedules for Faculty, Classified, POA, Administrators and Managers
- **STRS** rate of 10.73% and **PERS** rate of 11.847%
- **Employee Health and Welfare Benefits** increase of 2.1%
- **Workers' Compensation** and **Unemployment Insurance** rates remain flat
- **Increase in General Expenses** for estimated IT Maintenance Agreements of \$132,486

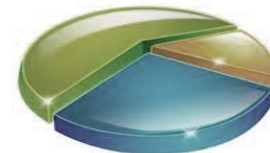


Available “Basic Aid” Funds

<u>RESOURCES - FY 2015-2016</u>	<u>AMOUNT</u>
Balance at July 1, 2015*	\$24,944,416
Receipts FY 2015-2016	<u>\$44,769,086</u>
Estimated Property Taxes for Basic Aid	\$69,713,502
Contingency for Unrealized Property Taxes**	<u>(\$9,021,647)</u>
Total Approved Projects FY 2015-2016	(\$60,691,855)

* Beginning Balance was higher after final tax receipts

** Contingency is 20% of current year estimated receipts





Retirement System Increases

SOCCCD STRS & PERS Projected Rate and Cost Increases

Fiscal Year	2014-2015 Actual	2015-2016 Adopted	2016-2017 Estimated	2017-2018 Estimated	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	Annual Increase over 2014-2015
STRS Annual Rate	8.88%	10.73%	12.58%	14.43%	16.28%	18.13%	19.10%	
STRS Contribution	4,991,144	6,420,929	7,527,986	8,635,042	9,742,099	10,849,156	11,429,613	6,438,469
Annual Increase		1,429,785	1,107,057	1,107,057	1,107,057	1,107,057	580,457	
PERS Annual Rate	11.771%	11.847%	13.05%	16.60%	18.20%	19.90%	20.40%	
PERS Contribution	4,159,410	4,583,138	5,048,531	6,421,887	7,040,864	7,698,527	7,891,957	3,732,547
Annual Increase		423,728	465,393	1,373,355	618,977	657,663	193,430	
Combined Annual Increase		1,853,513	1,572,450	2,480,412	1,726,034	1,764,720	773,887	10,171,016

Notes: FY 2015-2016 includes step and column increases, but no other salary increases

FY 2016-2017 through FY 2020-2021 estimates do not assume any changes in salaries



Retirement System Increases

SOCCCD STRS & PERS Projected Rate and Cost Increases

**New State reporting
Requirement for the CCFS-311:**

“Districts are required to report actual and estimated pension contributions through FY 2020-2021 and the district plan to fund the increases.”

2019-2020 Estimated	2020-2021 Estimated	Annual Increase over 2014-2015
18.13%	19.10%	
10,849,156	11,429,613	6,438,469
1,107,057	580,457	
19.90%	20.40%	
7,698,527	7,891,957	3,732,547
657,663	193,430	
1,764,720	773,887	10,171,016

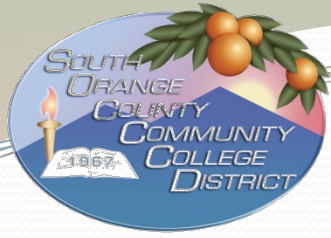


Looking Ahead-Challenges

As costs increase and demands for programs and services increase, the **new on-going income does not keep pace.**

There are challenges and **ongoing** impacts to the Colleges and District Services

*We need to continue to strategically plan
and link district-wide and college planning initiatives
to all resource decisions*



Looking Ahead-Challenges

The increases for this Adopted Budget FY 2015-2016 primarily consist of **one time increases**, when our needs are for *ongoing* increases

The STRS and PERS rate increases are **large**

The California State Chancellor's Office is providing us with **cautionary** warning....





Looking Ahead-Challenges



"While the increase is greatly appreciated, it will not cover the entire cost associated with pension fund increases projected in the coming years. Further given the normal business cycle's end coinciding with the looming sunset of Proposition 30 revenues, we cannot simply assume the receipt of another large increase like this in the future. Given these concerns, the Chancellor's Office is taking a step to help ensure community college districts are properly planning these resources with future obligations in mind."

From the California Community Colleges Office of the Chancellor

Quote from Mario Rodriguez, Assistant Vice Chancellor, College Finance and Facilities Planning regarding the base allocation increase for FY 2015-2016 and for college districts to be cautious

*college districts to be cautious
Facilities Planning regarding the base allocation increase for FY 2015-2016 and for
Quote from Mario Rodriguez, Assistant Vice Chancellor, College Finance and*



Questions?



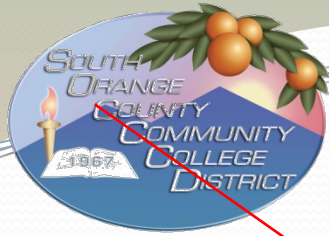


Overview of District Funds

Adopted Budget FY 2015-2016

General Fund (GF):	\$311.3 Million
Including:	
Unrestricted GF:	\$270.1 Million
Restricted GF:	\$ 41.2 Million
Other Funds*:	<u>\$400.0 Million</u>
Total All Funds:	\$711.3 Million

* Other Funds Include: Community Education, Child Development, Capital Outlay (Including Basic Aid Projects), Self-Insurance, Retiree Benefit & OPEB Funds



SEE NEXT PAGE FOR CORRECTED VERSION

Overview of District Funds

Adopted Budget FY 2015-2016

General Fund (GF):	\$269.5 Million
Including:	
Unrestricted GF:	\$234.6 Million
Restricted GF:	\$ 34.9 Million
Other Funds*:	<u>\$386.2 Million</u>
Total All Funds:	\$655.7 Million

* Other Funds Include: Community Education, Child Development, Capital Outlay (Including Basic Aid Projects), Self-Insurance, Retiree Benefit & OPEB Funds

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: FY 2015-2016 Adopted Student Government Budgets

ACTION: Approval

BACKGROUND

On June 22, 2015, the Board of Trustees approved the Saddleback College Associated Student Government (ASG) and Associated Student Government of Irvine Valley College (ASIVC) tentative budgets for FY 2015-2016. Funding for the budgets is derived from the sale of student government activity stickers as well as bookstore and food service commissions. The budgets are established to fund student activities that are educational, social, and/or supportive of student clubs and co-curricular programs. In addition, the budgets provide funding for student scholarships.

STATUS

Since approval of the tentative budgets by the Board of Trustees, the beginning balance for the Saddleback College ASG budget has increased from \$84,267 to \$107,816. The beginning balance for ASIVC has increased from \$110,605 to \$193,963. Expenses have been adjusted to match the total available resources. The SC ASG and ASIVC emergency reserve accounts are set according to each college's policy.

The Saddleback College ASG and ASIVC adopted budgets for FY 2015-2016 are presented as EXHIBITS A and B. The presentation of the ASG and ASIVC budgets will include a table comparing the Tentative Budget to the Adopted Budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the FY 2015-2016 adopted student government budgets as presented in EXHIBITS A and B.



SADDLEBACK COLLEGE ASSOCIATED STUDENT GOVERNMENT FY 2015-2016 ADOPTED BUDGET PRESENTATION

SOCCCD BOARD OF TRUSTEES
AUGUST 24, 2015

PRESENTED BY:
JAKE POLLARD, ASG BUDGET DIRECTOR

ADOPTED BUDGET CHART

Sources and Uses of Funds	FY 2014-2015 Adopted Budget	FY 2015-2016 Tentative Budget	FY 2015-2016 Adopted Budget	Change	Note
Sources of Funds					
Beginning Fund Balance	84,096	84,267	107,816	23,549	a
<i>Revenue</i>					
Bookstore/Caferia Vending	221,066	204,292	219,438	15,146	b/c
ASB Activity Sticker Sales	70,000	80,000	80,000	-	
Total Sources of Funds	375,162	368,559	407,254	38,695	
Uses of Funds					
Campus Life	56,913	69,700	76,700	7,000	
Co-Curricular Programs	56,913	25,900	30,900	5,000	
ASG Operations	11,000	26,500	26,500	-	
ASG Operations (Personnel, Non- Disc	96,595	107,095	107,095	-	
Mid-Year Requests	-	-	20,362	20,362	d
Scholarships	75,000	75,000	75,000	-	
Student Support	56,912	42,364	47,697	5,333	e
Emergency Reserve	21,829	22,000	23,000	1,000	f
Total Uses of Funds	375,162	368,559	407,254	38,695	
a/ The tentative 15-16 Beginning Balance was based on the 14-15 figure. The final number is an increase from last year mostly due to a Bookstore revenue increase.					
b/ The ASG at Saddleback College receives 40.72% of the total auxiliary services contract revenue generated by the college. ASG administers the portion that serves programs in full alignment with the mission of the ASG budget.					
c/ The Bookstore generated more revenue in 14-15 than in prior years which prompted an increase in expected income.					
d/ Adjusted to represent 5% of subtotal projected revenue and maintain a figure that's easy to use.					
e/ Adjusted due to higher Beginning Balance.					
f/ Adjusted to represent 7.5% of subtotal projected revenue and maintain a figure that's easy to use.					

BUDGET HIGHLIGHTS

- Beginning Fund Balance: The ASG Beginning Fund Balance of \$107,816 is comprised of allocated and unspent funds from FY 2014-2015 as well as the Emergency Reserve.
 - The ASG Tentative Budget assumed the beginning balance to be the same as the previous year and, due to an open categorical position, and small balances left by each division, the actual beginning balance is slightly higher than expected.
- Gaucho Stamp Revenue: In line with our fundraising success this past year, we've increased our estimate for our Gaucho Stamp revenue to \$80,000 for the upcoming fiscal year.
- Reserve for Mid-Year Allocations: ASG decided to offer a "Special Topic Grant" program to new innovative programs and events that support the Student Success and Student Equity initiatives.
- Emergency Reserve: ASG, to be most prudent, has once again decided to leave the Emergency Reserve at 7.5% of subtotal projected revenue, a figure that is easy to use and maintain for the long term.
- The Saddleback ASG is allocated approximately 40% of the on-campus auxiliary services contract revenue for our operating budget. This year's allocation to ASG from college contract revenue is \$219,438.
 - The remaining contract revenue, approximately 60%, is used to fund essential student-centered programs and services through the College's budget process.
 - We are grateful to the College for supporting the students by ensuring that ASG is appropriately budgeting for and granting allocations that are in line with ASG's mission and objectives.

FY 2015 -2016 ASG GOALS

ASG will:

- Increase campus involvement with ASG through engaging student-centered activities.
- Fundraise through events and the sale of ASB stamps.
- Use our resources to assist students with their academic needs.
- Increase overall effectiveness by becoming more organized and consistent.
- Ensure Special Topic Grant funds are used to benefit as many students as possible.



USES OF FUNDS				
ASG GRANT/ALLOCATION (Title by Area/Division Awarded)	Category*	FY 2013-2014 ADOPTED BUDGET Grant/Allocation	FY 2014-2015 ADOPTED BUDGET Grant/Allocation	FY 2015-2016 ADOPTED BUDGET Grant/Allocation
SOURCES OF FUNDS				
Contract Revenue		\$265,983.00	\$221,066.00	\$219,438.00
ASB Stamp Student Activities Fee		\$65,000.00	\$70,000.00	\$80,000.00
SUBTOTAL PROJECTED REVENUE		\$330,983.00	\$291,066.00	\$299,438.00
Emergency Reserve		\$30,000.00	\$21,829.00	\$23,000.00
Beginning Balance		\$115,386.00	\$62,267.00	\$84,816.00
TOTAL SOURCES OF FUNDS		\$476,369.00	\$375,162.00	\$407,254.00
USES OF FUNDS				
Advanced Technology & Applied Science				
1. Earth Week	CL	5,000.00	3,000.00	2,000.00
TOTAL		\$5,000.00	\$3,000.00	\$3,000.00
Business Science				
1. Business Development Project	CC	1,000.00	1,000.00	1,000.00
TOTAL		\$1,000.00	\$1,000.00	\$1,000.00
Counseling Services				
1. New Student/Parent Orientation	SS	300.00	300.00	0.00
2. Student Athlete Mentorship Program	SS	500.00	200.00	0.00
TOTAL		\$800.00	\$500.00	\$0.00
Emeritus Institute				
1. Emeritus Institute Art Show	CC	199.00	0.00	0.00
TOTAL		\$199.00	\$0.00	\$0.00
Outreach				
1. Outreach -- Welcome Fest	CL	3,500.00	0.00	0.00
TOTAL		\$3,500.00	\$0.00	\$0.00
Fine Arts				
1. Noon Concert Hour Series	CL	1,720.00	1,000.00	0.00
2. Guest Artists	CC	5,160.00	3,400.00	3,000.00
3. Jazz Program	CL	3,440.00	0.00	0.00
4. Readers Theater (Speech/Forensics)	CC	430.00	0.00	400.00
5. Art Lecture Series	CC	860.00	0.00	0.00
6. Speech/Forensics Team Lodging, Meals, & Fees	SS	8,600.00	8,600.00	8,600.00
7. Theater Arts: Travel & Registration	SS	1,720.00	1,500.00	0.00
8. Film Festival	CL	1,720.00	1,500.00	1,000.00
9. CBI National College Media	SS	3,440.00	2,000.00	1,000.00
10. FILM II Grants	SS	1,720.00	0.00	1,000.00
TOTAL		\$28,810.00	\$18,000.00	\$18,000.00
Health Sciences & Human Services				
1. Medical Assistant Graduation	SS	\$270.00	\$0.00	\$500.00
2. Human Services Graduation Reception	SS	400.00	0.00	500.00
3. Red Ribbon Substance Abuse Criminal Justice Career Fair	CC	1,169.00	1,000.00	1,000.00
4. CNSA General Meetings	CL	147.00	0.00	0.00
5. CNSA Nursing Orientation	CC	100.00	0.00	0.00
6. Nursing Pinning Ceremony	SS	2,500.00	2,000.00	2,000.00

USES OF FUNDS

ASG GRANT/ALLOCATION (Title by Area/Division Awarded)	Category*	FY 2013-2014 ADOPTED BUDGET Grant/Allocation	FY 2014-2015 ADOPTED BUDGET Grant/Allocation	FY 2015-2016 ADOPTED BUDGET Grant/Allocation
7. CAAD Conference	SS	1,124.00	1,000.00	1,000.00
8. Mid-Year NSNA Convention (CNSA Club)	SS	78.00	0.00	0.00
9. Annual NSNA Convention (CNSA Club)	SS	7,437.00	6,500.00	6,000.00
10. CNSA State Convention	SS	2,444.00	2,000.00	1,000.00
TOTAL		\$15,669.00	\$12,500.00	\$12,000.00
Liberal Arts				
1. Annual Journalism Banquet	CL	850.00	800.00	800.00
2. Dia De Los Muertos Event	CL	800.00	800.00	800.00
3. Gender Conference	CC	1,500.00	1,000.00	1,000.00
4. Ramadan Event	CL	1,200.00	1,000.00	1,000.00
5. International Film Festival	CL	1,500.00	1,000.00	1,000.00
6. Latin Film Festival	CL	1,000.00	800.00	800.00
7. Day of Silence	CL	800.00	800.00	800.00
8. Student Journalism Scholarships	SS	800.00	800.00	800.00
9. PTK Conference/Travel	SS	2,542.00	2,000.00	2,000.00
TOTAL		\$10,992.00	\$9,000.00	\$9,000.00
Online and Learning Resources				
1. Student Study Session	SS	1,000.00	1,000.00	1,000.00
TOTAL		\$1,000.00	\$1,000.00	\$1,000.00
Math, Science & Engineering				
1. Science Lecture Series	CC	12,500.00	12,000.00	15,000.00
2. SM Lobby Furniture	CL	229.00	0.00	0.00
3. MSE Academic Triathlon	CC	3,200.00	2,000.00	2,000.00
TOTAL		\$15,929.00	\$14,000.00	\$17,000.00
Office of Instruction				
1. Honors Program Awards	SS	\$106.00	\$0.00	\$0.00
2. Honors Recognition Ceremony	SS	61.00	0.00	0.00
3. Honors Conference	SS	960.00	1,000.00	0.00
TOTAL		\$1,127.00	\$1,000.00	\$0.00
Kinesiology & Athletics				
1. Tim Cartmell/Taiji Workshop	CC	500.00	0.00	0.00
2. American College Dance Festival	CL	2,000.00	2,000.00	2,000.00
3. Athletics Pep Squad Camp Workshop	SS	6,500.00	5,000.00	5,000.00
TOTAL		\$9,000.00	\$7,000.00	\$7,000.00
Social & Behavioral Sciences				
1. Anthropology/Cross-Cultural Studies Brown Bag Lunch Speaker Series	CC	2,500.00	2,500.00	2,500.00
2. Sociology - ASF and PFLAG	CL	1,000.00	1,000.00	1,000.00
3. Women's and Gender Studies	CL	3,000.00	3,000.00	3,000.00
4. CD/EDUC - Speaker Series	CC	2,000.00	1,000.00	2,000.00
5. Psychology - Speaker Series	CC	3,663.00	2,000.00	2,000.00
6. GEOG Poster Session	CC	1,000.00	1,000.00	1,000.00
7. Anthropology Conference Student Scholarship Program	SS	2,500.00	2,500.00	2,500.00
8. Geography - Conference	SS	1,000.00	1,000.00	2,000.00
TOTAL		\$16,663.00	\$14,000.00	\$16,000.00
Transfer, Career and Special Programs				
1. DSPS Ability Awareness Week	CL	\$1,500.00	\$1,500.00	\$1,500.00
2. DSPS Student & Volunteer Recognition Dinner	CL	1,500.00	1,100.00	1,500.00

USES OF FUNDS

ASG GRANT/ALLOCATION (Title by Area/Division Awarded)	Category*	FY 2013-2014 ADOPTED BUDGET Grant/Allocation	FY 2014-2015 ADOPTED BUDGET Grant/Allocation	FY 2015-2016 ADOPTED BUDGET Grant/Allocation
3. DSPS Student/Co-Curricular Support Program	SS	500.00	1,000.00	1,500.00
4. Transfer College Fairs	CL	300.00	0.00	0.00
5. Transfer Day	CL	250.00	0.00	0.00
6. Transfer Celebration	CL	2,900.00	2,900.00	2,000.00
7. Women's Conference	CL	1,500.00	1,000.00	1,000.00
8. VETS Resource Fair/VETS Day/Recognition	CL	3,250.00	3,000.00	3,000.00
9. EOPS Student Recognition	SS	1,500.00	1,000.00	1,000.00
10. EOPS Winter Workshop	CL	1,250.00	1,000.00	1,000.00
11. Learning Resources (Re-Entry/Women)	SS	225.00	0.00	0.00
12. Career Packets for Students with Needs	SS	122.00	0.00	0.00
13. EOPS Graduation Caps & Gowns	SS	750.00	500.00	500.00
14. Adaptive Kinesiology Mentorship Program	SS	1,500.00	1,500.00	1,500.00
15. VETS Mentorship Program	SS	1,500.00	1,500.00	1,500.00
TOTAL		\$18,547.00	\$16,000.00	\$16,000.00
ASG (Contract Revenue)				
1. Office Assistant Assessment	OP/ND	49,000.00	49,000.00	49,000.00
2. NBU Staff	OP/ND	30,000.00	29,868.00	29,000.00
3. Campus Life Squad Student Employees	OP	0.00	17,727.00	17,000.00
4. Homecoming Celebration	OP	5,000.00	0.00	0.00
5. Commencement	OP/ND	8,000.00	4,000.00	4,333.00
6. Campus Life Program	CL	27,265.00	19,000.00	20,000.00
TOTAL		\$119,265.00	\$119,595.00	\$119,333.00
ASG (Student Activities Fee Revenue)				
1. ASB Fund Card Purchase Agreement (revenue generating)	OP/ND	13,550.00	13,550.00	13,550.00
2. ASG Leadership Training Retreats	OP	3,000.00	3,000.00	3,000.00
3. Duplication	OP/ND	2,000.00	2,000.00	2,000.00
4. Clothing	OP	2,000.00	2,000.00	2,000.00
5. Supplies	OP	1,500.00	2,000.00	2,500.00
6. Copier Agreement	OP/ND	500.00	500.00	500.00
7. Credit Card Fee	OP/ND	45.00	45.00	45.00
8. Postage	OP/ND	500.00	500.00	500.00
9. Judiciary Budget	OP	500.00	500.00	0.00
10. End of the Year Banquet	SS	2,000.00	0.00	1,500.00
11. Marketing/Publicity Committee Budget	OP	1,000.00	1,000.00	2,000.00
12. Move Ticket Consignment (revenue generating)	OP/ND	3,500.00	2,000.00	2,500.00
13. Board of Directors Programming Budget	CL	5,000.00	2,500.00	2,500.00
14. Events Committee Budget	CL	5,000.00	3,500.00	3,500.00
15. Symplicity (online students engagement and communications system)	OP/ND	6,273.00	6,143.00	6,000.00
16. Veterans Student Council	CL	3,000.00	3,000.00	4,500.00
17. Honors Student Council	CL	3,000.00	3,000.00	4,500.00
18. International & Diversity Student Council	CL	3,000.00	3,000.00	3,000.00
19. Inter-Club Council	CL	3,000.00	3,000.00	3,000.00
20. Student Clubs Executive Board Budget	CL	10,500.00	5,000.00	5,000.00
21. Crunch Time (Board of Directors)	SS	0.00	5,500.00	5,500.00
22. Special Topic Grants (Budget Committee)	SS	0.00	0.00	1,964.00
ASG TOTAL		\$68,868.00	\$61,738.00	\$69,559.00
Student Scholarships				

USES OF FUNDS

ASG GRANT/ALLOCATION (Title by Area/Division Awarded)	Category*	FY 2013-2014 ADOPTED BUDGET Grant/Allocation	FY 2014-2015 ADOPTED BUDGET Grant/Allocation	FY 2015-2016 ADOPTED BUDGET Grant/Allocation
1. SCHOLARSHIPS: SC Foundation Scholarships		70,000.00	40,000.00	40,000.00
2. SCHOLARSHIPS: Book Loan Program		20,000.00	15,000.00	15,000.00
3. SCHOLARSHIPS: Student Parent/CDC		20,000.00	20,000.00	20,000.00
TOTAL		110,000.00	75,000.00	75,000.00
Mandatory Minimum Allocations PER ASG BYLAWS (percentage taken of subtotal projected revenue)				
1. Reserve for Mid-Year Allocations		20,000.00	0.00	20,362.00
2. Emergency Reserve		30,000.00	21,829.00	23,000.00
TOTAL		50,000.00	21,829.00	43,362.00
TOTAL USES OF FUNDS		\$476,369.00	\$375,162.00	\$407,254.00

NOTES:

CC = Co-Curricular, CL = Campus Life, SS = Student Support, OP = ASG Operations, OP/ND = ASG Operations, Non-Discretionary



IRVINE VALLEY
COLLEGE

EXHIBIT B
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Associated Students of Irvine Valley College FY 2015– 2016 Adopted Budget Presentation

SOCCCD Board of Trustees
August 24, 2015

Presented by: Adam Totounji, ASIVC President

FY 2015–2016 ASIVC Adopted Budget

Sources and Uses of Funds	FY 2014–2015 Adopted Budget	FY 2015–2016 Tentative Budget	FY 2015–2016 Adopted Budget	Change	Note
Sources of Funds					
Beginning Fund Balance	110,537	110,000	193,963	83,963	a
Revenue					
Bookstore/Cafeteria Vending	410,000	410,000	460,000	50,000	b
ASB Activity Sticker Sales	55,000	55,000	55,000	–	
Total Sources of Funds	575,537	575,000	708,963	133,963	
Uses of Funds					
Campus Life	56,500	59,500	59,500	–	
Co–Curricular Programs	235,000	233,000	233,000	–	
ASIVC Operations	32,337	32,337	32,337	–	
ASIVC Operations (Personnel, Non–Discretionary)	81,500	81,500	80,765	–735	c
Mid–Year Requests	10,000	10,000	122,861	112,861	d
Scholarships	30,000	30,000	30,000	–	
Student Support	73,600	70,500	70,500	–	
Emergency Reserve	57,600	58,163	80,000	21,837	e
Total Uses of Funds	576,537	575,000	708,963	133,963	

- a. Carryforward amount updated based on higher year end actuals.
- b. Increased income from food services and bookstore based on actuals.
- c. Updated data for ASIVC operations
- d. Additional mid–year allocation set aside based on higher Revenue
- e. Increase in reserve to 11.2% of Total Revenue

Highlights from FY 2014–2015

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- ▶ Increased student life and engagement on campus
 - Hosted trainings for leadership, Welcome Back Days, Club Days, Fear Fest, & Cram Week
 - Supported the development of the **IVC Student Ambassador Program**. 15 students in the program participated in a 20-hour leadership program and were involved in various outreach and community activities throughout the year.
 - Instituted a new ICC Workshop May 2015 to prepare student club leaders for the coming year. (70 students attended!)
 - Supported an extremely successful year of co-curricular programs. (details to follow)
- ▶ Enhanced operational effectiveness of ASIVC
 - Conducted a review of ASIVC committees and commissions resulted in streamlining the ASG organization. Reduced 60% of positions and reduced committees from 11 to five.
 - Conducted a review of ASIVC Constitution & Bylaws and revised Election Code.
- ▶ Actively engaged in campus governance
 - Students were appointed to campus wide committees, work groups, and taskforces. Reported updates at ASG meetings.
- ▶ Participated in state and national student government dialog and advocacy
 - Hosted Region 8 California Community College Student Association meeting in the fall of 2014.
 - Attended several local and national conferences including USSA's LegCon in Washington, DC



Support of Co-Curricular Programs Contribute to IVC's Winning Tradition



IVC Speech & Debate Team

Won gold awards in Debate and Overall Sweepstakes points at the 2015 Phi Rho Pi Nat'l Tournament. Fifth consecutive year that IVC Forensic students have won both sweepstakes trophies in their division.

IVC Wind Symphony

Sina Karachiani won 1st prize in the MACCC State Composition Contest and performed his work at the MACC State Conference. 17th consecutive year we have sent students to either the Regional CBDNA or National CBDNA.



IVC Model United Nations

4th consecutive Outstanding Delegation award at the National Conference. IVC is once again the most decorated college at National Model United Nations conferences this year. In addition, IVC's fifteen overall awards at NMUN-NY sets a new NMUN Record for the most awards ever won at the NMUN - NY conference.



IVC Intercollegiate Athletics

- 3 team state championships
- 3 team 5th place state finishes
- 2 team 9th place state finishes
- 5 individual state championships
- 1 National Player of the Year
- Top Ten Ranking in the State Cup for overall athletic program excellence



IRVINE VALLEY
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FY 2015–2016 Budget Highlights

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- ▶ **Campus Life: \$59,500**
 - Campus Life supports programs sponsored by ASIVC including Welcome Back Days, Club Day, Fear Fest, President's Cup, Homecoming, and Cram Week. Additionally, it supports campus wide programs including the IVC Student Ambassador Program, Annual Scholarship Award Ceremony, and Commencement.
- ▶ **Co-Curricular Programs: \$233,000**
 - Co-curricular funds support the competitive academic programs that enhance student success, contribute to student retention, offer national and state academic experience, promote involvement on campus and fulfill Accreditation requirements.
- ▶ **ASIVC Operations: \$113,102**
 - ASIVC funding covers operational costs of the student government offices, contract maintenance agreements for printers, copiers and repairs of equipment in the cafeteria and bookstore.
- ▶ **Scholarships: \$30,000**
 - ASIVC provides an annual funding amount for IVC student scholarships.
- ▶ **Student Support: \$70,500**
 - ASIVC grant funding for student programs that serve all IVC students and promote student success. Additionally, this provides funding for campus events sponsored by departments and student clubs.
- ▶ **Contingency and Mid-Year requests: \$202,8614**
 - ASIVC provides an amount for any contingencies and/or mid-year needs.

FY 2015–2016 ASIVC Goals

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- ▶ Goal 1 – Enhance student engagement and participation in student life activities and programs.
 - Objective 1: Improve communication about campus events and activities, including increased collaborations and partnerships with Athletics & the Arts.
 - Objective 2: Enhance coordination among student clubs, including creating a fundraising club fair.
 - Objective 3: Providing access to student support services through Laser Week.
- ▶ Goal 2 – Ensure active and consistent participation on all college strategic planning workgroups, and campus governance.
 - Objective 1: Develop online tracking system for students assigned to campus workgroups, taskforces and committees, which will be made available to campus partners.
 - Objective 2: Select at least one student who demonstrates a strong commitment to attend each of the strategic planning committee meetings and key workgroups meetings.
- ▶ Goal 3 – Provide ongoing training and education to enhance the student's knowledge about campus safety.
 - Objective 1: Participate in Sexual Assault trainings and regular participation in the IVC Sexual Assault Workgroup.
 - Objective 2: Participate in the No Smoking trainings and regular participation in the IVC No Smoking Workgroup.
- ▶ Goal 4 – Provide on-going training and education about the importance of Student Success and Student Equity.
 - Objective 1: Collect student feedback on campus interventions, and participate regularly in SEP and SSSP Workgroups.
 - Objective 2: Provide resources to compliment campus efforts to advance student success and equity.

ESTIMATED REVENUES						
	Budget	Allocation	Budget	Allocation	Budget	Budget
Description	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
ASIVC Sticker Sales/misc.	\$65,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Bookstore Commissions	\$310,000	\$330,000	\$360,000	\$360,000	\$360,000	\$390,000
Cafeteria Commissions	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$70,000
TOTAL	\$425,000	\$435,000	\$465,000	\$465,000	\$465,000	\$515,000

STUDENT SUPPORT						
	Requests	Allocation	Requests	Allocation	Requests	Allocation
Description	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
Transfer/Career Center	\$3,650	\$2,800	\$9,150	\$6,000	\$8,850	\$6,500
Choral Music/Choral/College	\$7,000	\$6,000	\$5,000	\$4,000	\$7,000	\$4,250
Theater	\$8,000	\$6,000	\$8,000	\$6,000	\$8,000	\$6,250
Honors	\$7,050	\$2,500	\$4,080	\$2,000	\$3,220	\$2,000
Journalism	\$5,500	\$3,500	\$6,000	\$500	\$0	\$0
International Student Center	\$623	\$500	\$3,035	\$1,500	\$0	\$0
Music Dept Recital /Adv/Trans	\$13,000	\$7,000	\$12,600	\$7,000	\$24,442	\$8,000
Supportive Services-EOPS	\$6,000	\$5,000	\$5,500	\$5,000	\$5,549	\$5,000
Preview Day (formerly Senior Day)	\$19,000	\$12,000	\$17,600	\$17,000	\$17,000	\$17,000
Acad. Senate On Campus Speakers	\$10,000	\$7,000	\$19,500	\$7,000	\$19,500	\$7,500
DSP&S - Awareness Day	\$2,900	\$2,000	\$2,400	\$2,000	\$2,400	\$2,000
Fine Arts/Music	\$1,400	\$800	\$0	\$0	\$0	\$0
Art Gallery	\$0	\$0	\$1,000	\$500	\$0	\$0
Film Studies Program	\$0	\$0	\$0	\$0	\$0	\$0
French Film Festival	\$800	\$513	\$1,300	\$600	\$0	\$0
Student Success Summit	\$0	\$0	\$10,000	\$6,000	\$0	\$0
Veteran's Center Support	\$0	\$0	\$6,380	\$3,000	\$2,500	\$2,500
Music/Music Theory/Conf.	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,000
Undergraduate Research	\$0	\$0	\$9,270	\$4,000	\$19,593	\$4,000
Reviving the Ear, Literary Journal	\$0	\$0	\$0	\$0	\$3,375	\$1,000
IVC Library Events	\$0	\$0	\$0	\$0	\$1,000	\$1,000
ASEC Project Funding	\$0	\$0	\$0	\$0	\$2,000	\$1,000
Circle K Club	\$0	\$0	\$0	\$0	\$3,650	\$500
Hispanic Leadership Club	\$0	\$0	\$0	\$0	\$718	\$500
Compacting/Solar Trash/Recycling	\$0	\$0	\$0	\$0	\$300,000	\$0
Psi Beta honor society	\$0	\$0	\$0	\$0	\$7,000	\$500
Display Case for Student Awards	\$0	\$0	\$0	\$0	\$1,900	\$0
Guest Artist Keyboard Series	\$0	\$0	\$0	\$0	\$6,000	\$0
Phi Rho Pi Hosting Expenses	\$0	\$0	\$0	\$0	\$9,000	\$0
TOTAL	\$84,923	\$55,613	\$122,315	\$73,600	\$454,197	\$70,500

ASIVC STUDENT CAMPUS LIFE						
	Requests	Allocation	Requests	Allocation	Requests	Allocation
Description	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
Scholarship Award Ceremony	\$7,000	\$6,000	\$7,000	\$7,000	\$7,000	\$7,000
Commencement	\$15,000	\$10,000	\$14,000	\$14,000	\$14,000	\$14,000
ASIVC Events	\$12,000	\$6,000	\$7,800	\$7,000	\$15,000	\$10,000
Clubs	\$10,000	\$7,000	\$8,000	\$8,000	\$12,000	\$8,000
Multicultural Days	\$7,000	\$3,000	\$5,000	\$3,000	\$0	\$0
Conferences	\$7,000	\$4,000	\$7,480	\$5,000	\$5,000	\$5,000
Banquet	\$3,500	\$0	\$3,100	\$3,000	\$3,000	\$3,000
Awards	\$1,000	\$500	\$500	\$500	\$500	\$500
IVC Student Ambassador Program	\$0	\$0	\$10,000	\$9,000	\$16,000	\$12,000
Total	\$62,500	\$36,500	\$62,880	\$56,500	\$72,500	\$59,500

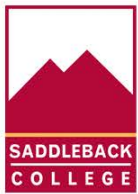
ASIVC OPERATIONS						
	Requests	Allocation	Requests	Allocation	Requests	Allocation
Description	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
Office Supplies	\$6,000	\$3,000	\$6,000	\$4,537	\$6,000	\$4,537
Student Lounge Worker	\$8,000	\$7,000	\$8,000	\$8,000	\$9,000	\$8,000
Contract Services	\$7,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Equipment Repairs	\$15,000	\$13,000	\$15,000	\$13,500	\$15,000	\$13,500
Duplicating	\$500	\$100	\$200	\$200	\$250	\$200
Mileage	\$100	\$100	\$100	\$100	\$200	\$100
Office Equipment	\$4,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000
Total	\$40,600	\$28,700	\$35,300	\$32,337	\$36,450	\$32,337

CO-CURRICULAR PROGRAMS						
	Requests	Allocation	Requests	Allocation	Requests	Allocation
Description	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
Forensics	\$41,000	\$28,000	\$35,000	\$28,000	\$30,000	\$28,000
Administration of Justice	\$31,677	\$27,000	\$29,077	\$27,000	\$25,577	\$25,000
Wind Symphony	\$10,000	\$8,000	\$10,000	\$8,000	\$11,860	\$8,000
Dance	\$26,773	\$21,000	\$26,773	\$21,000	\$50,424	\$21,000
Phi Theta Kappa	\$22,304	\$15,000	\$29,465	\$15,000	\$29,310	\$15,000
Political Science/Model UN	\$27,500	\$25,000	\$30,000	\$25,000	\$30,040	\$25,000
Athletics	\$127,680	\$111,000	\$127,680	\$111,000	\$186,887	\$111,000
TOTAL	\$286,934	\$235,000	\$287,995	\$235,000	\$364,098	\$233,000

ASIVC Operations (Personnel, Non-Discretionary)						
Office Assistant/Utilities	\$79,000	\$80,200	\$81,500	\$81,500	\$81,500	\$80,765
TOTAL	\$79,000	\$80,200	\$81,500	\$81,500	\$81,500	\$80,765

CONTINGENCY, MID-YEAR REQUESTS, AND SCHOLARSHIPS						
Contingency		\$52,700	\$44,000	\$57,600	\$60,000	\$80,000
Scholarships		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Mid-Year Request		\$8,000	\$8,000	\$10,000	\$10,000	\$122,861
TOTAL		\$90,700	\$82,000	\$97,600	\$100,000	\$232,861

SUMMARY						
Total Expense Request	\$553,957		\$671,990		\$1,108,745	
Total Allocation		\$526,713		\$576,537		\$708,963
Revenues	\$425,000			\$465,000		\$515,000
Carry-forward	\$101,713			\$110,537		\$193,963
Total Revenues	\$526,713	\$526,713		\$575,537		\$708,963



Saddleback College Associated Student Government FY 2015-2016 Adopted Budget Presentation

**SOCCCD Board of Trustees
August 24, 2015**

**Presented by:
Jake Pollard, ASG Budget Director**

SADDLEBACK COLLEGE

ADOPTED BUDGET CHART

Sources and Uses of Funds	FY 2014-2015 Adopted Budget	FY 2015-2016 Tentative Budget	FY 2015-2016 Adopted Budget	Change	Note
Sources of Funds					
Beginning Fund Balance	84,096	84,267	107,816	23,549	a
<i>Revenue</i>					
Bookstore/Caferia Vending	221,066	204,292	219,438	15,146	b/c
ASB Activity Sticker Sales	70,000	80,000	80,000	-	
Total Sources of Funds	375,162	368,559	407,254	38,695	
Uses of Funds					
Campus Life	56,913	69,700	76,700	7,000	
Co-Curricular Programs	56,913	25,900	30,900	5,000	
ASG Operations	11,000	26,500	26,500	-	
ASG Operations (Personnel, Non- Disc	96,595	107,095	107,095	-	
Mid-Year Requests	-	-	20,362	20,362	d
Scholarships	75,000	75,000	75,000	-	
Student Support	56,912	42,364	47,697	5,333	e
Emergency Reserve	21,829	22,000	23,000	1,000	f
Total Uses of Funds	375,162	368,559	407,254	38,695	
a/ The tentative 15-16 Beginning Balance was based on the 14-15 figure. The final number is an increase from last year mostly due to a Bookstore revenue increase.					
b/ The ASG at Saddleback College receives 40.72% of the total auxiliary services contract revenue generated by the college. ASG administers the portion that serves programs in full alignment with the mission of the ASG budget.					
c/ The Bookstore generated more revenue in 14-15 than in prior years which prompted an increase in expected income.					
d/ Adjusted to represent 5% of subtotal projected revenue and maintain a figure that's easy to use.					
e/ Adjusted due to higher Beginning Balance.					
f/ Adjusted to represent 7.5% of subtotal projected revenue and maintain a figure that's easy to use.					

BUDGET HIGHLIGHTS

- Beginning Fund Balance: The ASG Beginning Fund Balance of \$107,816 is comprised of allocated and unspent funds from FY 2014-2015 as well as the Emergency Reserve.
 - The ASG Tentative Budget assumed the beginning balance to be the same as the previous year and, due to an open categorical position, and small balances left by each division, the actual beginning balance is slightly higher than expected.
- Gaucho Stamp Revenue: In line with our fundraising success this past year, we've increased our estimate for our Gaucho Stamp revenue to \$80,000 for the upcoming fiscal year.
- Reserve for Mid-Year Allocations: ASG decided to offer a "Special Topic Grant" program to new innovative programs and events that support the Student Success and Student Equity initiatives.
- Emergency Reserve: ASG, to be most prudent, has once again decided to leave the Emergency Reserve at 7.5% of subtotal projected revenue, a figure that is easy to use and maintain for the long term.
- The Saddleback ASG is allocated approximately 40% of the on-campus auxiliary services contract revenue for our operating budget. This year's allocation to ASG from college contract revenue is \$219,438.
 - The remaining contract revenue, approximately 60%, is used to fund essential student-centered programs and services through the College's budget process.
 - We are grateful to the College for supporting the students by ensuring that ASG is appropriately budgeting for and granting allocations that are in line with ASG's mission and objectives.

FY 2015 -2016 ASG GOALS

ASG will:

- Increase campus involvement with ASG through engaging student-centered activities.
- Fundraise through events and the sale of ASB stamps.
- Use our resources to assist students with their academic needs.
- Increase overall effectiveness by becoming more organized and consistent.
- Ensure Special Topic Grant funds are used to benefit as many students as possible.





IRVINE VALLEY
COLLEGE



Associated Students of Irvine Valley College FY 2015– 2016 Adopted Budget Presentation

SOCCCD Board of Trustees
August 24, 2015

Presented by: Adam Totounji, ASIVC President

FY 2015–2016 ASIVC Adopted Budget

Sources and Uses of Funds	FY 2014–2015 Adopted Budget	FY 2015–2016 Tentative Budget	FY 2015–2016 Adopted Budget	Change	Note
Sources of Funds					
Beginning Fund Balance	110,537	110,605	193,963	83,358	a
Revenue					
Bookstore/Cafeteria Vending	410,000	410,000	460,000	50,000	b
ASB Activity Sticker Sales	55,000	55,000	55,000	–	
Total Sources of Funds	575,537	575,605	708,936	133,358	
Uses of Funds					
Campus Life	56,500	59,500	59,500	–	
Co-Curricular Programs	235,000	233,000	233,000	–	
ASIVC Operations	32,337	32,337	32,337	–	
ASIVC Operations (Personnel, Non-Discretionary)	81,500	81,500	80,765	–735	c
Mid-Year Requests	10,000	10,000	122,861	112,861	d
Scholarships	30,000	30,000	30,000	–	
Student Support	73,600	70,500	70,500	–	
Emergency Reserve	57,600	58,768	80,000	21,232	e
Total Uses of Funds	575,537	575,605	708,963	133,358	

- a. Carryforward amount updated based on higher year end actuals.
- b. Increased income from food services and bookstore based on actuals.
- c. Updated data for ASIVC operations
- d. Additional mid-year allocation set aside based on higher Revenue
- e. Increase in reserve to 11.2% of Total Revenue

Highlights from FY 2014–2015

- ▶ Increased student life and engagement on campus
 - Hosted trainings for leadership, Welcome Back Days, Club Days, Fear Fest, & Cram Week
 - Supported the development of the **IVC Student Ambassador Program**. 15 students in the program participated in a 20-hour leadership program and were involved in various outreach and community activities throughout the year.
 - Instituted a new ICC Workshop May 2015 to prepare student club leaders for the coming year. (70 students attended!)
 - Supported an extremely successful year of co-curricular programs. (details to follow)
- ▶ Enhanced operational effectiveness of ASIVC
 - Conducted a review of ASIVC committees and commissions resulted in streamlining the ASG organization. Reduced 60% of positions and reduced committees from 11 to five.
 - Conducted a review of ASIVC Constitution & Bylaws and revised Election Code.
- ▶ Actively engaged in campus governance
 - Students were appointed to campus wide committees, work groups, and taskforces. Reported updates at ASG meetings.
- ▶ Participated in state and national student government dialog and advocacy
 - Hosted Region 8 California Community College Student Association meeting in the fall of 2014.
 - Attended several local and national conferences including USSA's LegCon in Washington, DC



Support of Co-Curricular Programs Contribute to IVC's Winning Tradition



IVC Speech & Debate Team

Won gold awards in Debate and Overall Sweepstakes points at the 2015 Phi Rho Pi Nat'l Tournament. Fifth consecutive year that IVC Forensic students have won both sweepstakes trophies in their division.

IVC Wind Symphony

Sina Karachiani won 1st prize in the MACCC State Composition Contest and performed his work at the MACC State Conference. 17th consecutive year we have sent students to either the Regional CBDNA or National CBDNA.



IVC Model United Nations

4th consecutive Outstanding Delegation award at the National Conference. IVC is once again the most decorated college at National Model United Nations conferences this year. In addition, IVC's fifteen overall awards at NMUN-NY sets a new NMUN Record for the most awards ever won at the NMUN - NY conference.



IVC Intercollegiate Athletics

- 3 team state championships
- 3 team 5th place state finishes
- 2 team 9th place state finishes
- 5 individual state championships
- 1 National Player of the Year
- Top Ten Ranking in the State Cup for overall athletic program excellence



IRVINE VALLEY
COLLEGE

FY 2015–2016 Budget Highlights



- ▶ **Campus Life: \$59,500**
 - Campus Life supports programs sponsored by ASIVC including Welcome Back Days, Club Day, Fear Fest, President's Cup, Homecoming, and Cram Week. Additionally, it supports campus wide programs including the IVC Student Ambassador Program, Annual Scholarship Award Ceremony, and Commencement.
- ▶ **Co-Curricular Programs: \$233,000**
 - Co-curricular funds support the competitive academic programs that enhance student success, contribute to student retention, offer national and state academic experience, promote involvement on campus and fulfill Accreditation requirements.
- ▶ **ASIVC Operations: \$113,102**
 - ASIVC funding covers operational costs of the student government offices, contract maintenance agreements for printers, copiers and repairs of equipment in the cafeteria and bookstore.
- ▶ **Scholarships: \$30,000**
 - ASIVC provides an annual funding amount for IVC student scholarships.
- ▶ **Student Support: \$70,500**
 - ASIVC grant funding for student programs that serve all IVC students and promote student success. Additionally, this provides funding for campus events sponsored by departments and student clubs.
- ▶ **Contingency and Mid-Year requests: \$202,861**
 - ASIVC provides an amount for any contingencies and/or mid-year needs.

FY 2015–2016 ASIVC Goals

- ▶ Goal 1 – Enhance student engagement and participation in student life activities and programs.
 - Objective 1: Improve communication about campus events and activities, including increased collaborations and partnerships with Athletics & the Arts.
 - Objective 2: Enhance coordination among student clubs, including creating a fundraising club fair.
 - Objective 3: Providing access to student support services through Laser Week.
- ▶ Goal 2 – Ensure active and consistent participation on all college strategic planning workgroups, and campus governance.
 - Objective 1: Develop online tracking system for students assigned to campus workgroups, taskforces and committees, which will be made available to campus partners.
 - Objective 2: Select at least one student who demonstrates a strong commitment to attend each of the strategic planning committee meetings and key workgroups meetings.
- ▶ Goal 3 – Provide ongoing training and education to enhance the student's knowledge about campus safety.
 - Objective 1: Participate in Sexual Assault trainings and regular participation in the IVC Sexual Assault Workgroup.
 - Objective 2: Participate in the No Smoking trainings and regular participation in the IVC No Smoking Workgroup.
- ▶ Goal 4 – Provide on-going training and education about the importance of Student Success and Student Equity.
 - Objective 1: Collect student feedback on campus interventions, and participate regularly in SEP and SSSP Workgroups.
 - Objective 2: Provide resources to compliment campus efforts to advance student success and equity.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Technology and Applied Science Swing Space, Enter into Agreement with San Diego Gas and Electric (SDG&E) for Easement on Lower Campus Drive, Public Hearing

ACTION: Approval

BACKGROUND

California Education Code 81310 et seq. requires the Board to adopt a resolution declaring its intention to convey any real property belonging to the district and to conduct a public hearing prior to entering into the dedication or conveyance of any property.

The new auto technology building requires additional power from SDG&E. SDG&E requires an easement beyond the previous limits granted in March 1973.

On July 20, 2015, the Board authorized Resolution 15-34 declaring its intent to enter into an agreement with SDG&E to provide a Grant of Easement and authorized a public hearing on this matter at this August 24, 2015 Board meeting.

RECOMMENDATION

Open a public hearing and invite members of the public to present their comments with regard to district entering into agreement with San Diego Gas and Electric for easement on Lower Campus Drive to provide additional power for the Saddleback College Technology and Applied Science Swing Space project.



Notice of Public Hearing for Energy Service Contract

NOTICE IS HEREBY GIVEN that the Board of Trustees of the South Orange County Community College District ("SOCCCD" or "District") will hold a Public Hearing at the SOCCCD Ronald Reagan Board of Trustees Room, Room 145 – Health Sciences/District Offices Building, 28000 Marguerite Parkway, Mission Viejo, 92692 on **August 24, 2015, at or around 6:30 PM**, to consider the subject project described below:

From: Debra Fitzsimons, Vice Chancellor, SOCCCD
SOCCCD, 28000 Marguerite Parkway 3rd Floor, Mission Viejo, CA 92692
dfitzsimons@socccd.edu
(949) 582-4663

Project Title: Saddleback College TAS Swing Space Project

Project Description: The purpose of the hearing is to consider information concerning a proposal to grant an easement to SDG&E for extension of electrical utilities on Lower Campus Road to provide power for the Auto Technology building at parking lot 1.

Project Location: The Project is located at Saddleback College

Those wishing to comment on the proposed project may either appear in person at the public hearing or submit written comments, which must be received by the District prior to the hearing. Written comments should be sent to 28000 Marguerite Parkway, 3rd Floor, Mission Viejo, CA 92692. Attention: Secretary of the Board of Trustees.

FURTHER INFORMATION may be obtained by contacting the District at (949) 582-4663. All materials are available for review at the District's offices at 28000 Marguerite Parkway, 3rd Floor, Mission Viejo, CA 92692; and online at the District's website, www.socccd.edu.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Advanced Technology and Applied Science (ATAS) Swing Space, Adopt Resolution 15-35 and Enter into Agreement for Easement on Lower Campus Drive, San Diego Gas and Electric (SDG&E)

ACTION: Approval

BACKGROUND

California Education Code 81310 et seq. requires the Board to adopt a resolution declaring its intention to convey any real property belonging to the district and to conduct a public hearing prior to entering into the dedication or conveyance of any property.

On October 14, 1969 the district granted SDG&E a right of way to provide power to the Saddleback College campus. On March 23, 1973 the district granted an easement to SDG&E for power distribution on Lower Campus Drive.

STATUS

In order to provide additional power necessary for the Saddleback College ATAS Swing Space project, SDG&E requires an easement beyond the previous limits granted in March 1973.

SDG&E has requested that the district dedicate an easement to SDG&E upon a portion of the District's Saddleback College property for utility purposes. Adoption of Resolution 15-35 (EXHIBIT A) will result in the dedication of an easement to SDG&E. The agreement (EXHIBIT B) will be filed with the Orange County Recorder's Office.

Basic aid funds are available within the approved project budget of \$9,520,687.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 15-35 (EXHIBIT A) to authorize entering into an agreement (EXHIBIT B) with San Diego Gas and Electric to dedicate an easement on Saddleback College property for utility purposes.

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

Resolution No. 15-35

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING THE DEDICATION OF AN EASEMENT TO
SAN DIEGO GAS & ELECTRIC COMPANY

August 24, 2015

WHEREAS, San Diego Gas & Electric Company (“SDG&E”) has requested that the South Orange County Community College District (“District”) dedicate an easement to SDG&E upon a portion of the District’s Saddleback College Site (“Easement”). A legal description and a map depicting the location of the Easement are attached hereto as Exhibit “A” and incorporated herein; and

WHEREAS, pursuant to Education Code section 81310, the governing board of a community college district may convey to a public corporation, or private corporation engaged in the public utility business, for utility purposes any real property belonging to such community college district upon such terms and conditions as the parties thereto may agree; and

WHEREAS, the District desires to provide an Easement to SDG&E for underground facilities and appurtenances for the transmission and distribution of electricity pursuant to the terms and conditions set forth in the Grant of Easement attached hereto as Exhibit “B” and incorporated herein; and

WHEREAS, pursuant to Education Code section 81311, on July 20, 2015, the District’s governing board (“Board”), in a regular open meeting, by at least a two-thirds vote of all its members adopted Resolution No. 15-34 (the “Resolution”) declaring its intention to dedicate the Easement; and

WHEREAS, in accordance with Education Code section 81311, the District’s Board fixed August 24, 2015, for a public hearing (“Public Hearing”) upon the question of making the dedication of the Easement to SDG&E; and

WHEREAS, pursuant to Education Code section 81312, the District posted copies of the Resolution in three public places in the District not less than ten (10) days before the Public Hearing, and published notice once, not less than five days before the Public Hearing, in a local newspaper; and

WHEREAS, pursuant to Education Code section 81313, on August 24, 2015, at a regular meeting of the District’s Board, the District held a Public Hearing upon the question of making the dedication of the Easement to SDG&E; and

WHEREAS, no petition pursuant to Education Code section 81314 has been filed with the District’s Board; and

NOW, THEREFORE, the Board of Trustees of the South Orange County Community College District DOES HEREBY RESOLVE, DETERMINE and ORDER as follows:

1. That the above recitals are all true and correct.
2. The District's Board authorizes and directs the President of the Board to execute the Easement and take whatever action is necessary to complete the dedication of the Easement to SDG&E.
3. That the District's Board hereby determines that the District is in compliance with all relevant sections of the Education code and all other applicable laws.

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on August 24, 2015.

T.J. Prendergast, III, President

Timothy Jemal, Vice President

James R. Wright, Clerk

Marcia Milchiker, Member

Barbara J. Jay, Member

David B. Lang, Member

Gary L. Poertner, Chancellor
And Secretary to the Governing Board

Recording Requested by
San Diego Gas & Electric Company

When recorded, mail to:

San Diego Gas & Electric Company
P O Box 129831
San Diego, CA 92122-9985
Attn: Real Estate Records - SD1170

SPACE ABOVE FOR RECORDER'S USE

Project No.: 452143-020
Const. No.: 2367060
A.P. No. : 740-012-38

Transfer Tax-\$0 Consideration
less than \$100.00 (R&T 11911)

SAN DIEGO GAS & ELECTRIC COMPANY

RW361847

EASEMENT

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (Grantor), grants to SAN DIEGO GAS & ELECTRIC COMPANY, a corporation (Grantee), an easement and right of way in, upon, over, under and across the lands hereinafter described, to erect, construct, change the size of, improve, reconstruct, relocate, repair, maintain and use facilities consisting of:

1. Underground facilities and appurtenances for the transmission and distribution of electricity.

The above facilities will be installed at such locations and elevations upon, along, over and under the hereinafter described easement as Grantee may now or hereafter deem convenient or necessary. Grantee also has the right of ingress and egress, to, from and along this easement in, upon, over and across the hereinafter described lands. Grantee further has the right, but not the duty to clear and keep this easement clear from explosives, buildings, structures and materials.

The property in which this easement and right of way is hereby granted is situated in the County of Orange, State of California described as follows:

Parcel 1 as shown on a Map recorded in Book 31, Page 23 of Parcel Maps, Records of said County of Orange, being a portion of Rancho Mission Viejo or La Paz, as shown on a Map recorded December 19, 1867 in Book 1, Pages 63 and 64 of Patents, Records of Los Angeles County, California.

The easement in the aforesaid property shall be a strip of land, including all of the area lying between the exterior sidelines, which sidelines shall be three (3) feet, measured at right angles, on each exterior side of each and every facility installed, the approximate location being shown and delineated as "UTILITY FACILITIES" on the Exhibit "A", attached hereto and made a part hereof.

Upon the installation of said Grantee's facilities, Grantor may survey the location of said installed facilities as an "as-built" drawing(s) and prepare a metes and bounds or "center line" description(s) of the actual location of said facilities. Grantee shall then prepare and record in the Office of the County Recorder of the County of San Diego, an "Amendment to Easement", using said "as-built" drawing(s) and metes and bounds description(s) as a substitute and replacement to the Exhibit "A" easement description contained in this easement document.

It is understood and agreed by Grantor, and its successors-in-interest, that its interest shall be subordinate to the substituted easement description as if the substituted easement description was fully set forth at the time of this grant.

In order to provide adequate working space for Grantee, Grantor shall not erect, place or construct, nor permit to be erected, placed or constructed any building or other structure, park any vehicle, deposit any materials, plant any trees and/or shrubs or change ground elevation within eight (8) feet of the front of the door or hinged opening of any above ground facility installed within this easement.

Grantor grants to Grantee the right to erect and maintain on Grantor's property immediately adjacent to this easement retaining walls and/or protective barricades as may be necessary for Grantee's purposes.

Grantor shall not erect, place or construct, nor permit to be erected, placed or constructed, any building or other structure, plant any tree, drill or dig any well, within this easement.

Grantor shall not increase or decrease the ground surface elevations within this easement after installation of Grantee's facilities, without prior written consent of Grantee, which consent shall not unreasonably be withheld.

Grantee shall have the right but not the duty, to trim or remove trees and brush along or adjacent to this easement and remove roots from within this easement whenever Grantee deems it necessary. Said right shall not relieve Grantor of the duty as owner to trim or remove trees and brush to prevent danger or hazard to property or persons.

CONDUITS CARRY HIGH VOLTAGE ELECTRICAL CONDUCTORS, therefore Grantor shall not make or allow any excavation or fill to be made within this easement WITHOUT FIRST NOTIFYING SAN DIEGO GAS & ELECTRIC COMPANY BY CALLING (619) 696-2000, and OBTAINING PERMISSION.

The legal description for this easement was prepared by San Diego Gas & Electric Company pursuant to Section 8730 of the Business and Professions Code, State of California.

This easement shall be binding upon and inure to the benefit of successors, heirs, executors, administrators, permittees, licensees, agents or assigns of Grantor and Grantee.

IN WITNESS WHEREOF, Grantor executed this instrument this _____ day of _____, 20____.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BY: _____


NAME: _____

TITLE: _____

BY: _____

NAME: _____

TITLE: _____

Drawn: C. Echeverria
Checked: 
Date: 06/04/15 (rev. 06/09/15)

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

STATE OF CALIFORNIA

COUNTY OF _____

On _____, before me _____,
(name, title of officer)

personally appeared _____,

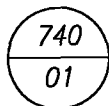
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

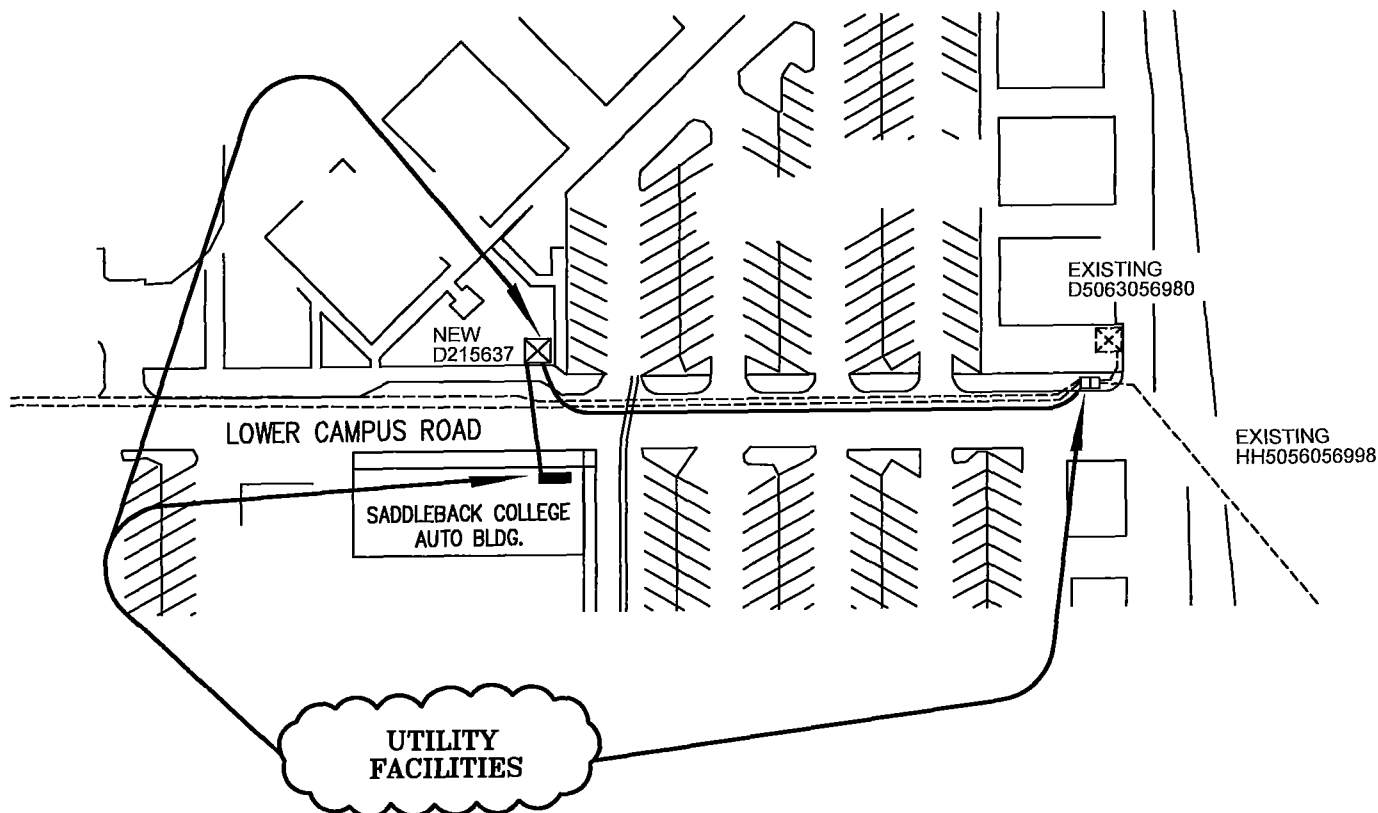
WITNESS my hand and official seal.

(Signature of Notary Public)

(Notary Seal)



RANCHO MISSION VIEJO OR LA PAZ BOOK 1, PAGES 63 & 64 OF PATENTS



OWNER:
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

REF: R/W70692
S-3543

APN 740-012-38

UG ELEC.

EXHIBIT "A"

SAN DIEGO GAS & ELECTRIC SAN DIEGO, CALIFORNIA SADDLEBACK COLLEGE Auto Shop Bldg. San Juan Capistrano		ORIGINATOR: JDunne	OK TO INSTALL:	PROJECT NO. 452143-020		
		SURVEYED BY: NONE	R/W OK:	CONST. NO. 2367060		
		DRAWN BY: Echeverria	DATE:	DRAWING NO.		
		DATE: 06/02/15	THOS. BROS. 952-C2			
		SCALE: NONE				
NO.	SUPPLEMENTS			DATE:	BY	APP'D

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4011.1 Full-time Faculty Hiring, AR-4011.1 Recruitment: Full-time Faculty, BP-4309 Duties and Responsibilities of the Faculty

ACTION: Review / Study

BACKGROUND

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

STATUS

Two board policies are presented to the Board of Trustees for "Review / Study." The new language to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

The policy on Recruitment: Full-Time Faculty has been reviewed with modifications to update the language. There are two significant modifications that improve this policy. The first is the addition of a flexibility clause so that, in unusual circumstances, the College or Human Resources can be more accommodating to circumstances that may arise. The second is the shift to a policy with an accompanying administrative regulation. This will enhance the ability for flexibility in the hiring process for faculty. The new administrative regulation was presented and approved at the Chancellor's Council meeting on August 14, 2015.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on August 14, 2015 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBIT A and B.

BOARD POLICY

4011.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICTHUMAN RESOURCES PERSONNEL

RECRUITMENT: FULL-TIME FACULTY HIRING

SECTION I: GENERAL PROVISIONS

1. ~~Preface:~~ The ~~hiring-recruitment~~ of highly qualified full-time faculty is essential to the educational mission of the South Orange County Community College District. Therefore, the governing board, administration, and faculty have the responsibility to work together to select highly qualified faculty members who can teach and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness and who are experts in the subject matter of their specialty.⁴

The Chancellor shall develop Administrative Regulations to recruit highly qualified faculty to carry forward the mission of the South Orange County Community College District.

~~The Board derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. As a result, the Board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.² Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. As a result, the faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.³~~

~~It is the policy of the Board in establishing this hiring process that emphasis is placed on the responsibility of the faculty to ensure the quality of their faculty peers, and that both faculty members and administrators participate effectively in all appropriate phases of the process.⁴~~

~~The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.~~

2. ~~Scope:~~ This Policy applies to the recruitment and hiring process for full-time faculty.

3. ~~Equal Employment Opportunity Policy and Statement:~~ The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.

¹ Statutes of 1988, Chapter 973, § 4(s)(4).

² Statutes of 1988, Chapter 973, § 4(s)(2).

³ Statutes of 1988, Chapter 973, § 4(s)(3).

⁴ Statutes of 1988, Chapter 973, § 4(t)(1),(2).

4. ~~Definitions:~~

- ~~Board: The Board of Trustees of the South Orange County Community College District.~~
- ~~Chair: Chair of the Hiring Committee.~~
- ~~Chancellor: The Chancellor of the South Orange County Community College District~~
- ~~Committee: The Hiring Committee, also known as the Search Committee.~~
- ~~Dean: Academic administrator who is responsible for the position.~~
- ~~Department: The operational unit to which the position is assigned.~~
- ~~Department Chair: The academic Chair of the operational unit.~~
- ~~District: The South Orange County Community College District.~~
- ~~EEO: Equal Employment Opportunity.~~
- ~~HR Specialist: Human Resources Specialist, Hiring Compliance Officer and EEO representative assigned to the job opening.~~
- ~~OHR: Office of Human Resources.~~
- ~~Operational Unit: The department, school, or division, as appropriate.~~
- ~~President: President of the College at which the position is assigned.~~
- ~~Procedures: Full Time Faculty Hiring Procedures of the South Orange County Community College District.~~
- ~~Senate President: President of the Academic Senate of the College at which the position is assigned.~~
- ~~SOCCCD: The South Orange County Community College District.~~
- ~~SOCCCDFA: South Orange County Community College District Faculty Association.~~
- ~~Vice Chancellor: Vice Chancellor of Human Resources.~~
- ~~Vice President: Vice President supervising the academic unit to which the position is assigned.~~

- ~~5. Confidentiality and Conflict of Interest Statements: The South Orange County Community College District Confidentiality and Conflict of Interest Statements apply to this process.~~
- ~~6. Compliance: This Policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision of this Policy that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor after discussion with the Academic Senates and substituted until such time as the Board may adopt a formal amendment to this Policy following consultation with the parties involved in the drafting of this Policy.~~
- ~~7. Oversight: The College President, with the assistance of the OHR, and the Academic Senate oversee the implementation of the hiring process and the activities of faculty hiring committees as they exercise their duties, specifically to insure that actions of hiring committees are consistent with both the written stipulations and the intentions of this policy.~~

~~It is the responsibility of the President to ensure the integrity of the hiring process established by this Policy. If, in the judgment of the President, the integrity of the process described herein has been substantially violated or abused, the President may order that the process be suspended, pending determination of an appropriate action in consultation with the Academic Senate and the Office of Human Resources, or terminated.~~

~~The faculty, as represented by the Academic Senate, also has an inherent professional responsibility in the implementation of policies and procedures governing the hiring process.⁵ If, in the judgment of the Senate President, the process described herein has been substantially violated or abused, the Senate President may recommend to the President that the process be suspended, pending determination of an appropriate action in consultation with the Academic Senate and the Office of Human Resources, or terminated.~~

- ~~8. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the OHR. In the event that a question of the procedural interpretation of this policy arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor or designee via the HR Specialist, with copies to the Dean, the Chair, the Senate President and the President.~~

~~If, in the judgment of the HR Specialist, the Chair, the Senate President, or the President, a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the hiring process shall be suspended pending resolution of the problem. The President, in consultation with OHR, and the Senate President (or their respective designees) shall attempt to resolve any problem or difference of interpretation of this Policy.~~

⁵Statutes of 1988, Chapter 973 §(s)(3).

9. ~~Exceptions:~~ The President, in consultation with the Senate President and OHR, may reduce or extend the time period for any step established in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the President will notify in writing the Senate President and OHR, stating the unusual circumstances necessitating the extension or exception.
10. ~~Termination:~~ If, in the opinion of the President, the College cannot fiscally support the position, the President may terminate the process.
11. ~~Amendment:~~ Any amendment of this policy shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.⁶

SECTION II: POSITION IDENTIFICATION AND APPROVAL

1. ~~Position Identification:~~ Each full-time opening shall be classified by:
 - a. ~~Academic discipline (and sub-discipline, if appropriate);~~
 - b. ~~Department(s) to which the position will be assigned;~~
 - c. ~~Tenure status (temporary or tenure-track);~~
 - d. ~~Position Type (replacement or new position);~~
 - e. ~~Faculty Type (classroom or non-classroom faculty, or a combination thereof).~~
2. ~~Position Request List:~~ By October of each academic year, following approval by the Chancellor, each College President will submit to the Board of Trustees a ranked list of recommended full-time faculty positions for the subsequent year, classified according to Item 2 above, and compiled by an internal process developed by the Academic Senate and the President, and approved by the President. The Board will either approve (authorize for announcement) or disapprove (not authorize for announcement) each recommended position. The Board will make clear any contingent terms for any approved positions.

SECTION III: RECRUITMENT

1. ~~Opening position:~~ Once a position has been approved by the President for recruitment, he or she shall open recruitment for the position by submitting a request to fill the position on the appropriate form to the Vice Chancellor or designee. Upon receipt of the form, the Vice Chancellor or designee shall appoint an HR Specialist to administer the hiring process for that position.

⁶California Education Code §87360 (b)

~~2. Job Announcement Content: The job announcement will determine the screening criteria for review of applicant files. Care must be taken to insure accurate and job-related criteria. It shall contain:~~

- ~~a. Opening and closing dates~~
- ~~b. Summary of duties and responsibilities~~
- ~~c. Minimum qualifications~~
- ~~d. Desirable qualifications~~
- ~~e. Application requirements and procedures~~
- ~~f. Special testing, if applicable~~
- ~~g. Submission of materials, if required~~
- ~~h. EEO Statement~~

~~3. Job Announcement Development: By October 1 of each year, for those positions identified by the President as likely to proceed with recruitment, the Vice Chancellor or designee will provide a draft job announcement, including sample desirable qualifications, as well as the appropriate minimum qualifications as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the Board of Governors of the California Community Colleges. The Vice Chancellor or designee will then distribute the draft via the Dean to the departmental faculty and to the appropriate Vice President.~~

~~Departmental faculty shall be given fifteen (15) business days from the date of notification to review and comment on the job announcement draft and to work with the Dean to prepare a list of any desirable qualifications for the position. The departmental faculty and the Dean may also recommend supplementary duties and responsibilities. The draft job announcement will then be forwarded with any appropriate comments by the Dean to the Vice President. Following review with the President, the Vice President shall submit the draft to the Vice Chancellor or designee within five (5) business days and may attach comments to the draft. In the absence of a timely response from the departmental faculty, the Vice Chancellor or designee may incorporate necessary revisions to the job announcement.~~

~~The Vice Chancellor or designee may edit, format and amend the job announcement as required, and will forward the final job announcement to the President for approval. Within five (5) business days of receipt from the Vice Chancellor or designee, the President will provide an opportunity for final review and comment by the Vice President, Senate President, and departmental faculty via the Dean. Final approval of the job announcement rests with the President.~~

~~7. Standard Advertising: All openings are advertised through the OHR. The HR Specialist will inform the Dean and the Department Chair of the advertising that will be placed for the position.~~

~~8. Supplemental Advertising: The Department Chair shall recommend in writing to the OHR any appropriate supplemental advertising including the amount and expense. The supplemental advertising must be approved by the Dean and will be arranged by the OHR.~~

9. ~~Minimum Posting:~~ Open positions shall be advertised by the OHR for a minimum of thirty (30) business days.

SECTION IV: APPLICATION PROCESS

1. ~~Submission:~~ Applications, resumes and other required materials are accepted only by the OHR, and may be submitted via mail, fax, electronically, or in person. Application materials shall not be returned to applicants except as approved in writing by the Vice Chancellor or designee. Candidates shall apply for multiple positions separately.
2. ~~Application Period:~~ Applications may be submitted for a set period of time or “until filled.” In the case where a position is “open until filled,” screening may not begin until at least thirty (30) working days after advertising has appeared in some public forum. In the case where a position is “open until filled,” applications submitted less than two (2) working days prior to the beginning of the screening process may be excluded from consideration.
3. ~~Search Extension:~~ The recruitment period will be extended where the applicant pool has fewer than five minimally qualified applications, unless the HR Specialist, the Dean and his or her selected discipline expert agree to forward the pool.

SECTION V: SEARCH COMMITTEE

1. ~~Chair:~~ A provisional convening Chair of the Committee shall be appointed by the Dean, and shall be chosen from among those recommended for committee membership. The actual Chair of the Committee will be appointed from among the members of the committee by a committee vote at the first meeting. In addition, a designated discipline expert will be appointed by the committee from among its members.
2. ~~Size of Committee:~~ There shall be no fewer than five (5) and no more than seven (7) voting members on the committee, and one non-voting EEO Representative.
3. ~~Composition of Committee:~~ No fewer than two-thirds (2/3) of the voting members of the Committee will be full-time (tenured or tenure track) district faculty. No fewer than three (3) members of the Committee shall be experts in the academic discipline of the recruited position, and may be drawn from district faculty or staff, or from external sources. There shall be one non-voting EEO Representative appointed by the OHR. No individual may serve as a member who has a conflict of interest as defined in the Conflict of Interest Statement.
4. ~~EEO Representative:~~ The EEO Representative shall be appointed by the Vice Chancellor or designee, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative.
5. ~~Committee Formation:~~ The President or designee shall coordinate the formation of the Committee. After notification from the OHR that a position has been opened for recruitment, the President or designee shall notify the Senate President of the formation of a Committee. The Department Chair, or in the absence of a Department Chair, the Dean, will recommend to the Academic Senate no fewer than four (4) Committee

Full-time Faculty Hiring Policy

~~members, subject to Item 3: Composition of Committee above, from which the Academic Senate will vote to approve its four (4) faculty appointments to the Committee. The President will appoint up to an additional three (3) members.~~

- ~~6. Committee Membership Notification: The President or designee shall list the Committee membership on the appropriate form, which will identify the provisional Chair. The President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process. The Committee membership form will indicate whether or not the process may proceed, and will be signed by the President or designee and the Senate President.~~
- ~~7. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement. All HR forms must be completed in ink.~~
- ~~8. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and to the interview components. Neither the screening nor the interview may be weighted less than 30 percent each.~~
- ~~9. Duration: At the Orientation, the Committee will determine the length of the interview.~~
- ~~10. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and District hiring policy.~~
- ~~11. Interview Questions: All questions and other requirements must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any demonstration, exercise, presentation, portfolio or other requirement. The list of questions and requirements will be provided to OHR at least five (5) business days prior to the first scheduled interview.~~

~~All questions and other requirements shall be job related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. OHR may provide sample questions at the request of the Chair for the consideration of the Committee.~~

~~The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor or designee reviews all Committee approved questions and other requirements if applicable to ensure compliance with District policies and State and Federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor or designee may make editorial changes; however, if a particular question is deemed by the Vice Chancellor or designee to be in need of substantive changes, these changes will be made in consultation with the Chair or designated discipline expert. The Chair or designee will be provided with the OHR approved list of questions and other requirements if applicable one (1) business day before the interview.~~

- ~~12. Special Testing and Materials: Any special testing or extra application materials required by the position shall be established by the Committee, and approved by the OHR. Special testing shall be conducted under the supervision of the OHR.~~
- ~~13. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the President after consultation with the Chair if appropriate, the Senate President, and the OHR. The scores or ratings of a committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.~~
- ~~14. Minimum Membership: In the event that the committee membership falls below the required minimum number of members, the President, after discussion with the Senate President and OHR, shall determine whether to restart the hiring process, appoint a replacement committee member, or continue the hiring process with fewer than the minimum number of committee members. In the event a replacement is needed, the President and Senate President will agree on a replacement, after consultation with the Dean.~~

SECTION VI: SCREENING PROCESS

- ~~1. Determination of Application Completeness: The OHR determines which applications are complete based upon the criteria as published in the job announcement.~~
- ~~2. Qualification for Candidacy: No fewer than two discipline experts from the Committee will determine which applicants meet minimum qualifications as described in the job announcement and in accordance with the appropriate minimum qualifications as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the Board of Governors of the California Community Colleges. All applicant files which have been certified to meet minimum qualifications will be included in the process to be considered by the Committee.~~
- ~~3. Equivalency: Applicants not meeting the minimum qualifications for the position as published in the formal job announcement may apply for equivalency in accordance with statute and code⁷ by completing a supplemental application and providing appropriate evidence of qualifications equivalent to the published minimum qualifications. Applications for equivalency will be evaluated by the discipline experts. A written record shall be kept for each decision and included with the candidate's application file. At the Orientation meeting, the experts will announce and explain their decision(s) regarding any equivalency applications.~~
- ~~4. Calibration: At the Orientation meeting as described in Section V, Item 7, the Committee shall review the minimum and desirable qualifications and experience required for the~~

⁷ California Education Code §87359, California Code of Regulations, Title 5, §53430.

~~position as published in the job announcement, and using these qualifications, establish appropriate, job-related standards for rating applicant materials.~~

- ~~5. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period as defined in Section IV, Item 2 has elapsed. At the Orientation meeting, the committee in consultation with the HR Specialist shall specify the time(s) and location(s) when application materials shall be available. During the screening process, committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidates must be kept in the Committee member's evaluation file, which will be maintained by the OHR.~~
- ~~6. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR. For the initial screening, each Committee member shall, on the appropriate HR form, provide job-related reasons for any disqualifying rating (i.e., a rating of 0 or 1). If the Committee member refuses to include a justification for a disqualifying score on the form, that Committee member's score shall not be included in the Committee scoring.~~
- ~~7. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the committee, and any member may attend. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.~~
- ~~8. Inadequate Pool: If, after the completion of screening, the Committee is unable to recommend at least three candidates for interviews, the President, in consultation with the Chair and the Vice Chancellor or designee, may decide to reopen recruitment, continue with the present pool, or terminate the process.~~
- ~~9. Interview scheduling: The OHR shall schedule selected candidates for a first level interview, according to the schedule adopted by the Committee, giving them at least five (5) business days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor or designee.~~

SECTION VII: INTERVIEW PROCESS

- ~~1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.~~
- ~~2. Site: The Chair will inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist will make the arrangements for the interview location.~~
- ~~3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.~~

- ~~4. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standards of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment—such as regarding salary, benefits, or policy—must be referred to the OHR.~~
- ~~5. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all Committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job-related criteria in a candid and thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job-related criteria.~~
- ~~6. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each Committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately-weighted screening and interview scores. The OHR will verify and compile final scores for all candidates.~~
- ~~7. Selection of Finalists: After the conclusion of interviews, the Chair and HR Specialist shall assemble a ranked list of candidates and their final scores. Using this list, the Committee will determine the lowest score to qualify as a preliminary finalist for a second-level interview.~~

~~The Chair and HR Specialist shall assemble a list of preliminary finalists made up of those candidates whose final scores are equal to or greater than the determined lowest score. This list will be distributed to the Committee, who will vote on each preliminary finalist. A candidate from the list will be considered a finalist if a simple majority of the voting members of the Committee agree to recommend that candidate. In the event that a preliminary finalist is not selected for a second-level interview, the Chair shall provide a narrative report on the appropriate form of the reasons for the Committee's decision. This report shall be confidential, kept with the candidate's file, and provided to the President with the list of finalists.~~

~~Under normal circumstances, the committee should make every effort to forward for second-level interview at least three (3) finalists. However, if in the Committee's determination, according to the process described above, there are fewer than three (3) qualified candidates, the committee may forward fewer than three (3) finalists.~~

~~Any candidate forwarded for a second level interview is recommended for employment without reservation by the Committee, and the President is free to select any of the finalists using his or her discretion and judgment of job-related criteria.~~

8. ~~Termination of Search: In the event that the Committee is unable to recommend finalists to the President from the interviewed candidates, the search will be terminated. The President may decide that the position should be re-announced and advertised.~~

SECTION VIII: REFERENCE CHECKS

1. ~~Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to the submission of the recommended candidates to the President for second level interviews.~~
2. ~~Required Professional References: Each applicant will be asked to provide at least three references, preferably from the following categories:~~
 - ~~current supervisor(s);~~
 - ~~previous supervisor (from the past five years);~~
 - ~~colleague/co-worker who can address professional competency and appropriate practical skills;~~
 - ~~other professional references.~~

~~If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional references from the candidate.~~

3. ~~Reference Contacts: The HR Specialist, in conjunction with the Chair or another designated Committee member, will conduct the reference checks. The HR Specialist will verify all data on the application. The Chair or designated Committee member will check professional references as provided by each finalist using the appropriate OHR form.~~

~~Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checker(s) shall not provide any derogatory or confidential information about the finalist, and shall not provide with any assessment of the quality of the finalist's qualifications.~~

4. ~~Reference Check Review: When reference checks are completed, the hiring committee may reassemble to review and to discuss the reference checks for each of the provisional finalists. The committee representatives and HR Specialist(s) who conducted the reference checks will respond to questions and describe their general and specific responses to responses of the references. As a result of the information gained during reference checks, the committee may decide to remove a candidate from the list of finalists, and may reconsider and submit an additional finalist. If a finalist is removed,~~

~~the Chair will inform the President of the Committee's decision to remove the finalist, and explain its basis. At the conclusion of this meeting, a list of finalists will be forwarded to the President via the Chair.~~

SECTION IX: SECOND-LEVEL INTERVIEW

- ~~1. Finalists: The President shall be provided an unranked list of finalists by the Chair, and a report of the final scores for all candidates; this report will not show the names of the candidates. In addition, in the event that a preliminary finalist as described in Section VII, Item 7 is not forwarded for a second-level interview, the President shall be provided with the Chair's report of the Committee's decision.~~
- ~~2. Interview: The President will interview each candidate in the company of at least one vice president. Only the President and Vice President(s) may attend second-level interviews, and any Vice President who attends any interview must be present for all interviews.~~
- ~~3. Second-level Interview Schedule: Finalists shall be given at least five (5) business days notice of the interview. However, as determined by the Vice Chancellor or designee in consultation with the President and the Chair, candidates may be afforded an expedited second-level interview provided the committee has completed its interviews and deliberations for that candidate. This expedited interview is granted as a courtesy to the candidate, and does not signify that the candidate will be recommended as a finalist.~~
- ~~4. Content: The President may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor or designee must review any questions, exercises or other requirements prior to the interview to ensure compliance with District policies and State and Federal laws and regulations.~~
- ~~5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the President shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.~~
- ~~6. Consultation: The President will consult with the Chair and discipline experts after the second-level interviews and before any offer of employment is made.~~
- ~~7. Presidential Reference Checks: Following candidate interviews, the President or his or her designee may make further job-related reference checks and may at the discretion of the President be assisted in this effort by those who assisted with presidential interviews and/or the chair of the departmental hiring committee.~~
- ~~8. Recommendation for Appointment: The President will select a candidate for recommendation for appointment to the job. The President may choose to rank candidates in order and recommended offer of appointment according to that order until an offer of appointment is accepted. Should a candidate accept an offer of appointment and then later rescind that decision, the President shall have the right to extend an offer to another~~

~~candidate from among the recommended finalists. All appointments are subject to Board approval.~~

- ~~9. Termination of Search: In the event that the President decides not to select a finalist from those forwarded by the Committee, the search will be terminated. The President may decide that the position be re-announced and advertised.~~

~~SECTION X: CONFIRMATION PROCESS~~

- ~~1. Board Item: With the Chancellor's authorization, the OHR shall prepare the Board agenda item for consideration and approval by the Board.~~
- ~~2. Decision: The Board may hire or decline to hire the recommended candidate. If a candidate is hired, such offer of employment shall be conditioned upon successful completion of any required background checks.~~
- ~~3. Background Checks: Consistent with applicable Federal and State law, and when job-related, after an offer of employment has been made, but prior to the commencement of employment, physical testing and background checks as required for the specific position will be initiated and completed by the OHR. Any required physical exams will be paid for by the District. If a finalist fails to satisfy the OHR in regard to the result of any investigation, the OHR, after consultation with the President, may revoke the offer of employment.~~

~~SECTION XI: LATE VACANCIES AND EMERGENCY APPOINTMENTS~~

- ~~1. Vacancy before Board Approval of Position Request List: Any full time vacancy which occurs after the compilation of the Position Request List as described in Section II, Item 2, but before Board approval of the list, may be added to the list submitted for Board approval according to an internal process developed by the Academic Senate and the President, and approved by the President.~~
- ~~2. Vacancy after Board Approval of Position Request List: If a vacancy occurs after Board adoption of the Position Request List as described in Section II, Item 2, but before the commencement of recruitment for that academic year, the President and the Academic Senate may add that position to the approved list for recruitment in that academic year, its position on the list to be determined by an internal process developed by the Academic Senate and the President, and approved by the President. The new position will be submitted to the Board for approval.~~
- ~~3. Emergency Appointments: If a vacancy occurs after the commencement of the academic year, and in the judgment of the President, in consultation with the Senate President, there exist sufficient grounds for an immediate appointment to fill that position, the President may immediately hire a temporary replacement for the remainder of the academic year according to a process developed by the Academic Senate and the President, and approved by the President. Any process adopted should follow as closely as possible the hiring procedures outlined in this Policy.~~

~~Adopted: December 12, 2005~~

ADMINISTRATIVE REGULATION 4011.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

RECRUITMENT: FULL-TIME FACULTY

This administrative regulation is intended to provide the guidelines for the recruitment of full-time faculty. South Orange County Community College District and the Academic Senates agree that this regulation cannot address every situation that arises during the recruitment of full-time faculty members. Therefore, strict adherence to these guidelines is often not possible, nor is it required. The President and/or his or her designee, with the approval of the Vice Chancellor and the Academic Senate President, is authorized to use his or her discretion in altering, modifying, supplementing and/or amending these guidelines to allow for the recruitment of highly qualified full-time faculty.

SECTION I: GENERAL PROVISIONS

Preface: The recruitment of highly qualified full-time faculty is essential to the educational mission of the South Orange County Community College District. Therefore, the governing board, administration, and faculty have the responsibility to work together to select highly qualified faculty members who can teach and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness and who are experts in the subject matter of their specialty.

1. Scope: This Administrative Regulation applies to the recruitment process for full-time faculty.
2. Definitions:
 - Board: The Board of Trustees of the South Orange County Community College District.
 - Chair: Chair of the Recruitment Committee.
 - Chancellor: The Chancellor of the South Orange County Community College District.
 - Committee: The Recruitment Committee.
 - Dean: Academic administrator who supervises the position.
 - Department: The operational unit to which the position is assigned.
 - Department Chair: The department or academic chair of the operational unit.
 - Discipline Expert: The person who is recognized as a subject matter expert by the division/school, usually through academic credentials or equivalency.
 - District: The South Orange County Community College District.
 - EEO: Equal Employment Opportunity.
 - EEO Representative: Equal Employment Opportunity representative.
 - HR Specialist: Human Resources Specialist, HR: Office of Human Resources.
 - Operational Unit: The department, school, or division, as appropriate.
 - President: President of the College at which the position is assigned or designee.
 - Procedures: Full-Time Faculty Recruitment Procedures of the South Orange County

Community College District.

Senate President: President of the Academic Senate of the college at which the position is assigned.

SOC CCD: The South Orange County Community College District.

SOC CC DFA: South Orange County Community College District Faculty Association.

Vice Chancellor: Vice Chancellor of Human Resources and Employer/Employee Relations.

Vice President: Vice President supervising the academic unit to which the position is assigned.

It is the responsibility of the President to ensure the integrity of the recruitment process established by this Regulation. If, in the judgment of the President, the integrity of the process described herein has been substantially violated or abused, the President may order that the process be suspended, pending determination of an appropriate action in consultation with HR, the Chair, and by mutual agreement with the Senate President, or terminated.

The faculty, represented by the Academic Senate, also has an inherent professional responsibility in the implementation of policies and procedures governing the recruitment process. If, in the judgment of the Senate President, the process described herein has been substantially violated or abused, the Senate President may recommend to the President that the process be suspended, pending determination of an appropriate action in consultation with HR, the Chair, and by mutual agreement with the Senate President, or terminated.

3. Interpretation: Technical questions and minor problems shall ordinarily be resolved by the HR Specialist in consultation with HR. In the event that a question of the procedural interpretation of this regulation arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor or designee via the HR Specialist, with copies to the Dean, the Chair, the Senate President and the President.

If, in the judgment of the HR Specialist, the Chair, the Senate President, or the President, a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the recruitment and hiring process shall be suspended pending resolution of the problem. The President, in consultation with HR, the Chair, and the Senate President (or their respective designees) shall attempt to resolve any problem or difference of interpretation of this Regulation.

4. Exceptions: The President, in consultation with the Senate President and HR, may reduce or extend the time period for any step established in this regulation. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the President shall notify in writing the Senate President and HR, stating the unusual circumstances necessitating the extension or exception.
5. Termination: If, in the opinion of the President, the College cannot fiscally support the position, the President may terminate the process.

6. Amendment: Any amendment of this regulation shall be developed and agreed upon jointly by representatives of the governing board and the academic senates, and approved by the governing board.

SECTION II: POSITION IDENTIFICATION AND APPROVAL

1. Position Identification: Each full-time opening shall be classified by:
 - Academic discipline (and sub-discipline, if appropriate);
 - Department(s) to which the position shall be assigned;
 - Tenure status (tenure-track, or non-tenure tract); Position Type (replacement or new position);
 - Faculty Assignment (classroom or non-classroom faculty, or a combination thereof).
2. Position Request List: By October of each academic year, following approval by the Chancellor, each President shall submit to the Board of Trustees a ranked list of recommended full-time faculty positions for the subsequent year, classified according to Item 2 above, and compiled by an internal process developed by the Academic Senate and the President, and approved by the President. The Board shall either approve (authorize for announcement) or disapprove (not authorize for announcement) each recommended position. The Board shall make clear any contingent terms for any approved positions. Positions authorized by the Board that remain vacant for two academic years will automatically be eliminated by June 30th of the second year.

SECTION III: RECRUITMENT

1. Opening position: Once a position has been approved by the President for recruitment, he or she shall open recruitment for the position by submitting a request to fill the position on the appropriate request to the Vice Chancellor or designee. Upon receipt of the request, the Vice Chancellor or designee shall appoint an HR Specialist to administer the recruitment process for that position.
2. Job Announcement Content: The job announcement shall determine the screening criteria for review of applicant files. Care must be taken to insure accurate and job-related criteria. It shall contain:
 - Opening and closing date
 - Summary of duties and responsibilities
 - Minimum qualifications.
 - Desirable qualifications
 - Application requirements and procedures
 - Special testing, if applicable Submission of materials, if required
 - EEO Statement
3. Job Announcement Development: The Vice Chancellor or designee shall provide a draft job announcement, including sample desirable qualifications, as well as the appropriate minimum qualifications as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the Board of Governors

of the California Community Colleges. The Vice Chancellor or designee shall then distribute the draft via the Dean to the departmental faculty and to the appropriate Vice President.

Departmental faculty shall have ten (10) business days from the date of notification to review and comment on the job announcement draft and to work with the Dean to prepare a list of any desirable qualifications for the position. The departmental faculty and the Dean may also recommend supplementary duties and responsibilities. The draft job announcement shall then be forwarded with any appropriate comments by the Dean to the Vice President. Following review with the President, the Vice President shall submit the draft to the Vice Chancellor or designee within three (3) business days, and may attach comments to the draft. In the absence of a timely response from the departmental faculty, the Vice Chancellor or designee may incorporate necessary revisions to the job announcement.

The Vice Chancellor or designee may edit, format and amend the job announcement as required, and shall forward the final job announcement to the President for approval. Within five (5) business days of receipt from the Vice Chancellor or designee, the President shall provide an opportunity for final review and comment by the Vice President, Senate President, and departmental faculty via their Dean. Final approval of the job announcement rests with the President.

4. Standard Advertising: All openings are advertised through HR. The HR Specialist shall inform the Dean and the Department Chair of the advertising that shall be placed for the position.
5. Supplemental Advertising: The Department Chair shall recommend in writing to HR any appropriate supplemental advertising including the amount and expense. The supplemental advertising must be approved by the Dean and shall be arranged by HR.
6. Minimum Posting: Open positions shall be advertised by the HR for a minimum of thirty (30) business days.

SECTION IV: APPLICATION PROCESS

1. Submission: Applications, resumes and other required materials are accepted only by HR, and may be submitted via mail, fax, electronically, or in person. Application materials shall not be returned to applicants except as approved in writing by the Vice Chancellor or designee. Candidates shall apply for multiple positions separately.
2. Application Period: Applications may be submitted for a set period of time or “until filled.” In the case where a position is “open until filled,” screening may not begin until at least thirty (30) working days after advertising has appeared in some public forum. In the case where a position is “open until filled,” applications submitted less than two (2) working days prior to the beginning of the screening process may be excluded from consideration.
3. Search Extension: The recruitment period shall be extended where the applicant pool has fewer than five minimally qualified applications, unless the HR Specialist, the Dean and his or her selected discipline expert agree to forward the pool.

SECTION V: RECRUITMENT COMMITTEE

1. Discipline Experts: These shall be appointed when the Committee composition is determined.
2. Chair: The Dean of the Division/School or designee shall be the provisional convening chair. The actual Chair of the Committee shall be appointed from among the members of the committee by a committee vote at the first meeting. In addition, designated discipline experts shall be appointed by the committee from among its members. Committee members from either college including part-time faculty (who are not applying for the position), or members from outside the colleges may serve as discipline experts. Any associated costs will be covered by the college.
3. Size of Committee: There shall be no fewer than five (5) and no more than nine (9) voting members on the committee, and one non-voting EEO Representative.
4. Composition of Committee: Approximately two-thirds (2/3) of the voting members of the Committee shall be full-time (tenured or tenure-track) district faculty (see chart below):

Committee Size	2/3 Full-Time Faculty Required
9	6
8	6
7	5
6	4
5	4

No fewer than three (3) members of the Committee shall be experts in the academic discipline of the recruited position, and may be drawn from district faculty or staff, or from external sources. An exception to the composition of the committee may be made upon approval of the Department Chair, Senate President, and President. No individual may serve as a member who has a conflict of interest as defined in the Conflict of Interest Statement.

5. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor or designee, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative. There shall be one non-voting EEO Representative appointed by HR who may be drawn from any unit of the District. If all members of the committee have been currently trained for EEO, then the Chair will act as the EEO Officer and be a voting member.
6. Committee Formation: The President or designee shall coordinate the formation of the Committee. After notification from HR that a position has been opened for recruitment, the President or designee shall notify the Senate President of the formation of a Committee. The Department Chair, or in the absence of a Department Chair the Dean, shall recommend to the Academic Senate no fewer than four (4) Committee members, subject to Section V.2: Composition of Committee, above, from which the Academic

Senate shall vote to approve four (4) or more faculty appointments to the Committee. The President shall appoint up to an additional three (3) members.

7. Committee Membership Notification: The President or designee shall identify the Committee membership on the appropriate form, which shall identify the provisional Chair. The President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the recruitment process. The Committee membership request shall indicate whether or not the process may proceed, and shall be signed by the President or designee and the Senate President.
8. Orientation: The HR Specialist or EEO Representative shall conduct an orientation meeting to explain roles, duties, expectations, timelines and the rating process to the Committee members. At this time, the Committee shall agree on the schedule. Electronic communication may be used to facilitate the orientation and/or scheduling meeting. All members must sign a Confidentiality and Conflict of Interest in Hiring Statement.
9. Relative Weights: At the Orientation, the Committee shall assign the values to be given to the application and the interview components. Neither the application screening nor the interview may be weighted less than 30 percent.
10. Duration: At the Orientation, the Committee shall determine the length of the interview.
11. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and District recruitment regulation.
12. Interview Questions: All questions and other requirements must be kept confidential throughout the process. The Committee shall develop and forward to HR for approval a list of interview questions to be asked of each candidate, as well as any demonstration, exercise, presentation, portfolio or other requirement. The list of questions and requirements shall be provided to HR prior to screening, no later than the date candidates are selected for interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. HR may provide sample questions at the request of the Chair for the consideration of the Committee.

The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor or designee reviews all Committee-approved questions and other requirements if applicable to ensure compliance with District policies and State and Federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor or designee may make editorial changes; however, if a particular question is deemed by the Vice Chancellor or designee to be in need of substantive changes, these changes shall be made in consultation with the Chair and/or designated discipline expert(s). The Chair or designee shall be provided with HR-approved list of questions and other requirements if applicable by the day of the interview.

13. Special Testing and Materials: Any special testing or extra application materials required by the position shall be established by the Committee, and approved by HR. Special testing shall be conducted under the supervision of HR.
14. Participation: Committee members are expected to be available as necessary for Committee functions, to participate fully in all required meetings and related committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the President after consultation with the Chair if appropriate, the Senate President, and HR. The scores or ratings of a committee member who withdraws prematurely or is removed shall not be counted in the uncompleted phase or section of the process. If such removal occurs, prior to drawing the line for interviews, every effort shall be made to replace the member with a suitable member, by mutual agreement between the Senate President and the President.
15. Minimum Membership: In the event that the committee membership falls below the required minimum number of members, the President, after discussion with the Senate President and HR, shall determine whether to restart the recruitment process, appoint a replacement committee member, or continue the recruitment process with fewer than the minimum number of committee members. In the event a replacement is needed, the President and Senate President shall mutually agree on a replacement, after consultation with the Dean and the Chair.

SECTION VI: SCREENING PROCESS

1. Determination of Application Completeness: HR determines which applications are complete based upon the criteria as published in the job announcement.
2. Qualification for Candidacy: No fewer than two discipline experts from the Committee shall determine which applicants meet minimum qualifications as described in the job announcement and in accordance with the appropriate minimum qualifications as determined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges as adopted by the Board of Governors of the California Community Colleges. All applicant files which have been certified to meet minimum qualifications shall be included in the process to be considered by the Committee.
3. Equivalency: Applicants not meeting the minimum qualifications for the position as published in the formal job announcement may apply for equivalency in accordance with statute and code¹ by completing a supplemental application and providing appropriate evidence of qualifications equivalent to the published minimum qualifications. Applications for equivalency shall be evaluated by the discipline experts. A record shall be kept for each decision and included with the candidate's application file. At the Orientation meeting, the Discipline Experts shall announce and explain their decision(s) regarding any equivalency applications.
4. Calibration: At the Orientation meeting as described in Section V, Item 7, the Committee shall review the minimum and desirable qualifications and experience

¹ California Education Code §87359, California Code of Regulations, Title 5, §53430.

required for the position as published in the job announcement, and using these qualifications, establish appropriate, job-related standards for rating applicant materials.

5. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period as defined in Section IV, has elapsed. At the Orientation meeting, the committee in consultation with the Chair shall specify the time(s) and location(s) when application materials shall be available. During the screening process, committee members shall not print, copy, alter, append comments, or share any applicant materials and may not remove the files or their contents. Notes on the candidates must be kept in the Committee member's evaluation file, which shall be maintained by HR.
6. Scoring: Each application shall receive an independent evaluation according to job related criteria by each member of the Committee. The Committee members shall rate each applicant. For the initial screening, each Committee member shall use a scoring standard of 0 to 4. The committee member will provide job-related reasons for any "0" rating. If the Committee member refuses to include a justification for a disqualifying score, that Committee member's score shall not be included in the Committee scoring.

When all committee members have completed their scoring process, the committee may convene to review the scores at the discretion of the chair if there seem to be anomalies or discrepancies in the scoring. If, by such conversation, a committee member wishes to change a score, this is permitted. If the discrepancy represents a disagreement, all scores shall stand.

7. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair shall meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the committee, and any member may attend and participate in the discussion. On the basis of the lowest qualifying score ("drawing the line"), HR shall assemble a list of candidates to be interviewed.
8. Inadequate Pool: If, after the completion of screening, the Committee is unable to recommend at least three candidates for interviews, the President, in consultation with the Chair, the Vice Chancellor or designee, and the Senate President, may decide to reopen recruitment, continue with the present pool, or terminate the process.
9. Interview scheduling: The Chair shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving candidates at least five (5) business days' notice of the interview.' Exceptions to the five-day notice may be granted by the Vice Chancellor or designee.

SECTION VII: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee. Each member of the Committee shall receive a schedule of interviews, and the interview questions.
2. Site: The Chair shall inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist shall make the arrangements for the interview location.

3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.
4. Questions: Each candidate shall be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the EEO Representative, a follow-up question violates standards of non-discrimination, the EEO Representative shall direct the candidate to disregard the question. Every effort shall be made to maintain consistent standards of candidate evaluation throughout the interview process. Follow up question should be directly related to candidate responses. Any question by the candidate pertaining to conditions of employment—such as regarding salary, benefits,—must be referred to HR.
5. Group Discussion: Committee members shall be given an opportunity to discuss each applicant after each interview. Comprehensive discussion should not take place until after all interviews are completed. No discussion of any candidate may take place unless the EEO Representative and all Committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job-related criteria in a candid and thorough manner. The EEO Representative shall be responsible for ensuring that discussion is limited to job-related criteria.
6. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each Committee member shall independently rate each candidate. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. HR shall verify and compile final scores for all candidates.
7. Selection of Finalists: After the conclusion of interviews, the Chair and HR Specialist shall assemble a ranked list of candidates and their final scores. Using this list, the Committee shall determine the lowest score to qualify as a finalist for a second-level interview.

Under normal circumstances, the committee should make every effort to forward for second-level interview at least three (3) finalists. However, if in the Committee's determination, according to the process described above, there are fewer than three (3) qualified candidates, the committee may forward fewer than three (3) finalists. Any candidate forwarded for a second-level interview is recommended for employment without reservation by the Committee, and the President is free to select any of the finalists using his or her discretion and judgment of job-related criteria.

8. Termination of Search: In the event that the Committee is unable to recommend finalists to the President from the interviewed candidates, the search shall be terminated. The President, in consultation with the Chair, the Vice Chancellor or designee, and the Senate President, may decide that the position should be re-announced and advertised.

SECTION VIII: REFERENCE CHECKS

1. **Timing:** Official reference checks, in accordance with HR Guidelines, shall be performed prior to the submission of the recommended candidates to the President for second-level interviews.
2. **Required Professional References:** Each applicant shall be asked to provide at least three references, preferably from the following categories:
 - current supervisor(s); previous supervisor (from the past five years);
 - colleague/co-worker who can address professional competency and appropriate practical skills;
 - other professional references.

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, HR, in consultation with the Chair, may request additional references from the candidate.

3. **Reference Contacts and Application Review:** The Chair and/or designated Committee member, shall conduct the reference checks. The HR Specialist shall verify all data on the application. The Chair or designated Committee member shall check professional references as provided by each finalist using the appropriate HR format.

Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. These questions may be sufficiently open to permit the reference adequate opportunity to offer a recommendation and assessment of the candidate. The reference checker(s) may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checker(s) shall not provide any derogatory or confidential information about the finalist, and shall not provide with any assessment of the quality of the finalist's qualifications. The District may also use a third party to check references, and/or application data.

4. **Reference Check Review:** When reference checks are completed, the recruitment committee may reassemble to review and to discuss the reference checks for each of the provisional finalists. The committee representatives and HR Specialist(s) who conducted the reference checks shall respond to questions and describe their general and specific responses to responses of the references. As a result of the information gained during reference checks, the committee may decide to remove a candidate from the list of finalists, and may reconsider and submit an additional finalist. If a finalist is removed, the Chair shall inform the President of the Committee's decision to remove the finalist, and explain its basis. If a replacement finalist is added to the list, references shall be checked as described above, and the committee reconvened if necessary. At the conclusion of these meetings, a list of finalists shall be forwarded to the President via the Chair.

SECTION IX: SECOND-LEVEL INTERVIEW

1. Finalists: The President shall be provided an unranked list of finalists by the Chair, and a report of the final scores for all candidates; this report shall not show the names of the candidates. In addition, in the event that a preliminary finalist as described in Section VIII, Item 4 is not forwarded for a second-level interview, the President shall be provided with the Chair's report of the Committee's decision.
2. Interview: The President shall interview each candidate in the company of at least one vice president or designee. Only the President, Vice President(s) or designee, and the Chair (at the President's discretion) may attend second-level interviews, and any Vice President, or Chair who attends any interview must be present for all interviews. If the Chair is not present for the interviews, the President shall consult with the Chair after the second-level interviews and before any offer of employment is made.
3. Second-level Interview Schedule: Finalists shall be given at least five (5) business days notice of the interview. However, as determined by the Vice Chancellor or designee in consultation with the President and the Chair, candidates may be afforded an expedited second-level interview provided the committee has completed its interviews and deliberations for that candidate. This expedited interview is granted as a courtesy to the candidate, and does not signify that the candidate shall be recommended as a finalist.
4. Content: The President may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor or designee must review any questions, exercises, or other requirements prior to the interview to ensure compliance with District policies and State and Federal laws and regulations.
5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the President shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.
6. Consultation: The President shall consult with the Chair after the second-level interviews and before any offer of employment is made.
7. Presidential Reference Checks: Following candidate interviews, the President or his or her designee may make further job-related reference checks and may at the discretion of the President be assisted in this effort by those who assisted with presidential interviews and/or the Chair.
8. Recommendation for Appointment: The President shall select a candidate for recommendation for appointment to the job. The President may choose to rank candidates in order and recommended offer of appointment according to that order until an offer of appointment is accepted. Should a candidate accept an offer of appointment and then later rescind that decision, the President shall have the right to extend an offer to another candidate from among the recommended finalists. All appointments are subject to Board approval.

9. Termination of the Search: In the event that the President decides not to select a finalist from those forwarded by the Committee, the search shall be terminated. The President, in consultation with the Chair, the Vice Chancellor or designee, and the Senate President, may request that the Committee reconvene to determine if additional candidates can be forwarded. Failing to find a successful candidate from the existing pool, the President may decide that the position be re-announced and advertised.

SECTION X: CONFIRMATION PROCESS

1. Board Item: With the Chancellor's authorization, HR shall prepare the Board agenda item for consideration and approval by the Board.
2. Decision: The Board may hire or decline to hire the recommended candidate. If a candidate is hired, such offer of employment shall be conditioned upon successful completion of any required background checks.
3. Background Checks: Consistent with applicable Federal and State law, and when job-related, after an offer of employment has been made, but prior to the commencement of employment, physical testing and background checks as required for the specific position shall be initiated and completed by HR. Any required physical exams shall be paid for by the District. If a finalist fails to satisfy HR in regard to the result of any investigation, HR, after consultation with the President, may revoke the offer of employment.

SECTION XI: LATE VACANCIES AND EMERGENCY APPOINTMENTS

1. Vacancy before Board Approval of Position Request List: Any full-time vacancy which occurs after the compilation of the Position Request List as described in Section II, Item 2, but before Board approval of the list, may be added to the list submitted for Board approval according to an internal process developed by and mutually agreed upon the Academic Senate and the President, and approved by the President.
2. Vacancy after Board Approval of Position Request List: If a vacancy occurs after Board adoption of the Position Request List as described in Section II, Item 2, but before the commencement of recruitment for that academic year, the President and the Academic Senate may add that position to the approved list for recruitment in that academic year, its position on the list to be determined by an internal process developed by and mutually agreed upon the Academic Senate and the President, and approved by the President. The new position shall be submitted to the Board for approval.
3. Emergency Appointments: If a vacancy occurs after the commencement of the academic year, and in the judgment of the President, in consultation with the Senate President, there exist sufficient grounds for an immediate appointment to fill that position, the President may hire an interim/short-term replacement for the remainder of the academic year according to a process developed by and mutually agreed upon the Academic Senate and the President, and approved by the President.

BOARD POLICY

4309

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL/HUMAN RESOURCES

DUTIES AND RESPONSIBILITIES OF THE FACULTY

The faculty member's ~~main job~~ primary responsibility is the education of the students at Irvine Valley College, Saddleback College, and other off-campus sites. Each faculty member is ~~directly responsible~~ reports to the ~~d~~Division/~~s~~School ~~d~~Dean. Each faculty member must fulfill, under the supervision of the President, Vice President for Instruction and/or Student Services, and the ~~d~~Division/~~s~~School ~~d~~Dean, all of the legal requirements of the District for employment, credentialing, and performance of duties. ~~Selected~~ Certain statements may not be applicable apply to part-time faculty, or to every discipline, and/or setting. ~~The faculty duties and responsibilities are:~~

I. DUTIES AND RESPONSIBILITIES THAT PERTAIN TO ALL FACULTY MEMBERS

1. I. PROFESSIONAL GROWTH AND SERVICE

- a. ~~Fulfills Flex~~ Professional Development -obligation as described in the Master ~~A~~Agreement, and reports its completion.
- b. ~~Attends and participates in meetings that fulfill the contractual service obligation.~~
- c. ~~Follows d~~District and ~~c~~College policies and procedures when applying– for and accepting grants and other instructional resources. ;

In addition, faculty members are encouraged to attend and participate in:

- ~~Other M~~meetings convened by ~~D~~division/~~S~~school ~~D~~Dean, ~~V~~vice ~~P~~president, ~~P~~president, and ~~D~~district ~~A~~administrators.
- ~~D~~department/~~D~~division/~~S~~school functions, for example:- advisory committees, department graduations, concerts and recitals, student outreach activities, and athletic events.
- ~~C~~ommencement.
- ~~S~~tudent activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.

2. II.EFFECTIVENESS

a. _____

1. Demonstrates -current knowledge of subject and necessary skills.

- a.b. ~~Considers the academic and special needs of each student, and when necessary, refers the student for additional assistance from other college services.~~

- ~~b.c.~~ Maintains regular office hours as required, and provides a copy of that schedule to the dDivision/-sSchool DDean and/or Vice President for Instruction/Student Services each semester.
- ~~e.d.~~ Reports assessment data on student learning outcomes, administrative unit outcomes, and/or student services outcomes.
- ~~d.e.~~ Participates in curriculum development and program review.
- ~~e.f.~~ Completes and submitsSubmits-completed required documents in a timely manner.
- ~~f.g.~~ Consults with Ddepartment Cchair and/or DDean on matters pertaining to departmental issues and concerns.
- ~~h.~~ Follows -the regulations, policies, and procedures of the college and dDeistrict as published.
- ~~i.~~ Respond to student communications when appropriate.
- ~~j.~~ Maintains an effective instructional environment in the classroom or its equivalent.
- ~~k.~~ Develops and maintains good relations with other departments/schools of the college.

~~10.Keeps students informed of their class progress.~~

~~11. Responds to student communications.~~

~~12.. Maintains an effective instructional environment in the classroom or its equivalent.~~

~~13. Develops and maintains good relations with other departments/schools of the college.~~

II. DUTIES AND RESPONSIBILITIES THAT PERTAIN TO SPECIFIC FACULTY ROLES

1. ~~I~~CLASSROOM FACULTY MEMBERS

- ~~————~~ ~~A.~~ Effectiveness in Performance
 - ~~1.~~ Demonstrates thorough current knowledge of subject, matter and course of study.
 - ~~a.~~ Fulfills requirements of the Course Outline of Record.
 - ~~a.b.~~ Selects textbooks, supplementary materials, reference materials and resources, library books and periodicals, equipment, media, online materials, and/or supplies in for assigned courses.
 - ~~b.c.~~ Develops, and maintains, and utilizes approved course syllabussyllabi, outline, and curriculum content for current assigned courses assigned-consistent with established parametersthe Course Outline of Record.
 - ~~e.d.~~ Distributes and/or makes available a course outline-syllabus to all students and the DDivisiondivision/ School-school dDean on within the first weekday of class, including distance education classes, that covers the class requirements, SLOs,

~~grading procedures, criteria, and attendance requirements, and measurable performance objectives.~~

~~d.e. Reads, responds to, and evaluates all student work, and reports final grades to Admissions, Records, and Enrollment Services by an announced deadline each semester.~~

~~e.f. Establishes and maintains. When teaching Distance Education courses, a framework for faculty will ensure that appropriate email and internet exchanges occur. establish and maintain a framework for regular and sustained contact with students to optimize student learning and success when teaching dDistance edEducation courses.~~

~~f.g. Teaches classes during the scheduled time and at the assigned location.~~

~~h. Keeps students informed of their class progress.~~

~~2. Provides quality instruction/learning environment pertaining to the assigned courses.~~

~~3. Utilizes appropriate and current college level teaching techniques and/or methodologies.~~

~~Answers and rResponds to email and voice messages student communications.~~

~~4. Promotes student retention.~~

~~5. Assists in the recruitment of students.~~

~~6. Mentors students.~~

~~7. Assists students in articulation and transfer activities.~~

~~8. Manages classroom issues.~~

~~3. Maintains an effective instructional environment in the classroom or its equivalent.~~

C. Involvement in College Activities and Community

~~1. Attends and participates in meetings convened by Division/School Dean, Vice President, President, and District Administrators.~~

~~2. Attends department/division functions; for example: department graduations, concerts and recitals, student outreach activities, and athletic events.~~

~~3. Participates in commencement.~~

~~4. Assists in student activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.~~

~~5. Attends and participates in assigned meetings, such as, committees and advisory task forces.~~

~~6. Maintains professional relationships with employees of the District.~~

~~7. Teaches at on and off campus locations as assigned.~~

~~8. Searches for and obtains grants and other instructional resources following District guidelines.~~

~~D. Professional Growth and Service~~

~~Participates in professional organizations.~~

~~2. Attends and participates in College/District in-service activities for professional growth and development.~~

~~3. Participates in local community activities.~~

2. H.B.—COUNSELORS/LEARNING DISABILITY SPECIALISTS

~~A. Effectiveness~~

~~a. 1. Provides individual academic, career, and personal counseling to students.~~

~~b. Counsels and assists students regarding attainment of their educational goals.~~

~~a.c. Encourages best effort from students to take responsibility for their own learning.~~

~~d. Maintains contact familiarity with college departments, articulation agreements with four-year institutions, and community resources and agencies related to guidance and counseling.~~

~~e. Administers and interprets appropriate tests (onsite or online) as a part of the counseling process, such as matriculation testing (including information competency) and placement.~~

~~f. Assist students in identifying the necessary skills for successful completion of certificate and degree offerings.~~

~~g. Participates in new student orientations, advisements, and other first-year experience activities.~~

~~b.h. Provide guidance and information to students regarding the selection of major, choice of job/career path, and creation of academic plans.~~

~~e.i. Works with probationary students to set up contracts to ensure their success; help them succeed.~~

~~d.j. Participates in and/or coordinates outreach activities with to outreach to recruit students from area public and private high schools.~~

~~e. Communicates with other departments of the college and with individual members of the faculty in order to provide counseling services that meet the needs of all disciplines schools with activities, such as High School Senior Day, Counselor Day, and Family Night.~~

- k. ~~_____~~ 2
2. ~~B. _____ Involvement in College Activities and Community~~
3. ~~_____~~
4. ~~_____ 1. _____ Attends and participates in meetings convened by Division/ School Dean, Vice President, President, and District Administrators.~~
5. ~~_____~~
6. ~~_____ 2. _____ Attends department/division functions, such as, department graduations, concerts/recitals, student outreach activities, and athletic events.~~
- ~~_____~~
7. ~~_____ 3. _____ Participates in commencement.~~
8. ~~_____~~
9. ~~_____ 4. _____ Assists in student activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.~~
10. ~~_____~~
11. ~~_____ 5. _____ Attends and participates in assigned meetings, such as, committees, advisory task forces.~~
12. ~~_____~~
13. ~~_____ 6. _____ Maintains professional relationships with employees of the District.~~
14. ~~_____~~
15. ~~_____ 7. _____ Counsels at on and off campus locations.~~
16. ~~_____~~
17. ~~_____ 8. _____ Searches for and obtains grants and other resources following District guidelines.~~
18. ~~_____~~
19. ~~C. _____ Professional Growth and Service~~
20. ~~_____~~
21. ~~_____ 1. _____ Participates in professional organizations.~~
22. ~~_____~~
- ~~_____ 2. _____ Attends and participates in College/District in-service activities for professional growth and development.~~
23. ~~_____~~
24. ~~_____ 3. _____ Participates in local community activities.~~
25. ~~_____~~

H26.3. LIBRARIANS— A. Effectiveness

- a. Provides reference service to students, faculty, and community.
- b. Oversee patrons in the library and ~~supports enforces~~ implements library rules and regulations.
- c. ~~Acquires print and non-print~~ resources for the library collection.
- d. Oversees the acquisition, disposition-, and disposal of library resources and supplies.
- e. ~~Catalogs books and non-print materials~~ library resources.

- f. Oversees the ~~preparation and acquisition~~ processing, ~~for circulation of books, periodicals, and media.~~ And and maintenance of library resources.
- g. Provides instruction, both formal and informal, in the use of library resources and services.
- h. Oversees scheduling of library displays.
- i. Assists in the preparation of reports on library activities and resources.
- j. Directs and oversees the day-to-day duties of library assistants, technicians, and student aides.

Communicates with other departments/schools of the college and with individual faculty members of the faculty in order to provide library services that meet the needs of all disciplines. and to publicize library resources., etc., which may publicize and promote the library.

~~_____~~ B. Involvement in College Activities and Community

~~_____~~ 1. Attends and participates in meetings convened by Division/ School Dean, Vice-President, President, and District Administrators.

~~_____~~ 2. Attends department/division functions, such as, department graduations, concerts/recitals, student outreach activities, and athletic events.

~~_____~~ 3. Participates in commencement.

~~_____~~ 4. Assists in student activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.

~~_____~~ 5. Attends and participates in assigned meetings, such as, committees, advisory task forces.

~~_____~~ 6. Maintains professional relationships with employees of the District.

~~_____~~ 7. Searches for and obtains grants and other resources following District guidelines.

~~_____~~ C. Professional Growth and Service

~~_____~~ 1. Participates in professional organizations.

~~_____~~ 2. Attends and participates in College/District in-service activities for professional growth and development.

~~_____~~ 3. Participates in local community activities.

27.4. IVCOACHES

~~_____~~ A. Effectiveness

Selected statements may require coordination with the ~~Athletic-athletic~~
~~Director/director/Dean/dean~~.

~~1~~ Provides the College faculty, staff, students, athletes, alumni, and public a quality athletic program.

- a. Represents the community, the ~~College-college~~ and the ~~Aathletic Department~~
~~department~~ in a professional manner that enhances and promotes college athletics.
- b. Assist in the coordination of ~~Coordinates all~~ fund-raising events and expenditures of proceeds.
- c. Establishes and adheres to a schedule of regular team meetings, scrimmages, ~~and~~
practices and competitions.
- d. Submit schedules for practice and competitive events to the dean/athletic
director/dean on time each year for approval.
- e. Attends and coaches assigned practices and competitions.
- ~~d.f.~~ Organize, supervise, coordinate, and evaluate practice sessions and related
activities with proper attention to student athletes' mental and physical well-
being.
- ~~e.g.~~ Maintain cCommunications with the dDean/aAthletic Ddirector as well as
various student groups, for example, Associated-associated Student-student
Governmentgovernment, the college newspaper, Ppep sSquad advisor, and
Student-student Affairs-affairs Director-director.
- ~~f.h.~~ Comply with Adheres to the recruiting guidelines established by college
administration and the and proper recruiting techniques established by college
administration and the Commission on Athletics (COA)California Community
College Athletic Association (CCCAA); and vigorously recruit in the appropriate
areas.
- ~~g.i.~~ Vigilantly monitors, participates in, and adheres to the Athletic-athletic
Department-department academic eligibility procedures for student athletes, and
consult with the dean-/athletic director/dean, as appropriate.
- ~~h.j.~~ Coordinate Makes provisions for transportation, meals, and lodging for the team,
when necessary.
- ~~i.k.~~ Cooperates with Certified Athletic Trainers on medical examinations, insurance
claims, and medical help for injured players.
- ~~j.l.~~ Cooperates with aAthletic eEquipment aAttendants in providing an efficient
system for managing equipment.
- ~~k.m.~~ Cooperates with the athletics Sports Information-information oOfficer by
in maintaining adequate and accurate records and statistics of athletes, personnel,
and intercollegiate athletic events.
- ~~l.n.~~ Cooperates with athletic counselor(s) to ensurein support of the academic success
of student athletes.
- ~~m.o.~~ Maintain professional conduct in relation to all attendees and participants
during competitive events.
- ~~n.p.~~ Notifiesy the Athletic-athletic Office-office and the Transportation-transportation
oOffice immediately when an event has been postponed or cancelled.

~~o.q.~~Contact with incoming and returning athletes during the off-season and summer months.

~~with the Athletic Director for prior approval.~~

~~in order to xx.~~

~~78. Actively and vigorously recruits athletes within the District and the areas contiguous to the District. District areas assigned to the College.~~

~~9. Adheres to all rules, regulations, procedures, and policies for athletic programs as established by CCCL, CCCAA, the conference, the college and the District.~~

~~Collects data and participates in program review and accreditation processes.~~

~~3839. Remains current in technology.~~

~~3940. Demonstrates interest, tolerance, and fairness.~~

~~4041. Observes, supports, and enforces the regulations, policies, and programs of the College as published and announced.~~

~~4142. Participates through proper channels of communication for suggesting improvements in the policies and procedures of the College.~~

~~4243. Assists in the organization and participates in meetings of advisory committees where applicable.~~

~~4344. Carries out other duties as assigned by the appropriate administrator.~~

~~B. Involvement in College Activities and Community~~

~~1. Attends and participates in meetings convened by Division/School Dean, Vice President, President, and District Administrators.~~

~~2. Attends department/division functions, such as, department graduations, concerts/recitals, student outreach activities, and athletic events.~~

~~3. Participates in commencement.~~

~~4. Assists in student activity programs by accepting assignments as advisors and/or supervisors of student organizations and events.~~

~~5. Attends and participates in assigned meetings, such as, committees, advisory task forces.~~

~~6. Maintains professional relationships with employees of the District.~~

7. ~~Searches for and obtains grants and other resources following District guidelines.~~

8. ~~Attends clinics to keep informed of trends, techniques, and strategies.~~

C. ~~PROFESSIONAL GROWTH AND SERVICE~~

1. ~~Participates in professional organizations.~~

2. ~~Attends and participates in College/District in-service activities for professional growth and development.~~

3. ~~Participates in local community activities.~~

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibits A and B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibits A and B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. BUSCHE, DONALD, ID #1263, is to be employed as Acting Risk Management Policy and Regulation Program Director (Temporary), Pos #6486, Office of Administrative and Business Services, District, Academic & Classified Administrators/Classified Managers Salary Range 17, Step 8, effective July 27, 2015. This is a new position approved by the Board of Trustees on June 22, 2015.
- b. POSHEK, JOSEPH, is to be employed as Dean of The Arts, Pos #5198, School of The Arts, Irvine Valley College, Academic & Classified Administrators/Classified Managers Salary Range 22, Step 6, effective August 31, 2015. This is a new position approved by the Board of Trustees on April 27, 2015. (Exhibit B, Attachment 1)

2. ACADEMIC INTERIM EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)
(Pursuant to California Code of Regulations, Title 5, 53021(b)(1))

- a. ¹FAHIMI, TRACI ANN, ID #6517, is to be employed as Interim Dean of Social and Behavioral Sciences (Temporary), Pos #6337, School of Social and Behavioral Sciences, Irvine Valley College, Academic & Classified Administrators/Classified Managers Salary Range 22, Step 1, effective August 1, 2015. This is a new position approved by the Board of Trustees on June 22, 2015.
- a. NOVAK, JACQUELINE, is to be employed as a one semester, full-time, Interim Nursing Instructor, Pos #5218, Division of Health Sciences and Human Services, Saddleback College, effective August 10, 2015. Approximate Salary Placement: Class I, Step 1. This is a one semester, sabbatical leave replacement for Loretta Niccola. (Exhibit B, Attachment 2)

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Phan, Vu	MA/Mathematics	Math/IVC	II/1	01/19/16

¹ Full-time Political Science Instructor, School of Social and Behavioral Sciences, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Armstrong, David	MS/Statistics	Math/IVC	II/1	08/17/15
Andreacchi, Bart	MA/English	English/IVC	II/1	08/17/15
Bayubay, Walter	BA/Medical Tech.	Med Lab Tech/SC	I/1	08/17/15
Bergquist, Virginia	PhD/Philosophy-Ed.	Reading	V/1	08/17/15
Brunner, Janelle	MA/English	English/SC	II/1	08/17/15
Bobrick, Alexis	MA/English	Writing/IVC	II/1	08/17/15
Chan, Ken	MFA/Music	Music/SC	II/1	08/17/15
Cuthbertson, Denise	MA/Clin. Psychology	ESL Adult Ed/SC	II/1	08/17/15
Czerniawski, Jennifer	PhD/Psychology	Psychology/IVC	V/1	08/17/15
Cooper, Craig	MA/Public Admin.	Computer Info/SC	II/1	08/17/15
D'Ignazio, Ralph	MA/Music	Music/SC	II/1	08/17/15
Danger, Jessica	MA/English	English/SC	II/1	08/17/15
Dean, Tyler	PhD/English	English/SC	V/1	08/17/15
Dertsakyan, Petros	MS/Molecular Biology	Biology/IVC	II/1	08/17/15
Dorrough, Mark	MA/Speech Comm.	Speech/Forens/SC	II/1	08/17/15
Ellis, Emily	MA/Languages	Spanish/IVC	II/1	08/17/15
Ereth, Adam	MA/Geography	Soc Behav Sci/IVC	II/1	08/17/15
Fay, Aaron	PhD/Biological Sci.	Biology/SC	V/1	08/17/15
Finn, Janna	MS/Mathematics	Math/IVC	II/1	08/17/15
Frizler, Karla	MA/English TESOL	ESL Adult Ed/SC	II/1	07/20/15
Gallagher, Kimberley	PhD/Chemistry	Chemistry/SC	V/1	08/17/15
² Green, Denise	MS/Educ./Reading	Eng/Reading/SC	III/7	08/17/15
Hardin, Amelia	PhD/English	English/SC	V/1	08/17/15
Hawley, Adam	DMA/Studio Guitar	Music/SC	V/1	08/17/15
Herrera, Debbie	MA/Erl. Childhood Ed	Child Dev/ECE/IVC	II/1	08/17/15
Holbrook, Tyler	MA/English	Engl Writing/IVC	II/1	08/17/15
Jasieniecki, Carol J.	MS/Political Science	Political Sci./IVC	II/1	08/17/15
Kane, Christopher	MA/TESOL	ESL Instructor/IVC	II/1	08/17/15
Kelly, Katherine	MS/Math Education	Math/IVC	II/1	08/17/15
Lively, Brian	MA/Business Admin	Adult Edu./SC	II/1	08/17/15
Minassian, Eric	PhD/Physics	Physics/SC	V/1	08/17/15
Monge, Michael	MA/Philosophy	Philosophy/SC	II/1	08/17/15
Olivier, Thierry	MA/French	French/IVC	II/1	08/17/15
Osea, Mark	MA/ Couns. & Guid.	Counseling/IVC	II/1	08/17/15
Ozaeta Hernandez, I.	MA/Physics	Phys. Science/IVC	II/1	08/17/15
Pfeiler, Donna	BA/French	Adult Edu./SC	I/1	08/17/15
Sandoval Martinez, G.	BS/Indust. Design	Comp.Int.Mnf./SC	I/1	08/17/15
Schmidt, Timothy	MA/Public Admin.	Admin. of Just./IVC	II/4	08/17/15

² CalSTRS Retiree

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Sexton, Karen	MA/Edu. Reading	Reading/SC	II/1	08/17/15
Speare, Max	MA/History	History/SC	II/1	08/17/15
Swain, Derek	MA/English	English/SC	II/1	08/17/15
Wilkinson, Jason	MA/Mathematics	Math/IVC	II/1	08/17/15
Williams, Anna Lisa	MA/Edu. Reading	Adult Edu./SC	II/1	08/17/15

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Aarvig, Aubray	BS/Biochemistry	Foods/SC	I/1	08/17/15

Equivalency is based upon over eight years of teaching experience. Ms. Aarvig has owned her own baking business -- *Joy Rising* -- in Torrance, and currently holds several different positions as a part-time chef instructor at *The Gourmandise School of Sweets* in Santa Monica and *Surfas*, Culver City and Costa Mesa. Ms. Aarvig was awarded the "Favorite Overall Teacher of the Year 2011" by University High. Her passion for the culinary arts, paired with her degree in biochemistry, creates a unique learning experience for her students. She is able to teach and explain the science behind the recipes, and plans to implement STEM principals into her lessons at Saddleback College.

Andre, Joy	BA/Music Education	ESL/Adult Ed./SC	I/1	08/17/15
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Equivalency is based upon a Bachelor of Arts in Education and Music from Pepperdine University, as well as additional graduate studies at Pepperdine, the University of Hawaii, and the University of California, Los Angeles. In 1990, Ms. Andre earned a State of California Language Development Specialist Certificate. She has more than 30 years of experience teaching ESL, LDS, and Citizenship and currently works with Saddleback Valley Unified School District.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Cayanan, Nathaniel	MA/Prof. Writing	ESL/IVC	II/1	08/17/15

Equivalency is based upon a Master of Professional Writing from the University of Southern California and a TESOL/TEFL Certificate. Mr. Cayanan has been teaching Rhetorical Composition for college students since 2006 as a classroom instructor for *The Princeton Review*. He also has extensive experience in working with international students here in the U.S. and in Taiwan and is currently employed at Santa Monica College as an ESL college writing tutor. Mr. Cayanan is also a professional writer, writing consultant, editor, and proofreader.

Chandler, Meghan	MA/Visual Studies	Intro Film Stud/IVC	II/1	08/17/15
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Equivalency is based upon a Masters of Visual Studies degree from University of California, Irvine. Ms. Chandler has broad coursework and teaching experience in several areas of film studies including: film history, media and culture, and gender/sexuality in Cinema. Ms. Chandler has taught several film/media studies as instructor of record and also served as a teaching assistant for over five years. She is an active scholar who is presently ABD (UCI) and has presented original research at several national conferences.

Conrey, Allison	MA/Teaching	Mathematics/IVC	II/1	08/17/15
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Equivalency is based upon a Bachelors of Arts in Mathematics and Economics from University of California, San Diego; a Master of Arts in Teaching from University of California, Irvine; a California Teaching Credential in Mathematics valid for Mathematics subjects up to AP Calculus; and experience teaching Advanced Algebra, Trigonometry, Statistics, Pre-Calculus, and AP Calculus BC at the Orange County High School of the Arts since August 2012. While attending University of California, San Diego, Ms. Conrey completed 32 upper division quarter units in Mathematics. These upper division courses included: Number Theory, Ordinary Differential Equations, Advanced Calculus A, Advanced Calculus B, History of Mathematics, Numerical Linear Algebra, Statistical Methods and Introduction to Cryptography.

Cross, John	MS/Finance and JD	Hospitality Law	II/1	08/17/15
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Equivalency is based upon being licensed to practice law in California since 1996. Mr. Cross has been teaching Business Law and related legal courses since 2004. He is well versed in all aspects of business law and associated topics. Mr. Cross is a regular guest speaker for the Food Industry Risk Management Association's yearly meeting and many of his business law classes include hospitality-specific case studies.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Fullman, Aaron	MA/Communication	Speech Comm./SC	II/1	08/17/15

Equivalency is based upon a Master of Arts degree in Communication from the University of Nebraska, Omaha on June 12, 2015. During his time at Nebraska, Mr. Fullman helped coach the nationally ranked speech and debate teams to numerous speaking awards. He has nearly ten years of experience in the fields of Public Speaking, Critical Communication, and Speech Writing. Some of his accolades include "Top Overall Speaker for National Phi Rho Pi Tournament", "Bradley University All-Academic Team", and "Outstanding Achievement in Coaching at Nebraska/Omaha University."

Lavin, Maria	BA/Law	Adult Edu./SC	I/1	08/17/15
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Equivalency is based upon a law degree with a minor in Economics from Deusto University in Bilbao, Spain, Clear Multiple Subject Teaching Credential from California State University, Fullerton and a Clear Single Subject Teaching Credential in Spanish. Ms. Lavin has taught ESL in Santa Ana, Capistrano, Saddleback, and Laguna Beach Unified School Districts since 1994.

Lee, Jennifer	BA/Biochemistry	Biology/IVC	I/1	08/17/15
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Equivalency is based upon Ms. Lee having taught a similar course for Orange Coast College (OCC) in Fall 2014 and Spring 2015. Having met that college's equivalency requirements, she has been asked to return to OCC this Fall 2015. She completed the California Community College Internship Program (majors and non-majors in biology) at Orange Coast College. This highly regarded program prepares graduate students for instructor positions at the community college level. She has extensive experience as a teaching assistant at University of California, Irvine (UCI). She has served as a lead teaching assistant and guest instructor at UCI and has extensive experience serving as a mentor and tutor to undergraduates in biology and related fields. Additionally, she will be awarded a PhD in Biology in August 2015.

Post, Logan	BA/Athletic Training	Physical Edu./IVC	I/1	08/17/15
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Equivalency is based upon a Bachelor's degree in Athletic Training from Chapman University, Board Certification for the ATC, more than 50 hours of certified continuing education units within the discipline, and five years of NATA membership. Mr. Post's professional experience includes two years as the Head Athletic Trainer at Beckman High School, two years of Athletic Training experience in the private sector at widely respected AC IC Physical Therapy under Ken Yoshino, and two years of internship in the Irvine Valley College Sports Medicine program.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
³ Titus, Felicia	BA/Anthropology	Physical Educ./IVC	I/1	08/17/15

Equivalency is based upon personal competitive experience at the community college and professional levels, including current, on-going experience on the Cactus Tour. These experiences include practical applications of the principles of golf mechanics, course management, game-day strategy, and sport-specific strength and fitness training to both the individual and team games. Experiences applicable to this position include the knowledge and use of NCAA and CCCAA bylaws as they apply to building individual education plans, maintaining rules compliance for academic progress, and the transfer process for women golfers at our level.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Adams, Brittany	Chair, Humanities/IVC	4,644.00	08/17/15-12/16/15
Bagwell, Janet	Coordinator, Acad. Reading Ctr/SC	1,721.00	08/17/15-12/16/15
Barrows, Morgan	Chair, Env/Ecol/Marine/SC	4,063.50	08/17/15-12/16/15
Beckham, Jack	Chair, English/SC	580.50	08/17/15-12/16/15
Bowman, Donald	Chair, Accounting/SC	3,192.75	08/17/15-12/16/15
Bradley, Devon	Facilitator, Outdoor Lrng/BEES/IVC	3,483.00	08/17/15-12/16/15
Brady, Kenneth	Academic Senate Secretary	3,483.00	08/17/15-12/16/15
Branch-Stewart, K.	Chair, Human Services/SC	3,483.00	08/17/15-12/16/15
Brass, Monique	Facilitator, Fitness Center/IVC	2,902.50	08/17/15-12/06/15
Camelot, Allison	Chair, Sociology/SC	2,322.00	08/17/15-12/16/15
Castroconde, Miriam	Co-Chair, Mathematics/IVC	3,483.00	08/10/15-12/16/15
Cesareo, Claire	Chair, Anthro/Ethnic Studies/SC	2,902.50	08/17/15-12/16/15
Chambers, Elizabeth	Chair, Sociology/IVC	1,161.00	08/17/15-12/16/15
Chan, Carlo	Recorder, Academic Senate/IVC	3,483.00	08/17/15-12/16/15
Cosgrove, Robert	Co-Chair, Accreditation /SC	4,170.00	05/25/15-08/14/15
Cox, Barbara	Chair, Business/SC	5,224.50	08/17/15-12/16/15
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	5,805.00	08/17/15-12/16/15
Crammer, Cale	Co-Facilitator, MUN/IVC	1,161.00	08/17/15-12/16/15
Daniels, Stevie	Chair, ESL/SC	3,773.25	08/17/15-12/16/15
Daniels, Stevie	Coordinator, ESL Labs Svcs/SC	1,721.00	08/17/15-12/16/15
Davison, John	Co-Chair, Phys. Sciences/Tech/IVC	2,612.25	08/17/15-12/16/15

³ Daughter of Jodi Titus, full-time Geography Instructor, Irvine Valley College

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Delson, Cheryl	Coordinator, Library Svcs/IVC	1,161.00	08/17/15-12/16/15
Delson, Cheryl	Facilitator, SLO/IVC	1,161.00	08/17/15-12/16/15
Delson, Cheryl	Chair, Library Services/IVC	870.75	08/17/15-12/16/15
Dorrough, Mark	Coach, Forensics/SC	500.00	08/17/15-12/16/15
Duffy, Michelle	Co-Chair, Reading/SC	1,451.25	08/17/15-12/16/15
Duquette, Janice	Chair, Kinesiology/SC	7,546.50	08/17/15-12/16/15
Enciso, Maria	AVID Professional Dev./SC	50.00	11/14/14-11/14/14
Etter, William	Coord, Eng Diagn/Student Succ/IVC	1,161.00	08/17/15-12/16/15
Evancoe, Eugene	Chair, CMT/Electronics/SC	2,322.00	08/17/15-12/16/15
Evans, Julie	Coord, Engl.Diagn/StudentSucc/IVC	1,161.00	08/17/15-12/16/15
Evans, Julie	Facilitator, Writing Center/IVC	4,644.00	08/17/15-12/16/15
Even, Ryan	Chair, Photography/SC	1,451.25	08/17/15-12/16/15
Farnsworth, Robert	Chair, Horticulture/Land Dsgn/SC	3,192.75	08/17/15-12/16/15
Forouzesh, Jennifer	Co-Chair, Nursing/SC	2,757.38	08/17/15-12/16/15
Fier, Scott	Chair, Chemistry/SC	2,031.75	08/17/15-12/16/15
Fisher, K. "Suki"	Co-Chair, Accreditation Std 2/SC	8,340.00	05/26/15-08/07/15
Fox, Lindsay	Chair, Fashion/SC	4,353.75	08/17/15-12/16/15
Fullman, Aaron	Coach, Forensics/SC	500.00	08/17/15-12/16/15
Gabriella, Wendy	Chair, Anthropology/IVC	1,161.00	08/17/15-12/16/15
Garant, Dorothy	Chair, Dance/SC	2,031.75	08/17/15-12/16/15
Garcia, Renee	Coordinator, Anthropology Lab/SC	1,741.50	08/17/15-12/16/15
Gaudet, Jennifer	Facilitator, Lang. Acquisition/IVC	2,322.00	08/17/15-12/16/15
Gliadkovsky, Kirill	Chair, Music/SC	580.50	08/17/15-12/16/15
Gonzalez, Frank	Co-Chair, Accreditation Std 4/SC	8,340.00	05/26/15-08/07/15
Gonzalez, Frank	Co-Chair, Accreditation Std 4/SC	7,837.00	08/17/15-12/16/15
Gonzalez, Frank	Chair, Computer Science/SC	3,889.35	08/17/15-12/16/15
⁴ Haeri, Melanie	Coordinator, Reading Center/IVC	1,161.00	08/17/15-12/16/15
⁴ Haeri, Melanie	Chair, Reading/IVC	1,451.25	08/17/15-12/16/15
⁵ Haeri, Mitchell	Co-Chair, Astro/Physics/Engin./SC	1,015.88	08/17/15-12/16/15
Hardick, Randall	Chair, EMS/SC	3,773.25	08/17/15-12/16/15
Hernandez, Jerry	Co-Chair, Kin/Health/Athletics/IVC	2,322.00	08/17/15-12/16/15
Hernandez-Bravo, C	Chair, International Languages/SC	7,546.50	08/17/15-12/16/15
Hernandez-Bravo, C	Coordinator, Int'l Languages Lab/SC	1,721.00	08/17/15-12/16/15
Hockwald, Seth	Co-Chair, Computer Science/IVC	870.75	08/17/15-12/16/15
Hoggatt, Michael	Chair, DSPS/SC	1,451.25	08/17/15-12/16/15
Hoggatt, Michael	Chair, DSPS-Supplemental/SC	580.50	08/17/15-12/16/15
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	1,886.63	08/17/15-12/16/15
Huntley, Anthony	Co-Chair, Biology/SC	2,322.00	08/17/15-12/16/15
Inlow, Lisa	Co-Chair, FCS/Foods/Nutrition/SC	1,886.63	08/17/15-12/16/15
Kaufmann, Jefferey	Co-Chair, Life Sciences/Tech/IVC	2,902.50	08/17/15-12/16/15

⁴ Spouse of Mitchell Haeri, full-time Physics/Astronomy Instructor, Irvine Valley College

⁵ Spouse of Melanie Haeri, full-time Reading Instructor, Irvine Valley College

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Kiernan, Maria	Chair, Emeritus (Fine/Lib. Arts)/SC	4,644.00	08/17/15-12/16/15
Kil, Joon	Chair, Political Science/IVC	1,741.50	08/17/15-12/16/15
King, Donna	Chair, Human Development/IVC	2,031.75	08/17/15-12/16/15
Kirk, Julie	Chair, Visual Arts/IVC	4,644.00	08/17/15-12/16/15
Konishi, Hiromasa	Co-Chair, CTVR/SC	2,031.75	08/17/15-12/16/15
Langrell, Jenny	Co-Chair, Accreditation Std 2/SC	8,340.00	05/26/15-08/07/15
Langrell, Jenny	Co-Chair, Accreditation Std 2/SC	10,449.00	08/17/15-12/16/15
Langrell, Jenny	Coordinator, Library/SC	3,413.00	08/17/15-12/16/15
Lee, Kenneth	Curriculum Team/SC	3,483.00	08/17/15-12/16/15
Loke, Chan	Co-Chair, Computer Science/IVC	870.75	08/17/15-12/16/15
Lovett, Margot	Chair, Women's/Gender Studies/SC	1,161.00	08/17/15-12/16/15
Lovett, Margot	Chair, History/SC	4,644.00	08/17/15-12/16/15
Magrann, Tracey	Chair, MLT/SC	2,031.75	08/17/15-12/16/15
Manuel-Ellison, R.	Coordinator, Theatre Arts Prod/IVC	2,612.25	08/17/15-12/16/15
Manuel-Ellison, R.	Chair, Theatre Arts/IVC	3,192.75	08/17/15-12/16/15
McCaughey, Colin	Coordinator, CTE/AOJ/IVC	2,322.00	08/17/15-12/16/15
McCaughey, Colin	Chair, AOJ/IVC	1,451.25	08/17/15-12/16/15
McDonough, Mary	Coordinator, CTE/Hum. Dev./IVC	2,322.00	08/17/15-12/16/15
McFann, Kent	Summer Theatre Set Design/SC	1,800.00	06/01/15-07/17/15
McFann, Kent	Chair, Theatre/SC	4,353.75	08/17/15-12/16/15
McLaughlin, June	Coordinator, Paralegal/IVC	2,322.00	08/17/15-12/16/15
Melendez, Robert	Facilitator, Student Success/IVC	2,322.00	08/17/15-12/16/15
Melendez, Robert	Facilitator, Early College/IVC	4,644.00	08/17/15-12/16/15
Melendez, Robert	Chair, Counseling/Guidance/IVC	2,031.75	08/17/15-12/16/15
Meyer, Clifford	Chair, Automotive/SC	4,063.50	08/17/15-12/16/15
Meyer-Canales, K.	Co-Chair, Astro/Physics/Engin/SC	1,015.88	08/17/15-12/16/15
Milostan-Egus, K.	Coordinator, Dance Production/IVC	2,322.00	08/17/15-12/16/15
Milostan-Egus, K.	Chair, Dance/IVC	3,773.25	08/17/15-12/16/15
Monte, Brent	Co-Chair, Mathematics/IVC	2,322.00	08/17/15-12/16/15
Myers, Charles	Co-Chair, CTVR/SC	2,031.75	08/17/15-12/16/15
Navarro, Adam	Coach, Forensics/SC	326.00	08/17/15-12/16/15
⁶ Ochoa, Heidi	Co-Director, Forensics/SC	3,500.00	08/17/15-12/16/15
⁷ Ochoa, Lucas	Coach, Forensics/SC	2,000.00	08/17/15-12/16/15
O'Leary, Thomas	Chair, Art History/SC	1,451.25	08/17/15-12/16/15
O'Rourke, Shawn	Co-Director, Forensics/SC	3,500.00	08/17/15-12/16/15
⁸ Pestolesi, Diane	Chair, Accreditation Std 1/SC	8,340.00	05/26/15-08/07/15
⁶ Pestolesi, Diane	Co-Chair, Nursing/SC	2,757.38	08/17/15-12/16/15
⁶ Pestolesi, Diane	Chair, Accreditation Std 1/SC	10,449.00	08/17/15-12/16/15
⁹ Pestolesi, Thomas	Co-Chair, Kin/Health/Athletics/IVC	2,322.00	08/17/15-12/16/15

⁶ Spouse of Lucas Ochoa, full-time Speech Instructor, Saddleback College

⁷ Spouse of Heidi Ochoa, full-time Speech Instructor/Forensics Coach, Saddleback College

⁸ Spouse of Thomas Pestolesi, full-time PE Instructor/Head Volleyball Coach (M&W), Irvine Valley College

⁹ Spouse of Diane Pestolesi, full-time Nursing Instructor, Saddleback College

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Pham, Lan	Co-Chair, Mathematics/IVC	3,483.00	08/17/15-12/16/15
Posada, Timothy	Chair, Journalism/SC	2,031.75	08/17/15-12/16/15
Quade, Joyce	Chair, CIM/Admin. Asst./SC	6,385.50	08/17/15-12/16/15
Repka, James	Chair, Geology/Oceanography/SC	1,451.25	08/17/15-12/16/15
Robinson, Terrill	Chair, Emeritus (Health)/SC	4,644.00	08/17/15-12/16/15
Rodriguez, Roland	Co-Chair, Life Sciences/Tech/IVC	2,902.50	08/17/15-12/16/15
Rosenberg, Alannah	Chair, Economics/SC	1,161.00	08/17/15-12/16/15
Rybold, Gary	Facilitator, Forensics/IVC	5,805.00	08/17/15-12/16/15
Rybold, Gary	Chair, Communication Arts/IVC	2,031.75	08/17/15-12/16/15
Sahani, Navneet	Co-Facilitator, MUN/IVC	1,161.00	08/17/15-12/16/15
Scarola, Vito L.	Chair, Art/SC	3,483.00	08/17/15-12/16/15
¹⁰ Schermerhorn, B.	Co-Chair, Real Estate/SC	1,451.25	08/17/15-12/16/15
Schmeidler, Kathy	Chair, Grievance/IVC	3,483.00	08/17/15-12/16/15
Skaff, Penelope	Co-Chair., Student Success/SC	6,966.00	08/17/15-12/16/15
Smith, Basil	Chair, Philosophy/Humanities/SC	2,031.75	08/17/15-12/16/15
Smith, Christina	Chair, Educational Studies/SC	1,451.25	08/17/15-12/16/15
Smith, Jeanne	Chair, Mathematics/SC	8,417.25	08/17/15-12/16/15
Smith, Maureen	Chair/Geography/GIS/SC	2,031.75	08/17/15-12/16/15
Smith, Maureen	Coordinator, Geography Lab/SC	1,741.50	08/17/15-12/16/15
Stankovich, K.	Chair, Speech/SC	3,192.75	08/17/15-12/16/15
Stankovich, K.	Curriculum Team/SC	3,483.00	08/17/15-12/16/15
Stankovich, K.	Coordinator, SLO/SC	3,483.00	08/17/15-12/16/15
Steinriede, Lindsay	Chair, Health/SC	1,161.00	08/17/15-12/16/15
Stephens, Blake	Chair, Archit./Drafting/Suppl./SC	1,451.99	01/21/15-05/23/15
Stephens, Blake	Chair, Architecture/Drafting/SC	4,644.00	08/17/15-12/16/15
Stevenson, R, Glen	Chair, Adv. Manufacturing/SC	1,741.50	08/17/15-12/16/15
Stevenson, William	Coordinator, English Comp./SC	3,442.00	08/17/15-12/16/15
Stuffer, Martha	Chair, Economics/IVC	2,322.00	08/17/15-12/16/15
Tabibzadeh, Kiana	Co-Chair, Phys. Sciences/Tech/IVC	2,612.25	08/17/15-12/16/15
Tamialis, Barbara	Chair, Child Development/SC	5,224.50	08/17/15-12/16/15
Taylor, Karen	Chair, Graphics Comm./Design/SC	3,773.25	08/17/15-12/16/15
Teh, Steve	Co-Chair, Biology/SC	2,322.00	08/17/15-12/16/15
Thomas, Arlene	Chair, Interior Des/Travel Mgmt/SC	2,902.50	08/17/15-12/16/15
Titus, Jodi	Chair, Geography/IVC	1,451.25	08/17/15-12/16/15
Tresler, Matthew	Chair, Music/IVC	3,483.00	08/17/15-12/16/15
Tucker, Kari	Chair, Psychology/IVC	2,322.00	08/17/15-12/16/15
Twicken, Lawrence	Chair, Political Science/SC	1,741.50	08/17/15-12/16/15
Urell, Robert	Chair, Business Sciences/IVC	6,385.50	08/17/15-12/16/15
Vogel, Jeffrey	Co-Chair, Reading/SC	1,451.25	08/17/15-12/16/15
¹¹ Wegenek, Amira	Chair, Psychology/SC	580.50	08/17/15-12/16/15

¹⁰ Son-in-Law of Martin Welc, full-time Real Estate Instructor, Saddleback College

¹¹ Taking 3 LHE as reassigned time

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Wehr, Martine	Drug Court Liaison/SC	1,398.40	08/17/15-12/16/15
¹² Welc, Martin	Co-Chair, Real Estate/SC	1,451.25	08/17/15-12/16/15
White-Alcover, S.	Chair, Medical Assistant/SC	1,741.50	08/17/15-12/16/15
Williamson, Jehann	Choral Dir./Choreographer F.A./IVC	1,000.00	04/11/15-04/11/15
Williams, Jake	Coordinator, Writing Center/SC	1,721.00	08/17/15-12/16/15
Wolff, Michele	Coordinator, AHA Train. Ctr/SC	1,136.00	08/17/15-12/16/15
Wolken, Matthew	Coordinator, CTE/Engineering/IVC	2,322.00	08/17/15-12/16/15
Wolken, Matthew	Chair, Drafting/Engineering/IVC	2,031.75	08/17/15-12/16/15
Woltz, Randall	Musical Arranger Fdn Awards/IVC	500.00	04/11/15-04/11/15
TOTAL		\$431,280.93	

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Beasley, James	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Beck, Rebecca	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Coleman, Catherine	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Fesler, Susan	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Ponzillo, Gizelle	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Russell, Vanessa	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Stern, Susan	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15
Wilson, Jeffrey	ESL Read/Grade Writing Samples/IVC	08/17/15-12/16/15

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

3. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Appleman, Jack	Bridges to Engineering/IVC	2,500.00	05/26/15-08/07/15
Beck, Rebecca	Co-Developer NC ESL SEP/IVC	7,500.00	06/01/15-08/07/15
Beck, Rebecca	Co-Developer NC ESL SEP/IVC	5,000.00	08/17/15-12/16/15
Beckmann, Patricia	DMA Program Development/IVC	2,500.00	05/26/15-08/07/15
Bravo, Adam	Summer Jazz Camp/SC	1,130.64	07/08/15-07/17/15
Brewington, E.	Update Lab Workbook/SC	2,512.20	07/01/15-07/31/15
Chao, Iris	Bridges to Biotechnology/IVC	2,500.00	05/26/15-08/07/15
Chao, Iris	Bridges to CIM/IVC	2,500.00	05/26/15-08/07/15
Chatkupt, Terry	DMA Program Development/IVC	2,500.00	05/26/15-08/07/15

¹² Father-in-Law of Brockton Schermerhorn, full-time Real Estate Instructor, Saddleback College

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

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2014/2015 and 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Coleman, Catherine	ESL Writing Modules/IVC	4,000.00	05/26/15-08/07/15
DeRoulet, Daniel	WR 399 Project Participant/IVCk	500.00	08/10/15-12/16/15
Gonzalez, Frank	B2E Program, Math Lead/SC	8,507.00	08/17/15-12/16/15
Gray Mattoon, M.	WR 399 Project Participant/IVC	500.00	08/10/15-12/16/15
Gross, Cynthia	Online Gerontology Course Dev/SC	2,797.60	07/01/15-07/31/15
Hemni, Judy	DSPS Faculty Coordinator/IVC	3,442.00	08/10/15-12/16/15
Hughes, Luther	Summer Jazz Camp/SC	1,005.01	07/13/15-07/17/15
Johnson, Jeffrey	WR 399 Project Participant/IVC	500.00	08/10/15-12/16/15
Johnson, Paul	Summer Jazz Camp/SC	1,130.64	07/08/15-07/17/15
Kaminisky, Rebecca	WR 399 Project Curriculum/IVC	666.00	05/26/15-08/07/15
Kaminsky, Rebecca	WR 399 Project Curriculum/IVC	667.00	08/10/15-12/16/15
Knapp, Rebecca	Online Orientation Module/SC	2,500.00	05/26/15-08/07/15
Knoll, Melissa	WR 399 Project Participant/IVC	500.00	08/10/15-12/16/15
Kussoy, Carolina	Net Lab+ Pilot Program/IVC	1,422.00	05/26/15-07/15/15
Lemon, William	WR 399 Project Participant/IVC	500.00	08/10/15-12/16/15
Mackenzie, Emalee	Bridges to Biotechnology/IVC	2,500.00	05/26/15-08/07/15
Mackenzie, Emalee	Coord., Biotech Techn Pgrm/IVC	3,300.00	05/26/15-08/07/15
Mackenzie, Emalee	Coord., Biotech Techn Pgrm/IVC	3,300.00	08/17/15-12/16/15
Mathur, Roopa	Net Lab+ Pilot Program/IVC	1,125.00	05/26/15-07/15/15
Mathur, Roopa	Bridges to CIM/IVC	1,750.00	05/26/15-08/07/15
McCord, Roy	Co-Project Dir./Photonics/IVC	2,500.00	08/17/15-12/16/15
McPherson, Teryn	Jazz Program Duties/SC	408.29	06/01/15-06/10/15
Meyer, Kurt	WR 399 Project Participant/IVC	500.00	08/10/15-12/16/15
Noone, Kristin	Bridges to CIM/IVC	2,500.00	05/26/15-08/07/15
O'Buchon, Janine	Faculty Mentor, Nursing/SC	1,741.51	08/17/15-12/16/15
Parillo, Michael	WR 399 Project Participant/IVC	500.00	08/10/15-12/16/15
Pinter, Gerald	Summer Jazz Camp/SC	1,005.01	07/13/15-07/17/15
Rangel, Efen	CalWORKS Coordination/SC	3,775.68	08/17/15-12/16/15
Reddy, Mohan	Net Lab+ Pilot Program/IVC	1,417.50	05/26/15-07/15/15
Robbins, Jared	Refresh English Workshops/SC	1,758.96	07/01/15-07/31/15
Rosenn, Tristen	Summer Jazz Camp/SC	1,005.01	07/13/15-07/17/15
⁷ Schermerhorn, B.	Online Orientation Module/SC	2,500.00	05/26/15-08/16/15
Sellers, Joey	Summer Jazz Camp/SC	2,500.00	06/01/15-07/17/15
Serpas, Summer	Director, WR 399 Project/IVC	1,700.00	05/26/15-08/07/15
Serpas, Summer	Director, WR 399 Project/IVC	1,700.00	08/10/15-12/16/15
Stout, Ronald	Summer Jazz Camp/SC	1,130.64	07/13/15-07/17/15
⁹ Welc, Martin	Online Orientation Module/SC	2,500.00	05/26/15-08/07/15
Wilson, Jeffrey	Co-Developer NC ESL SEP/IVC	7,500.00	06/01/15-08/07/15
Wilson, Jeffrey	Co-Developer NC ESL SEP/IVC	5,000.00	08/17/15-12/16/15
Wolken, Matthew	Bridges to Engineering/IVC	2,500.00	05/26/15-08/07/15
Zarei, Anahita	Facilitator, Electr. Automation/IVC	1,500.00	07/14/15-08/07/15
Zarei, Anahita	Facilitator, Electr. Automation/IVC	5,000.00	08/17/15-12/16/15
Zoval, James	B2E Program, Science Lead/SC	8,507.00	08/17/15-12/16/15
TOTAL		\$128,404.69	

D. WORKLOAD BANKING

1. MACMILLAN, SHARON, ID #1097, Political Science Instructor, Division of Social and Behavioral Sciences, Saddleback College, Pos #1610, is requesting a leave of absence for the Fall 2015 Semester, based on the equivalent of 18 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. CHABOYA, ROBERT, ID #17619, Electricity/Alternative Energy Instructor, Pos #4194, School of Physical Sciences and Technologies, Irvine Valley College, resignation effective September 30, 2015, and retirement effective October 1, 2015. Payment is authorized for any compensated time off. (Start date: August 16, 2010)
2. PENLAND, BARBARA, ID #1116, Paramedic Program Instructor/Director, Pos #1779, Division of Health Sciences and Human Services, Saddleback College, resignation effective December 30, 2015, and retirement effective, December 31, 2015. Payment is authorized for any compensated time off. (Start date: June 6, 1988)

ATTACHMENT 1

NAME: JOSEPH POSHEK

POSITION: DEAN OF THE ARTS
School of The Arts
Irvine Valley College

EDUCATION:

M.M. Classical Guitar
Manhattan School of Music
New York, NY

B.M. Classical Guitar
Manhattan School of Music
New York, NY

B.A. Composition
Macalester College
St. Paul, MN

EXPERIENCE:

Joe Poshek has enjoyed an extensive and rewarding career in higher education, including a 31-year career at Orange Coast College where he was a part time faculty member in music for 14 years, tenured faculty for 9 years, music department chair for 6 years, and Dean of Visual & Performing Arts/Library & Instructional Technology for over 7 years. Prior to becoming a college administrator, Mr. Poshek had a long career as a working artist with over 2,500 performances throughout the United States and Europe. As a visual artist, he also was an exhibitor in the Festival of Arts in Laguna Beach for 8 years. He is a frequent presenter on topics of higher education leadership at national and regional conferences.

PROFESSIONAL AFFILIATIONS:

- National Council of Arts Administrators
- Coast District Managers Association (past president)
- California Community College Association of Occupational Education (CCCAOE)

PUBLICATIONS:

- 7 recordings as classical guitarist
 - 3 of these recordings currently available on itunes

ATTACHMENT 2

NAME: JACQUELINE NOVAK

POSITION: NURSING INSTRUCTOR
(Fall 2015 Sabbatical Leave Replacement)
Health Science and Human Services
Saddleback College
Full-time, Temporary

EDUCATION:

B.S. Nursing
Vanguard University
Costa Mesa, CA

A.S. Nursing
Saddleback College
Mission Viejo, CA

EXPERIENCE:

Jacqueline Novak, who is a Saddleback alumna, graduated from Saddleback's College nursing program in December 2012. She started as an RN in 2013 on a Surgical/Telemetry/Sub-ICU unit at Hoag Memorial, where she was employed as a PCA three years prior. She received her BSN at Vanguard University in 2013, and will graduate with her MSN in May 2016. This past March, Ms. Novak precepted under the Director and Assistant Director of the nursing program at Saddleback for her MSN, and will complete another preceptorship in March. She also plans to start her DNP next August at Western University of Health Sciences. She has additionally been working as a CSS in the nursing department for a year now with 1st and 2nd semester students, as well as assisting in the Skills Lab, and LVN Transition course.

LICENSES AND CERTIFICATES:

- Registered Nurse | CA
- Public Health Nurse | CA
- PCCN | Progressive Care Certified Nurse

PROFESSIONAL AFFILIATIONS:

- NLN | National League for Nursing
- GNSA | Graduate Student Nursing Academy
- AACN | American Association of Critical Care Nurses

HONORS/AWARDS:

- Ambassador | American Association of Critical Care Nurses
- Governance Committee Chair | Vanguard University
- OCCHS | Orange County Christian Honors Society | Vanguard University
- Commencement speaker | Vanguard University | 2014
- Commencement speaker | Saddleback College | 2012
- Dixie Bullock Leadership Award | Saddleback College | 2012

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. BETZLER, MICHAEL is to be employed as Police Operations Lieutenant, Pos. #4868, a classified manager, Office of Campus Safety and Security, Saddleback College, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 4, 40 hours per week, 12 months per year, effective August 10, 2015. This is a replacement for Patrick Higa.
- b. BUSH, KRISTEN is to be employed as Graphic Designer, Pos. #3383, Office of Marketing and Communication, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 130, Step 1, 40 hours per week, 12 months per year, effective September 28, 2015. This is a replacement for Karen Fong.
- c. HEARD, ANISSA is to be employed as Director of Student Life, Pos. #4562, a classified manager, Student Development, Office of Student Services, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 14, Step 3, 40 hours per week, 12 months per year, effective August 3, 2015. This is a replacement for Virginia Locke.
- d. HAYASHI-SMITH, MELANIE is to be employed as Admissions and Records Specialist I, Pos. #2738, Division of Admissions, Records and Enrollment Services, Saddleback College, 40 hours per week, 12 months per year, effective August 17, 2015. This is a replacement for Kathryn Mc Gann.
- e. LIRA, ALBERT KENNEDY is to be employed as Assistant Dean of Financial Aid and Student Support Programs, Pos. #4998, Financial Aid, Office of Student Services, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 20, Step 2, 40 hours per week, 12 months per year, effective August 10, 2015. This is a replacement for Denise Donn.
- f. MARMOLEJO, JENNIFER is to be employed as Disabled Student Program Specialist, Pos. #3542, Disabled Student Programs and Services, School of Guidance and Counseling, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 123, Step 1, 40 hours per week, 12 months per year, effective August 10, 2015. This is a replacement for Monica Parks.
- g. RANGEL, JACQUELYN is to be employed as Articulation Specialist, Pos. #3322, School of Guidance and Counseling, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective September 8, 2015. This is a replacement for Sandra Lipton.
- h. SEVERIN, LYNN is to be employed as Community Education Program Specialist, Pos. #4853, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 24 hours per week, 12 months per year, effective July 27, 2015. This is a replacement for Ruby Sanchez.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/</u> <u>Step</u>	<u>Start Date</u>
Alegre, Danielle	Office Assistant/SC	113/1	07/01/15-06/30/16
Araiza, Alberto	Network Systems Tech. II/SC	136/1	06/29/15-06/30/16
Berk, Lynette	Transfer Center Specialist/IVC	123/1	07/01/15-06/30/16
Cubillos Bezanilla, Sandra	Administrative Assistant/SC	121/1	07/01/15-06/30/16
Ho, Trang	Administrative Assistant/SC	121/1	07/01/15-06/30/16
Kopp, Edward	Plumber/IVC	128/1	07/01/15-06/30/16
Magyar, Tracey	Administrative Assistant/SC	121/1	07/01/15-06/30/16
Martinez, Georgina	Applications Specialist I/IVC	134/1	06/24/15-06/30/16
Merda, Kelli	Office Assistant/SC	113/1	06/30/15-06/30/16
Patella, Muzikababa	Applications Specialist I/IVC	134/1	06/30/15-06/30/16
¹ Racino, Heather	Program Technician/SC	122/1	07/01/15-06/30/16
Ramos, Diana	Program Technician/SC	122/1	07/01/15-06/30/16
Ray, Gabriella	Library Assistant II/IVC	119/1	07/01/15-06/30/16
Smead, Christine	Administrative Assistant/SC	121/1	07/01/15-06/30/16
So, Thy	Automotive Diagnostic Tech/SC	128/1	07/01/15-06/30/16
Weiss, Elizabeth	Administrative Assistant/SC	121/1	07/01/15-06/30/16

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015 and 2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly</u> <u>Rate (\$)</u>	<u>Start/End Date</u>
Agortsas, Alexander	Coaching Aide/IVC	25.00	07/01/15-06/30/16
Ahl, Jessie	Project Specialist/SC	12.50	07/01/15-06/30/16
Araiza, Jorge	Coaching Aide/SC	25.00	07/01/15-06/30/16
Arreola, Michael	Project Specialist/SC	20.00	07/01/15-06/30/16
Banuelos, Noelle	Project Specialist/SC	50.00	07/01/15-06/30/16
Berg, Anthony	Outreach Aide/SC	12.50	07/01/15-06/30/16
Berk, Lynette	Project Specialist/IVC	20.00	07/01/15-06/30/16
Blanks, Gabriel	Project Specialist/IVC	16.00	07/01/15-06/30/16
Braner, Ronald	Project Specialist/DS	11.50	07/01/15-06/30/16
Brewer, Elysia	Project Specialist/SC	10.50	07/01/15-06/30/16
Brown, Anna	Project Specialist/DS	18.00	07/01/15-06/30/16
Brown, Darryl	Coaching Aide/SC	25.00	07/01/15-06/30/16
Brown, Rachelle	Project Specialist/SC	11.00	07/01/15-06/30/16
Buck, Alison	Project Specialist/SC	10.50	07/01/15-06/30/16
Butcher, Donald	Coaching Aide/SC	25.00	07/01/15-06/30/16
Calabrese, Daniel	Project Specialist/SC	15.00	07/01/15-06/30/16

¹ Related to Christopher Racino, Project Specialist, Division of Business Sciences, Economic and Workforce Development, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015 and 2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
² Caldwell, Jessica	Project Specialist/SC	13.00	07/01/15-06/30/16
Carpenter, Zoey	Project Specialist/SC	15.00	07/01/15-06/30/16
Chacon, Justine	Coaching Aide/SC	25.00	07/01/15-06/30/16
Chan, Michael	Project Specialist/DS	12.00	07/01/15-06/30/16
Chopra, Vedit	Project Specialist/DS	12.00	07/01/15-06/30/16
Christensen, Dylan	Coaching Aide/SC	25.00	07/01/15-06/30/16
Clemons, Gregory	Project Specialist/SC	14.00	07/01/15-06/30/16
Conkey, Charles	Coaching Aide/SC	25.00	07/01/15-06/30/16
Cook, Jonathan	Adptd Kinesiology Aide/SC	10.50	07/01/15-06/30/16
Corrales, Enrique	Project Specialist/SC	10.50	07/01/15-06/30/16
Corrente, Matthew	Project Specialist/DS	12.00	07/01/15-06/30/16
Daniel, Nicole	Project Specialist/SC	10.50	07/01/15-06/30/16
Dedicatoria, Armi	Project Specialist/IVC	24.00	07/01/15-06/30/16
Dehnadi, Helya	Project Specialist/SC	10.50	07/01/15-06/30/16
Dehnke, Allen	Project Specialist/DS	20.00	07/01/15-06/30/16
Dell Amore, Monica	Project Specialist/SC	15.00	07/01/15-06/30/16
Dole, Summer	Outreach Aide/SC	11.50	07/01/15-06/30/16
Duncan, Danielle	Project Specialist/SC	15.00	07/01/15-06/30/16
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	15.00	07/01/15-06/30/16
Escamilla, Dorian	Project Specialist/IVC	14.00	07/01/15-06/30/16
³ Espinoza, Agustin	Project Specialist/SC	12.00	07/01/15-06/30/16
Esteban, Jennifer	Coaching Aide/SC	25.00	07/01/15-06/30/16
Evans, Matthew	Coaching Aide/SC	25.00	07/01/15-06/30/16
Fomichenko, Yanina	Project Specialist/IVC	12.00	05/22/15-06/30/16
Galaviz, Maria	Coaching Aide/IVC	25.00	07/01/15-06/30/16
Garcia, Amy	Project Specialist/SC	9.50	07/01/15-06/30/16
Garcia, Stephanie	Outreach Aide/SC	11.50	07/01/15-06/30/16
Gittelsohn, Ilya	Project Specialist/SC	15.00	07/01/15-06/30/16
Golbad, Kia	Project Specialist/IVC	15.00	07/01/15-06/30/16
Gomes, Jason	Coaching Aide/SC	25.00	07/01/15-06/30/16
Gomez Zuniga, Emmanuel	Project Specialist/SC	10.50	07/01/15-06/30/16
Gonzalez, David	Project Specialist/SC	20.00	06/01/15-06/30/16
Granados, Maritza	Project Specialist/SC	12.50	07/01/15-06/30/16
Gray, Gabriela	Project Specialist/SC	10.50	07/01/15-06/30/16
Hall, Dustin	Project Specialist/IVC	15.00	06/30/15-06/30/16
Harrington, Constance	Project Specialist/SC	15.00	07/01/15-06/30/16
Hartman, John	Project Specialist/SC	20.00	07/01/15-06/30/16
Hasen, Farrah	Project Specialist/DS	12.00	07/01/15-06/30/16

² Related to Jeanne Harris-Caldwell, Director, Student Health Center, Saddleback College.

³ Related to Agustin Espinoza, Network Systems Technician II, Technology Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015 and 2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Hernandez, Madeline	Project Specialist/SC	20.00	07/01/15-06/30/16
Ho, Trang	Project Specialist/IVC	24.00	07/01/15-06/30/16
Hosseini, Mohammadsafa	Project Specialist/SC	12.50	07/01/15-06/30/16
Ibbotson, Jill	Project Specialist/SC	50.00	07/01/15-06/30/16
Johnson, Edmond	Coaching Aide/SC	25.00	07/01/15-06/30/16
Joslyn, Brianna	Project Specialist/IVC	9.50	07/01/15-06/30/16
Kalantari, Mehrandokht	TMD Aide/SC	9.50	06/15/15-06/30/16
Kayal, Sagarika	Project Specialist/DS	12.00	07/01/15-06/30/16
Khodabandeh, Elahe	Project Specialist/SC	10.50	07/01/15-06/30/16
Klink, John	Coaching Aide/SC	25.00	07/01/15-06/30/16
Kristjanson, Johann	Project Specialist/SC	16.00	07/01/15-06/30/16
Larson, Gary	Coaching Aide/SC	25.00	07/01/15-06/30/16
Leonard, Diamond	Project Specialist/SC	12.50	07/01/15-06/30/16
Lopez, Laura	Project Specialist/IVC	12.50	06/15/15-06/30/16
Lozano, Arturo	Project Specialist/SC	42.50	07/01/15-06/30/16
Lozano, Brenda	Clerk/SC	14.00	07/01/15-06/30/16
⁴ MadariagaBenavides, Marco	Project Specialist/SC	16.00	07/01/15-06/30/16
⁴ MadariagaBenavides, Marissa	Outreach Aide/SC	11.50	07/01/15-06/30/16
Malec, Christopher	Coaching Aide/SC	25.00	07/01/15-06/30/16
Martin, Mary	Clerk/SC	16.00	07/01/15-06/30/16
Martin, Rebecca	Project Specialist/SC	16.00	07/01/15-06/30/16
Mathis, Ryan	Project Specialist/DS	12.00	07/01/15-06/30/16
Matos, Arsenio	Project Specialist/SC	20.00	07/01/15-06/30/16
McGinley, Shaun	Coaching Aide/SC	25.00	07/01/15-06/30/16
Medina Santillan, Paola	Project Specialist/SC	12.50	07/01/15-06/30/16
Meeks, Adam	Project Specialist/SC	9.50	07/01/15-06/30/16
Melendez, Steven	Coaching Aide/SC	25.00	07/01/15-06/30/16
Milani, Narges	Clerk/IVC	12.00	05/15/15-06/30/16
Miranda, Efrem	Project Specialist/SC	25.00	07/01/15-06/30/16
Modrynski, Jason	Coaching Aide/SC	25.00	07/01/15-06/30/16
Moghtaderi, Kian	Project Specialist/DS	12.00	07/01/15-06/30/16
Molina Gallardo, Karen	Outreach Aide/SC	11.50	07/01/15-06/30/16
Montijo, Monica	Project Specialist/IVC	45.00	07/01/15-06/30/16
Morales, Jamee	Coaching Aide/SC	25.00	07/01/15-06/30/16
Morel, Jerald	Coaching Aide/IVC	25.00	07/01/15-06/30/16
⁴ Moreno, Deisy	Project Specialist/SC	10.50	07/01/15-06/30/16
⁴ Moreno, Mariana	Project Specialist/SC	16.00	07/01/15-06/30/16
Mouton, Angela	Project Specialist/IVC	30.00	07/01/15-06/30/16

⁴ Siblings

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015 and 2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Muldez, Brahma Mae	Project Specialist/SC	10.50	07/01/15-06/30/16
Neal, Judith	Project Specialist/DS	50.00	07/01/15-06/30/16
Newboles, Alec	Project Specialist/SC	15.00	07/01/15-06/30/16
Newell, Daniel	Project Specialist/SC	12.50	07/01/15-06/30/16
Norris, Brenna	Project Specialist/IVC	22.00	07/01/15-06/30/16
Nur, Arian	Project Specialist/DS	12.00	07/01/15-06/30/16
Nusenow, Stephanie	Project Specialist/SC	10.50	06/30/15-06/30/16
Opel, Lauren	Project Specialist/SC	10.00	07/01/15-06/30/16
⁵ Parra, Cristina	Clerk/SC	14.00	07/01/15-06/30/16
Patton, Eric	Coaching Aide/SC	25.00	07/01/15-06/30/16
Pearson, Jennifer	Project Specialist/SC	24.00	07/01/15-06/30/16
Peeler, Danielle	Coaching Aide/SC	25.00	07/01/15-06/30/16
Perez, Jeremiah	Project Specialist/IVC	20.00	07/01/15-06/30/16
Perez-Perez, Diana	Project Specialist/SC	10.50	07/01/15-06/30/16
Phan, Quang	Project Specialist/SC	15.00	07/01/15-06/30/16
Pilioglos, Daniel	Project Specialist/SC	10.00	07/01/15-06/30/16
Quinn, Johnathan	Coaching Aide/SC	25.00	07/01/15-06/30/16
Ramires, Enrique	Coaching Aide/SC	25.00	07/01/15-06/30/16
Rey, Adam	Project Specialist/SC	9.50	07/01/15-06/30/16
Richards, Ryan	Coaching Aide/SC	25.00	07/01/15-06/30/16
Rosal Sanchez, AnaKaren	Project Specialist/SC	12.50	07/01/15-06/30/16
Rosas Gomez, Christian	Project Specialist/SC	12.50	07/01/15-06/30/16
Ruffino Moore, Andrea	Project Specialist/SC	15.00	07/01/15-06/30/16
Sandore, Alyssa	Project Specialist/SC	9.50	06/15/15-06/30/16
Santamaria, Sarai	Project Specialist/DS	12.00	07/01/15-06/30/16
Schick, Kevin	Coaching Aide/SC	25.00	07/01/15-06/30/16
Schlenker, Kenneth	Project Specialist/SC	80.00	07/01/15-06/30/16
Sebold, Margaret	Clerk/SC	16.00	07/01/15-06/30/16
Serna Laris, Nancy	Project Specialist/SC	16.00	07/01/15-06/30/16
Severin, Lynn	Project Specialist/SC	24.00	07/01/15-06/30/16
Shadid, Bryan	Coaching Aide/SC	25.00	07/01/15-06/30/16
Sierra, Mayra	Project Specialist/IVC	14.00	07/01/15-06/30/16
Sierra, Sergio	Project Specialist/SC	10.50	07/01/15-06/30/16
Siriwardena, Yenuka	Project Specialist/SC	10.50	07/01/15-06/30/16
Snyder, Deborah	Clerk/SC	15.00	07/01/15-06/30/16
Stafford, Alexis	Project Specialist/SC	9.50	07/01/15-06/30/16
Sunico, Anton	Project Specialist/SC	10.50	07/01/15-06/30/16
Swanson, Sherrie	Project Specialist/DS	20.00	07/01/15-06/30/16
Tabarzadi, Vahideh	Project Specialist/SC	12.50	07/01/15-06/30/16

⁵ Related to Lori Parra, Career Services Technician, Career Guidance Center, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015 and 2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Talby, Ethan	Project Specialist/SC	15.00	07/01/15-06/30/16
Tate, Dion	Project Specialist/SC	12.00	07/01/15-06/30/16
Tesch, Gregory	Project Specialist/DS	50.00	07/01/15-06/30/16
Thompson, Michael	Coaching Aide/SC	25.00	07/01/15-06/30/16
To, Tho	Project Specialist/IVC	10.50	05/15/15-06/30/16
Todaro, Lauren	Project Specialist/IVC	40.00	07/01/15-06/30/16
Tolzda, Sandra	Project Specialist/SC	45.00	06/25/15-06/30/16
Tomlinson, Warren	Project Specialist/SC	16.00	07/01/15-06/30/16
Vargas, Jose	Project Specialist/SC	40.00	06/25/15-06/30/16
Weiss, Elizabeth	Project Specialist/SC	20.00	07/01/15-06/30/16
Wetlesen, Sandra	Project Specialist/SC	40.00	06/25/15-06/30/16
White, Matthew	Coaching Aide/SC	25.00	07/01/15-06/30/16
Williams, Amanda	Project Specialist/DS	12.00	07/01/15-06/30/16
Williams, Christopher	Project Specialist/SC	16.00	07/01/15-06/30/16
Wilson, Curtis	Coaching Aide/SC	25.00	07/01/15-06/30/16
Yasukochi, Donal	Coaching Aide/SC	25.00	07/01/15-06/30/16
Yazdanfar, Sara	Project Specialist/SC	11.50	07/01/15-06/30/16
Yell, Lacey	Coaching Aide/SC	25.00	07/01/15-06/30/16
Yip, Vienna	Project Specialist/SC	15.00	07/01/15-06/30/16
Yonan, Kirsten	Coaching Aide/SC	25.00	07/01/15-06/30/16
Zarro, Lucas	Project Specialist/DS	12.00	07/01/15-06/30/16

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 **2014/2015 and 2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Chehayeb, Natalie	07/01/15-06/30/16
Hernandez, Jessica	06/15/15-06/30/16
⁶ Idris, Nwahil	07/01/15-06/30/16
Karzai, Malai	07/01/15-06/30/16
Mitchell, Jayjuan	07/01/15-06/30/16
Rausch, Jack	07/01/15-06/30/16
Segien, Donald	07/01/15-06/30/16
Vis, Alec	07/01/15-06/30/16

⁶ Related to Nehal Idris, and Mohammad Idris, both are Student Help, Learning Resource Center, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2014/2015 and 2015/2016** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Adney, Curtis	Comm. Ed./SC	50.00	06/15/15-06/30/16
Agema, Ryan	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Alarid, Lindsay	Recreation Aide/SC	9.50	07/01/15-06/30/16
Alavi-Moussavi, Nina	Recreation Leader/SC	10.50	07/01/15-06/30/16
Aldecoa, Joseph	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Alvarado, Anabell	Model/SC	22.00	06/15/15-06/30/16
Andrade, Lauren	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Araiza, Nicholas	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Arman, Carolee	Comm. Ed./SC	50.00	05/26/15-06/30/16
Arzate, Thomas	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Baldree, Kelsey	Sr. Lifeguard/SC	12.00	07/01/15-06/30/16
Barnett, Brandy	Certified Test Proctor/IVC	10.50	06/19/15-06/30/16
Barnhill, Barry	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Barraza, Christina	Model/SC	22.00	06/15/15-06/30/16
Beck, Jonathan	Model/SC	22.00	06/15/15-06/30/16
Belyea, Barbara	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Bermane, Shinda	Tutor/IVC	10.00	07/01/15-06/30/16
Bovich, Claudine	Comm. Ed./SC	50.00	05/26/15-06/30/16
Brewington, Elizabeth	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Bruno, John	Model/SC	22.00	06/15/15-06/30/16
Bucklin, Vanessa	Sr. Lifeguard/SC	13.00	06/15/15-06/30/16
Buckwalter, Kurt	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Bui, Gary	Tutor/IVC	16.00	07/01/15-06/30/16
Castellaw, Tyler	Sr. Lifeguard/SC	12.00	07/01/15-06/30/16
Cate, Collin	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Chaabani, Faisal	Tutor/IVC	15.00	07/01/15-06/30/16
Chiang, Nikki	Tutor/IVC	10.00	07/01/15-06/30/16
Churchill, Caylie	Sr. Lifeguard/SC	11.50	07/01/15-06/30/16
Cole, John	Model/SC	22.00	06/15/15-06/30/16
Colin, Joanna	Recreation Leader/SC	11.00	06/30/15-06/30/16
Colonelli, Nicholas	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Concialdi, Steve	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Cooper, Stacy	Interpreter IV/SC	30.00	06/15/15-06/30/16
Craib, Jennifer	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Cranke, David	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Culp, Robin	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Cunningham, David	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Davidson, Kelsey	Sr. Lifeguard/SC	14.00	07/01/15-06/30/16
Davis, Aaron	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Davis, Nicole	Comm. Ed./IVC	50.00	06/30/15-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2014/2015 and 2015/2016** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Davis, Rachel	Interpreter III/IVC	25.00	07/01/15-06/30/16
De Koning, Shannan	Sr. Lifeguard/SC	12.50	06/15/15-06/30/16
Deason, Ryan	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Deloye, Lucas	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Didlake, Lindsey	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Donahue, Carol	Comm. Ed./SC	50.00	06/02/15-06/30/16
Dormaier, Ruth	Model/SC	22.00	06/15/15-06/30/16
Drader, Molly	Recreation Leader/SC	10.50	07/01/15-06/30/16
Durand, Cassandra	Tutor/IVC	11.00	06/15/15-06/30/16
Elliott, Robert	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Finkelstein, Kara	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Fisher, Timothy	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Garber, Logan	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Gilmore, Richard	Clinical Skills Spec./SC	20.00	06/25/15-06/30/16
Gojgini, Adrya	Tutor/IVC	10.00	07/01/15-06/30/16
Goodman, Abigail	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Gorman, Ron	Comm. Ed./SC	50.00	07/01/15-06/30/16
Grace, Klair	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Gracey, Michael	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Grijalva, Louie	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Hadley, Jamie	Comm. Ed./SC	50.00	05/26/15-06/30/16
Hall, Allyson	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Hannon, Karen	Interpreter IV/SC	42.00	06/15/15-06/30/16
Hasebe, Brandon	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Havert, Thomas	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Hernandez, Mark	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Hibbard, Jason	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Hobbs, Scott	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Holzapfel, Leah	Interpreter III/SC	25.00	06/15/15-06/30/16
Huerta, Christopher	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Hutchinson, Charlene	Interpreter V/SC	45.00	07/01/15-06/30/16
Hwang, Kristy	Tutor/IVC	13.00	07/01/15-06/30/16
Incavo, Kathleen	Captionist (Real-Time)/IVC	45.00	06/15/15-06/30/16
Janke, Janelle	Sr. Lifeguard/SC	13.50	06/15/15-06/30/16
Johnson, Katharine	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Jordan, Katherine	Interpreter III/IVC	25.00	07/01/15-06/30/16
Juarez, Louis	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Kandel, Marlene	Captionist (Real-Time)/SC	42.00	07/01/15-06/30/16
Keith, Brooks	Comm. Ed./SC	50.00	07/01/15-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2014/2015 and 2015/2016** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Kelly, Meagan	Interpreter IV/SC	30.00	06/15/15-06/30/16
Khajouei, Aida	Tutor/IVC	11.00	07/01/15-06/30/16
Khosravi, Pasha	Tutor/IVC	12.00	07/01/15-06/30/16
Kofford, Judith	Medical Professional/IVC	30.00	07/01/15-06/30/16
Kostapapas, Eoanna	Captionist (Real-Time)/SC	42.00	06/15/15-06/30/16
Lackey, Patricia	Model/SC	22.00	06/15/15-06/30/16
Lazar, Garrick	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Lazatin, Kristen	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Le, Katherine	Tutor/IVC	10.00	07/01/15-06/30/16
Le, Peter	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Lerario, Nicholas	Clinical Skills Spec./SC	15.00	06/15/15-06/30/16
Mahdi, Furat	Tutor/IVC	12.00	07/01/15-06/30/16
Mahon, Nicholas	Tutor/IVC	10.00	07/01/15-06/30/16
⁷ Mangels, Amanda	Recreation Aide/SC	9.50	07/01/15-06/30/16
Manzo, Tony	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Marandola, Alessandra	Sr. Lifeguard/SC	13.50	06/15/15-06/30/16
Marcot, Wendy	Comm. Ed./SC	50.00	06/02/15-06/30/16
Marsh, Shelly	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Mayani, Homa	Tutor/SC	12.00	07/01/15-06/30/16
McCartney, Kristen	Comm. Ed./SC	50.00	05/29/15-06/30/16
McMains, Ian	Sr. Lifeguard/SC	13.00	07/01/15-06/30/16
Meach, Neil	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Mendoza, Felipe	Sr. Lifeguard/SC	13.00	06/15/15-06/30/16
Meyer, Grant	Recreation Leader/SC	10.50	07/01/15-06/30/16
Michel, Loren	Sr. Lifeguard/SC	12.00	06/15/15-06/30/16
Montano, Sophia	Tutor/IVC	10.00	07/01/15-06/30/16
Mooney, Susan	Comm. Ed./SC	50.00	07/01/15-06/30/16
Moran, Elaine	Comm. Ed./SC	50.00	06/15/15-06/30/16
Morton, Alexander	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Nastanski, Jennifer	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Niggemann, Richard	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Nissenson, Lenard	Model/SC	22.00	06/15/15-06/30/16
Novak, Jacqueline	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Oye, Bradley	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Padden, Thomas	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Paredes Flores, Marco	Recreation Aide/SC	9.50	07/01/15-06/30/16
Parker, Kelsie	Model/SC	22.00	06/15/15-06/30/16

⁷ Related to Lori Mangels, Human Resources Specialist, Office of Human Resources, District Services.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2014/2015 and 2015/2016** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Parks, Kristina	Recreation Leader/SC	11.00	07/01/15-06/30/16
Parks, Timothy	Clinical Skills Spec./SC	22.00	07/01/15-06/30/16
Peviani, Patti	Comm. Ed./SC	50.00	05/29/15-06/30/16
Phi, Nguyen	Tutor/IVC	10.00	07/01/15-06/30/16
Podobas, Anna	Recreation Aide/SC	9.50	06/29/15-06/30/16
Realmuto, Brandon	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Robinson, Jack	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Rolfe, Matthew	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Romero, Yvette	Captionist (Real-Time)/IVC	30.00	07/01/15-06/30/16
Rosendale, Steven	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Ruffino, Michael	Model/SC	22.00	06/15/15-06/30/16
Runels, Lisa	Clinical Skills Spec./SC	30.00	07/01/15-06/30/16
Ruppert, Beverly	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Rush, Deane	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Salamati, Siamak	Tutor/IVC	12.00	07/01/15-06/30/16
Schaefer, Nicholas	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Schiff, Maureen	Interpreter V/SC	45.00	06/15/15-06/30/16
Schofield, Nicholas	Comm. Ed./SC	50.00	07/01/15-06/30/16
⁸ Sessler, Madison	Recreation Aide/SC	10.00	07/01/15-06/30/16
Sherwood, Alexandra	Model/SC	22.00	06/15/15-06/30/16
Shumate, Jacob	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Sipes, Jessica	Interpreter IV/SC	38.00	06/15/15-06/30/16
Smith, Jordan	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Smith, Kasey	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Soewono, Nicholas	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Sposato, Rebecca	Interpreter V/SC	45.00	07/01/15-06/30/16
Stanley, Sheneau	Recreation Aide/SC	9.50	06/30/15-06/30/16
Swansen, Jacob	Sr. Lifeguard/SC	13.00	06/15/15-06/30/16
Tade, Jocelle	Recreation Aide/SC	9.50	07/01/15-06/30/16
Thompson, Jonathan	Model/SC	22.00	06/15/15-06/30/16
Thu, Aye	Tutor/SC	12.00	07/01/15-06/30/16
Tortarolo, Victoria	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Trapani, Peter	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Vick, Jeffrey	Clinical Skills Spec./SC	15.00	07/01/15-06/30/16
Vitello, Anthony	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Walther, Kenneth	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Wecklich, Steven	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16

⁸ Related to Louis Sessler, Facilities Maintenance and Energy Project Manager, Office of Physical Plant, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2014/2015 and 2015/2016** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Wheeler, Donna	Comm. Ed./SC	50.00	06/02/15-06/30/16
Whidden, Pamela	Model/SC	22.00	07/01/15-06/30/16
Williams, Gregory	Clinical Skills Spec./SC	20.00	07/01/15-06/30/16
Woodward, Wenying	Model/SC	22.00	06/15/15-06/30/16
⁹ Woolard, Caleb	Interpreter V/SC	45.00	06/15/15-06/30/16
Zacarias, Cindy	Recreation Aide/SC	9.50	07/01/15-06/30/16

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. RESEARCH AND PLANNING ANALYST, Classified Bargaining Unit Salary Schedule Range 138, Office of Research, Planning and Accreditation, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective August 25, 2015.
2. LEAD ELECTRICIAN, Classified Bargaining Unit Salary Schedule Range 134, Office of Physical Plant, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 25, 2015.
3. HUMAN RESOURCES ASSISTANT RECRUITER, TEMPORARY, Classified Bargaining Unit Salary Schedule Range 123, Office of Human Resources, District Services seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year temporary position to its staff complement, effective August 25, 2015. (Exhibit B, Attachment 3)
4. LABORATORY TECHNICIAN, LIFE PHYSICAL SCIENCES, Classified Bargaining Unit Salary Schedule Range 122, School of Mathematics, Sciences and Engineering, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 25, 2015.
5. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Schedule Range 127, Office of Instruction, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 25, 2015.

⁹ Related to Abigail Woolard, Lead Interpreter, DSPS, School of Guidance and Counseling, Irvine Valley College.

C. RECLASSIFICATION

1. IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE seeks authorization to reclassify a Classified job classification, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
 - a. **ELIMINATE** ADMISSIONS AND RECORDS EVALUATOR, Classified Bargaining Unit Salary Schedule Range 126, and **CREATE** ADMISSIONS AND RECORDS EVALUATOR, Classified Bargaining Unit Salary Schedule Range 127 (Exhibit B, Attachment 1)
2. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
 - a. **ELIMINATE** GRANT PROJECT MANAGER, Pos. 4874, a classified manager, Division of Health Sciences and Human Services, Academic and Classified Administrator and Managers Salary Schedule Range 9, full-time, 40 hour per week; and **CREATE** GRANT PROJECT MANAGER – DOL, TACCCT, COMMON ASSESSMENT INITIATIVE AND PERKINS GRANTS (SPECIALLY FUNDED) a classified manager, Division of Health Sciences and Human Services, Academic and Classified Administrator and Managers Salary Schedule Range 11, a full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 25, 2015. Employment in this grants funded position is contingent upon funding by the DOL/TACCCT, Common Assessment Initiative and Perkins Grants. (Pos. #4874 was approved by the Board of Trustees on October 28, 2013; Program Director was approved by the Board of Trustees on June 22, 2015) (Exhibit B, Attachment 2)
 - i. **PROMOTE** GARY BARNAK, ID #18591, from Grant Project Manager, Pos. #4874, Division of Health Sciences and Human Services, Academic and Classified Administrator and Managers Salary Schedule Range 9, Step 2, 40 hours per week; to Grant Project Manager – DOL, TACCCT, Common Assessment Initiative and Perkins Grants (Specially Funded), Division of Health Sciences and Human Services, Academic and Classified Administrator and Managers Salary Schedule Range 11, Step 1, 40 hours per week; effective August 1, 2015. Employment in this grants funded position is contingent upon funding by the DOL/TACCCT, Common Assessment Initiative and Perkins Grants.

D. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE has been authorized to change the hours per week and/or months per year for the following Classified positions within their organization pursuant to Article 14 of the C.S.E.A. Contract.
 - a. **ELIMINATE** ATHLETIC TRAINER, Pos. #4075, School of Kinesiology, Health, and Athletics, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 11 months per year from its staff complement, and **CREATE** ATHLETIC TRAINER, School of Kinesiology, Health, and Athletics, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 12 months per year effective August 25, 2015. (Pos. #4075 was approved by the Board of Trustees on May 26, 2009)

D. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS - Continued

- i. **CHANGE** ADAMS, DEVIN, ID #10118, from Athletic Trainer, Pos. #4075, School of Kinesiology, Health, and Athletics, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 11 months per year; to Athletic Trainer, School of Kinesiology, Health, and Athletics, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 12 months per year; effective August 25, 2015.
 - b. **ELIMINATE** CAREER PLACEMENT OFFICER, Pos. #4780, Career Placement, School of Guidance and Counseling, Classified Bargaining Unit Salary Schedule Range 129, full-time, 40 hours per week, 11 months per year from its staff complement, and **CREATE** CAREER PLACEMENT OFFICER, Career Placement, School of Guidance and Counseling, Classified Bargaining Unit Salary Schedule Range 129, full-time, 40 hours per week, 12 months per year effective August 25, 2015. (Pos. #4780 was approved by the Board of Trustees on May 20, 2013)
 - i. **CHANGE** MC DONALD, KAYE, ID #19249, from Career Placement Officer, Pos. #4780, Career Placement, School of Guidance and Counseling, Classified Bargaining Unit Salary Schedule Range 129, Step 3, 40 hours per week, 11 months per year; to Career Placement Officer, Career Placement, School of Guidance and Counseling, Classified Bargaining Unit Salary Schedule Range 129, Step 3, 40 hours per week, 12 months per year; effective August 25, 2015.
 - b. **ELIMINATE** PLUMBER, Pos. #4948, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 128, part-time, 20 hours per week, 12 months per year from its staff complement, and **CREATE** PLUMBER, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 128, part-time, 40 hours per week, 12 months per year effective August 25, 2015. (Pos. #4948 was approved by the Board of Trustees on September 23, 2013)
2. SADDLEBACK COLLEGE has been authorized to change the hours per week and/or months per year for the following Classified positions within their organization pursuant to Article 14 of the C.S.E.A. Contract.
 - a. **ELIMINATE** ATHLETIC EQUIPMENT/DRIVER, Pos. #2782, School of Kinesiology and Athletics, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 11 months per year from its staff complement, and **CREATE** ATHLETIC EQUIPMENT/DRIVER, School of Kinesiology and Athletics, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year effective August 25, 2015. (Pos. #2782 was approved by the Board of Trustees on September 30, 2002)

E. CHANGE OF STATUS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. KERR, DEBRA, ID #009260, Athletic Trainer, Pos. #4082, School of Kinesiology and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 12 months per year; permanent change to Athletic Equipment/Driver, School of Kinesiology and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year; effective August 5, 2015, pursuant to article 13.5 of the C.S.E.A contract.
- b. MAIN, DAUNE, ID #10949, Executive Assistant to the Office of the Vice Chancellor, Pos. #4567, District Services, Academic and Classified Administrator and Managers Salary Schedule Range 10, Step 7, 40 hours per week, 12 months per year, has been granted an adjustment to salary placement to Academic and Classified Administrator and Managers Salary Schedule Range 10, Step 8, 40 hours per week, 12 months per year; effective July 1, 2015.

F. OUT OF CLASS ASSIGNMENTS

1. SADDLEBACK COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Effective Date</u>
Alba, Daniel	Building Maintenance Worker	124/1	08/01/15
Camarena, Sandra	Senior Administrative Assistant	127/2	07/29/15
Caroll, Samuel	Lead Custodian	119/3	07/25/15
Han, Jackie	Program Senior Accounting Specialist	131/2	08/03/15
Hanson, Christian	Plant Engineer	134/4	07/27/15
Saldana, Pablo	Lead Building Maintenance Worker	130/4	07/27/15
Webster, Patrick	Outreach Assistant	117/2	08/07/15

2. IRVINE VALLEY COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Effective Date</u>
Ojeda, Sergio	Lead Building Maintenance Worker	130/4	07/27/15
Peak, Michael	Lead Groundskeeper	124/6	07/27/15
Zavala, Maurice	Grounds Specialist	122/1	07/27/15

3. DISTRICT SERVICES placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Effective Date</u>
Bilsborough, Alan	Human Resources Asst. Recruiter (Temp)	123/1	08/25/15
Lakow, Maria	Senior Administrative Assistant	127/4	07/27/15

G. OUT OF CLASS ASSIGNMENT END/RETURN TO PERMANENT ASSIGNMENT

1. SADDLEBACK COLLEGE returned the following permanent Classified Bargaining Unit employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Effective Date</u>
Alba, Daniel	Custodian	113/5	08/10/15
Arreola, Jose	Groundskeeper	118/6	08/06/15
Caroll, Samuel	Utility Custodian	117/2	08/10/15
Hanson, Christian	HVAC Technician	128/6	07/26/15
Hanson, Christian	HVAC Technician	128/6	08/06/15
Oropallo, John	Building Maintenance Worker	124/6	08/06/15
Saldana, Pablo	Building Maintenance Worker	124/6	08/10/15

2. IRVINE VALLEY COLLEGE returned the following permanent Classified Bargaining Unit employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Effective Date</u>
Kim, Brian	Accounting Specialist	127/6	08/01/15
Costanzo, Marina	Accounting Assistant	118/2	08/01/15

3. DISTRICT SERVICES returned the following permanent Classified Bargaining Unit employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Effective Date</u>
Martinez Martinez, Jorge	Warehouse Worker	120/6	07/21/15

H. LEAVE OF ABSENCE

1. MILLER, TED, ID #001522, Lead Warehouse Worker, Pos. #3460, Central Services, Office of Facilities, Planning and Purchasing, District Services, conclusion of paid administrative leave effective July 17, 2015 and return to regular assignment effective July 20, 2015.

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BANKS, SANDRA, ID #020447, Accounting Specialist - Temporary, Pos. #5018, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District Services, conclusion of employment effective August 7, 2015. Payment is authorized for any compensated time off. (Probationary Start date: September 8, 2014)

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

2. BRENNAN, KATHLEEN, ID #014283, Athletic Equipment Specialist and Driver, Pos. #2782, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Division of Kinesiology and Athletics, Saddleback College, resignation effective July 24, 2015, retirement effective July 25, 2015. Payment is authorized for any compensated time off. (Permanent Start date: April 18, 1994)
3. MENDOZA, LUIS, ID #011198, Custodian, Pos. #1974, Classified Bargaining Unit Salary Schedule Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, resignation September 10, 2015 and retirement effective September 11, 2015. Payment is authorized for any compensated time off. (Permanent Start date: June 26, 2001)
4. MOON, HOCHIN, ID #018799, Articulation Specialist, Pos. #3214, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year, Division of Counseling Services, Saddleback College, resignation effective August 7, 2015. Payment is authorized for any compensated time off. (Start date: July 23, 2012)
5. SIERAKOWSKI, MARK, ID #002248, Network Systems Administrator, Pos. #4063, Classified Bargaining Unit Salary Schedule Range 143, Step 6, 40 hours per week, 12 months per year, Office of Technology Services, Saddleback College, resignation effective July 15, 2015 and retirement effective July 16, 2015. Payment is authorized for any compensated time off. (Start date: January 13, 1987)

J. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2015/2016 academic year.

Advanced Technology and Applied Sciences, Saddleback College

Hurst, Demian Mueller, Tracy

Community Education, Emeritus Institute/K-12 Partnerships, Saddleback College

Addington, Tania	Maimone, Laura	Olandj, Shadie
Radvinsky, Rachel	Ross, Kallihan	Ross, Kensington

School of the Arts, Irvine Valley College

Fabila, Marina	Koziol, Kelsie	Sayles, Ben
Strand, Evan	Swenson, Evan	

Fine Arts and Media Services, Saddleback Valley College

AmmanneSherry, Michele	Beas, Rosa	DeMore, Annie
Hirose, Karleigh	Hirose, Lisa	Kharileh, Ramona
Kharileh, Sophie	King, Christopher	Kornievsky, Carol
Mudry, Ann	Schwartz, Mark	Spencer, Kate
Spencer, Susan	Thorpe, James	Valentine, Michael

Humanities and Languages, Saddleback College

Nakayama, Kokoro Sonoyama, Yoshie

J. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2015/2016 academic year.

Instruction, Economic and Workforce Development, Irvine Valley College

Manders, Nicholas

Kinesiology and Athletics, Saddleback College

Freeman, Jonah

Gomes, Antone

Levinson, Marty

McClusky, Tom

Kinesiology, Health and Athletics, Irvine Valley College

Lee, Yangho

Online Education and Learning Resources, Saddleback College

Foudy, Michael

Peacock, Jillian

Physical Sciences, Irvine Valley College

Anderson, Kathy

Lefevre, Dan

Martin, Karie

Nguyen, Nga

Pham, Hanh

Vaccher, Robert

Research Planning and Accreditation, Irvine Valley College

Jimenez, Bridger

Social Sciences, Irvine Valley College

Evans Ryan, Teresa

ATTACHMENT 1

South Orange County Community College District

ADMISSIONS AND RECORDS EVALUATOR – JC #, Classified Bargaining Unit Salary Schedule Range 127

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from assigned supervisory or management staff, performs a variety of advanced level technical duties in support of Admissions and Records program activities including evaluation of transcripts; encodes and maintains degree audit and transfer equivalency systems including related programs, tables, reports, and functions; performs other Admissions & Records Specialist and Senior Admission & Records Specialist duties as assigned; prepares a variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating transcripts, encoding, and maintaining information in the degree audit and transfer equivalency systems. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are required to maintain up to date knowledge of degree audit systems and best practices.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide customer service related to assigned area; address and provide solutions to customer problems and concerns; respond to questions and requests from students and the general public; serve as technical resource; provide information regarding admissions and records procedures and functions.
2. Analyze, translate, encode, review, and maintain all college program and course-specific requirements and policies for degrees, certificates, and certifications in the degree audit and transfer equivalency systems; utilize the full range of functions including audit reports, tables, rules, degree exceptions, source and target articulation and curriculum requirements, course conditions, sub-requirements, course substitutions, waivers, student information, certificates, transfers, and grade criteria; ensure degree audit and transfer equivalency systems are up-to-date and reflect changes.
3. Review, evaluate, and research incoming transfer records and transcripts/documents from other institutions; audit records including to interpret, equate equivalencies, and determine course content for degrees and patterns to ensure compliance with articulation Title 5 specifications; enter data into the college's degree audit and transfer equivalency systems as needed.
4. Evaluate student academic records for compliance with eligibility for transfer credit to the appropriate CSU and/or UC system including certification requirements that may be fulfilled by completing general education certification pattern or Intersegmental General Education Transfer Curriculum (IGETC) transfer pattern in alignment with articulation agreements.
5. Evaluate student academic records in compliance with District policy and the state education code with respect to Title 5 for students seeking Associate Degrees, Certificates of Achievement, Certificates of Competency, and other degrees/certificates.

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REPRESENTATIVE DUTIES

6. Review waiver/substitution petition forms for course accuracy and compliance with board policies of curriculum; receive and process petitions for evaluation for –career technical certification; screen applications and send acceptance or denial correspondence.
7. Evaluate nursing applications for entrance into nursing program; ensure compliance with state board mandates, college curriculum, and documentation assessment; coordinate and maintain communications with Board of Registered Nursing regarding updates and changes of policies.
8. Interpret, advise, and assist faculty, administrators, and students in the evaluation of proper courses required for graduation, general education, 1 career technical certificates, certificate of competency, registered nursing program, occupational skills awards, and other programs offered; provide assistance in other evaluation–related issues including course content, equivalencies, course requirements, and course substitutions.
9. Verify eligibility and credit attained for classes completed by exam or advanced placement.
10. Advise students and faculty of course waivers or substitutions; advise counselors regarding student records; problem solve with counselors as requested in analyzing degree audit records and transfer equivalencies; make appropriate recommendations including plan of corrective action.
11. Work with appropriate constituents, including counselors, students, and faculty, to analyze, interpret, apply, and explain appropriate rules and requirements for program completion and transfer credit as encoded in the degree audit and transfer equivalency systems; implement program specifications using proper syntax to build rules, requirements for programs, certificates and degrees offered by the colleges.
12. Advise faculty, administrators, and counselors from other colleges and universities outside of the District and/or state regarding course transfers and acceptability including course equivalencies and course content requirements; respond to inquiries from four-year colleges regarding evaluation of transfer requirements and articulated courses.
13. Research applicability of courses from private, independent, in-state, and out-of-state colleges and universities to ensure state and local requirements are met; research appropriate transfer courses for CSU GEC, UC IGETC, and CSU IGETC certification from other institutions; research and document the accreditation for colleges/universities.
14. Act as liaison to other departments and staff regarding degree audit and transfer equivalency systems; conduct workshops for users; develop and provide training and documentation to users on proper and efficient degree audit and transfer equivalency systems operations; assist users in resolving online/web data output.
15. Maintain appropriate documentation and records; identify, collect, and assemble source documents from appropriate college offices or units; enter information into appropriate database.
16. Analyze illegal repeat report; recommend student to be dropped from classes.
17. Test degree audit and transfer equivalency encoding for quality control purposes; test control of input and output documents; identify and correct encoding errors in degree audit and transfer equivalency configurations; determine degree audit and transfer equivalency data communication problem sources and resolve them effectively; perform complex degree audit analysis, process mapping, training and documentation for the degree audit program; identify, code, test, troubleshoot and maintain the Degree Audit program; review results with faculty and staff.
18. Compute statistical data; initiate queries and generate reports, lists, and documents; run batch audits as needed.
19. Prepare procedural manuals; update procedural manual with changes made to programs and new office requirements; provide recommendations for changes in operations and procedures.
20. Attend and participate in pertinent college meetings and committees.
21. Maintain awareness of new trends and developments in the field; attend product user conferences and workshops; incorporate new developments as appropriate.

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REPRESENTATIVE DUTIES

22. Perform a full range of Admissions and Records Specialist and Senior Admissions & Records Specialist duties and responsibilities as required in support of office operations and activities.
23. Interview, recommend the hiring of, train and supervise staff and student assistants.
24. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of an Admissions and Records program area.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the state education code.
District policies and requirements regarding admissions and records, transcript evaluation, transfer of credit units, appeal resolution, and general evaluation and transfer requirements.
Requirements for CSU and IGETC CSU/UC certification requirements.
Computerized data collection, management, manipulation, analysis, and reporting.
Techniques of testing and troubleshooting a data system.
Articulation of course work.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Business letter writing and basic report preparation.
Principles and practices used to establish and maintain files and information retrieval systems.
Principles and techniques used in providing customer service to a diverse population.
Basic mathematical concepts.
Principles of lead supervision and training.
English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the assigned Admissions and Records functional area as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
Independently perform the most difficult specialized office support, clerical, and technical duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.
Lead, organize, and review the work of assigned staff.
Understand the transfer articulation process and student academic data in relation to degree audit and transfer equivalency systems.
Analyze system processes and procedures and make recommendations to increase efficiencies.
Write reports and effectively communicate with technical and functional users.
Independently encode, test, and troubleshoot programs in degree audit and transfer equivalency systems.
Effectively write user guides and present content to system users.
Understand and use system tools and encoding languages.
Adapt to changing technologies and learn functionality of new equipment and systems.
Research and evaluate information.
Analyze data and draw sound conclusions.
Analyze problems and identify alternative solutions.

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Ability to:

Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.
Develop recommendations for problematic areas and implement and monitor changes.
Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.
Resolve conflicts and deal effectively with difficult people.
Use sound judgment in recognizing scope of authority.
Type or enter data at a speed necessary for successful job performance.
Exercise good judgment in maintaining information, records, and reports.
Plan and organize work to meet schedules and changing deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of two years of College level course work in business administration, computer information, or other related field; a Bachelor's degree or additional related experience is desirable.

Experience:

Three years of increasingly responsible technical experience related to admissions and records functions that includes two years of increasingly responsible experience related to the admissions functions and that demonstrates technical ability using application software tools to analyze information; experience with web-based applications highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

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Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Board of Trustees Approved – February 27, 2006
Revised: January, 2015, Forsberg Consulting Services

Evaluative Criteria: Knowledge %; Education %; Experience %

ATTACHMENT 2

South Orange County Community College District

GRANT PROJECT MANAGER – (Specially Funded) – JC #, Classified Management – Academic and Classified Administrator and Manager Salary Schedule Range 11

DEFINITION

To plan, develop, organize, coordinate and manage the programs, services, operations and activities of assigned federal and State grants at Saddleback College.

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 staff and promote an organizational culture of customer service and quality services.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from similar classifications in that the position assigned to this class is specially funded, not financed by District funds.

The Grant Project Manager is a classified management classification required to serve as the grant project manager and perform a full range of professional-level management duties in support of the assigned grant-funded project.

Positions at this level develop, implement and administer assigned services and functional areas, participate in budget development and monitoring, develop and implement policies and procedures, coordinate communication and work activities among staff, community and business groups and partners.

Assignments performed at this level require knowledge of project management work as well as some knowledge of subject matter related to the grant.

Grant Project Manager's role is to:

- Supervise all project staff and generally coordinate the project's implementation;
- Work with staff and partners to augment project supportive services resources/build collaborative;
- Work with evaluator to compile and report data, and assessment and evaluation reports and ensure all program documentation is complete, accurate and comprehensive;
- Work with grant partners to connect students to resources and programs;
- Responsible for coordinating program marketing, assessing student and faculty needs, networking with community based service providers, and leveraging other local resources;
- Use the required online electronic reporting system to review partner invoices requesting grant reimbursement and analyze compliance with costs and for proper classification under grant guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned grant project administrator of the college or other designee of the President.

Exercises functional and technical supervision over grant-described support and contractual personnel in accordance with grant requirements.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

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Page 2 – Grant Project Manager – (Specially Funded)

Serve as operations and/or fiscal manager for federal and State grant operations; plan, organize, coordinate, and direct across-program operations and activities including, but not limited to, bi-annual program assessment and review by advisory groups and third party evaluators; implementation of assigned aspects of assigned project according to the terms of the grant; ensure compliance with all project, grant and legal requirements; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; manage, monitor, and evaluate grant activities and operations regularly to ensure that each grant objective is met on a timely basis; work with appropriate division staff from each program to ensure program deliverables.

Plan, design, manage and implement project elements that support service delivery; participate in processes to define scope and schedule of services and activities; oversee and participate in implementation processes.

Provide coordination of resources for assigned project; determine short and long-term needs and develop recommendations; and design processes and procedures to implement, maintain, and/or manage project resources.

Research, develop, implement, manage, review, and evaluate goals, objectives, priorities policies, procedures, and changing business practices and processes for assigned project; and develop and maintain handbooks, forms and related policies and procedures.

Resolve operational and administrative problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; oversee and assist in implementation of recommendations.

Perform a variety of professional-level research, administrative, operational, financial, and analytical duties in support of assigned grant project; conduct studies, research projects, and analysis.

Prepare and submit administrative, operational, and financial reports, including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings according to established deadlines; consult with District staff and outside agencies to obtain information.

Manage the budget process for assigned project; develop assigned budgets; collect and analyze financial data; review, analyze and approve budget requests; create data tracking and reporting systems; oversee, monitor and review status of budgets on an ongoing basis.

Research, negotiate, and monitor assigned contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; supervise the processing of invoices and payments.

Ensure the creation and maintenance of publications promoting assigned project; ensure the development of publications and materials to advertise and provide project information, including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed.

Manage assigned project functions, programs, activities and functions in coordination with other staff, projects and functions as well as local, State and federal agencies/jurisdictions, business partners, and the general public; coordinate and interact with others, share knowledge and develop collaborative relationships.

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Page 3 – Grant Project Manager – (Specially Funded)

Collaborate in designing and implementing a network of community-based organizations and educational institutions to oversee and provide services and experiences for project participants; develop cooperative agreements with other agencies and organizations involved with providing project programs, services, and activities.

Ensure the coordination of meetings related to assigned project; represent area of assignment, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; participate in speaking engagements; ensure the preparation and presentation of marketing materials, staff reports, and other documents as appropriate and necessary; and respond to and resolve inquiries and complaints.

Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding assigned project; participate in community outreach and education activities; and prepare presentations and related material.

Maintain records concerning assigned project and its programs, services and activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.

Oversee website and distance education system for assigned project; update information as necessary.

Manage data and information used in assigned grant project; administer assigned databases; enter and modify data; generate reports; analyze user needs and modify and format database structure in response to user needs; train staff on use of database systems; and prepare database documentation.

Train, schedule, provide work direction to, supervise and evaluate assigned support staff; ensure that staff adheres to dictates of assigned grant, District policies, other applicable legal requirements and professional standards.

Maintain current knowledge of the regulations, policies, application requirements and eligibility criteria for the project and its programs, including computer hardware and software enhancements.

Perform related duties as required.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, education or related field.

Experience:

At least five years of increasingly responsible professional experience related to the management of a grant or similar project.

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LICENSES OR OTHER REQUIREMENTS:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.

Budget preparation and administration.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Coordination and management of assigned grant.

Correct English composition, grammar, spelling and vocabulary.

Grant compliance issues at the college, State of California, and federal levels.

District and College organization, operations, objectives, policies and procedures.

English usage, grammar, spelling, punctuation, and vocabulary.

Goals and objectives of assigned project.

Information and research resources available related to areas of assignment.

Interpersonal skills using tact, patience, diplomacy and courtesy.

Marketing, promotion and public relations techniques.

Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of management.

Office procedures, methods, and equipment including operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Operational characteristics, services, and activities of the functions, programs, and operations of assigned project.

Oral and written communication skills.

Orange County demographics and health care trends.

Pertinent federal, State of California and local laws, codes, and regulations.

Planning and organizational skills.

Preparation, publication and distribution of informational and promotional materials.

Principles and practices of financial record keeping and reporting.

Principles and practices of project development, administration, and review.

Principles and practices of training, work direction, supervision and performance evaluation.

Principles and techniques used in public relations.

Principles, practices, and procedures of business administration and public administration.

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of complex fiscal, statistical and administrative research and report preparation.

Processes, procedures, and practices of budget preparation and administration.

Project and contract management principles and practices.

Statistical procedures and mathematical concepts.

Technical knowledge of business/industry principles and practices for area of responsibility.

Work organization and office management principles and practices.

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Page 5 – Grant Project Manager – (Specially Funded)

Ability to:

Adapt to changing technologies and learn functionality of new equipment and systems.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Assess community needs to develop appropriate service partnerships for assigned project.
Collect, compile and analyze data.
Communicate clearly and concisely, both orally and in writing.
Develop and administer policies and procedures.
Develop recommendations for problematic areas and implement and monitor changes.
Develop, implement and evaluate all components of the assigned grant.
Establish and maintain community relationships.
Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
Establish, review, and revise office work priorities.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Independently compose and prepare correspondence, reports and memoranda.
Interpret, apply and explain applicable State and federal laws and regulations.
Learn and understand the content and requirements of assigned grant project quickly to assume assigned responsibilities.
Maintain complex and varied files and records.
Maintain current knowledge of assigned project.
Manage assigned project effectively according to stringent timelines.
Manage assigned project with multiple tasks and re-prioritize as needed.
Operate office equipment such as computer, printer, scanner, calculator, copier and facsimile machine.
Operate office equipment, including computer applications software, such as database management, spreadsheet, word processing and software related to area of assignment, including online reporting systems.
Oversee and manage the administrative functions and operations of the assigned office.
Perform a full range of complex, difficult and responsible project management duties involving the use of independent judgment and personal initiative.
Plan and organize work to meet schedules and changing deadlines.
Plan, organize, coordinate, prioritize, manage, perform and delegate work.
Prepare a variety of clear and concise administrative and financial reports.
Prepare and manage assigned budgets.
Prepare effective letters, press releases and promotional materials.
Prepare oral and written reports and recommendations.
Provide specialized information and assistance to students, staff, and the general public.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Research, compile, assemble, analyze, and interpret data from diverse sources.
Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
Select, train, lead, provide work direction, supervise and evaluate the performance of assigned personnel.
Understand the nature of partnerships and identify mutual interests.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
Use sound judgment in recognizing scope of authority.

South Orange County Community College District
Page 6 – Grant Project Manager – (Specially Funded)

Ability to:

Use technical concepts and project management tools and techniques to effectively manage assigned project and solve complex problems in creative and effective ways.

Work effectively with others to achieve common goals.

Work independently with little direction.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various locations to communicate with grant partners, attend meetings or otherwise conduct work. The incumbent is subject to frequent contact with others including partners, students and staff; frequent interruptions; noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may travel to other offices or locations to attend meetings or otherwise conduct work.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Revised by Marlys Grodt and Associates, August 11, 2015
Approved by the Board of Trustees,

Evaluative Criteria: Knowledge %; Education %; Experience %

ATTACHMENT 3

South Orange County Community College District

HUMAN RESOURCES ASSISTANT RECRUITER, TEMPORARY – JC #, Classified Bargaining Unit Salary Schedule Range 123

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the Executive Director, Human Resources Employer/Employee Relations, performs a variety of duties involved in the recruitment and selection process; provides related administrative and clerical support to other Human Resources staff to address workload needs.

DISTINGUISHING CHARACTERISTICS

This is a temporary classification to meet high recruitment demands. Employees within this class are distinguished from the Human Resources Specialist in that the latter is an experienced classification that performs the full scope of duties on a regular basis and performs duties requiring independent judgment in the application of established personnel policies and procedures. Incumbents in this class will undergo training in recruitment and selection processes before being assigned to conduct a recruitment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in developing and implementing recruitment activities; prepare job bulletins, announcements and recruitment information; schedule interview appointments; conduct reference checks; extend employment offers; inform applicants of rejection as directed.
2. Conduct orientation for members of hiring committees; instruct committee members in the on-line screening process and provide assistance throughout the recruitment process; interpret and review hiring policies; prepare detailed and statistical reports and orientation packets.
3. Serve as Equal Employment Opportunity representative for assigned recruitments; ensure compliance with State and Federal EEO laws and District hiring policies; monitor applicant screening process; verify screening sheets for accuracy in consultation with the committee chair.
4. May assist in evaluating and verifying applicant transcripts and work experience to determine eligibility and salary placement, appropriate minimum qualifications and equivalency determination.
5. May assist in assessing on-line employment applications for completeness and minimum qualifications; contact applicants who need to submit supporting documents; assist applicants with on-line application processes; route applications to appropriate division offices.
6. Provide routine office support to other Human Resources staff as needed to meet daily workload demands.
7. Respond to requests for routine information and assistance from employees, outside agencies and the general public; answer questions regarding the nature of employment vacancies within the District; refer more difficult or non-routine questions to Human Resources Specialist or other appropriate position.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

South Orange County Community College District
Page 2 – Human Resources Assistant Recruiter, Temporary

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and procedures of confidential record keeping and filing.
District personnel policies and procedures.
Principles of basic business letter writing and report preparation.
Pertinent federal, state, and local codes, laws, and regulations pertaining to human resource employment operations and practices.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of technical and paraprofessional duties related to the human resource function.
Screen and process employment applications and other related documents.
Ensure proper completion and verify accuracy of various job application forms.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work confidentially with discretion.
Understand and follow oral and written instructions.
Compile data and maintain records and files.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in human resources, business administration or a related field.

Experience:

Two years of general clerical and administrative experience that demonstrates the ability to work effectively with others. Experience in human resources or experience that demonstrates some knowledge of employment law is highly desirable.

LICENSE OR CERTIFICATE:

A valid California driver's license, and proof of automobile insurability.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

South Orange County Community College District
Page 3 – Human Resources Assistant Recruiter, Temporary

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Finalized by Forsberg Consulting Services, August 3, 2015
Approved by the Board of Trustees Approved,

Evaluative Criteria: 50% (knowledge), 25% (education) 25% (experience)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Initial Proposal from SOCCCD Police Officers Association

ACTION: Review and Study

BACKGROUND

Government Code 3547 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either of the initial proposals to the Board of Trustees.

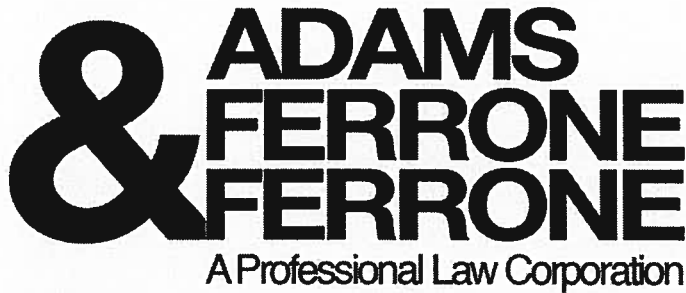
STATUS

The district has received an initial proposal from the SOCCCD Police Officers Association (Exhibit A) to modify, amend, or terminate the Master Agreement and to begin negotiations. A public hearing on this proposal will be held at the September 28, 2015 Board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the SOCCCD Police Officer Association proposal for review and study, and set a public hearing on the proposal at the regularly scheduled September Board meeting.

JUL 28 2015



Stuart D. Adams, Esq.
John A. Ferrone, Esq.
Paul F. Ferrone, Esq.
E. Earl Dove, Esq.

HUMAN RESOURCES
SOC CCD

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Additional Offices in - San Diego - Newport Beach - Bakersfield

Please reply to the Westlake Village Location

July 24, 2015

Dr. David P. Bugay
Vice Chancellor, Human Resources & Employer/Employee Relations
South Orange County Community College District
8000 Marguerite Parkway
Mission Viejo, California 92692
Sent via Email & First Class Mail: dbugay@socccd.edu

RE: Sunshine Proposal for South Orange County Community College District Police Officer's Association

Dear Mr. Bugay:

As you know, this firm serves as general counsel to the South Orange County Community College District Police Officer's Association (Association). At the direction of the Association, I am submitting this letter as our initial sunshine proposal for purposes of collective bargaining on a successor memorandum of understanding between the District and the Association. Please consider this letter our opening proposal in consideration of Government Code section 3547. Also, take note that in the event that the Association determines that additional items need to be negotiated, we will update this sunshine proposal accordingly.

Presently, the Association desires to negotiate changes to the following items:

1. Bilingual Pay;
2. Medical Benefits;
3. Educational Incentives;
4. POST Certificate Incentives;
5. Policies, Procedures and Practices Promoting Officer Safety;
6. Staffing Levels;
7. Fringe Benefits;
8. Court Appearance Incentives; and
9. Overtime Policies.

David P. Bugay
July 24, 2015
Page 2

Please let me know if you have any questions regarding our proposal. At your earliest convenience, please forward to me the District's opening proposal. Both the Association and I look forward to another meaningful, productive and positive round of negotiations with the goal of reaching a successor contract. I look forward to hearing from you shortly to schedule negotiations.

Very truly yours,

//s//

Michael A. McGill

cc: Client (via email only)

...

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Pilot Program BP-4011.3 Hiring Policy for Classified Staff

ACTION: Information

BACKGROUND

The hiring of highly qualified classified staff is essential to the mission of the South Orange County Community College District. Board Policy 4011.3, Hiring Policy for Classified Staff, applies to the recruitment, hiring and promotion process for full and part-time permanent classified staff. BP 4011.3 states that the Chair, Supervisor, Director, or Vice Chancellor may request in writing that the Chancellor reduce or extend the time period for any step or authorize an exception to any of the procedural steps set forth in this policy. A request for an extension or exception shall state in writing the unusual circumstances necessitating the extension or exception.

STATUS

The District has experienced a substantial increase in recruitments (44% over the previous eight-year average) for classified positions, and there is currently a backlog of positions not yet posted. The Office of Human Resources, in conjunction with a small task force, recently reviewed Board Policy 4011.3 and developed a recommendation for exceptions to this policy to streamline and expedite the hiring process. A request has been submitted to the Chancellor for authorization to make specific exceptions to BP-4011.3, to be implemented in a pilot program. It is anticipated that there will be a formal recommendation to the Board of Trustees to modify Board Policy 4011.3 as a result of findings from the pilot program.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Basic Aid Report

ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports (EXHIBIT A) about projected basic aid receipts and approved projects.

STATUS

As of July 31, 2015, total estimated Basic Aid receipts are \$620.3M and total approved projects are \$611.3M. The balance of \$9.0M is the reserve for unrealized tax collections.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

Changes from the July, 2015 report includes \$52.6M of new receipts and \$60.7M of new project allocations recommended at the May 18, 2015 board of trustees meeting. This annual report (EXHIBIT A) also displays the detail of all closed projects totaling \$182.9M.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 24, 2015**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2011 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>Balance Remaining for 2015/16</i>	
CLOSED PROJECTS								
2005/06 Allocation for Salary Schedule Restructure (2005)	4,245,000	4,245,000					-	
College/District Contributions for Debt Retirement - COPS (2003)	4,380,701	4,380,701					-	
College Scheduled Maintenance Projects (2005)	1,000,000	975,715	24,285	-	-	-	-	
College Scheduled Maintenance Projects (2006)	3,831,850	3,761,998	40,735	29,117	-	-	-	
College (SC) Instructional Equipment Needs (2005)	1,389,315	1,387,468	1,847				-	
ATEP Development (2008)	3,719,976	3,092,517	555,174	72,285			-	
ATEP Hangar & Chapel Utilities (2007)	-	\$1M approved 2007, transferred to ATEP First Bldg Phase 3A 2011						-
ATEP Parking Lot Renovation (2009)	176,413	176,413					-	
ATEP Renovation (2002)	7,940,360	7,900,370	29,990	10,000			-	
ATEP Site Development (2012)	340,436		31,948	98,851	209,637		-	
ATEP Site Development Negotiations (2008)	4,265,883	3,191,055	322,921	652,433	99,475		-	
IVC A-300 Bldg Remodel (2007)	1,902,389	1,902,389					-	
IVC Business & Technology Innovation Center (2002)	8,887,615	8,887,961	(346)				-	
IVC Debt Retirement - Energy Loans (2014)	2,316,647				2,316,647		-	
IVC Early College Program (2007)	60,000	60,000					-	
IVC Floor Repairs (2003)	58,340	58,340					-	
IVC Landscaping PAC & BSTIC (2009)	1,545,531	251,978	1,286,761	6,792			-	
IVC Lot Expansion and Phase 1 of Lot 6 (2003)	1,476,759	1,476,759					-	
IVC Maintenance and Police Facility (2005)	4,553,656	4,553,656					-	
IVC Modular Building (2003)	370,000	370,000					-	
IVC Modular Bldg Replacement (CEC) (2006)	197,402	197,402					-	
IVC Performing Arts Center (2001)	17,006,209	17,006,209					-	
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs (2006)	484,123	484,123					-	
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	398,664	215,836	34,022	57,439	91,367		-	
IVC Replace Main Water Valves (2010)	272,904	82,992	97,311	17,485	75,117		-	
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000	44,456		78,605	74,349	32,590	-	
IVC Science Equip & TV Studio (2000)	500,000	500,000					-	
IVC Science Lab Addition & Remodel (2006)	5,172,990	5,172,991	-	-			-	
IVC Sports Facilities (2000)	896,000	896,000					-	
IVC Utility Service Project (2006)	346,223	346,223					-	
SC BGS Mold Abatement and Air Quality Improvements (2005)	8,724,200	8,724,200					-	
SC Bridge Replacement (2010)	818,583	99,959	661,721	56,903			-	
SC Demolition of Lower Campus Buildings (2002)	1,718,545	1,718,545					-	
SC Hire Consultant for Parking/Traffic Study (2005)	24,250	24,250					-	
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	128,710					-	
SC M/S/E Bldg Ventilation System Upgrade (2010)	-	\$5M approved 2010, transferred to SC Sciences bldg 2011						-
SC M/S/E Plaza Repairs (2008)	69,288	69,288					-	
SC M/S/E Renovation (2009)	39,000	39,000					-	
SC Energy Management System (2012)	657,400		323,678	333,722			-	
SC McKinney Theater Lighting and Sound Systems Upgrade (2004)	1,335,000	1,335,000					-	
SC McKinney Theater Restroom remodel (2007)	2,372,796	2,364,552	8,244				-	
SC Pool Deck Replacement (2010)	1,495,722	1,276,867	189,784	8,121	20,950		-	
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000	1,018,768	337,751	63,860	51,229	28,392	-	
SC Science Equip & TV Studio (2000)	500,000	500,000					-	
SC Science/Applied Science Bldg (2005)	14,850	14,850					-	
SC Sports Facilities (2000)	817,310	817,310					-	
SC Temporary Classroom Facilities (2005)	7,177,117	7,177,117	-				-	
SC Village Expansion (2009)	3,846,581	3,880,156	(33,574)				-	
SC Village Remodel (2007)	3,711,778	3,696,091	13,762	1,925			-	
Distr Svc/SC Health Science/District Office Building (2002)	15,251,656	15,251,656					-	
SOCCCD Additional 1% Contingency (2009)	1,278,101	1,278,101	-				-	
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	712,420	691,020	21,400				-	
SOCCCD Debt Retirement Contribution (2001)	34,400,000	34,400,000					-	
SOCCCD Districtwide Telephone System (2004)	4,499,498	4,499,498					-	

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 24, 2015**

Project Description	Approved Amount	1999/2011 Actual	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	Balance Remaining for 2015/16
SOCCCD Enrollment Mgmt/Mktg, Outreach & Recruit Strategy (2005)	329,830	329,830					-
SOCCCD Fiscal and HR Systems Repl. (2005)	27,500	27,500					-
SOCCCD HR Recruitment Work Plan (2005)	85,911	85,911					-
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817	-	1,208,817				-
SOCCCD Replace HR & Bdgt Dev Systems (2006)	897,740	897,740					-
SOCCCD Technology Needs 2004/05 (2005)	3,548,415	3,548,415					-
SOCCCD Technology Needs 2005/06 (2006)	3,324,203	3,324,203					-
SOCCCD Technology Needs 2006/07 (2007)	4,395,000	4,395,000	-	-	-	-	-
CLOSED PROJECTS TOTAL	182,875,608	173,232,086	5,156,232	1,487,537	2,938,771	60,982	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	738,514	738	140,555	29,330	73,120	17,743
ATEP Building Demolition (2007)	13,700,000	1,513,289	781,124	109,025	1,744,947	2,741,440	6,810,175
ATEP First Building Phase 3A (2011)	24,700,000				761	336,973	24,362,266
ATEP Operating Budget* (2006)	13,464,683	10,398,626	507,119	564,290	579,960	622,701	791,988
ATEP Site Development (2013)	7,000,000			693,427	681,207	986,687	4,638,678
ATEP Staffing, Equipment, Program Development (2007)	891,611	538,040	291,119	7,785	14,204	2,026	38,437
ATEP Utilities/Infrastructure Phase I (2016)	7,000,000						7,000,000
IVC A200 Success Center (2014)	505,005						505,005
IVC A400 Bldg Remodel (2011)	13,013,000		28,153	608,333	953,102	5,695,412	5,728,000
IVC B200 Classroom Wing & Labs (2015)	400,000						400,000
IVC B400 Labs and Entrance Controls (2015)	410,000					1,600	408,400
IVC Defects Performing Arts Center (2014)	1,400,000				2,611	54,736	1,342,653
IVC Design and Install Entrance from Barranca (2003)	2,850,000	97,171	143,803	25,074	67,052	38,525	2,478,375
IVC Fine Arts Building (2008) - State Delay, Future Project request	856,278	61,278					795,000
IVC Health Center/Concessions Building (2016)	400,000						400,000
IVC Life Sciences Project (2004)	13,490,000	1,323,367	(1,169,892)	693,544	2,416,169	(1,120,532)	11,347,345
IVC New Parking Lot (2013)	3,100,000						3,100,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC SSC HVAC System (2010)	800,000	21,014	732	12,124	635,534	88,716	41,881
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Athletic Stadium (2015)	18,000,000					73,205	17,926,795
SC Building Repairs - Library Remodel (2003)	7,869,899	1,335,267	1,817,215	(630,004)	4,864,713	225,059	257,649
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000		-	12,320	14,990	1,702,050	892,639
SC Building Repairs - ATAS Building (2003)	17,435,313	167,224	94,380	167,292	405,643	86,693	16,514,081
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687			124,917	519,146	1,532,643	8,072,982
SC Central Plant/CoGen Upgrade (2015)	750,000					12,503	737,497
SC Data Center Project (2016)	2,905,108						2,905,108
SC Demolition and Upper Quad Remodel (2008)	1,000,000						1,000,000
SC Digital Security Access (2015)	650,000						650,000
SC Fine Arts HVAC, Interior Improvements, Outdoor Theater (2016)	2,750,000						2,750,000
SC Fine Arts HVAC Renovation (2013)	4,950,000			2,754	76,091	216,891	4,654,264
SC Fire Alarm System (2015)	500,000						500,000
SC Golf Driving Range Net Replacement (2005)	300,000	106,750	19,300	42,520			131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000				5,209	467,431	527,360
SC LRC Defects (2015)	750,000						750,000
SC New Gateway Building (2013) (Match)	890,000						890,000
SC Sciences Building (M/S/E annex) (2003)	67,358,346	288,159	1,840,003	295,740	7,324,533	28,145,264	29,464,647
SC SME Building Renovation (2016)	750,000						750,000
SC Site Improvements (2008)	20,525,000	218,441	-	1,464	107,278	72,609	20,125,207
SC PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000			10,710	3,495	2,438	733,357
CAPITAL PROJECTS TOTAL	269,935,930	16,807,137	4,353,794	2,881,872	20,445,975	42,058,188	183,388,963
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000				1,830	5,289	267,881

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 24, 2015**

Project Description	Approved Amount	1999/2011 Actual	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	Balance Remaining for 2015/16
IVC Lighting & Walkways (2013)	795,055				332,278	170,531	292,246
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600			702	43,312	30,565	268,021
SC 12KV Elec Distr Repair (2014)	200,000					70,189	129,811
SC Central Plant (2013)	750,000			61,780	23,875	109,072	555,273
SC HVAC PE 100 (2014)	800,000						800,000
SC Athletics Stadium Renovation (2014)	725,000					2,841	722,159
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	4,881,005	-	-	62,482	401,295	388,487	4,028,741
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334			648,198	843,987	1,913,336	843,813
Campus Desktop Refresh (2016)	1,500,000					-	1,500,000
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600					35,906	417,694
SOCCCD Automated Password Reset & Single Sign-On Assess (2015)	115,600						115,600
SOCCCD Awards Management System (2013)	500,000			303,641	154,230		42,129
SOCCCD Blackboard Plug-ins (2013)	150,000			2,000		15,400	132,600
SOCCCD Classroom Technology and Audio Visual Refresh (2016)	1,500,000					-	1,500,000
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000						735,000
SOCCCD Data Backup and Disaster Recovery (2016)	900,000						900,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,594,720			230,118	396,373	222,358	745,871
SOCCCD District IT Back Office Automation (2016)	210,000						210,000
SOCCCD Document Management Solution (2011)	659,202		622,823	18,731			17,648
SOCCCD District-wide Automatic Email Archive (2015)	165,000					80,752	84,248
SOCCCD District-wide Hardware Refresh (2014)	505,000				484,919	4,414	15,667
SOCCCD District-wide Network Security (2015)	369,895					322,157	47,738
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000					832,393	117,607
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658			446,032	3,496,228	2,231,857	810,541
SOCCCD Enterprise Backup Solution (2014)	150,000				24,933		125,067
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000			31,386			118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	12,377,000		16,131	150,433	1,971,236	5,586,580	4,652,619
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000			15,000			5,000
IT Governance - TeamDymanixHE Software	50,000			14,400			35,600
TracDat Integration with SharePoint	36,000			35,964			37
DW Infrastructure Inventory System	75,000					14,155	60,845
MySite Help System	20,000			420	5,946		13,635
Unified Communications System	50,000			28,928			21,072
IT Contingency	924,615			31,800	32,800		860,015
SOCCCD IT Basic Aid Projects (2013)	1,175,615		-	126,511	38,746	14,155	996,204
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	5,571,957	1,745,944	888,629	136,099	11,747	390,394
SOCCCD Master Calendar Integration (2014)	300,000				58,500	677	240,823
SOCCCD Matriculation SEP System (2013)	100,000			332			99,668
SOCCCD MySite Message Customization (2014)	150,000					143,917	6,083
SOCCCD MySite Security (2014)	302,000				47,280	164,662	90,058
SOCCCD New Library System (2014)	100,000				21,909	62,088	16,003
SOCCCD Online Catalog (2014)	135,856					135,856	-
SOCCCD Online Tutoring, SI, Office Hours, Appointments (2016)	201,000						201,000
SOCCCD Positive Attendance Hours (2016)	198,000						198,000
SOCCCD Predictive Analytics (2013)	250,000			54,052		62,515	133,433
SOCCCD Refresh MDF and IDF (2016)	500,000					-	500,000
SOCCCD Server and Storage Scheduled Maintenance (2016)	925,000					-	925,000
SOCCCD Student Conduct & Incident Reporting (2015)	13,060					11,446	1,614
SOCCCD Student Early Alert System (2016)	226,800						226,800
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000						600,000
SOCCCD Student Information System Enhancement (2013-2015)	6,326,400			1,047,013	1,720,024	1,379,858	2,179,505
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	14,035,535	22,466	1,350	6,531	36,378	-

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 24, 2015**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2011 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>Balance Remaining for 2015/16</i>
SOCCCD Student Print Solution (2016)	221,634						221,634
SOCCCD Student Success Dashboard (2014)	550,000				52,324	382,882	114,794
SOCCCD Support Multiple Prerequisites (2015)	302,400					12,584	289,816
SOCCCD System Testing and Stability (2016)	377,000						377,000
SOCCCD Tableau for Data Visualization (2016)	270,000						270,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	7,604,574	392,177	28,547	2,020	9,159	-
SOCCCD Unified Student ID Card (2016)	452,000						452,000
SOCCCD Virtual Desktop (2014)	50,000				13,050		36,950
SOCCCD Waitlist Modification (2014)	514,600				249,920		264,681
SOCCCD Wireless Coverage Expansion (2015)	738,000					30,452	707,548
SOCCCD Workday Big Data (2016)	170,000						170,000
SOCCCD Workday Student BPA Sessions (2016)	227,800						227,800
SOCCCD Workday Student Influencer Program (2016)	375,000						375,000
IT PROJECTS TOTAL	80,909,181	27,212,066	2,799,541	3,976,974	9,718,309	13,703,530	23,498,761

OTHER ALLOCATIONS

SOCCCD Design/Build Specialty Consultant (2013)	525,000		13,300	91,725		66,635	353,340
SOCCCD Dist Union Offices (2014)	162,750					29,115	133,635
SOCCCD District-wide ADA Physical Access Transition Plan (2016)	400,000						400,000
SOCCCD District-wide Mapping (2015)	400,000						400,000
SOCCCD District-wide Parking Study (2016)	200,000						200,000
SOCCCD District-wide Sustainability/Energy Planning (2016)	200,000						200,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000				145,830		204,170
SOCCCD DSA Project Close Out (2013)	400,000			12,256	14,334	6,940	366,469
SOCCCD Facilities Software System (2013)	1,129,000			309,248	65,550	37,326	716,876
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000				3,040		206,960
SOCCCD Insurance Deductibles (2014)	300,000				100,000	100,000	100,000
SOCCCD Lease/Leaseback Consultant (2013)	425,000			8,531	9,265		407,204
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	710,000	149,494	117,900	100,578	110,074	106,955	124,998
SOCCCD Legal Counsel Facility Related Issues (2013)	900,000			35,073	2,804	36,405	825,719
SOCCCD Pre-Planning and Investigation (2015)	200,000					3,343	196,657
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,598,988	1,398,988	-	354,083	-	389,456	456,461
SOCCCD Retiree Benefits (2001 - present)	63,627,683	35,417,938	2,600,000	18,489,745	3,520,000	-	3,600,000
OTHER ALLOCATIONS TOTAL	72,738,421	36,966,420	2,731,200	19,401,240	3,970,898	776,174	8,892,489

BASIC AID PROJECT TOTALS	611,340,145	254,217,711	15,040,767	27,810,106	37,475,247	56,987,361	219,808,953
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Commitments	390,693,234	(9,951,045)	70,406,108	54,193,413	45,306,580	60,691,855
Cumulative Commitments	390,693,234	380,742,189	451,148,297	505,341,710	550,648,290	611,340,145
Receipts	393,955,568	39,301,044	46,888,399	43,788,270	51,659,425	44,769,086
Cumulative Receipts	393,955,568	433,256,612	480,145,011	523,933,281	575,592,706	620,361,792
Cumulative Expenses	254,217,711	269,258,477	297,068,583	334,543,830	391,531,192	611,340,145
Uncommitted Basic Aid Funds	139,737,857	163,998,135	183,076,428	189,389,451	184,061,514	9,021,647

	<i>Approved Amount</i>				<i>Receipts Change</i>	<i>Allocation Change</i>
Change from July 2015 Report:						
FY 2015-2016 Basic Aid Allocation						60,691,855
FY 2014-2015 Increase in Receipts					7,871,155	
FY 2015-2016 Estimated Receipts					44,769,086	
Total Change from July 2015 Report	-	-	-	-	52,640,241	60,691,855

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Monthly Financial Status Report

ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through June 30, 2015 (EXHIBIT A). A review of current revenues and expenditures for FY 2014-2015 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of June 30, 2015

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:		\$ 44,236,531	44,236,531	44,236,531	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,402,878	5,623,364	2,558,497	45.50%
State Sources	8600-8699	25,690,086	30,487,159	25,104,508	82.34%
Local Sources	8800-8899	195,166,457	194,362,984	206,572,479	106.28%
Other Financing Sources	8900-8912			15,703	
Total Revenue		225,259,421	230,473,507	234,251,187	101.64%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 269,495,952	274,710,038	278,487,718	101.38%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 70,886,553	72,892,175	69,975,892	96.00%
Other Staff Salaries	2000-2999	46,086,852	46,200,626	42,454,662	91.89%
Employee Benefits	3000-3999	39,578,000	40,111,819	37,395,709	93.23%
Supplies & Materials	4000-4999	5,637,251	5,904,944	3,094,380	52.40%
Services & Other Operating	5000-5999	23,397,149	25,181,138	17,357,140	68.93%
Capital Outlay	6000-6999	11,856,016	12,092,372	6,624,182	54.78%
Payments to Students	7500-7699	756,776	840,128	580,770	69.13%
Total Expenditures		\$ 198,198,597	203,223,202	177,482,735	87.33%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 1,197,350	1,386,831	2,137,346	154.12%
Basic Aid Transfers Out	7300-7399	43,861,973	43,861,973	43,861,973	100.00%
Intra Fund Transfers Out	7400-7499	0	0	15,703	0.00%
Total Other Uses		45,059,323	45,248,804	46,015,022	101.69%
TOTAL USES OF FUNDS		243,257,920	248,472,006	223,497,757	89.95%
ENDING FUND BALANCE		\$ 26,238,032	26,238,032	54,989,961	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 12,785,498	12,785,498		
Reserve for Economic Uncertainties		11,452,534	11,452,534		
College Reserves for Economic Uncertainties		2,000,000	2,000,000		
TOTAL RESERVES		\$ 26,238,032	26,238,032		

NOTE: As of June 30, 2014 actual revenues to date were **100.01%** and actual expenditures to date were **90.74%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of June 30, 2015

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 10,154,792	10,154,792	10,154,792	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 86,859,848	86,882,611	87,887,565	101.16%
Restricted Budget Allocation		18,987,615	21,098,432	14,046,847	66.58%
Total Revenue		105,847,463	107,981,043	101,934,412	94.40%
INCOMING TRANSFERS	8980-8989	0	0		
TOTAL SOURCES OF FUNDS		\$ 116,002,255	118,135,835	112,089,204	94.88%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 45,603,021	45,792,075	43,215,736	94.37%
Other Staff Salaries	2000-2999	24,053,664	23,971,478	21,019,143	87.68%
Employee Benefits	3000-3999	22,371,315	22,639,713	20,717,395	91.51%
Supplies & Materials	4000-4999	3,794,239	4,084,415	1,907,974	46.71%
Services & Other Operating	5000-5999	10,802,761	11,524,118	7,800,547	67.69%
Capital Outlay	6000-6999	7,540,065	8,111,688	4,532,934	55.88%
Payments to Students	7500-7699	487,190	567,867	370,738	65.29%
Total Expenditures		\$ 114,652,255	116,691,354	99,564,467	85.32%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 350,000	444,481	493,081	110.93%
Other Transfers	7400-7499	0	0	2,898	
Total Other Uses		350,000	444,481	495,979	111.59%
TOTAL USES OF FUNDS		115,002,255	117,135,835	100,060,446	85.42%
LOCATION OPERATING BALANCE		\$ 1,000,000	1,000,000	12,028,758	
RESERVES					
Reserve for Economic Uncertainties		\$ 1,000,000	1,000,000		

NOTE: As of June 30, 2014, actual revenues to date were **95.75%** and actual expenditures to date were **86.87%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of June 30, 2015

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,172,110	4,172,110	4,172,110	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 50,657,293	50,811,504	51,863,427	102.07%
Restricted Budget Allocation		9,005,144	11,912,330	8,702,528	73.05%
Total Revenue		59,662,437	62,723,834	60,565,955	96.56%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>63,834,547</u>	<u>66,895,944</u>	<u>64,738,065</u>	96.77%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	23,650,937	25,467,505	25,165,426	98.81%
Other Staff Salaries	2000-2999	13,942,833	14,223,793	13,737,255	96.58%
Employee Benefits	3000-3999	13,012,792	13,278,213	12,747,463	96.00%
Supplies & Materials	4000-4999	1,651,169	1,683,557	1,066,103	63.32%
Services & Other Operating	5000-5999	5,691,449	6,687,327	4,458,066	66.66%
Capital Outlay	6000-6999	3,968,431	3,540,938	1,767,508	49.92%
Payments to Students	7500-7699	269,586	272,261	210,032	77.14%
Total Expenditures		62,187,197	65,153,594	59,151,853	90.79%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	647,350	742,350	844,265	113.73%
Other Transfers	7400-7499	0	0	12,805	
Total Other Uses		647,350	742,350	857,070	115.45%
TOTAL USES OF FUNDS		<u>62,834,547</u>	<u>65,895,944</u>	<u>60,008,923</u>	91.07%
LOCATION OPERATING BALANCE		<u>1,000,000</u>	<u>1,000,000</u>	<u>4,729,142</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>1,000,000</u>	<u>1,000,000</u>		

NOTE: As of June 30, 2014, actual revenues to date were **100.47%** and actual expenditures to date were **93.30%** of the revised budget to date.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of June 30, 2015 for FY 2014-2015, is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#) ▼

Fiscal Year: 2014-2015

District: (890) SOUTH ORANGE

Quarter Ended: (Q4) Jun 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	178,949,792	192,456,241	196,304,963	211,462,493
A.2	Other Financing Sources (Object 8900)	0	3,877	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	178,949,792	192,460,118	196,304,963	211,462,493
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,718,862	148,087,433	147,552,068	155,345,822
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,871,237	37,873,228	39,024,983	45,826,804
B.3	Total Unrestricted Expenditures (B.1 + B.2)	179,590,099	185,960,661	186,577,051	201,172,626
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-640,307	6,499,457	9,727,912	10,289,867
D.	Fund Balance, Beginning	21,735,766	21,095,459	27,594,916	37,322,828
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	21,735,766	21,095,459	27,594,916	37,322,828
E.	Fund Balance, Ending (C. + D.2)	21,095,459	27,594,916	37,322,828	47,612,695
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.7%	14.8%	20%	23.7%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	27,828	27,803	24,960	27,822
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		29,699,290	37,976,386	51,350,104
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	58,147,615	29,699,290	37,976,386	51,350,104

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	197,246,069	197,423,043	211,462,493	107.1%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	197,246,069	197,423,043	211,462,493	107.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	163,371,542	163,359,035	155,345,822	95.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,959,323	45,148,804	45,826,804	101.5%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	208,330,865	208,507,839	201,172,626	96.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-11,084,796	-11,084,796	10,289,867	
L	Adjusted Fund Balance, Beginning	37,322,828	37,322,828	37,322,828	
L.1	Fund Balance, Ending (C. + L.2)	26,238,032	26,238,032	47,612,695	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.6%	12.6%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

CERTIFY QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2014-2015

Quarter Ended: (Q4) Jun 30, 2015

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

CBO Phone:

CBO Signature:

Date Signed:

Chief Executive Officer Name:

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Title:

Telephone:

Fax:

E-Mail:

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Quarterly Investment Report
ACTION: Information

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

As of the quarter ending on June 30, 2015, our cash balances were \$274,553,118.19 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 0.43% compared to prior quarter of 0.40%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,068,754.88, and the LAIF investment pool is yielding an average of 0.28% compared to prior quarter of 0.26%.

Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
August 24, 2015

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: Structural steel installation complete at primary building. Observatory construction underway. Central Plant modifications are complete.

In Progress: FF&E user group *developed* furniture groupings. Finalizing building structure, priority interior wall framing, MEP hangers and routing, deck concrete, and interior work continues. Framing of walls at the exterior, all three floors. Plaster at exterior, interior wall framing and drywall, all three floors. Off-site cabinet fabrication is underway. *Retaining wall installation continues.*

Recently Completed: Observatory dome was delivered, assembled and set. Exterior concrete and pedestal base plates for telescopes at observatory outdoor area. Interior stairways, roofing at the lower deck, concrete walkways and bridges to campus. MEP rough in at first floor. Bridge abutment construction is completed.

Focus: Priority wall framing, MEP routing and supports. HVAC fabrication and factory certification, and roofing. Windows and Curtin-wall water testing. Coordination trades meetings for roofing, HVAC fabrication and testing visit and report. MEP rough in at second and third floors.

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: February 2016	DSA Close Out: Pending

2. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$9,828,000	\$21,525,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$18,083,000	\$21,525,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08 and 6/22/15. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000. On June 22, 2015 the Board approved additional funds of \$7,945,000.

Status: Additional project funds approved by the Board.

In Progress: Project team reassembling to complete Request for Proposals (RFP).

Recently Completed: Presentation of probable cost by Criteria Architect.

Focus: Re-confirm final project scope with stakeholders and prepare the RFP documents.

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$8,679,945	\$17,435,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$15,479,000	\$17,435,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, and 6/23/2014. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000. On June 23, 2014 the Board approved restored funding of \$8,523,000 and an additional \$2,702,000 to fully fund the project.

Status: DSA has approved documents. Construction start is anticipated April 2016 after completion of the TAS Auto Tech Swing Space project. Value engineering in process for cost reduction.

In Progress: RFQ&P for ~~Lease—Leaseback~~ *CM Services* in process.

Recently Completed: Validation of construction costs at \$10.6 million. Board authorized the Lease-Leaseback delivery method.

Focus Issue: Re-evaluate delivery method due to Lease/Leaseback appellate court ruling. *Review qualifications for CM services by review team. Submit prequalification's RFQ for contractor pool to the Board for approval*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: October 2017	DSA Close Out: Pending

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$4,443,000	\$10,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$4,443,000	\$10,250,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012, 6/17/13 and 6/23/2014. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, and June 23, 2014 the Board approved additional funding of \$3,714,000 and \$729,000 respectively.

Status: Auto tech building in construction, with villages under renovation.

In Progress: *Steel roof structure installation in process. Renovations at the villages are underway.*

Recently Completed: *CMU wall installation at Auto Tech buildings in parking lot 1*

Focus: Complete roof structure, complete villages by end of August.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$1,000,000	\$6,700,000	\$7,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$6,700,000	\$7,700,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012, 6/17/13 and 6/22/2015. On May 21, 2012, the Board approved \$1,000,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,950,000. On June

22, 2015 the Board approved additional funds of \$2,750,000 to address DSA approval at canopies.

Status: Architect finalizing canopy design for submission to DSA for approval by mid-September 2015.

In Progress: DSA compliant Canopy design, access control review. Submit prequalification RFQ to the Board for approval

Recently Completed: Department approval of canopy design concept.

Focus: Complete canopy design and access control to allow DSA final review and project approval. Issue prequalification's for contractor pool to bid project.

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2016	DSA Close Out: Pending

6. ATHLETICS STADIUM PROJECT

	Original	Revision	Total
Project Budget:	\$18,800,000	(800,000)	\$18,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$950,000	17,050,000	\$18,000,000

Budget Narrative: Budget reflects Board action on 6/23/2014 and 6/22/15. On June 23, 2014, the Board approved \$950,000. On June 22, 2015 the Board approved additional funds of \$17,050,000.

Status: *Evaluation of preliminary project estimate against project scope.*

In Progress: *Review of preliminary project estimate received from Criteria Architect against estimate utilized to prepare the project budget.*

Recently Completed: *Review of preliminary project estimate by Project Team and revision by Criteria Architect.*

Focus: *Re-evaluation of project scope in relation to available project budget.*

Project Start: July 2014	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

7. GATEWAY PROJECT

	Original	Revision	Total
Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000
Anticipated State Match:	\$30,053,000	-\$7,813,500	\$22,239,500

Basic Aid Allocation:	\$1,545,115	\$(655,115)	\$890,000
Unallocated Amount:	\$41,321,885		\$43,589,000

Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/23/2014.

Status: On Hold. A Revised Final Project Plan is submitted to the Board of Trustees at the June 22, 2015 meeting for approval to submit to the state for funding consideration.

In Progress: The project is awaiting funding. Final Project Plan submitted to the state with an increase in local match identified from 30% to 50% to increase chances of funding.

Recently Completed: On Hold.

Focus: On Hold.

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

8. PHOTO RADIO TELEVISION RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$2,622,000	\$0	\$2,622,000
State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,622,000	\$0	\$2,622,000

Budget Narrative: Budget reflects Board action on 8/27/2012.

Status: Final finishes, punch list completed. Addressing contractual issues around project delays.

In Progress: Furniture, fixture and equipment procurement.

Recently Completed: Contract work is completed. *Board Agenda Notice of Completion filing.*

Focus: Close out and DSA certification. FF&E.

Project Start: January 2012	Scheduled Finish: November 2014
Projected Finish: March 2015	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
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Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: The final Notice of Completion was filed on September 24, 2007. DSA advises close out via alternate engineer assistance. No enforcement available to obtain project architect response.

In Progress: Six change orders remain in "Pending" status and must be closed to arrive at DSA close out. Requesting Architect provide all open status items to district to close project using alternate architectural firm. Project Architect is leaving firm. Has provided addendum information with promise of change orders before exit.

Recently Completed: Obtained addendum information which is needed for DSA close out paperwork.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$13,568,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds.

Status: Mediation completed and final agreement reached with Surety Company. Final warranty items to be completed over the summer.

In Progress: Warranty closeout of project.

Recently Completed: Drawings received from architect for outstanding warranty items.

Focus: Bid documents for warranty scope of work and final closeout of project.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: February 28, 2014	DSA Close Out: May 8, 2014

3. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Construction documents have been approved by the City of Irvine and upon execution of easement and purchase of sale agreement will be released to proceed with construction.

In Progress: *Execution of easement agreement with City of Irvine by their City Council in August, 2015.*

Recently Completed: *Discussions with Southern California Edison and District legal regarding need for License Agreement.*

Focus: Conclude agency negotiations *and execution of documents* and issue documents to bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

4. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$11,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan

and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: Interior and exterior framing 99% complete, Roofing 99% complete, exterior wall plaster installed. Contractor failed water testing at exterior walls. Experiencing project delay while determining remediation.

In Progress: Contractor has stopped all building work while evaluating next steps for building envelope remediation.

Recently Completed: *Partial water testing of exterior building envelope system. Meeting held with contractor's upper level management with their indication that existing building envelope will be removed and replaced.*

Focus: Furniture, fixture and equipment procurement. *Review contractor's proposed approach to meet requirements associated with removal and replacement of existing building envelope. Ensure all progress documented to enhance understanding regarding agreements between district and contractor.*

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: August December 2015	DSA Close Out: Pending

5. FINE ARTS PROJECT

	Original	Revision	Total
Project Budget:	\$35,703,000	\$2,053,000	\$37,756,000
Anticipated State Match:	\$25,141,000	-\$6,263,000	\$18,878,000
Basic Aid Allocation:	\$795,000	-	\$795,000
Unallocated Amount:	\$34,908,000		\$36,961,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: On Hold. A Revised Final Project Plan is submitted to the Board of Trustees at the June 22, 2015 meeting for approval to submit to the state for funding consideration.

In Progress: The project is waiting funding. Final Project Plan submitted to the state with an increase in local match identified from 30% to 50% to increase chances of funding.

Recently Completed: On Hold.

Focus: On Hold.

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

6. PARKING LOT PHASE IA PROJECT

	Original	Revision	Total
Project Budget:	\$3,010,000	\$90,000	\$3,100,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,010,000	\$90,000	\$3,100,000

Budget Narrative: Budget reflects Board action on 6/23/2014 and 6/22/2015. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000.

Status: Project Kick off TBD.

In Progress: N/A

Recently Completed: N/A

Focus: Establish schedule

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

7. HEALTH CENTER/ CONCESSIONS PROJECT

	Original	Revision	Total
Project Budget:	\$5,200,000	-	\$5,200,000
State Match:	-	-	-
Basic Aid Allocation:	\$400,000	-	\$400,000
Unallocated Amount:	\$4,800,000	-	\$4,800,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Project Kick off TBD.

In Progress: N/A

Recently Completed: N/A

Focus: Establish schedule

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

ATEP

1. ATEP DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	\$6,700,000	\$13,700,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: Monitoring of the site to ensure the recently seeded areas germinate, ensuring compliance with the Water Quality Management Plan in place for the ATEP site.

Recently Completed:

Focus: Adhere to various regulatory requirements specific to ATEP site. *Awaiting necessary documents to complete final pay application*

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: On-going	DSA Close Out: N/A

2. ATEP - IVC FIRST BUILDING

	Original	Revision	Total
Project Budget:	\$23,000,000	\$3,250,000	\$26,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	\$13,750,000	\$26,250,000

Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014 and 6/22/15. \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building budget of \$12,500,000 with \$8,950,000 additional funds approved on 6/23/14. On June 22, 2015 the Board approved additional funds of \$3,250,000 for associated parking.

Status: *The project team is meeting weekly in order to develop the building footprint in relation to the original project program in order to move on to the Schematic Design phase.*

In Progress: *Program validation meetings, survey of the site, and project geotechnical investigation.*

Recently Completed: *Partnering Session. Selection of Building Commissioning Consultant.*

Focus: *Completion of Program Validation and commencement of Schematic Design*

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

3. ATEP – UTILITIES AND INFRASTRUCTURE

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: *Staff revised delivery approach from Design-Build to Design-Bid-Build in order to better coordinate the needs between the building and the site development schedule.*

In Progress: *Create the Architectural Request for Proposals.*

Recently Completed: *Engineering comments including utility backbone infrastructure notes on Bell Avenue design to the City of Tustin.*

Focus: To create an infrastructure to support phase 1 development of the ATEP site.

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	\$425,000	\$1,129,000
State Match:	-	-	-
Basic Aid Allocation:	\$704,000	\$425,000	\$1,129,000

Budget Narrative: Budget reflects Board action on 6/25/2012, 6/17/2013 and 6/23/2014.

Status: Irvine Valley College is employing the Maintenance Direct portion of the software modules.

In Progress: *Consultant is preparing work plan and master schedule for Phase II, Infrastructure data collection and analysis.*

Recently Completed: *Project Kick off meeting was held July 9th.*

Focus: Perform infrastructure condition assessment.

Project Start: July 2012	Scheduled Finish: May2016
Projected Finish: May 2016	DSA Close Out: N/A

2. PARKING STUDY

	Original	Revision	Total
Project Budget:	\$200,000	-	\$200,000
State Match:	-	-	-
Basic Aid Allocation:	\$200,000	-	\$200,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Budget approval obtained.

In Progress: District staff is developing the Request for Proposals (RFP).

Recently Completed: Staff performed a comprehensive review of recent parking studies at other campuses to determine project scope.

Focus: To assess current parking issues district-wide and establish standards.

Project Start: June 2015	Scheduled Finish: March 2016
Projected Finish: March 2016	DSA Close Out: N/A

3. SUSTAINABILITY STUDY

	Original	Revision	Total
Project Budget:	\$200,000	-	\$200,000
State Match:	-	-	-
Basic Aid Allocation:	\$200,000	-	\$200,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Project Kick off TBD.

In Progress: N/A

Recently Completed: N/A

Focus: To create sustainability standards district wide.

Project Start: TBD	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: N/A

4. ADA TRANSITION PLAN

	Original	Revision	Total
Project Budget:	\$400,000	-	\$400,000
State Match:	-	-	-
Basic Aid Allocation:	\$400,000	-	\$400,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: *Project Initiation*

In Progress: *A RFQ&P for a Certified Access Specialist consultant underway.*

Recently Completed: *Developed and advertised RFQ&P for Certified Access Specialist.*

Focus: *Obtain specialist to aid in the development and implementation of an access transition plan district wide.*

Project Start: <i>August 2015</i>	Scheduled Finish: <i>June 2017</i>
Projected Finish: <i>June 2017</i>	DSA Close Out: N/A

Project updates for active projects may be viewed
at: <http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design of project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year 2016-2017. (FUSION is the State Chancellor's Office database for Capital Outlay.) The word "Anticipated" is included in project budget table when money has not yet been allocated but the amount has been identified by the state.

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the periods ending June 30, 2015, and July 31, 2015 (EXHIBIT A).

For June, the portfolio was comprised of 50.6% Fixed Funds (Bonds) and 49.4% Common Stocks (Domestic and International). The portfolio's performance decreased 2.33%, ending with a fair market value of \$92,222,506, and an annualized return of 5.78%.

For the period ending July, the portfolio was comprised of 49.8% Fixed Funds (Bonds) and 50.2% Common Stocks (Domestic and International). The portfolio's performance increased 0.49%, ending with a fair market value of \$93,208,064, and an annualized return of 5.88% which is consistent with the market.

July 9, 2015

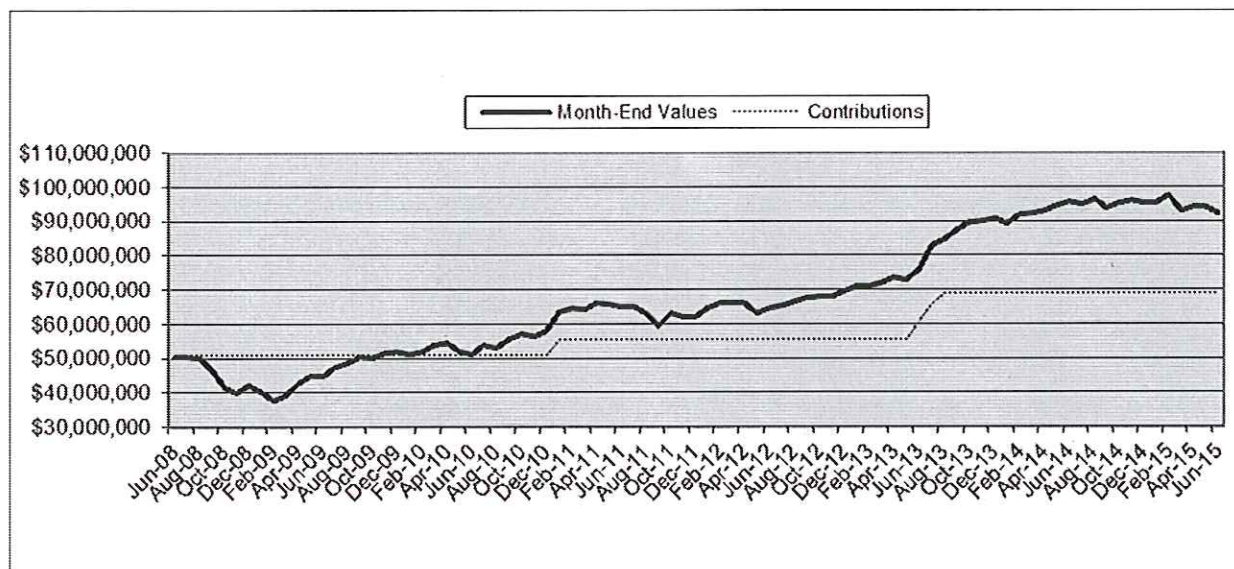
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

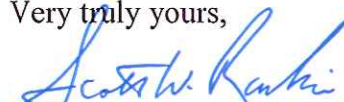
With a fair market value on June 30th of \$92,222,505.97 your portfolio's performance was down -2.33% for the month and up 5.78% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (50.6%), and common stock funds (49.4%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>June 2015</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-2.33%	0.97%	5.78% annualized return
S&P 500	-1.94%	1.24%	9.42% (Domestic Stocks)
MSCI EAFE	-2.83%	5.52%	1.97% (International stocks)
Barclays Aggregate	-1.09%	-0.10%	4.60% (Domestic Bonds)
Barclays Global	-0.44%	-3.08%	2.57% (Global Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

August 10, 2015

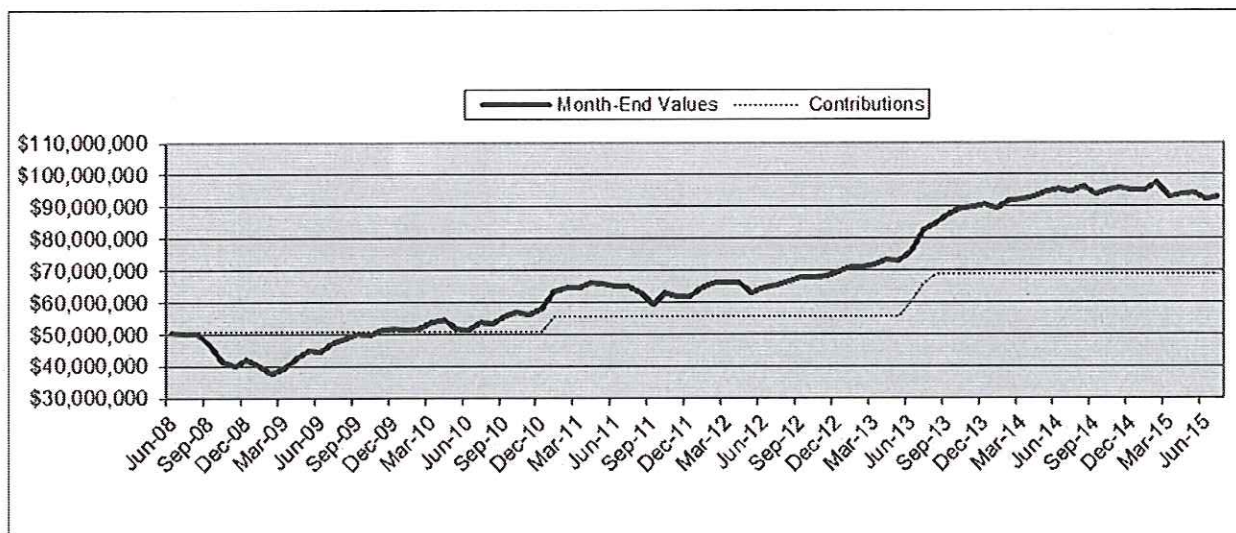
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

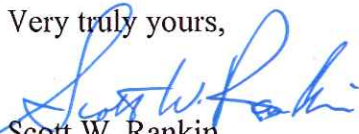
With a fair market value on July 31st of \$93,208,064.48 your portfolio's performance was up 0.49% for the month and up 5.88% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (49.8%) and fixed income funds (50.2%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>July 2015</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.49%	2.11%	5.88% annualized return
S&P 500	2.10%	3.36%	9.62% (Domestic Stocks)
MSCI EAFE	2.08%	7.72%	2.25% (International stocks)
Barclays Aggregate	0.70%	0.60%	4.64% (Domestic Bonds)
Barclays Global	0.22%	-2.87%	2.57% (Global Bonds)



Very truly yours,



Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 3 of 3

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
March-14	\$ -	\$ 68,799,724	\$ 92,418,028
April-14	\$ -	\$ 68,799,724	\$ 93,035,180
May-14	\$ -	\$ 68,799,724	\$ 94,606,053
June-14	\$ -	\$ 68,799,724	\$ 95,689,395
July-14	\$ -	\$ 68,799,724	\$ 94,769,733
August-14	\$ -	\$ 68,799,724	\$ 96,479,698
September-14	\$ -	\$ 68,799,724	\$ 94,002,753
October-14	\$ -	\$ 68,799,724	\$ 95,339,341
November-14	\$ -	\$ 68,799,724	\$ 96,004,369
December-14	\$ -	\$ 68,799,724	\$ 95,241,531
January-15	\$ -	\$ 68,799,724	\$ 95,202,573
February-15	\$ -	\$ 68,799,724	\$ 97,642,721
March-15	\$ (4,000,000)	\$ 64,799,724	\$ 93,188,823
April-15	\$ -	\$ 64,799,724	\$ 94,125,319
May-15	\$ -	\$ 64,799,724	\$ 94,358,288
June-15	\$ -	\$ 64,799,724	\$ 92,222,506
July-15	\$ -	\$ 64,799,724	\$ 93,208,064
	\$ 64,799,724		



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President

DATE: August 13, 2015

SUBJECT: President's Report for the August 24, 2015 Board of Trustees Meeting

Kids' Kollege at IVC

IVC Extended Education offered College for Kids classes during Summer 2015. College for Kids completed its tenth year at IVC. This summer, nearly 1,000 K-12 students in the South Orange County area attended classes at IVC. Courses included computer camps, Spanish language intensive camps, science camps, sports camps, and other academic program areas.

President's Fall 2015 Opening Session

On August 10, President Roquemore welcomed faculty, staff, members of the Board of Trustees, District and Saddleback guests to the annual President's Welcome to provide an update of campus activities and accomplishments. This session focused on updates on the state of the college, including those from the governance groups, as well as accreditation and Title IX. IVC was presented three awards from the Employer Support of the Guard and Reserve (ESGR) organization. ESGR volunteer, retired Colonel Bill Reals, presented the awards during the opening session.

Solar Decathlon House Update

At 6 am August 4, the superstructure of Casa del Sol was delivered to the Team Orange County (OC) construction site at IVC. The superstructure of the energy efficient, self-sustainable house arrived on four large flatbed trucks accompanied by a very large crane. Members of the media were invited to witness the unloading process, coordinated by Anna Petrossian, onsite construction manager, and student members of Team OC. The superstructure was manufactured off-site and now will be fitted with the pivot doors and tracks that the student teams have been working on at IVC (with valuable help from members of the Retired Carpenters Union). State-of-the-art HVAC (heating, ventilation and air conditioning) equipment, as well as mechanical and plumbing fixtures, arrived onsite prior to the superstructure delivery. Various manufacturer representatives have been demonstrating and training student team members on how to install and use the new equipment. In the coming weeks, student team members will also be installing ramps and decking and working off-site at the Orange County Great Park, creating "living walls" of edible plants.

Laser Week

IVC hosted its first-ever Laser Week August 3-6. Laser Week offered new and continuing students the opportunity to participate in workshops, learn about academic programs, connect with faculty, meet new people, and explore all that IVC has to offer. Students were required to register to participate. More than 400 students participated.

Leadership Retreats

On July 28, President Roquemore held the annual administrators and managers' leadership retreat at the Ocean Institute in Dana Point, CA. On July 22, IVC held its annual Strategic Planning and Accreditation Committee (SPAC) retreat at the University of California, Irvine University Club. The daylong retreat focused on strategic planning goals for the college and developing action steps for the college strategies. On July 30, members of the IVC Foundation board of governors attended the Foundation retreat held at ATEP, and discussed strategies for successful fundraising and donor relations.

Summer Bridge Program

The Summer Bridge Program completed its second successful summer session on August 6. The bridge program, sponsored by an educational grant from the Edison Company, recruited students from lower socio-economic conditions who graduated high school in June. Students took two classes as cohorts to improve their chances of making connections with the school and start strong as college students. The two classes on studying skills (Counseling 10), taught by Isabel Gutierrez and Tiffani Eychaner, introduced students to student survival skills such as time management and library researching. Various departments and services that assist in student success also gave presentations to the classes. The communication studies classes (Comm 1) were taught by Gary Rybold, who required students to speak and assess during every class session. Students gave eight speeches on current events such as the California drought and the student debt crisis. The 41 students took field trips to tour the Getty Center, Cal State University Long Beach and Cal State University Fullerton and were assigned to give impromptu speeches on their experiences. Student spoke on topics such as art, building design, landscaping and transfer potential.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for August 24, 2015 Board of Trustees Meeting

Saddleback College's professional development week was once again a success. Thank you to faculty in-service coordinator Jane Horlings for her wonderful work in organizing the week.

President Burnett held a faculty breakfast on Wednesday, August 12th, an associate faculty dinner on Thursday, August 13th, and a classified staff luncheon on Friday, August 14th. At these events, Dr. Burnett presented his Annual State of the College address, which included his top 10 projects for 2015-2016 and an overview of the college's plans for economic and workforce development, student success, enrollment management, and facilities. Also highlighted in the presentation was the One Book, One College initiative, with current and former forensics team students performing a reading of the selection, *Fives and Twenty-Fives*, by Michael Pitre.

President Burnett's top ten projects for 2015-2016 are: enrollments; institutional ; accreditation; economic and workforce development; instruction, student services, and administrative services operating guidelines; Title IX coordinator; reinventing student services; employee training and development survey; disaster preparedness training; and governance and organization manual.

Saddleback College welcomed 15 new full-time faculty: Jacqueline Bloink, health information technology; Hollis Casey, counselor; Sheryl Christensen, counselor; Evan Enright, mathematics; Karla Frizler, ESL; Michelle Gustafson, counselor; Kathleen Lunetto, culinary arts; Jonathan Luque, mathematics; Nicole Major, gerontology/sociology; Julie McGirr, ESL; Chau Aimee Mucciario, counselor; Dr. Pete Murray; humanities; Jacqueline Novak; nursing; Timothy Posada, journalism; Lisa Tran, counselor.

Office of Instruction

On August 7th, Fine Arts and Community Education collaborated with a production of *Alice in Wonderland, Jr.* in the McKinney Theatre to a full house of family, friends and community members. On August 11th, the Division hosted the Chancellor's Opening Session in the McKinney Theatre. The keynote speaker was Paul Grossman, Chief Regional Attorney (retired), Office of Civil Rights, U. S. Department of Education.

Gary and Kelly hosted a live remote in August at the Festival of the Arts in Laguna Beach representing KSBR and live jazz performances. Also in August, theatre, jazz, choirs, commercial music, wind ensemble, symphony and applied music auditions took place.

Joey Sellers and the Saddleback Jazz Faculty performed a rousing concert in the McKinney Theatre on August 24th. The Concert Hour series presented a free concert on August 27th in FA 101 with the Joey Sellers Trio (Joey Sellers on trombone, Trey Henry on bass, and Kendall Kay on drums). And on August 30th, Reflections of the Ocean Classical Keyboard Series presented Trio Treasures with Susan Boettger on piano, David Lisker on violin, and Joon Sung Jun on cello.