



## Meeting of the Board of Trustees

December 11, 2017

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

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call to Order

##### 1.2 Public Comments

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

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

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (10 matters)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b) (5 matters)
  - B. Public Employee Employment and Performance Evaluation (Government Code Section 54957(b))(5 matters)
    - 1. Acting Chancellor Evaluation
    - 2. Chancellor Recruitment
    - 3. Laboratory Technician (SC)
    - 4. Alternate Media Specialist (SC)
    - 5. Sr. Administrative Assistant (SC)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
  - A. Faculty Association  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
  - B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
  - C. Police Officers Association (POA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- 1.5 Conference with Real Property Negotiators (Government Code Section 54956.8)
  - A. Agency Designated Negotiator: Tom Fallo

- Professional Services Agreement with FTI Consulting, Inc.
- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (2 potential cases)

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

### **2.0 PROCEDURAL MATTERS**

#### **2.1 Actions Taken in Closed Session**

#### **2.2 Invocation**

Led by Trustee Tim Jemal

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

Led by Trustee David Lang

#### **2.4 Annual Organizational Meeting and Facilities Corporation Meeting**

- A. Election of Officers
- B. Appointment of Secretary and Assistant Secretary
- C. Appointment of Trustee Representatives
- D. Establishment of Regular Meeting Dates
- E. Establishment of Agenda Planning Calendar
- F. Approval of Agenda Format
- G. Special Meeting of the Board of Directors, Facilities Corporation

#### **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 Regular Meeting held on November 13, 2017.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year**  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2017-2018 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **SOCCCD: Irvine Valley College Performing Arts Center Waterproofing Project, Notice of Completion, Painting & Décor, Inc.**  
Authorize filing the Notice of Completion for the Irvine Valley College Performing Arts Center (PAC) Waterproofing project to Painting & Decor, Inc. for a final contract amount of \$344,990.
- 5.4 **Saddleback College and Irvine Valley College: Guided Pathways Self-Assessment**  
Approve the Saddleback College and Irvine Valley College Guided Pathways Self-Assessment for the colleges to be eligible to receive award funding.
- 5.5 **Saddleback College and Irvine Valley College: Revised 2018-2019 Instructional Material/Laboratory Fees**  
Approve revised instructional material and laboratory fees for 2018-2019.
- 5.6 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.7 **New and Revised Curriculum for the 2018-19 Academic Years**  
Approve the proposed curriculum changes for the 2018-19 academic years at Saddleback College.
- 5.8 **SOCCCD: Student Out of State Travel.**  
Approve the colleges' student out of state travel for the participants, dates, locations, courses and costs as listed.

- 5.9 **SOCCCD: Advanced Technology and Education Park (ATEP) IVC First Building Project, Award of Bid No. 23, Electrical Equipment, TEquipment.NET.**  
Award Bid No. 23, Electrical Equipment at Advanced Technology and Education Park IVC First Building Project to TEquipment.NET for a total amount of \$116,129.30.
- 5.10 **SOCCCD: Award of Foundation for California Community Colleges Administrative Services Agreement, Scientific Equipment, CB-220-17 Fisher Scientific.**  
Approve contracting with Fisher Scientific pursuant to the Foundation for California Community Colleges Administrative Services Agreement No. CB-220-17, contingent upon verifications of the availability of funds for each purchase. Annual expenditures under this agreement will not exceed \$80,000 from January 1, 2018 to December 31, 2018.
- 5.11 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve trustees' requests for attending conference(s).
- 5.12 **SOCCCD: Transfer of Budget Appropriations.**  
Ratify the Transfer of Budget Appropriations as listed.
- 5.13 **SOCCCD: Budget Amendment: Adopt Resolution No. 17-36 to Amend FY 2017-2018 Adopted Budget.**  
Adopt Resolution No. 17-36 to amend the FY 2017-2018 Adopted Budget as listed.
- 5.14 **SOCCCD: November 2017 Change Orders/ Amendments.**  
Ratify the change orders and amendments as listed.
- 5.15 **SOCCCD: Purchase Orders and Checks.**  
Ratify the purchase orders and checks as listed.
- 5.16 **SOCCCD: November – 2017 Contracts.**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Acceptance of the District, Retiree OPEB Trust, Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: FY 2016-2017.**  
Accept the District, the Retiree OPEB Trust, the Saddleback Foundation, the Irvine Valley College Foundation, the ATEP Foundation, and the SOCCCD Foundation FY 2016-2017 audit reports as presented.
- 6.2 **SOCCCD: Saddleback College Stadium and Site Improvement Project,**



**Change Order No. 1, PCL Construction Services, Inc.**

Approve Board Change Order No. 1 for the Saddleback College Stadium and Site Improvement project and authorize staff to execute the corresponding change order with PCL Construction Services, Inc., resulting in an increase of \$1,900,190 for a revised contract amount of \$50,900,090.

**6.3 SOCCCD: Advanced Technology and Education Park (ATEP) IVC First Building Project, Change Order No. 4, McCarthy Building Companies, Inc.**

Approve Board Change Order No. 4 (EXHIBIT A) and authorize staff to execute the corresponding change order with McCarthy Building Companies, Inc. for the ATEP IVC First Building project, resulting in an increase of \$357,842, for a revised contract total of \$17,911,187.

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

Approve authorizing individuals occupying the positions listed to be approved as presented.

**6.5 SOCCCD: Board Policy Revision: BP-5520 Shower Facilities for Homeless Students, BP-3009 Internal Audit.**

For review and study PENDING APPROVAL from chancellor and BPARC which meets on December 1, 2017, one day following chancellor's council.

**6.6 SOCCCD: Allocation for Conversion to Canvas Learning Management System, Faculty Conversion to Canvas One-Time Stipends.**

Approve the allocation of \$3,679,421 for the Canvas LMS conversion faculty stipend costs.

**6.7 SOCCCD: Budget Transfer of \$3,679,421 from the Reserve for Contingencies for Canvas Stipends, Adopt Resolution No. 17-37**

Adopt resolution (Exhibit A) to transfer \$3,679,421 from the Reserve for Contingencies.

**6.8 SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items**

Ratify New Personnel Appointments, Additional Compensation: General Funds, Additional Compensation: Categorical/Non-General Fund, Change of Status, Administrator Contract Extensions, Authorization to Establish a New, Classified Administrative Position, Approval of Contract of Employment for Acting Executive Director of the Saddleback College Foundation, Reorganization, Resignation/Retirement/Conclusion of Employment.

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

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

of Employment, Volunteers.

- 6.10 **SOCCCD: Employment Agreement – Dr. Thomas M. Fallo, Acting/Interim Chancellor**  
Ratify the appointment of Dr. Thomas M. Fallo to the position of Acting/Interim Chancellor.

## 7.0 **REPORTS**

- 7.1 **SOCCCD: List of Board Requested Reports**  
Status of board requested reports from the South Orange County Community College District Board of Trustees.
- 7.2 **SOCCCD: Staff Response to Public Comments from Previous Board Meeting**  
None
- 7.3 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Facilities Plan Status Report.**  
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report.**  
The reports display the adopted budget, revised budget and transactions through November 31, 2017.
- 7.6 **Retiree (OPEB) Trust Fund.**  
Report for period ending October 31, 2017.

## 8.0 **REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **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:** Thomas M. Fallo

**RE:** SOCCCD: Annual Organizational Meeting

**ACTION:** Approval

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### **BACKGROUND**

The provisions of Education Code Section 72000 require the Governing Board of each school and community college district to hold an Annual Organizational Meeting within a prescribed 15-day period. The Orange County Department of Education notified South Orange County Community College District that the 15-day period for 2017 is December 1 through December 15, 2017.

### **STATUS**

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 11, 2017, for the purpose of electing officers of the Board (Exhibit A), appointing a secretary and an assistant secretary of the Board (Exhibit B), appointing Trustee representatives to various committees and organizations (Exhibit C), establishing regular Board meeting dates and times (Exhibit D) establishing an agenda planning calendar (Exhibit E), and approving the Board meeting agenda format (Exhibit F), and to hold a Special Meeting of the Board of Directors of the Facilities Corporation 2011 of the South Orange County Community College District (Exhibit G).

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees take separate action on Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting, and to hold a Special Meeting of the Board of Directors of the Facilities Corporation 2011 of the South Orange County Community College District.



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

### **ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES**

**DECEMBER 11, 2017**

RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145, HEALTH  
SCIENCES/DISTRICT OFFICES BLDG.  
SADDLEBACK COLLEGE, 28000 MARGUERITE PARKWAY, MISSION VIEJO, CA 92692

### **AGENDA**

#### **CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING**

##### **1. ANNUAL ORGANIZATIONAL MEETING**

It is recommended that the board take action on each of the items in Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

EXHIBIT A. Election of Officers

EXHIBIT B. Appointment of Secretary and Assistant Secretary

EXHIBIT C. Appointment of Trustee Representatives

EXHIBIT D. Establishment of Regular Meeting Dates and Times

EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

**RECESS TO MEETING OF  
FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE  
COUNTY COMMUNITY COLLEGE DISTRICT - Exhibit G**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES**

It is recommended that the board nominate and elect a president, vice president and clerk to a term of office extending until the date of the next annual organizational meeting.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**APPOINTMENT OF SECRETARY AND ASSISTANT SECRETARY  
TO THE BOARD OF TRUSTEES**

It is recommended that Thomas M. Fallo be appointed to the office of Secretary, and that

Dr. Jim Buysse be appointed to the office of Assistant Secretary.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2018**

Representative to the Nominating Committee to elect members to serve on the Orange County Committee on School District Organization (1) and Alternate Representative (1)

District's Political Action Representative to the Orange County School Boards Association (1)

Representative to the Orange County Legislative Task Force (1) and Alternate Representative (1)

Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings Chair (1) and Representatives (2)

Representatives to the Irvine Valley College Foundation (1) and Saddleback College Foundation (1)



## REGULAR MEETINGS OF THE BOARD OF TRUSTEES

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Ronald Reagan Board of Trustees Room, Room 145  
Health Sciences/District Offices Bldg.,  
Saddleback College

### January 2018 through December 2018

MONDAY, JANUARY 22

MONDAY, FEBRUARY 26

MONDAY, MARCH 26

MONDAY, APRIL 23

MONDAY, MAY 21

MONDAY, JUNE 25

MONDAY, JULY 23

MONDAY, AUGUST 27

MONDAY, SEPTEMBER 24

MONDAY, OCTOBER 29

MONDAY, NOVEMBER 19

MONDAY, DECEMBER 10  
(Regular and Organizational Meeting)

**Unless otherwise posted, the time of Board of Trustees' meetings will be as follows:**

Open Session convened, followed by adjournment to Closed Session	5:00 p.m.
Open Session reconvened	6:30 p.m.
Adjournment	9:00 p.m.

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**2018 BOARD AGENDA PLANNING CALENDAR**

<b>PROPOSED BOARD MEETING DATES</b>	<b>ITEMS FOR CONSIDERATION</b>
Presented throughout the year as needed	Academic Senate Curriculum Review ( <b>shared item</b> )
Monday, January 22	CCCT Nomination Nonresident Fees Probationary Faculty Evaluations ( <b>Closed Session</b> ) Sabbatical Leave Recommendations
<b>Special Meeting in January/February</b>	Board Education Workshop
Monday, February 26	Community Education Programs, Summer Sessions ( <b>shared item</b> ) Probationary Faculty Contract Review IVC and SC Foundation Financial Reports ( <b>Information/Shared Presentation</b> )
Monday, March 26	Academic Calendar ( <b>Review and Study</b> ) CCCT Election Five-Year Construction Plan ( <b>Approval</b> )
Monday, April 23	Academic Calendar ( <b>Approval</b> ) Resolution for Classified Employees Week Resolutions for Professors of the Year ( <b>from both colleges</b> )
<b>Special Meetings in May</b>	Chancellor Interviews: May 7 - 11, 2018
Monday, May 21	Adoption of Tentative IVC and SC Student Government Budgets ( <b>Shared Presentation</b> ) Resolutions for Outstanding Classified Employee Service Awards Records Destruction
<b>Special Meeting in June</b>	Board of Trustees' Retreat (Self-Evaluation)
Monday, June 25	Adoption of Tentative District Budget ( <b>Presentation</b> ) Annual Accreditation Reports ( <b>shared item</b> ) Community Education Programs, Fall Semester ( <b>shared item</b> ) Gann Limitation Worksheet
<b>Special Meeting in July</b>	Chancellor Evaluation
Monday, July 23	2017-18 Child Development Center Fees ( <b>shared item</b> ) Student Success Scorecard for Community Colleges ( <b>Shared Presentation</b> )
Monday, August 27	Adoption of Final District Budget ( <b>Presentation</b> ) Adoption of Final IVC and SC Student Government Budgets ( <b>Shared Presentation</b> ) Basic Aid Allocation Recommendation ( <b>Presentation</b> )
Monday, September 24	Biennial Ethics Training/Annual Trustee Compensation and Travel

Monday, October 22	2018-2019 Tenure Track Hiring Authorization District/Colleges Mission Statements ( <b>shared item</b> )
<b>Special Meeting in October</b>	Board Education Workshop
Monday, November 19	Acceptance of District Audit Report Chancellor and Presidents Present Evaluations of Academic Administrators ( <b>Closed Session</b> ) Community Education Programs, Spring Semester ( <b>shared item</b> )
Monday, December 10	Board of Trustees Organizational Meeting and Facilities Corporation Annual Meeting Consideration of Administrators' Contract Renewal Instructional and Student Material/Lab Fees, Summer, Fall and Spring Semesters ( <b>shared item</b> )



## Meeting of the Board of Trustees

[insert date here]

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

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call To Order

##### 1.2 Public Comments

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

### **RECESS TO CLOSED SESSION**

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

#### **2.0 PROCEDURAL MATTERS**

##### 2.1 Actions Taken in Closed Session

##### 2.2 Invocation

##### 2.3 Pledge of Allegiance

##### 2.4 Public Comments

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

### **3.0 REPORTS**

#### **3.1 Oral Reports: Speakers are limited 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 Requests for Reports

### **4.0 DISCUSSION ITEMS**

#### **4.1 Scheduled Discussion Item**

#### **4.2 Additional Discussion Item**

### **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 Minutes**

#### **5.2 Resolutions**

#### **5.3 Other Consent Items**

### **6.0 GENERAL ACTION ITEMS**

#### **6.1 Academic Personnel Actions**

#### **6.2 Classified Personnel Actions**

#### **6.3 Other Action Items**

### **7.0 REPORTS**

#### **7.1 Staff response to public comments from the previous board meeting**

#### **7.2 Information Reports**

### **8.0 WRITTEN REPORTS**

*Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.*

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

**9.0    ADDITIONAL ITEMS**

- 9.1    Items submitted for Board approval after docket deadline.

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



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

### **FACILITIES CORPORATION 2011 of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 11, 2017**

RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145,  
HEALTH SCIENCES/DISTRICT OFFICES BLDG.  
SADDLEBACK COLLEGE, 28000 MARGUERITE PKWY., MISSION VIEJO, CA 92692

### **AGENDA**

#### **CALL TO ORDER**

#### **1. ELECTION OF DIRECTORS AND OFFICERS**

The President recommends that the Board of Directors elect the same persons holding membership on the South Orange County Community College District Board of Trustees as directors of the Facilities Corporation 2011 of the South Orange County Community College District, to a term of office extending until the date of the next annual organizational meeting.

The President further recommends that the Board of Directors elect a president, vice president, secretary, and chief financial officer to a term of office extending until the date of the next annual organizational meeting.

It is recommended that the Acting Chancellor be appointed to the office of assistant secretary and that the Acting Vice Chancellor of Business Services be appointed to the office of assistant treasurer.

### **RECESS TO BOARD OF TRUSTEES' MEETING**

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

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

**ACTION:** Approval

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Minutes from:

November 13, 2017 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.



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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
November 13, 2017**

**PRESENT**

Members of the Board of Trustees:

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

**Administrative Officers:**

Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Jim Buysee, Acting Vice Chancellor, Business Services  
Cindy Vyskocil, Vice Chancellor, Human Resources  
Gregory Anderson, President Saddleback College  
Glenn Roquemore, President Irvine Valley College

**ABSENT**

Debra Fitzsimons, Interim Chancellor

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

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

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

### **1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (14 matters)**

- A. Public Employee Evaluation of Performance and Employment (Government Code Section 54957(b).)(11 matters)
  - 1. Acting Chancellor
  - 2. Dean, Enrollment Services (SC)
  - 3. Dean, Online Education & Learning Resources (SC)
  - 4. Vice President for Student Services/Acting Vice President for Instruction (SC)
  - 5. Dean of Social and Behavioral Sciences (IVC)
  - 6. Dean, Transfer, Career and Special Programs (SC)
  - 7. Director, Health and Wellness Center and Veterans Services Center (IVC)
  - 8. Dean, Math, Science & Engineering (SC)
  - 9. Assistant Dean of Division/Director of Emeritus Institute (SC)
  - 10. Dean, Counseling Services (SC)
  - 11. Dean, Math, Science & Engineering (IVC)
- B. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b) (3 matters)

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

- A. Faculty Association  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources

### **1.5 Conference with Legal Counsel (Government Code Section 54956.9)**

- A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (4 potential cases)

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

### **2.0 PROCEDURAL MATTERS**

#### **2.1 Actions Taken in Closed Session**

On a 7 to 0 vote, the board voted to reject a Saddleback College student's appeal of an administrative determination alleging discrimination.

On a 7 to 0 vote, the board voted to reject the claim filed by Afia Smith claiming wrongful death.

2.2     Invocation  
Led by Trustee Tim Jemal

2.3     Pledge of Allegiance  
Led by Trustee Barbara Jay

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

There were eleven public comments made by faculty members in regards to supporting the conversion from Blackboard to Canvas.

### **3.0     REPORTS**

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

A.     Board Reports

B.     Chancellor's Report

Written Report

C.     College Presidents Reports

Irvine Valley College

Saddleback College

D.     Associated Student Government Reports

E.     Board Request(s) for Reports

#### **4.0 DISCUSSION ITEMS**

4.1 None

#### **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Wright requested to remove item 5.9 from the consent calendar for separate discussion and action.

On a motion made by Trustee Prendergast and seconded by Trustee Lang, the balance of the consent calendar was approved on a 7-0 vote.

- 5.1 SOCCCD: Board of Trustees Meeting Minutes.  
Approve minutes of a Regular Meeting held on October 30, 2017.

[Item 5.1](#)  
[Exhibit A](#)

- 5.2 Saddleback College: Revised Curriculum for the 2017-2018 and 2018-2019 Academic Years.  
Approve proposed curriculum changes for the 2017-2018 and 2018-2019 academic years at Saddleback College.

[Item 5.2](#)  
[Exhibits A-B](#)

- 5.3 Saddleback College and Irvine Valley College: Integrated Plan for SEP/SSSP/BSI.  
Approve the Saddleback College and Irvine Valley College Integrated Plans for SEP/SSSP/BSI.

[Item 5.3](#)  
[Exhibits A-B](#)

- 5.4 Saddleback College and Irvine Valley College: Spring 2018 Community Education Programs.  
Approve Community Education courses, presenters, and compensation for Spring 2018.

[Item 5.4](#)  
[Exhibits A-B](#)

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

[Item 5.5](#)

[Exhibit A](#)

- 5.6 Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year.  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2017-2018 academic year, pursuant to Title 5, Section 53200 et seq.

[Item 5.6](#)  
[Exhibit A](#)

- 5.7 SOCCCD: Award of Foundation for California Community Colleges Administrative Services Agreement, Janitorial Products CB-213-17, Waxie Sanitary Supply.  
Approve contracting with Waxie Sanitary Supply, pursuant to the Foundation for California Community Colleges Administrative Services Agreement No. CB-123-17, contingent upon verifications of the availability of funds for each purchase. Annual expenditures for the term under this agreement will not exceed \$100,000 from February 15, 2017 to August 31, 2019.

[Item 5.7](#)

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

[Item 5.8](#)  
[Exhibit A](#)

- 5.9 [SOCCCD: Trustees' Requests for Attending Conferences.](#)  
[Approve trustees' requests for attending conference\(s\).](#)

[Item 5.9](#)  
[Exhibits A-C](#)

On a motion made by Trustee Lang and seconded by Trustee Wright, the year and a typo were corrected on Exhibit A. This item was approved on a 7 - 0 vote.

- 5.10 SOCCCD: Budget Amendment: Adopt Resolution No. 17-35 to Amend FY 2017-2018 Adopted Budget.  
Adopt Resolution No. 17-35 to amend the FY 2017-2018 adopted budget as listed.

[Item 5.10](#)  
[Exhibit A](#)

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

[Item 5.11](#)  
[Exhibit A](#)

- 5.12 SOCCCD: October 2017 Change Orders/Amendments.  
Ratify the change orders and amendments as listed.

[Item 5.12](#)  
[Exhibits A-B](#)

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

[Item 5.13](#)  
[Exhibits A-C](#)

- 5.14 SOCCCD: October 2017 Contracts.  
Ratify contracts as listed.

[Item 5.14](#)  
[Exhibits A-B](#)

## **6.0 GENERAL ACTION ITEMS**

- [6.1](#) [SOCCCD: ATEP Site Utilities and Infrastructure Phase 1 Project, Enter into an Easement with Cox Communications California, LLC.](#)  
[The Board will conduct a public hearing to provide an opportunity for the public to comment on the ATEP Site Utilities and Infrastructure Phase I Project.](#)

[Item 6.1](#)

The board president recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the subject of entering into an easement agreement with Cox Communications California, LLC. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

- [6.2](#) [SOCCCD: ATEP Site Utilities and Infrastructure Phase I Project, Adopt Resolution No.17-34 and Enter into an Easement with Cox Communications California, LLC.](#)  
[Adopt Resolution No. 17-34 to authorize entering into a Grant of Easement with Cox Communications California, LLC over portions of the Advanced Technology and Education Park property for utility purposes.](#)

[Item 6.2](#)  
[Exhibits A-B](#)

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

- [6.3](#) [Saddleback College: Study Abroad Program to Salamanca, Spain, February 16, 2018 to April 28, 2018.](#)

Approve the Saddleback College Study Abroad Program to Salamanca, Spain, for February 16, 2018 to April 28, 2018, and authorize the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education (T&E) for coordinating all travel agreements.

Item 6.3  
Exhibits A-E

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

- 6.4     Saddleback College: Study Abroad Program to Oxford, England, March 15, 2018 to May 18, 2018.  
Approve the Saddleback College Study Abroad Program to Oxford, England, for March 15, 2018 to May 18, 2018, and authorize the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel agreements.

Item 6.4  
Exhibits A-E

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

- 6.5     SOCCCD: Board Policy Revision: BP-4011.6 Hiring of the Chancellor.  
Approve the board policy as shown.

Item 6.5  
Exhibits A-A.1

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

- 6.6     SOCCCD: Recess to Public Hearing - District Initial Proposal to SOCCCD Faculty Association.  
The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to the SOCCCD Faculty Association for the purpose of negotiations.

Item 6.6  
Exhibit A

The board president recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the subject of the District's initial proposal to the faculty association for the purpose of negotiations. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

6.7      SOCCCD: Recess to Public Hearing - SOCCCD Faculty Association Initial Proposal to District.

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD Faculty Association's initial proposal to the District for the purpose of negotiations.

Item 6.7  
Exhibit A

The board president recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the subject of the faculty association initial proposal to the District for the purpose of negotiations. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

6.8      SOCCCD: Adopt District Initial Proposal to SOCCCD Faculty Association. Adopt the District's initial proposal to the SOCCCD Faculty Association for the purpose of negotiations.

Item 6.8  
Exhibit A

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

6.9      SOCCCD: Academic and Classified Administrator Personnel Actions – Regular Items.  
Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reclassification of Classified Administrative Position/Promotion of Employees.

Item 6.9  
Exhibit A

A correction in salary step from Range 25, Step 8 to Range 25, Step 7 was made to Exhibit A, Section D, page 6 of 6.

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

6.10      SOCCCD: Classified Personnel Actions – Regular Items.  
Ratify New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reorganization, Permanent Change in Hours Per Week, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

Item 6.10  
Exhibit A



Item C.1.b, on page 5 of 8 was tabled.

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

- [6.11](#) [SOCCCD: 2018-2019 Tenure Track Hiring Authorization. Approve Saddleback College and Irvine Valley College full-time tenure track faculty position hiring lists.](#)

[Item 6.11](#)  
[Exhibits A-B](#)

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

- [6.12](#) [SOCCCD: Sabbatical Leave Rescindment. Approve rescindment of approval of sabbatical leave for Spring 2018 for one faculty member.](#)

[Item 6.12](#)

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

- [6.13](#) [SOCCCD: Basic Aid Allocation for Conversion to Canvas Learning Management System, Faculty Conversion to Canvas One-Time Stipends. Approve the Basic Aid allocation of \\$3,679,421 for the Canvas LMS conversion faculty stipend costs.](#)

[Item 6.13](#)

On a motion made by Trustee Prendergast, and seconded by Trustee Wright, the item was amended to postpone action because it involves a compensation that is mandatory subject to bargaining and therefore will be brought back to the board upon completion of proper negotiations. This item was approved on a 7 - 0 vote.

## **7.0 REPORTS**

- [7.1](#) [SOCCCD: District-wide Strategic Plan 2014-2020 Progress Report 2017. An update on the progress of the District-wide Strategic Plan 2014-2020.](#)

[Item 7.1](#)  
[Exhibit A](#)

- [7.2](#) [SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Vision and Mission Statements. Annual review of the district and college vision and mission statements.](#)

[Item 7.2](#)  
[Exhibits A-B](#)

- [7.3](#)      [SOCCCD: Staff Response to Public Comments from Previous Board Meeting.](#)  
[None](#)
- [Item 7.3](#)
- [7.4](#)      [Saddleback College and Irvine Valley College: Speakers.](#)  
[Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.](#)
- [Item 7.4](#)  
[Exhibit A](#)
- [7.5](#)      [SOCCCD: Facilities Plan Status Report.](#)  
[Status of current construction projects.](#)
- [Item 7.5](#)  
[Exhibit A](#)
- [7.6](#)      [SOCCCD: Monthly Financial Status Report.](#)  
[The reports display the adopted budget, revised budget and transactions through October 31, 2017.](#)
- [Item 7.6](#)  
[Exhibit A](#)
- [7.7](#)      [SOCCCD: Quarterly Investment Report.](#)  
[Report is for the quarter ending on September 30, 2017.](#)
- [Item 7.7](#)
- [7.8](#)      [SOCCCD: Pension Stabilization Trust Fund.](#)  
[Report is for the period ending September 30, 2017.](#)
- [Item 7.8](#)  
[Exhibit A](#)
- [7.9](#)      [SOCCCD: Retiree \(OPEB\) Trust Fund.](#)  
[Report is for the period ending September 30, 2017.](#)
- [Item 7.9](#)  
[Exhibit A](#)

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

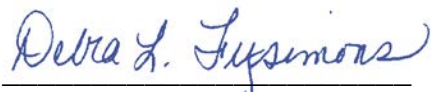
- [A.](#)      [Saddleback College Academic Senate](#)
- [B.](#)      [Faculty Association](#)

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

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:38 p.m.



Debra L. Fitzsimons  
Secretary, Board of Trustees

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

IVC proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of IVC for the 2018-2019 academic year pursuant to Title 5, Section 53200 et seq.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2018-2019 academic year at IVC.

**IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED COURSES  
ACADEMIC YEAR 2018-2019**

**Exhibit A  
Page 1 of 2**

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

**IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED COURSES  
ACADEMIC YEAR 2018-2019**

**Exhibit A  
Page 2 of 2**

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
Arts	14505.00	IMA 99	Game Design II	cat desc, sch desc, prereq: IMA <del>98</del> 22, tps, txt, val
Emeritus Institute	14758.00	ART 400C	Art History	nc
	14138.05	ART 403C	Art Media	cat desc, tps, lrng obj, moe
	14759.00	ART 410C	Painting-Intermediate	nc
	14760.00	ART 430C	Watercolor-Beginning	nc
	14761.00	ART 435C	Watercolor-Intermediate/Advanced	nc
	14762.00	ENGL 435C	Film Genres	nc
	14752.00	HLTH 400A	Health and Fitness for Mature	nc
	14752.05	HLTH 400B	Health and Fitness for Mature	nc
	14752.10	HLTH 400C	Health and Fitness for Mature	nc
	14763.00	MUS 400C	Music Appreciation	nc
Kinesiology, Health and Athletics	13055.00	KNES 61	Basketball I	SLOs, assign
	13055.05	KNES 61	Basketball I	SLOs, assign
	13055.10	KNES 62	Basketball II	tps, moe, SLOs, assign, val
	13055.15	KNES 62	Basketball II	tps, moe, SLOs, assign, val
	13055.20	KNES 63	Basketball III	lrng obj, moe, SLOs, assign, val
	13055.25	KNES 63	Basketball III	lrng obj, moe, SLOs, assign, val
	14366.00	KNES 81	Baseball I	sch desc, tps, moe, SLOs, assign, txt
	14366.10	KNES 82	Baseball II	cat desc, sch desc, tps, moe, SLOs, assign, txt
	14366.20	KNES 83	Baseball III	sch desc, moe, SLOs, assign, txt
	14367.00	KNES 223	Core Training I	moe, SLOs, assign
	14368.00	KNES 224	Core Training II	tps, moe, SLOs, assign, val
	13205.10	KNES 225	Core Training III	moe, SLOs, assign, txt
Life Sciences and Technologies	984.00	BIO 1L	The Life Sciences Laboratory	cat desc, prereq: <b>Prior completion of, or concurrent enrollment in BIO 1 or BIO 1H</b> , rec prep, sch desc, tps, lrng obj, moe, SLOs, assign, txt, val
	14157.00	BIO 80	Integrated Biology: Organisms to Ecosystems	cat desc, SAM code: <del>E</del> D, sch desc, txt
	14584.00	BIO 80H	Integrated Biology: Organisms to Ecosystems Honors	nc
	10719.00	BIO 81	Integrated Biology: From DNA to Organisms	cat desc, sch desc, tps, assign, txt, val
	14751.00	BIO 81H	Integrated Biology: From DNA to Organisms Honors	nc
Social and Behavioral Sciences	235.00	AJ 8	Juvenile Law and Procedures	SAM code: <del>B</del> C

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Irvine Valley College Performing Arts Center Waterproofing Project, Notice of Completion, Painting & Décor, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On June 26, 2017, the Board of Trustees approved a \$357,900 construction contract with Painting & Décor, Inc. for the Irvine Valley College Performing Arts Center (PAC) Waterproofing project. Staff recommends, at this December 11, 2017 board meeting, a deductive change of \$12,910 for a new contract total of 344,990.

### **STATUS**

Contract work is complete. Staff recommends a Notice of Completion (EXHIBIT A) be filed for the Irvine Valley College PAC Waterproofing project.

Basic aid funds were used from the approved project budget of \$470,000.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion (EXHIBIT A) for the Irvine Valley College Performing Arts Center (PAC) Waterproofing project to Painting & Decor, Inc., for a final contract amount of \$344,990. It is also recommended that the Board authorize the release of retention 35 days after the filing.

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: PERFORMING ARTS CENTER WATERPROOFING PROJECT at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 26<sup>th</sup> day of June, 2017, which contract was made with Painting & Decor, Inc., as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 11<sup>th</sup> day of December, 2017, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is AMERICAN CONTRACTORS INDEMNITY COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CA 92618

---

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By \_\_\_\_\_ Dated \_\_\_\_\_  
Thomas Fallo  
Acting Chancellor

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

by Thomas Fallo  
(Name of Signer)

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

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

(Seal)



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Saddleback College and Irvine Valley College: Guided Pathways Self-Assessment

**ACTION:** Approval

---

### **BACKGROUND**

On July 17, 2017 representatives from Irvine Valley College and Saddleback College gave a presentation on the Guided Pathways initiative. The colleges explained the guided pathways framework and its structured approach to student success. They also presented the initial guided pathways work that has taken place on each campus.

An October 18, 2017 memorandum from the CCCC Executive Vice Chancellor of Educational Services states that in order to receive an allocation, colleges are required to submit a Guided Pathways Self-Assessment by December 23, 2017, and a multi-year plan by March 30, 2018.

### **STATUS**

In October 2017, Irvine Valley College and Saddleback College administered Guided Pathways Self-Assessment surveys:

The Irvine Valley College Guided Pathways self-assessment tool is based on 33 survey responses sent to 65 people representing students, classified staff, faculty and administrators. The group included Guided Pathways Pioneers, Academic Senate Guided Pathways Workgroup members, Student Ambassadors, and Classified Senate officers. In addition, IEPI Guided Pathways Workshop attendees and the Guided Pathways Oversight Workgroup provided feedback and edited the final document. This was Irvine Valley College's fourth guided pathways self-assessment since becoming involved with the AACC Guided Pathways project in 2015.

Saddleback College met with faculty, staff, students, administrators, and district staff over several scheduled guided pathway meetings to obtain input for the self-assessment survey. The input was received by four cross functional teams, three student groups, and four divisional service area groups. The Dean of Career Pathways and Dual Enrollment facilitated all meetings and aggregated the answers into the master survey. The survey was shared and edited during the second guided pathways scheduled meeting in November 2017. The survey was distributed to the executive team and governance groups.

Saddleback College's and Irvine Valley College's Guided Pathways Self-Assessments are provided to the Board for approval and signature. The multi-year plans will be completed and presented to the board in February 2018.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve Saddleback College's and Irvine Valley College's Guided Pathways Self-Assessments (Exhibits A & B).

Item Submitted By: *Dr. Gregory Anderson, Saddleback College President and Dr. Glenn Roquemore, Irvine Valley College President*

## GUIDED PATHWAYS SELF-ASSESSMENT TOOL - SADDLEBACK COLLEGE

### Self-Assessment Summary

Saddleback College met with faculty, staff, students, administrators, and district staff over several scheduled guided pathway meetings to obtain input for the self-assessment survey. The input was received by four cross-functional teams, three student groups, and four divisional service area groups. The Dean of Career Pathways and Dual Enrollment facilitated all meetings with the office of planning and research and aggregated the answers into the master survey. The survey was shared and edited during the second guided pathways scheduled meeting in November, 2017. The survey will be shared college committees including the consultation council, academic senate and student success support program committee.

FALL 2017

		Scale of Adoption			
Key Element		Pre-Adoption	Early Adoption	In Progress	Full Scale
Inquiry	1. Cross-Functional Inquiry		X		
	2. Shared Metrics		X		
	3. Integrated Planning		X		
Design	4. Inclusive Decision-Making Structures				
	5. Intersegmental Alignment		X	X	
	6. Guided Major and Career Exploration Opportunities				
	7. Improved Basic Skills		X		
	8. Clear Program Requirements		X		
Implementation	9. Proactive and Integrated Academic and Student Supports			X	
	10. Integrated Technology Infrastructure			X	
	11. Strategic Professional Development		X		
	12. Aligned Learning Outcomes			X	
	13. Assessing and Documenting Learning		X		
	14. Applied Learning Opportunities			X	

	Scale of Adoption			
Key Element	Pre-Adoption	Early Adoption	In Progress	Full Scale
Overall Self-Assessment		X		

Self-Assessment Items

<b>INQUIRY (1-3)</b> Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>1. CROSS-FUNCTIONAL INQUIRY</b>  College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.  College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.	○ College currently does not have or is not planning to form cross-functional teams to regularly examine research and data on student success.	● Inquiry around guided pathways and/or student outcomes is happening in areas of the college (e.g., by department, division, learning community, special project, initiative), but it is in siloes.  Some programs have examined local data, agreed that improvement is necessary, and are engaged in actionable research but action is limited to solutions within programs.	○ Inquiry is happening in cross- functional teams that include faculty, staff and administrators.  Student voice and/or research on student success and equity are not systematically included and/or focused on closing the equity gap(s).  Guided pathways are consistently a topic of discussion.	○ Inquiry is happening in cross-functional teams that include faculty, staff and administrators.  Student voice is brought in systematically through focus groups, interviews and representation of students in key meetings.  Research on student success and equity are systematically included and focused on closing the equity gap(s).  Guided Pathways are consistently a topic of discussion.

Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

Saddleback College is in year two of working on Guided Pathways. In year one the faculty and research teams developed an initial understanding of guided pathway through research and workgroup meetings. A small group attended training at Bakersfield College and a second team attended IEPI training. We developed a large cross-functional workgroup meeting twice monthly and a steering group meeting weekly. There are four faculty and one administrator chairing the Guided Pathways workgroups, and participation from many areas on campus. We have an initial strategic plan and are using the AACC resources to go through each phase of the project. Students are not yet integrated in the planning process for Guided Pathways but did participate in the self-assessment survey.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

The college established an interdisciplinary guided pathways book club, and shared books across campus. We hired a Dean of Pathways for Saddleback College. Also, shared the guidance behind the four pillars with the initial guided pathways exploratory group. The college created a large cross-functional guided pathways workgroup and participated in the CCCCO code alignment project to align course and program codes.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

Every meeting we have new people and reiterating the guided pathways structure is challenging. Integrating students on a regular basis around college data and receiving student input on solutions. Increase participation in guided pathways meetings with faculty representation from all divisions and students.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

We have an initial list of Areas of Concentration (Meta-Majors) for the college and are working towards a finalized list in order to integrate programs into these areas and integrate with our campus and district technologies. Students can be more active in workgroups or committees if they have more of a defined role in these discussions. Students attended meetings but often times do not have a chance for real contribution.

<p align="center"><b>INQUIRY (1-3)</b></p> <p align="center">Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>2. SHARED METRICS</b></p> <p>College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes.</p> <p>Those benchmarks are shared across key initiatives.</p>	<p>○ College is currently not conducting or planning to conduct research on shared metrics that could be used by cross-functional teams to come to consensus on key issues.</p>	<p>● Key benchmarks and progress on student data are used.</p> <p>They are beginning to be aligned across initiatives.</p>	<p>○ College has defined metrics that are shared across its different initiatives.</p> <p>But, student data are not systematically or regularly tracked to inform progress across initiatives.</p> <p>Data for all metrics are not disaggregated and are not systematically and consistently examined with a focus on promoting equitable outcomes for students.</p>	<p>○ College uses shared metrics across the different initiatives to understand how student success has improved.</p> <p>College regularly revises and revisits college plans in response to those findings.</p> <p>Data for all metrics are disaggregated.</p> <p>Data for all metrics are disaggregated and systematically and consistently examined with a focus on promoting equitable outcomes for students.</p> <p>Campus stakeholders meet regularly to examine progress on benchmarks, discuss strategies for improvement, and revise plans as needed.</p>

Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

The college has recently grown its research department and is developing actionable metrics around student success and guided pathways. The data is currently presented at intervals but is not fully integrated in the college processes and decision making.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

Utilizing the office of planning and research, we completed a large search to see which Areas of Concentration (Meta-Majors) to offer. These examples helped develop an initial list of Areas of Concentration (Meta-Majors). We developed 7 research questions around student completion and used those to inform the guided pathways group on development of program maps. The college is now able to use guided pathways research in the process of program revitalization. This data is now shared with high school partners.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

The research findings are requiring division, department chairs and faculty to reevaluate their programs, courses and scheduling. Integrating multiple measures including revising course curriculum and integrating the new plan with our high school partners. Sharing data at committee and work group meetings is not at full scale. Cohort scheduling to guarantee seats and class times in some programs.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

The college is beginning to use the LaunchBoard tabs including the Guided Pathways tab to provide information data at college committee meetings. Changing institutional culture to embrace data driven decision making.

<p align="center"><b>INQUIRY (1-3)</b></p> <p align="center">Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>3. INTEGRATED PLANNING</b></p> <p>College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college's main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to):</p> <ul style="list-style-type: none"> <li>• Student Success and Support Program (SSSP)</li> <li>• Basic Skills Initiative/Basic Skills</li> </ul>	<p>○ College is currently not integrating or planning to integrate planning in the next few months.</p>	<p>● Initial conversations have taken place, mostly among stakeholder leadership including administrators, faculty, and staff.</p> <p>There is a commitment by constituency leaders to engage in institution-wide dialogue to improve student success and align different planning processes.</p> <p>College governance bodies are routinely and formally apprised of opportunities to</p>	<p>○ Some conversations have taken place, with all of the key constituency groups at the table.</p> <p>Consensus is building on main issues. Exploration of broad solutions to align different planning processes is still in progress.</p> <p>College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning, and with the help of internal partners (i.e.</p>	<p>○ College-wide conversations have taken place with all key constituency groups including: Instructional, counseling, and student support faculty and staff, administrators, and students.</p> <p>All stakeholders reach consensus or agree to move forward on main issues and have identified possible broad solutions.</p> <p>Research, evidence, student data and a Guided Pathways framework inform ongoing planning. Regular joint planning meetings revisit and</p>



<p>Student Outcomes and Transformation Program (BSI/BSSOT)</p> <ul style="list-style-type: none"> <li>• Equity Planning (Student Equity/SE)</li> <li>• Strong Workforce Program (SWF)</li> </ul>		<p>engage in integrated planning.</p>	<p>Classified Senate and Academic Senate) are beginning to routinely inform and engage their constituents around integrated planning.</p>	<p>revise existing plans and strategize about key overarching strategies across the main college initiatives.</p> <p>Integrated plans and over-arching strategic goals drive program improvement, resource allocation, as well as professional development using a Guided Pathways framework.</p> <p>College governance structures are regularly used to discuss issues, vet solutions, and communicate efforts.</p>
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Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

The college BSI SEP and SSSP efforts have been integrated. This integration is represented in the submission of the 2017-2019 integrated plan to the SOCCCCD Board of Trustees. The integration of these plans is coordinated through the College Wide Student Success Committee. This integration is a collaborative effort district-wide with shared and similar goals. We need to add strong workforce to the same level of integration as the earlier projects.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

Adoption of five integrated goals at between BSI, SEP and SSSP Ability to align three plans (braided) and complete an analysis of duplication in order to maximize resources and improve student outcomes. Student leaders are participating in key college committees and present at the BOT meetings. Integrated plan is complete for BSI, SEP and SSSP and sent to BOT Oct. 2017.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

We are 4-5 years into the plans, however a large percentage of the resources are tied into salaries and benefits. Enrollments are projected to continue to decline and high school seniors are decreasing in number. Increasing the student voice in most of these initiatives, especially strong workforce and guided pathways. Gaining consensus around what data is showing for first year student experiences. Guided Pathways needs more faculty leadership. Need to develop methodology for campus-wide communication regarding identifying stakeholder roles for guided pathways.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

We are further along with mapping, cohorts and work based learning in our health and human services programs. We could collaborate more between students and administrators on college programs such as guided pathways where we share more about what we are doing to increase our shared interests.

<b>DESIGN (4-8)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>4. INCLUSIVE DECISION-MAKING STRUCTURES</b>  College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.  Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.  In addition, this plan strategically engages college governance bodies college-wide.	○ College currently has not organized or is planning to organize cross-functional teams or share governance committees that will inform and guide the Guided Pathways effort.	● Workgroups or teams have been created, but they are <i>not</i> yet inclusive of some key campus constituents: instructional, counseling, and student support faculty and staff, and administrators. The college plans to expand the teams through engaging governance structures and hosting broad, inclusive discussions and forums.	○ Cross-functional workgroups or teams (representing campus constituents) exist but there are no mechanisms yet identified for gathering and infusing college-wide input (including student voice) into the workgroup decision making policies and processes.	○ Cross-functional workgroups or teams who steer the Guided Pathways design process utilize explicit and agreed upon processes for gathering college-wide input (including student voice).  Cross-functional teams are in communication and collaboration with college governance bodies.

Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

Guided Pathways and College Workgroups have been created. We hired a Dean of Pathways to lead the work. The Guided Pathways work was presented to the Board of Trustees including student data, student outcomes, and the four pillars.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

The college is in the process of blending services and braiding funding and activities in the committees and integrated plan. The college is using cross functional workgroups in the guided pathways meetings to develop Areas of Concentration (Meta-Majors) under career umbrellas.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

Strategic Plan process - Guided Pathways is not embedded yet into the college wide strategic plan. We have not had an official launch yet. The college will be developing faculty champions in each division to help implement the guided pathway framework. Guided Pathways need to be integrated into the college-wide strategic plan. A staffing plan has not been defined under the Dean of Pathways division.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

<b>DESIGN (4-8)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>5. INTERSEGMENTAL ALIGNMENT</b> <i>(Clarify the Path)</i> College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements.	○ College is currently not partnering or planning to partner with their feeder and destination institutions and/or local industry to align program requirements.	○ Coordination between high school feeder district(s), four-year institutions, and industry partners have been established, but the partnerships are not strong and/or inconsistent across the college.	● Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, and some partnerships are stronger than others, with some pipeline alignment from each partner established.	○ Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, with strong partnerships and pipeline alignments across the various partners.

Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

The college has strong partnerships with our area high schools and some four-year institutions. We are still in early adoption integrating industry partners outside of CTE areas.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

The high school partnership is at an advanced stage. The college has a counseling 100 (college prep) program at our local high schools. The college has a very strong articulation and career pathways program and has implemented a cross-institutional data system (CATEMA). Our nursing program has 11 agreements currently with four-year institutions.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

Advisory meetings and industry connections can be further developed and there is competition for these industry contacts from many outside partners. Students are not fully aware of strong pathways at our college and can benefit from more concurrent enrollment to get on the path. Students would like more in class interaction about available pathways. Students expressed a strong interest in increasing awareness of careers and internships through on-campus programs.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

We do not have an engineering pathway, however Saddleback College is located close to University of California Irvine which has a very strong Engineering Program.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>6. GUIDED MAJOR AND CAREER EXPLORATION OPPORTUNITIES</b></p> <p><i>(Help Students Choose and Enter a Pathway)</i></p> <p>College has structures in place to scale major and career exploration early on in a student's college experience.</p>	<p>○ College is currently not implementing or planning to implement structures to scale students' early major and career exploration.</p>	<p>● Discussions are happening about ways to cluster programs of study into broad interest areas.</p>	<p>○ Programs of study have been clustered into broad interest areas (such as meta-majors or interest areas) that share competencies.</p> <p>College has not yet implemented meta-majors/interest areas.</p> <p>College has not yet created foundation courses, gateway courses or other scalable mechanisms for major and career exploration.</p>	<p>○ Programs of study have been clustered into broad interest areas (meta-majors) that share competencies.</p> <p>Foundation and/or gateway courses, career exploration courses, workshops and other scalable structures are designed to help students choose a major early on.</p> <p>Cross-functional teams including instructional, counseling, and student support faculty and staff from different departments and divisions collaborate on clustering programs. Student input is systematically included into the process.</p>

Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

Counseling services provide major exploration and have career counseling and advising to guide the students. We currently do not have Areas of Concentration (Meta-Majors) implemented. We have met with cross functional groups to discuss what the Areas of Concentration (Meta-Majors) will look like.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

Our college uses advanced technology (MAP) for online education planning, and every student has a MAP by the end of their third semester and/or completed 15 degree applicable units. Counseling 100 (college prep class) is implemented in our area high schools to prepare students for college, including a module on career exploration. Students are able to work and take skills-builders courses at the college.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

CCC Apply is difficult for our students to navigate. The language in the CCC Apply application is difficult to understand to many of our students. Developing education plans early for our new students is challenging because they are not all developmentally ready and need more time to explore, mature, develop and decide their pathway. Students under-utilize the career center. They want to find out more about internships and jobs. These services are decentralized on our campus. Currently students also rely on faculty for help regarding career and internship/Cooperative Work Experience information. Students have not tied in their education plan with career plans. For students, assist.org is sometimes tied to transfer while the college catalog is tied to local AA degrees and certificates. Some courses are not articulated so students have to attend another college to complete transfer requirements.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

Students are interested in non-credit basic technology skills classes to prepare for many CTE courses. Students are prioritizing assist.org for scheduling but not utilizing the online ed plan. Students would like to hear about careers for all pathways and meet people from industry.



<b>DESIGN (4-8)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>7. IMPROVED BASIC SKILLS</b>  <i>(Help Students Choose and Enter a Pathway; Ensure Students are Learning)</i>  College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English, including, but not limited to: <ul style="list-style-type: none"> <li>• The use of high school performance for placement (i.e. cumulative GPA, course grades, non-cognitive measures) for placement</li> <li>• Co-requisite remediation or shortening of developmental sequence</li> </ul>	<input type="radio"/> College is currently not engaging in or planning to develop strategies to improve student access and success in transfer-level math and English coursework.	<input checked="" type="radio"/> College is currently piloting one or more of the evidence-based strategies listed in the “key element” description to increase access to and success in college and/or transfer-level English and math courses.	<input type="radio"/> College has scaled one or more instance of the evidence-based strategies listed under “key element,” but others are still in the pilot stage.	<input type="radio"/> College has scaled relevant evidence-based strategies and has attained large improvements in the number of students that pass college and/or transfer-level English and math courses within a year of enrollment regardless of initial placement level.

<ul style="list-style-type: none"> <li>Curricular innovations including creation of math pathways to align with students' field of study.</li> </ul>				
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Please respond to the following items (500 word maximum per item)

- Please briefly explain why you selected this rating.

The college completed pilot for the MMAP (multiple measures) and will implement full scale.
- Describe one or two accomplishments the college has achieved to date on this key element.

The college is implementing MMAP (multiple measures) and developing co-requisite courses for our basic skills courses. We have a BSSOT grant (Level Up Basic Skills) on campus to help in this development. We have a lot of lot of students in Math 103 non-stem transferrable math which supports non-stem major transfers for math (no intermediate algebra required).
- Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

Integrating MMAP (multiple measures) to update the practices of basic skills. Creation of a smart schedule template capability in MAP to help with integration of course sequencing. New non-STEM math requirements are highly valued by students but still being adopted by faculty.
- Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

No alignment between CSU and UC for math sequencing. More accelerator and contextualized courses may be needed to improve on basic skills metrics. Older students wanted more guidance to course preparation if no prerequisites are listed.

<b>DESIGN (4-8)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>8. CLEAR PROGRAM REQUIREMENTS</b> <i>(Clarify the Path)</i>  College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to completion. College offers courses to meet student demand.  In order to meet these objectives, college is engaging in backwards design with desired core competencies and/or student outcomes in mind (including time-to-goal completion and enhanced	○ College is currently not providing or planning to provide clear program requirements for students.	● Some programs have worked to clarify course sequences, but teams do not represent cross-disciplinary teams of faculty.  A few course offerings and schedules are designed to meet student demand.  Some courses are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.	○ Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have been convened and are mapping out course sequences.  Some course offerings and schedules are designed to meet student demand and offered at times and in a manner that enable students to complete their programs of study in a timely fashion.	○ Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have mapped course sequences.  Key educational and career competencies (including transfer and major requirements and labor market information) are used to develop course sequences.  Teams create default program maps and milestones for program completion/transfer, so that students can easily see how close they are to completion.  Course offerings and schedules are designed to meet student demand and are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.

access to relevant transfer and career outcomes).				
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Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

We have not yet used cross-disciplinary teams for mapping out course sequences.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

The college currently has pilot programs in HIT, MLT, Human Services and Nursing that have course sequences. We have advanced online technology to do online education plans (MAP) for students. We have discussed faculty leading course sequencing for guided pathways in the next year which will be integrated with our district IT tools. We began the process of code alignment which included cross-functional teams and brought the faculty voice into defining what the education and employment code descriptors should be.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

The college currently does not have two-year scheduling in place or faculty defined course sequences. The college has impact to scheduling due to some classroom shortage. Faculty must lead the process of course sequencing in partnership with counseling, and have time and availability to work on this process. Students: Course offerings are not always available in order to finish making the education plan (MAP) sufficient for completion planning. The transfer center, veterans services, and counseling being separated is more difficult for students to navigate. Students would like to work with a counselor that specializes in certain programs. MAP is useful but does not always lead to program completion due to course availability scheduling including time of day. Students thought registration could have a priority for students close to completing an academic award. Students would like to see less prerequisites to their courses and less impact due to assessment testing.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

Students would like a notification when closed classes become available so that they can complete their pathway. The course catalog has a current mismatch between programs and courses. Students expressed the desire to have a clear schedule and complete the college requirements within a two-year period.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>9. PROACTIVE AND INTEGRATED STUDENT SUPPORTS</b></p> <p><i>(Help Students Stay on the Path)</i></p> <p>College provides academic and non-academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.</p>	<p>○ College is currently not implementing or planning to implement proactive and integrated student supports.</p>	<p>○ The college has begun conversations about increased coordination and collaboration between student supports, instruction, and counseling.</p> <p>Processes and tools are in place to monitor student progress and provide timely support; but are only used by a few staff and/or departments and are not used consistently.</p> <p>There are few and/or irregular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face,</p>	<p>● Collaboration between the instructional and support services occurs in specific programs.</p> <p>Processes and tools are in place to monitor student progress and provide timely support; and are used by most staff and/or departments, but may not be used consistently.</p> <p>There are some structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>	<p>○ The college has been able to scale ways in which proactive supports are provided to most students. The college is able to track in which program each student is, and how far away students are to completion.</p> <p>Student progress is monitored; mechanisms are in place to intervene when needed to ensure students stay on track and complete their programs of study.</p> <p>There are several regular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>

		and ways to improve coordination and support services.		
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Please respond to the following items (500 word maximum per item)

- 1. Please briefly explain why you selected this rating.**

The college has interventions in place (progress report, ‘sherpa’) to intervene when students face challenges, and student support services are integrated into college processes to address student needs. We have co-requisites for transfer level math and English courses approved at the local level and are waiting for state approval.
- 2. Describe one or two accomplishments the college has achieved to date on this key element.**

Students now contact faculty more frequently when they receive notifications through the progress report system. The college has implemented embedded counseling and department counselor representatives. Faculty can submit a care report, progress report, health center and /or progress report on behalf of students. The LRC, Student Health Center, and Transfer center have been great experiences for students.
- 3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

Challenges include cost of housing/cost of living. We have many students who do not qualify via the FAFSA but also do not have parent support. Students would like more help being informed of services on campus and the programs available (DSPS, Vet Center, EOPS, Career Services).
- 4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

MAP is required (online education plan) for students when they complete 15 degree applicable units.

IMPLEMENTATION (9-14)				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>10. INTEGRATED TECHNOLOGY INFRASTRUCTURE</b></p> <p><i>(Help Students Choose and Enter a Pathway; Help Students Stay on the Path)</i></p> <p>College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking, and outcomes for Guided Pathways including:</p> <ul style="list-style-type: none"> <li>• Link student demand to scheduling</li> <li>• Ability for students to monitor schedule and progress (e.g., Degree Audit)</li> <li>• System for counselors and faculty to monitor students' progress</li> </ul>	<p>○ College currently does not have or plan to build an integrated technology infrastructure.</p>	<p>○ The college has in place technology tools to support academic planning and counseling, but these tools are not used consistently and/or do not provide timely planning, support, and tracking capabilities.</p>	<p>● The college has in place technology tools that enable students, counselors, and faculty to track student progress through a defined pathway and provide some timely planning, support, and tracking capabilities.</p>	<p>○ The college has in place technology tools to support planning, implementation and ongoing assessment of guided pathways, including: academic planning; placement; advising; tracking; completion outcomes: career counseling, including employment and salary information; and transfer and bachelor's degree attainment data.</p> <p>College has the capacity to manage and connect course scheduling with student needs and default schedules. The technology infrastructure supports integrated reporting, auditing, and planning processes.</p>

(e.g., Starfish, early alert system, etc.) <ul style="list-style-type: none"> <li>• Data on career and employment opportunities including salary and requirements (e.g., SalarySurfer, other)</li> <li>• Others</li> </ul>				
<p>Please respond to the following items (500 word maximum per item)</p> <p><b>1. Please briefly explain why you selected this rating.</b></p> <p>We have advanced technology in the district. The district and college are well aligned in student based technology. We are working on updated tools to help with online education planning for students who need help getting on a clear path.</p> <p><b>2. Describe one or two accomplishments the college has achieved to date on this key element.</b></p> <p>The college has implemented many advanced technology tools including ‘mysite’, MMAP, Progress Report, and Sherpa (student nudge system). MAP is an advanced online planner connected with Assist.org. We have a new degree audit coming online in Fall 2018.</p> <p><b>3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</b></p> <p>The CCCCCO delay on Assist, the COCI and program approval causes misalignment of data tools. The COCI is not yet working for our college (missing programs). The curriculum process has created misalignment in programs vs. courses. CCC Apply is difficult for students to navigate. We are working on technology integration related to employment. Our website needs to be redesigned to inform students about pathways. We would like to link student demand in pathways to the course schedule.</p> <p><b>4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?</b></p> <p>Students are not able to take their courses on their education plan (MAP) due to scheduling issues. Many students who are working on transfer requirements are using Assist.org to organize their course schedules as a primary source.</p>				



<p align="center"><b>IMPLEMENTATION (9-14)</b></p> <p align="center">Adapting and implementing the key components of Guided Pathways to meet student needs at scale.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>11. STRATEGIC PROFESSIONAL DEVELOPMENT</b></p> <p><i>(Help Students Stay on the Path; Ensure Students are Learning)</i></p> <p>Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college's strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>○ College is currently not offering or planning to offer professional development (PD) opportunities aligned with needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>● Professional development is provided to faculty, staff and administrators but the development and offerings of PD is not aligned with the college's strategic goals identified in an integrated planning process, or there are gaps in systematically identifying and meeting those goals.</p>	<p>○ Some but not all PD opportunities are developed to intentionally support the college's strategic goals identified as part of an integrated planning process.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> <li>● Using learning outcomes assessment results to support/improve teaching and learning.</li> <li>● Providing updated information across the college to</li> </ul>	<p>○ PD opportunities are available for staff, faculty and administrators and are strategically developed to meet the college's overarching goals, shared across initiatives. Assessment of learning outcomes and other data driven processes are continuously used to identify the areas of greatest need for PD to help the college meet its overarching strategic goals.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> <li>● Using learning outcomes assessment results to</li> </ul>

			<p>enable faculty and staff to refer students to academic and non-academic supports and services as necessary.</p> <ul style="list-style-type: none"> <li>• Improvements in those college processes directly serving students.</li> <li>• Leadership capacity and stability for all areas on campus and the college as a whole.</li> <li>• Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need.</li> </ul>	<p>support/improve teaching and learning</p> <ul style="list-style-type: none"> <li>• Providing updated information across the college to enable faculty and staff to refer students to academic and non-academic supports and services as necessary.</li> <li>• Improvements in those college processes directly serving students.</li> <li>• Leadership capacity and stability for all areas on campus and the college as a whole.</li> <li>• Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need.</li> <li>• Continued broad engagement in cross-functional decision-making.</li> <li>• Regular and consistent training on the use of technology to support</li> </ul>
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				academic programs and student services.
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Please respond to the following items (500 word maximum per item)

- Please briefly explain why you selected this rating.**  
The college is improving the process of improving our professional development opportunities, and is moving toward evidence based alignment with the strategic plan.
- Describe one or two accomplishments the college has achieved to date on this key element.**  
Saddleback has a professional development week each semester, a professional development workgroup and budget, and a fully dedicated faculty training center.
- Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**  
The college is working on aligning the program reviews with the college mission. We do not do an analysis of the professional development, and need to develop a comprehensive professional development plan. Supervisors and department chairs are not all aligned with professional development approval and funding.
- Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

<p align="center"><b>IMPLEMENTATION (9-14)</b> Adapting and implementing the key components of Guided Pathways to meet student needs at scale.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>5. ALIGNED LEARNING OUTCOMES</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>Learning outcomes are aligned with the requirements targeted by each program and across all levels (i.e., course, program, institutional) to ensure students' success in subsequent educational, employment, and career goals.</p>	<p>○ College is currently not aligning or planning to align learning outcomes.</p>	<p>○ Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) have been developed, but they are not systematically reviewed to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are not linked with professional development or changes to the course or program content.</p>	<p>● Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are reviewed and revised for some outcomes to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessment are not consistently linked with professional development or changes to the course or program content.</p>	<p>○ Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are regularly reviewed and revised to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are used to inform professional development, and are linked to changes to course and program content.</p>

Please respond to the following items (500 word maximum per item)

**1. Please briefly explain why you selected this rating.**

The college has SLO's on each syllabus, however the results of SLO's are not consistently linked with professional development or continuous program improvement.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

The college uses the TracDat system for input and assessment of SLO's. The SLO's are embedded in the course outline of record in CurricUNET which is tracked and monitored but only as a checkmark. We use TracDat to map course, program and institutional level outcomes for systematic tracking of key outcomes.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

The college needs to do a better job of "closing the loop" on outcome assessment. This includes using results from outcome assessment to facilitate dialogue from program stakeholders to inform program improvement.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

The college is in the process of auditing existing outcomes to better understand our deficiencies in "closing the loop".

<p align="center"><b>IMPLEMENTATION (9-14)</b> Adapting and implementing the key components of Guided Pathways to meet student needs at scale.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>6. ASSESSING AND DOCUMENTING LEARNING</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty.</p> <p>Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction</p>	<p>○ College is currently not assessing and documenting or planning to assess and document individual student's learning.</p>	<p>● Attainment of learning outcomes are not consistently tracked or made available to students and faculty.</p> <p>Only a few programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p>○ Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>Most programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p>○ Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>All programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>

in their programs.				
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><b>1. Please briefly explain why you selected this rating.</b> The college has SLO's for each course. We are working on systematically assessing the SLO's in order to have continuous improvement for instruction.</li> <li><b>2. Describe one or two accomplishments the college has achieved to date on this key element.</b> We are close to 100% posting of current SLO's for each program. We have fully implemented TrackDat to record assessment results.</li> <li><b>3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</b> The college is working on faculty buy in for SLO's. Faculty workload is a large barrier to full scale implementation, and our SLO coordinator is overloaded. We do not have a link between TrackDat and Curricunet to post SLO assessment results in a user-friendly way. We need professional development on archiving prior SLO's.</li> <li><b>4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?</b></li> </ol>				

<b>IMPLEMENTATION (9-14)</b> Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>7. APPLIED LEARNING OPPORTUNITIES</b>  <i>(Ensure Students are Learning)</i>  Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.	<input type="radio"/> College is currently not offering or planning to offer applied learning opportunities.	<input type="radio"/> Few courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, cooperative education (co-op), clinical placements, service learning, study abroad, etc.	<input checked="" type="radio"/> Some courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, co-ops, clinical placements, service learning, study abroad, etc. Opportunities have been coordinated strategically within and/or amongst programs.	<input type="radio"/> Students across most or all disciplines and degree areas have ample opportunity to apply and deepen knowledge and skills through projects, internships, co-ops, clinical placements, service learning, study abroad, and other active learning activities that program faculty intentionally embed into courses and programs.
Please respond to the following items (500 word maximum per item)				



**1. Please briefly explain why you selected this rating.**

The college has a large number of certificate and degree programs, however work experience opportunities are not widely integrated into these programs. There are well developed work based learning opportunities in our healthcare programs.

**2. Describe one or two accomplishments the college has achieved to date on this key element.**

The career job placement officer provides ongoing job fairs for current students including a website and coordinates gaucho jobs. We have a dedicated career services center that regularly provides career services to students including presentations by industry professionals, career assessments, and available job postings.

**3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.**

Private institutions are getting priority for clinical placements in the healthcare industry. We need more than one course for work experience and coordinated support for the entire campus. We do not currently utilize the career center for career preparation for all students including mock interviews, industry meet-ups and internship placements. Students would like to see some apprenticeship opportunities. Students lean on professors to find internship opportunities and are confused by having only one section of work based learning apply to all programs. Students asked for use of technology to interface with companies. They also wanted to have cross-discipline experiences in our Saddleback programs as a form of work-study or work based learning experience.

**4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?**

Health services has an extensive clinical placement program however the competition with area schools, especially private institutions are making the placement increasingly difficult.

ADDITIONAL QUESTIONS (500 word maximum per item)

**1. Based on the Self-Assessment above, what do you think best describes your college's guided pathways work overall?**

- ☐ Pre-Adoption
- ☒ Early Adoption
- ☐ Scaling in Progress
- ☐ Full Scale

**Please briefly explain why you selected this rating:**

Saddleback has spent the last year learning about guided pathways, and ramping up understanding of how the college will implement the changes to reduce barriers for students, and use those improvements to help students reach their academic goals in a timely manner. The survey provided a very good baseline for where the college is and gives a good understanding of what full implementation looks like for each area discussed.

**2. What kinds of support would be most helpful to you as your campus begins or continues its work on guided pathways? Are there resources or supports that would most help your college progress on any particular element? Please describe:**

We will need a lot of support for faculty and counselors to begin the work of course sequencing. We will also need a lot of support to integrate our IT and web based tools and mobile platforms into the guided pathways methodology.

**3. Comment (optional): Please share any guided pathways practices or processes that were particularly successful for your college.**

We would like to see continued annual funding for Guided Pathways.

**4. Comment (optional): Are there any questions, comments and/or concerns or additional information that you want to provide that has not been addressed sufficiently in this tool?**

## Guided Pathways Award Program Self-Assessment Signature Page

In submitting this document to the Chancellor's Office, and by our signatures, we the undersigned certify the information outlined in our Guided Pathways Award Program Self-Assessment was informed by input and agreement among a cross-functional team that spans the constituencies of the college. With submission of this document, we indicate our commitment to adopt a guided pathways framework.

Self-Assessment Signatories	Name of college	
_____ Signature, President of the Governing Board	_____ Printed Name	_____ Date signed
_____ Signature, Chief Executive Officer/President	_____ Printed Name	_____ Date signed
_____ Signature, Academic Senate President	_____ Printed Name	_____ Date signed
_____ Signature, Chief Instructional Officer	_____ Printed Name	_____ Date signed
_____ Signature, Chief Student Services Officer	_____ Printed Name	_____ Date signed

**Please print, complete and mail this page to:**  
California Community Colleges Chancellor's Office  
Attention: Mia Keeley  
1102 Q Street  
Sacramento, CA 95811

**In lieu of mailing, a scanned copy may be emailed to:** [COGuidedPathways@cccco.edu](mailto:COGuidedPathways@cccco.edu)

# CALIFORNIA GUIDED PATHWAYS SELF-ASSESSMENT TOOL

## Irvine Valley College

Fall 2017

### Self-Assessment Summary

This Guided Pathways (GP) self-assessment tool is based on 33 survey responses sent to 65 people representing students, classified staff, faculty and administrators. The group included all Guided Pathways Pioneers, Academic Senate GP WG members, Student ambassadors, and classified senate officers. In addition, the IEPI GP workshop group and the GP Oversight WG were able to give feedback and make edits to the final document.

		Scale of Adoption			
Key Element		Pre-Adoption	Early Adoption	Scaling In Progress	Full Scale
Inquiry	1-3 Cross-Functional Inquiry			X	
	2-3 Shared Metrics		X		
	3-3 Integrated Planning			X	
Design	1-5 Inclusive Decision-Making Structures			X	
	2-5 Intersegmental Alignment			X	
	3-5 Guided Major and Career Exploration Opportunities		X		
	4-5 Improved Basic Skills			X	
	5-5 Clear Program Requirements		X		
Implementation	1-6 Proactive and Integrated Academic and Student Supports		X		
	2-6 Integrated Technology Infrastructure		X		
	3-6 Strategic Professional Development			X	
	4-6 Aligned Learning Outcomes		X		
	5-6 Assessing and Documenting Learning		X		
	6-6 Applied Learning Opportunities		X		
Overall Self-Assessment			X		

Self-Assessment Items

<b>INQUIRY (1-3)</b> Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>1. CROSS-FUNCTIONAL INQUIRY</b>  College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.  College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.	○ College currently does not have or is not planning to form cross-functional teams to regularly examine research and data on student success.	○ Inquiry around guided pathways and/or student outcomes is happening in areas of the college (e.g., by department, division, learning community, special project, initiative), but it is in siloes.  Some programs have examined local data, agreed that improvement is necessary, and are engaged in actionable research but action is limited to solutions within programs.	● Inquiry is happening in cross- functional teams that include faculty, staff and administrators.  Student voice and/or research on student success and equity are not systematically included and/or focused on closing the equity gap(s).  Guided pathways are consistently a topic of discussion.	○ Inquiry is happening in cross-functional teams that include faculty, staff and administrators.  Student voice is brought in systematically through focus groups, interviews and representation of students in key meetings.  Research on student success and equity are systematically included and focused on closing the equity gap(s).  Guided Pathways are consistently a topic of discussion.

Please respond to the following items (500 word maximum per item)

1. *Please briefly explain why you selected this rating.*

A lot of progress has been made over the Summer 2017 and Fall 2017 regarding cross-functional teams and college-wide discussion about Guided Pathways (GP). However, these discussions are not yet completely systematic. Hearing student voice through focus groups and surveys and addressing some faculty concerns related to GP are important next steps. Ensuring that staff who provide student support services understand how wrap-around services will be integral to the success of GP is in progress.

2. *Describe one or two accomplishments the college has achieved to date on this key element.*

- Roadshows to college-wide constituent groups to present data and field questions regarding GP in progress (over 500 IVC faculty, staff, and students have attended as of November 2017)
- Board presentation of GP in collaboration with Saddleback completed in July 2017
- Attended all six AACC institutes
- Attended local and statewide workshops, including the CA IEPI workshop in September 2017
- Included students and Student Services staff in the GP Oversight Workgroup

3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*

- Including student feedback on a consistent basis
- Include reasons for GP beyond hard data: student stories, equity impact.
- Ensuring strong leadership to assist with the cultural changes needed to bring about transformational change and buy-in to become a true GP institution.
- On-going and intentional dialogue about how GP supports student success and early completion.

4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

<p style="text-align: center;"><b>INQUIRY (2-3)</b></p> <p style="text-align: center;">Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>2. SHARED METRICS</b></p> <p>College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes.</p> <p>Those benchmarks are shared across key initiatives.</p>	<p>○ College is currently not conducting or planning to conduct research on shared metrics that could be used by cross-functional teams to come to consensus on key issues.</p>	<p>● Key benchmarks and progress on student data are used.</p> <p>They are beginning to be aligned across initiatives.</p>	<p>○ College has defined metrics that are shared across its different initiatives.</p> <p>But, student data are not systematically or regularly tracked to inform progress across initiatives.</p> <p>Data for all metrics are not disaggregated and are not systematically and consistently examined with a focus on promoting equitable outcomes for students.</p>	<p>○ College uses shared metrics across the different initiatives to understand how student success has improved.</p> <p>College regularly revises and revisits college plans in response to those findings.</p> <p>Data for all metrics are disaggregated.</p> <p>Data for all metrics are disaggregated and systematically and consistently examined with a focus on promoting equitable outcomes for students.</p> <p>Campus stakeholders meet regularly to examine progress on benchmarks, discuss strategies for improvement, and revise plans as needed.</p>

Please respond to the following items (500 word maximum per item)

1. *Please briefly explain why you selected this rating.*

We are between 'early adoption' and 'scaling in progress'. Specifically the focus on employment outcomes is challenging.

2. *Describe one or two accomplishments the college has achieved to date on this key element.*

- Submitted Voluntary Framework of Accountability (VFA) which has focus on CTE
- Integrated Plan will be submitted to the CA State Chancellor's Office with clearly defined KPIs and metrics
- Discussions around Scorecard and IEPI metrics are more common and part of the district wide and local Strategic Plans

3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*

- Finding reliable data on employment outcomes is challenging
- Data not often shared or part of regular discussion

4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

Some ideas on how to address the challenges:

- Flex week activities related to data on employment outcomes
- Discuss potential inclusion of employment data in Program Reviews for all programs, not just CTE programs
- Discussion of employment outcomes during Program Map development
- Research office monthly newsletter regarding data and available reports on KPIs, outcomes, and employment data
- Require regular and on-going meetings to ensure tasks are accomplished.



<p align="center"><b>INQUIRY (3-3)</b></p> <p align="center">Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>3. INTEGRATED PLANNING</b></p> <p>College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college's main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to):</p> <ul style="list-style-type: none"> <li>• Student Success and Support Program (SSSP)</li> <li>• Basic Skills Initiative/Basic Skills Student Outcomes and Transformation Program (BSI/BSSOT)</li> <li>• Equity Planning (Student Equity/SE)</li> <li>• Strong Workforce Program (SWF)</li> </ul>	<p>○ College is currently not integrating or planning to integrate planning in the next few months.</p>	<p>○ Initial conversations have taken place, mostly among stakeholder leadership including administrators, faculty, and staff.</p> <p>There is a commitment by constituency leaders to engage in institution-wide dialogue to improve student success and align different planning processes.</p> <p>College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning.</p>	<p>● Some conversations have taken place, with all of the key constituency groups at the table.</p> <p>Consensus is building on main issues. Exploration of broad solutions to align different planning processes is still in progress.</p> <p>College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning, and with the help of internal partners (i.e. Classified Senate and Academic Senate) are beginning to routinely inform and engage their constituents around integrated planning.</p>	<p>○ College-wide conversations have taken place with all key constituency groups including: Instructional, counseling, and student support faculty and staff, administrators, and students.</p> <p>All stakeholders reach consensus or agree to move forward on main issues and have identified possible broad solutions.</p> <p>Research, evidence, student data and a Guided Pathways framework inform ongoing planning. Regular joint planning meetings revisit and revise existing plans and strategize about key overarching strategies across the main college initiatives.</p> <p>Integrated plans and overarching strategic goals drive program improvement, resource</p>

				<p>allocation, as well as professional development using a Guided Pathways framework.</p> <p>College governance structures are regularly used to discuss issues, vet solutions, and communicate efforts.</p>
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Please respond to the following items (500 word maximum per item)

1. *Please briefly explain why you selected this rating.*

The college's Integrated Plan which demonstrates strong collaboration amongst the Basic Skills Initiative, Student Equity Plan and the Student Success and Support Plan initiatives, is a great example of true support between constituency groups and collaboration between Saddleback and IVC. The Integrated Plan received commendations from the Board of Trustees on how it was presented, the content and goals of the plan, and the collaborative spirit between the two colleges.

2. *Describe one or two accomplishments the college has achieved to date on this key element.*

- Collaboration of Student Equity, SSSP, BSI and faculty, student services, and research in creating the Integrated Plan
- GP pillars and Strategic Plan objectives are included in Integrated Plan
- Two action steps related to GP are now included in the college's Strategic Plan

3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*

- Inclusion of Strong Workforce Program in all planning documents
- Sharing of information on Strategic Plan and Integrated Plan beyond the members that are involved
- Large scale dissemination of goals and progress on goals
- Integrated Plan was presented to students but needs to be a more regular occurrence

4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

Creation of interactive data visualizations related to KPIs, targets, and progress towards goals can facilitate the dissemination of data

DESIGN (1-5)				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>4. INCLUSIVE DECISION-MAKING STRUCTURES</b></p> <p>College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.</p> <p>Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.</p> <p>In addition, this plan strategically engages college governance bodies college-wide.</p>	<p>○ College currently has not organized or is planning to organize cross-functional teams or share governance committees that will inform and guide the Guided Pathways effort.</p>	<p>○ Workgroups or teams have been created, but they are <i>not</i> yet inclusive of some key campus constituents: instructional, counseling, and student support faculty and staff, and administrators. The college plans to expand the teams through engaging governance structures and hosting broad, inclusive discussions and forums.</p>	<p>● Cross-functional workgroups or teams (representing campus constituents) exist but there are no mechanisms yet identified for gathering and infusing college-wide input (including student voice) into the workgroup decision making policies and processes.</p>	<p>○ Cross-functional workgroups or teams who steer the Guided Pathways design process utilize explicit and agreed upon processes for gathering college-wide input (including student voice).</p> <p>Cross-functional teams are in communication and collaboration with college governance bodies.</p>
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> College created a GP Oversight Work Group with representation from students, faculty, classified staff, and administrators. No explicit processes are established yet.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>Formation of GP Oversight Work Group</li> </ul> </li> </ol>				

<ul style="list-style-type: none"> <li>- Two faculty GP coordinators</li> <li>- Academic Senate GP Workgroup</li> <li>- GP Dean</li> </ul>
<p>3. <i>Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</i></p> <ul style="list-style-type: none"> <li>- No explicitly defined process established yet</li> <li>- Getting broad feedback on decisions and documentation of steps</li> <li>- How to be inclusive but also move forward</li> <li>- The willingness of all groups to work collaboratively together without viewing this as as a power struggle and thinking in terms of this college-wide change as “what is good for the students”.</li> </ul>
<p>4. <i>Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?</i></p>

<b>DESIGN (2-5)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>5. INTERSEGMENTAL ALIGNMENT</b> <i>(Clarify the Path)</i> College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements.	<input type="radio"/> College is currently not partnering or planning to partner with their feeder and destination institutions and/or local industry to align program requirements.	<input type="radio"/> Coordination between high school feeder district(s), four-year institutions, and industry partners have been established, but the partnerships are not strong and/or inconsistent across the college.	<input checked="" type="radio"/> Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, and some partnerships are stronger than others, with some pipeline alignment from each partner established.	<input type="radio"/> Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, with strong partnerships and pipeline alignments across the various partners.

Please respond to the following items (500 word maximum per item)

1. *Please briefly explain why you selected this rating.*  
Have established several programs with K-12 partners
2. *Describe one or two accomplishments the college has achieved to date on this key element.*
  - Cohort models which lead to distinct degree and career outcomes
  - Dual Enrollment
  - IGETC
  - Early College
  - Laser Week Orientation
  - Fast Fridays
  - Taking Teams to the High Schools
  - Intense Outreach Schedule
3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*
  - How to scale these or similar programs to all students. That is, how can more students benefit from similarly structured opportunities
  - Coordination between all these programs
  - On-going and intentional dialogue about how GP supports student success and early completion for all students.
4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

DESIGN (3-5)				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>6. GUIDED MAJOR AND CAREER EXPLORATION OPPORTUNITIES</b>	<input type="radio"/> College is currently not implementing or	<input checked="" type="radio"/> Discussions are happening about ways to cluster programs of	<input type="radio"/> Programs of study have been clustered into broad interest areas (such as meta-	<input type="radio"/> Programs of study have been clustered into broad interest areas (meta-

<p><i>(Help Students Choose and Enter a Pathway)</i></p> <p>College has structures in place to scale major and career exploration early on in a student's college experience.</p>	<p>planning to implement structures to scale students' early major and career exploration.</p>	<p>study into broad interest areas.</p>	<p>majors or interest areas) that share competencies.</p> <p>College has not yet implemented meta-majors/interest areas.</p> <p>College has not yet created foundation courses, gateway courses or other scalable mechanisms for major and career exploration.</p>	<p>majors) that share competencies.</p> <p>Foundation and/or gateway courses, career exploration courses, workshops and other scalable structures are designed to help students choose a major early on.</p> <p>Cross-functional teams including instructional, counseling, and student support faculty and staff from different departments and divisions collaborate on clustering programs. Student input is systematically included into the process.</p>
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> Between Early Adoption and Scaling in Progress. Discussion of Interest Areas (Meta-majors) are ongoing but are not yet approved or finalized.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>Drafts of clusters exist and are discussed in Faculty GP Work Group and in the Roadshows to all constituents, including faculty, staff, and students.</li> <li>Solicited feedback from students</li> </ul> </li> <li><i>Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</i> <ul style="list-style-type: none"> <li>On-going and intentional dialogue about how GP supports student success and early completion for all students.</li> </ul> </li> </ol>				

- How to name clusters and what to call the process (meta-majors, interest areas, etc.)
- Addressing concerns related to how it affects enrollment and programs
- Creation of Program Maps
- Issues related to complexity of CSU/UC requirements

4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

<b>DESIGN (4-5)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>7. IMPROVED BASIC SKILLS</b>  <i>(Help Students Choose and Enter a Pathway; Ensure Students are Learning)</i>  College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English, including, but not limited to: <ul style="list-style-type: none"> <li>• The use of high school performance for placement (i.e. cumulative GPA, course grades, non-</li> </ul>	<input type="radio"/> College is currently not engaging in or planning to develop strategies to improve student access and success in transfer-level math and English coursework.	<input type="radio"/> College is currently piloting one or more of the evidence-based strategies listed in the “key element” description to increase access to and success in college and/or transfer-level English and math courses.	<input checked="" type="radio"/> College has scaled one or more instance of the evidence-based strategies listed under “key element,” but others are still in the pilot stage.	<input type="radio"/> College has scaled relevant evidence-based strategies and has attained large improvements in the number of students that pass college and/or transfer-level English and math courses within a year of enrollment regardless of initial placement level.

cognitive measures) for placement <ul style="list-style-type: none"> <li>• Co-requisite remediation or shortening of developmental sequence</li> <li>• Curricular innovations including creation of math pathways to align with students' field of study.</li> </ul>				
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> College has made a lot of progress with implementing evidence based multiple measures at scale and developing accelerated, compressed, and co-req options for students.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>– MMAP has been implemented at scale and is currently being evaluated for its effectiveness</li> <li>– English Acceleration is implemented at scale</li> <li>– English co-req is being piloted</li> <li>– Math acceleration is being piloted</li> <li>– ESL co-req in planning</li> <li>– Math co-req in planning</li> </ul> </li> <li><i>Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</i> <ul style="list-style-type: none"> <li>– Evidence based Multiple Measures for international ESL students</li> <li>– Changes related to AB 705</li> <li>– IT implementation of multiple co-reqs</li> </ul> </li> <li><i>Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?</i></li> </ol>				





<b>DESIGN (5-5)</b> Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>8. CLEAR PROGRAM REQUIREMENTS</b> <i>(Clarify the Path)</i>  College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to completion. College offers courses to meet student demand.  In order to meet these objectives, college is engaging in backwards design with desired core competencies and/or student outcomes in mind (including time-to-goal completion and enhanced access to relevant transfer and career outcomes).	○ College is currently not providing or planning to provide clear program requirements for students.	● Some programs have worked to clarify course sequences, but teams do not represent cross-disciplinary teams of faculty.  A few course offerings and schedules are designed to meet student demand.  Some courses are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.	○ Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have been convened and are mapping out course sequences.  Some course offerings and schedules are designed to meet student demand and offered at times and in a manner that enable students to complete their programs of study in a timely fashion.	○ Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have mapped course sequences.  Key educational and career competencies (including transfer and major requirements and labor market information) are used to develop course sequences.  Teams create default program maps and milestones for program completion/transfer, so that students can easily see how close they are to completion.  Course offerings and schedules are designed to meet student demand and are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.
Please respond to the following items (500 word maximum per item)				

1. *Please briefly explain why you selected this rating.*  
Some programs take a strong interest in developing these processes. Academic Senate and IEC are reviewing Program Review process to include additional information regarding program viability and employment outcomes.
2. *Describe one or two accomplishments the college has achieved to date on this key element.*
  - Established Faculty Work Group
  - IEC is reviewing Program Review Guidelines
  - Planning PD opportunities during Spring 2018 Flex Week and in GP summit during Spring 2018
3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*
  - Addressing concerns related to how this will impact enrollment in certain courses and programs
  - Continued college-wide discussion on the reasons for GP
  - On-going and intentional dialogue about how GP supports student success and early completion for all students.
4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

IMPLEMENTATION (1-6)				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>9. PROACTIVE AND INTEGRATED STUDENT SUPPORTS</b>  <i>(Help Students Stay on the Path)</i>	○ College is currently not implementing or planning to implement proactive and integrated student supports.	○ The college has begun conversations about increased coordination and collaboration between student supports, instruction, and counseling.	● Collaboration between the instructional and support services occurs in specific programs.  Processes and tools are in place to monitor student progress and provide timely support; and are used by most staff and/or	○ The college has been able to scale ways in which proactive supports are provided to most students. The college is able to track in which program each student is, and how far away students are to completion.

<p>College provides academic and non-academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.</p>		<p>Processes and tools are in place to monitor student progress and provide timely support; but are only used by a few staff and/or departments and are not used consistently.</p> <p>There are few and/or irregular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and support services.</p>	<p>departments, but may not be used consistently.</p> <p>There are some structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>	<p>Student progress is monitored; mechanisms are in place to intervene when needed to ensure students stay on track and complete their programs of study.</p> <p>There are several regular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> Multiple efforts have addressed this area but are not yet consistently implemented.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>Implemented Comprehensive MAP requirements</li> <li>IT is working on new smart schedule that can include progress information and courses in a student's plan</li> <li>Faculty Discipline Mentors were established from 2015-2017. Program is currently being evaluated and reassessed</li> <li>Degree Audit went live in Fall 2017 and can be scaled moving forward.</li> <li>Some programs with staffing capacity are doing this with success already: EOPS, some cohort models, and Veteran's center</li> <li>IVC implemented EESI (Extremely Early Support Innovation) Program.</li> <li>Student Services has created an Outreach Department vs a one-person Outreach Specialist. The work of this department is necessary to work cohesively with K-12. This department is in the process of establishing a Welcome Center at the college.</li> </ul> </li> </ol>				

3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*
  - Scaling of these efforts
  - IT integration and connection of systems
  - -Continued funding to support these efforts
4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*  
 With degree audit system, we will be able to show students their progress. Comprehensive MAP is available to students and is required for all students. Next steps:
  - Fully implement the Degree Audit program and connect it to MAP.
  - Fine tune degree audit system so all awards are available (i.e. certificates of completion for non-credit programs)
  - Formalization of discipline faculty mentors training and expectations
  - Scale EESI
  - Enhance My Academic Plan to include a dashboard for monitoring progress
  - Continue to explore how Financial Aid will be impacted as students move forward to select majors under the GP model.
  - - Continue to explore how Student Life and Student Equity programs will play an important role in supporting students through the transition to GP.

IMPLEMENTATION (2-6)				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>10. INTEGRATED TECHNOLOGY INFRASTRUCTURE</b>  <i>(Help Students Choose and Enter a Pathway; Help Students Stay on the Path)</i>  College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking,	<input type="radio"/> College currently does not have or plan to build an integrated technology infrastructure.	<input checked="" type="radio"/> The college has in place technology tools to support academic planning and counseling, but these tools are not used consistently and/or do not provide timely planning, support, and tracking capabilities.	<input type="radio"/> The college has in place technology tools that enable students, counselors, and faculty to track student progress through a defined pathway and provide some timely planning, support, and tracking capabilities.	<input type="radio"/> The college has in place technology tools to support planning, implementation and ongoing assessment of guided pathways, including: academic planning; placement; advising; tracking; completion outcomes; career counseling, including employment and salary information; and transfer and bachelor's degree attainment data.

<p>and outcomes for Guided Pathways including:</p> <ul style="list-style-type: none"> <li>• Link student demand to scheduling</li> <li>• Ability for students to monitor schedule and progress (e.g., Degree Audit)</li> <li>• System for counselors and faculty to monitor students' progress (e.g., Starfish, early alert system, etc.)</li> <li>• Data on career and employment opportunities including salary and requirements (e.g., SalarySurfer, other)</li> <li>• Others</li> </ul>				<p>College has the capacity to manage and connect course scheduling with student needs and default schedules. The technology infrastructure supports integrated reporting, auditing, and planning processes.</p>
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> Several IT department projects are in development to facilitate easier access to this information, including an internal GP SharePoint intra-site and an external GP webpage.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>– IT is working on Smart Schedule. Version 3.0 will have features that support planning of courses based on MAP</li> <li>– Degree Audit System in pilot phase which will help monitoring of progress towards degrees/outcomes</li> <li>– The GP SharePoint site provides a document repository for all GP-related documents and presentations.</li> </ul> </li> <li><i>Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</i> <ul style="list-style-type: none"> <li>– Implementation and development of these tools take a lot of time</li> <li>– Integration of Curriculum, Learning Outcomes, and Scheduling not yet possible</li> </ul> </li> <li><i>Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?</i></li> </ol>				

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<p align="center"><b>IMPLEMENTATION (3-6)</b></p> <p align="center">Adapting and implementing the key components of Guided Pathways to meet student needs at scale.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>11. STRATEGIC PROFESSIONAL DEVELOPMENT</b></p> <p><i>(Help Students Stay on the Path; Ensure Students are Learning)</i></p> <p>Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college's strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>○ College is currently not offering or planning to offer professional development (PD) opportunities aligned with needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>○ Professional development is provided to faculty, staff and administrators but the development and offerings of PD is not aligned with the college's strategic goals identified in an integrated planning process, or there are gaps in systematically identifying and meeting those goals.</p>	<p>● Some but not all PD opportunities are developed to intentionally support the college's strategic goals identified as part of an integrated planning process.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> <li>• Using learning outcomes assessment results to support/improve teaching and learning.</li> <li>• Providing updated information across the college to enable faculty and staff to refer students to academic and non-academic supports and services as necessary.</li> </ul>	<p>○ PD opportunities are available for staff, faculty and administrators and are strategically developed to meet the college's overarching goals, shared across initiatives. Assessment of learning outcomes and other data driven processes are continuously used to identify the areas of greatest need for PD to help the college meet its overarching strategic goals.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> <li>• Using learning outcomes assessment results to support/improve teaching and learning</li> <li>• Providing updated information across the college to enable faculty</li> </ul>



			<ul style="list-style-type: none"> <li>• Improvements in those college processes directly serving students.</li> <li>• Leadership capacity and stability for all areas on campus and the college as a whole.</li> <li>• Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need.</li> </ul>	<p>and staff to refer students to academic and non-academic supports and services as necessary.</p> <ul style="list-style-type: none"> <li>• Improvements in those college processes. directly serving students.</li> <li>• Leadership capacity and stability for all areas on campus and the college as a whole.</li> <li>• Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need.</li> <li>• Continued broad engagement in cross-functional decision-making.</li> <li>• Regular and consistent training on the use of technology to support academic programs and student services.</li> </ul>
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Please respond to the following items (500 word maximum per item)

1. *Please briefly explain why you selected this rating.*  
Between Early Adoption and Scaling in Progress. Some PD activities are well aligned with strategic goals and Flex Week workshops cover a wide area of opportunities. However, not all activities are "systematic, frequent, and strategic"
2. *Describe one or two accomplishments the college has achieved to date on this key element.*
  - Fall 2017 Flex Week, including the IVC President’s Welcome on GP, “The Game”, and other GP discussions.
  - Funding for PD opportunities within the guidelines of SSSP, BSI, and Student Equity.
  - Several faculty and staff regularly attend conferences such as Student Success, CAP, NADE, and CADE/ALP.
3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*
  - Make activities "systematic, frequent, and strategic"
  - -Transformational change professional development training missing.
4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

#### IMPLEMENTATION (4-6)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale

<p><b>12. ALIGNED LEARNING OUTCOMES</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>Learning outcomes are aligned with the requirements targeted by each program and across all levels (i.e., course, program, institutional) to ensure students' success in subsequent educational, employment, and career goals.</p>	<p>○ College is currently not aligning or planning to align learning outcomes.</p>	<p>● Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) have been developed, but they are not systematically reviewed to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are not linked with professional development or changes to the course or program content.</p>	<p>○ Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are reviewed and revised for some outcomes to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessment are not consistently linked with professional development or changes to the course or program content.</p>	<p>○ Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are regularly reviewed and revised to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are used to inform professional development, and are linked to changes to course and program content.</p>
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> Some programs take a strong interest in developing these processes. All departments and faculty are required to assess a minimum of 1 SLO per scheduled course.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>Some programs take a strong interest in developing these processes.</li> <li>Evaluating and assessing SLOs are part of the accreditation process and are a distinct focus for upcoming 18 month report.</li> <li>Student Services recently brought on a new SLO Coordinator for the SS Programs</li> </ul> </li> <li><i>Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</i> <ul style="list-style-type: none"> <li>Completing loop of collecting evidence of how it is implemented</li> </ul> </li> </ol>				

- Collect SLO outcomes systematically at the student level
- Professional development on why this process is important
- Align course SLOs to Program SLO and institutional SLOs.
- Align course SLOs to program maps or pathways

4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

<p align="center"><b>IMPLEMENTATION (5-6)</b> Adapting and implementing the key components of Guided Pathways to meet student needs at scale.</p>				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p><b>13. ASSESSING AND DOCUMENTING LEARNING</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty.</p> <p>Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction in their programs.</p>	<p>○ College is currently not assessing and documenting or planning to assess and document individual student's learning.</p>	<p>● Attainment of learning outcomes are not consistently tracked or made available to students and faculty.</p> <p>Only a few programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p>○ Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>Most programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p>○ Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>All programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>

Please respond to the following items (500 word maximum per item)

1. *Please briefly explain why you selected this rating.*

All departments and faculty are required to assess a minimum of 1 SLO per scheduled course. Evaluating and assessing SLOs are part of the accreditation process and are a distinct focus for our upcoming 18 month report. However, since SLO attainment is not collected at the student level in all departments, this information has not been made available to students outside of the classroom (e.g. in MySite)

2. *Describe one or two accomplishments the college has achieved to date on this key element.*

- This is a requirement in accreditation and SLOs are collected through TracDat
- All programs collect student aggregated SLO data and enter it into TracDat
- All Student Services Departments display the SLOs so that students utilizing services in those department will be able to see the SLOs.
- English Department collects *student-level* SLO attainment in TracDat

3. *Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.*

- Addressing concerns that SLO data disaggregation will be used in faculty evaluations or be presented at the instructor level
- Scaling collection of student-level SLO attainment

4. *Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?*

### IMPLEMENTATION (6-6)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<b>14. APPLIED LEARNING OPPORTUNITIES</b> <i>(Ensure Students are Learning)</i>	<input type="radio"/> College is currently not offering or planning to offer applied learning opportunities.	<input checked="" type="radio"/> Few courses and programs systematically include applied/contextualized learning opportunities such as projects, internships,	<input type="radio"/> Some courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, co-ops, clinical placements, service	<input type="radio"/> Students across most or all disciplines and degree areas have ample opportunity to apply and deepen knowledge and skills through projects,

<p>Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.</p>		<p>cooperative education (co-op), clinical placements, service learning, study abroad, etc.</p>	<p>learning, study abroad, etc. Opportunities have been coordinated strategically within and/or amongst programs.</p>	<p>internships, co-ops, clinical placements, service learning, study abroad, and other active learning activities that program faculty intentionally embed into courses and programs.</p>
<p>Please respond to the following items (500 word maximum per item)</p> <ol style="list-style-type: none"> <li><i>Please briefly explain why you selected this rating.</i> IVC has an excellent Career and Transfer Center and some programs such as CTE offer these opportunities. IVC also offers mentoring opportunities through their Discipline Faculty Mentor and the Mentor Me! Program. Each year the Career Center hosts a “Soft Skills”, Resume Review, and Mock Interview workshops for all students.</li> <li><i>Describe one or two accomplishments the college has achieved to date on this key element.</i> <ul style="list-style-type: none"> <li>– Established Career and Transfer Center</li> <li>– Some CTE programs offer these opportunities</li> <li>– Some disciplines offer Cooperative Work Experience (CWE).</li> <li>– Established Mentor Me! Program to connect students with experts in field</li> <li>– Discipline Faculty Mentors</li> <li>– The Mock Interview sessions consist of morning workshops and afternoon interviews with panels made up of local business leaders.</li> </ul> </li> <li><i>Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.</i> <ul style="list-style-type: none"> <li>– Scaling of efforts and opportunities</li> <li>– Building partnerships to offer more internships for students</li> </ul> </li> <li><i>Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?</i> Next steps:</li> </ol>				

- Expand and update CWE offerings and the district CWE plan
- More vocational programs would allow more meaningful work experience
- Provide Professional Development for faculty and staff regarding this goal and its importance

ADDITIONAL QUESTIONS (500 word maximum per item)

1. *Based on the Self-Assessment above, what do you think best describes your college's guided pathways work overall?*

- Pre-Adoption
- Early Adoption
- Scaling in Progress
- Full Scale

*Please briefly explain why you selected this rating:*

The college selected "early adoption" as most elements of the self-assessment tool reflect that status. However, as described in more detail above, in several areas where "early adoption" was selected, the college meets several but not all of the "scaling in progress" measures. That is in many cases the college is in-between those two ratings. Nevertheless, early adoption is an appropriate selection as the overall progress to date.

2. *What kinds of support would be most helpful to you as your campus begins or continues its work on guided pathways? Are there resources or supports that would most help your college progress on any particular element? Please describe:*

The college would benefit from professional development opportunities in institutional change, change leadership and each of the four pillars of guided pathways. The college would also benefit from professional development and financial assistance to develop the technological infrastructure for guided pathways implementation.

3. *Comment (optional): Please share any guided pathways practices or processes that were particularly successful for your college.*

IVC has made tremendous progress in the following areas:

- Implemented Multiple Measures at scale in English and math and is working on complete automation
- Established a non-credit Adult ESL program
- Established an accelerated English curriculum at scale



- Currently piloting math acceleration and English Co-reqs

4. *Comment (optional): Are there any questions, comments and/or concerns or additional information that you want to provide that has not been addressed sufficiently in this tool?*

- Suggestions on best practice on how to complete this form in the future and how to use its results
- Most items have very specific requirements suggesting an ideal GP model which does not leave much room for college specific interpretation of GP. Similarly, 'at scale' language sometimes suggests an almost universal college-wide buy-in or knowledge. This high bar might not be achieved in many cases.

## Guided Pathways Award Program Self-Assessment Signature Page

In submitting this document to the Chancellor's Office, and by our signatures, we the undersigned certify the information outlined in our Guided Pathways Award Program Self-Assessment was informed by input and agreement among a cross-functional team that spans the constituencies of the college. With submission of this document, we indicate our commitment to adopt a guided pathways framework.

Name of college		
Self-Assessment Signatories		
_____ Signature, President of the Governing Board	_____ Printed Name	_____ Date signed
_____ Signature, Chief Executive Officer/President	_____ Printed Name	_____ Date signed
_____ Signature, Academic Senate President	_____ Printed Name	_____ Date signed
_____ Signature, Chief Instructional Officer	_____ Printed Name	_____ Date signed
_____ Signature, Chief Student Services Officer	_____ Printed Name	_____ Date signed

**Please print, complete and mail this page to:**  
California Community Colleges Chancellor's Office  
Attention: Mia Keeley  
1102 Q Street  
Sacramento, CA 95811

**In lieu of mailing, a scanned copy may be emailed to:** [COGuidedPathways@cccco.edu](mailto:COGuidedPathways@cccco.edu)

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Saddleback College and Irvine Valley College: Revised 2018-2019  
Instructional Material/Laboratory Fees

**ACTION:** Approval

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### **BACKGROUND**

The Board of Trustees annually approves changes in instructional material and laboratory fees. Such fees are charged, in compliance with the California Education Code and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

### **STATUS**

The introduction of new courses, the alteration of courses in the curriculum, and changes in costs for certain materials and supplies have required Saddleback College and Irvine Valley College to augment and revise instructional material and laboratory fees for 2018-2019. The proposed revised fees for 2018-2019 are presented in Exhibits A and B.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2018-2019, as presented in Exhibits A and B.

Item Submitted By: *Dr. Gregory Anderson, Saddleback College President and  
Dr. Glenn R. Roquemore, Irvine Valley College President*

**SADDLEBACK COLLEGE**  
**2018-2019 Revised Laboratory Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Fee Current</b>	<b>Fee Proposed</b>	<b>Purpose</b>
<b><u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u></b>					
ID 114	429808.00	Applied Color & Design Theory	-0-	15.00	Supplies for Color Palette
ID 116	429810.00	Interior Materials and Product	25.00	10.00	Supplies for Design Boards
FN 686	430237.00	Sugar Confectionery	-0-	50.00	Supplies for Food
FN 687	430236.00	Chocolate Confectionery	-0-	80.00	Supplies for Food
FN 688	430238.00	Advanced Baking and Pastry	-0-	80.00	Supplies for Food
<b><u>BUSINESS SCIENCE, VOCATIONAL EDUCATION &amp; ECONOMIC DEVELOPMENT</u></b>					
NO CHANGES					
<b><u>COMM. ED., EMERITUS INSTITUTE &amp; K-12 PARTNERSHIPS</u></b>					
ART 31XA	970577.00	Beginning Intarsia (EI)	15.00	5.00	Gemstone Cutting Supplies
ART 31XB	970579.00	Intermediate Intarsia (EI)	15.00	5.00	Gemstone Cutting Supplies
ART 61XA	972550.00	Beginning Lapidary (EI)	15.00	5.00	Gemstone Cutting Supplies
ART 61XB	972545.00	Intermediate Lapidary (EI)	15.00	5.00	Gemstone Cutting Supplies
<b><u>FINE ARTS</u></b>					
ART 40	72010.00	2-D FOUNDATIONS	20.00	10.00	Ink Cartridges
ART 60	992317.00	INTAGLIO (ETCHING) & RELIEF I	35.00	45.00	Ink, Tarlatan
ART 62	992319.00	INTAGLIO (ETCHING) & RELIEF III	40.00	45.00	Ink, Tarlatan
ART 164	431873.00	INTAGLIO (ETCHING) & RELIEF IV	39.50	45.00	Ink, Tarlatan
ART 78	992323.00	BEGINNING LIFE SCULPTURE	55.25	65.00	Metal Armature
ART 79	992324.00	ADVANCED LIFE SCULPTURE	45.00	65.00	Metal Armature
ART 85	992328.00	DRAWING FROM THE LIVE MODEL I	20.00	0.00	Fee Removed
ART 86	992329.00	DRAWING FROM THE LIVE MODEL II	20.00	0.00	Fee Removed
ART 87	992330.00	DRAWING FROM THE LIVE MODEL III	20.00	0.00	Fee Removed
<b><u>HEALTH SCIENCES &amp; HUMAN SERVICES</u></b>					
MA 206	992482.00	INTRO TO MED ASST	\$0.00	\$5.00	Medical Assistant Kit
MA 260	386600.20	COMP APPS EHR HLTHCRE	\$0.00	\$5.00	Medical Assistant Kit
MA 211A	530010.00	MED RECEPTION TECHN	\$0.00	\$20.00	Medical Assistant Kit
MA 212A	185000.10	MED FINANCIAL PROC	\$0.00	\$5.00	Medical Assistant Kit
MA 213A	485100.00	MED RECORD MANAGEMENT	\$0.00	\$5.00	Medical Assistant Kit
MA 211B	530015.00	PHYSICAL EXAM PROCED	\$0.00	\$10.00	Medical Assistant Kit
MA 212B	530025.00	MED LABORATORY PROC	\$0.00	\$35.00	Medical Assistant Kit
MA 213B	530035.00	ASEPSIS AND SURG PROC	\$0.00	\$35.00	Medical Assistant Kit
MA 214B	530045.00	MEDICATION ADMINIST	\$0.00	\$175.00	Medical Assistant Kit
MA 218B	485305.00	ELECTROCARDIOGRAPHY	\$0.00	\$10.00	Medical Assistant Kit
MLT 211	450149.00	BASIC LAB PROCEDURES	\$3.00	\$6.00	Face Mask/lab coats/gloves
MLT 235	450150.00	CLINICAL URINALYSIS	\$3.00	\$6.00	Face Mask/lab coats/gloves
MLT 243	450151.00	CLINICAL CHEM PRACTICUM	\$0.00	\$12.00	Face Mask/lab coats/gloves
PHLB 240	386560.00	PHLEBOTOMY	\$55.00	\$60.00	Face Mask/lab coats/gloves
N 170	639000.00	NURSING PROCESS	\$110.00	\$120.00	Heparin baggie, insulin
N 172	639100.00	MED-SURG NURSING	\$101.75	\$110.00	Heparin baggie, insulin
N 174	639300.00	WOMEN'S HEALTH NURSING	\$14.00	\$20.00	IV lines/insulin
N 176	639400.00	ADVANCED NURSING	\$46.50	\$60.00	IV lines/insulin
N 245	644053.00	IV THERAPY TECH NURSING	\$106.00	\$110.00	Heparin baggie, insulin
N 268	650743.00	SKILLS LAB REVIEW	\$0.00	\$75.00	Nursing Kit

**SADDLEBACK COLLEGE**  
**2018-2019 Revised Laboratory Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Fee</b>	<b>Fee</b>	<b>Purpose</b>
			<b>Current</b>	<b>Proposed</b>	

**KINESIOLOGY & ATHLETICS**

IA 7	668070.00	Men's Water Polo	0.00	150.00	Team Apparel
HLTH 2	380030.00	First Aid, CPR, and AED	7.00	26.00	CPR Face Mask and Valve Course Completion Card

**LIBERAL ARTS**

No Changes

**MATHEMATICS, SCIENCE & ENGINEERING**

Chem 3	150110.00	Fundamental Chemistry	8.00	15.00	Gloves and lab coats
Chem 108	430793.00	Intro to General, Organic and Bio-chemistry	8.00	15.00	Gloves and lab coats
Chem 1A	150010.05	General Chemistry	8.00	15.00	Gloves and lab coats
Chem 1B	150030.00	General Chemistry	8.00	15.00	Gloves and lab coats
Chem 12A	150080.00	Organic Chemistry	8.00	15.00	Gloves and lab coats
Chem 12B	150090.00	Organic Chemistry	8.00	15.00	Gloves and lab coats

**SOCIAL & BEHAVIORAL SCIENCES**

No Changes

South Orange County Community College District

**IRVINE VALLEY COLLEGE**  
**2018/2019 Revised Instructional Material Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Purpose</b>
<b><u>FINE ARTS</u></b>					
DMP 210	10502.00	Rapid Visualization	\$ 5.00	\$10.00	Increase of cost for materials
DMP 221	10504.00	Advanced Model Making I	\$15.00	\$20.00	Increase of cost for materials
DMP 222	10555.00	Advanced Model Making II	\$15.00	\$25.00	Increase of cost for materials
DMP 240	10669.00	3D Rapid Model I	\$25.00	\$35.00	Increase of cost for materials
DMP 241	10670.00	3D Rapid Model II	\$25.00	\$35.00	Increase of cost for materials
DMP 260	10505.00	Methods and Materials	\$15.00	\$20.00	Increase of cost for materials

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** Saddleback College and Irvine Valley College: Speakers  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

Item Submitted By: *Dr. Gregory Anderson, Saddleback College President, and Dr. Glenn R. Roquemore, Irvine Valley College President*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honarium/Travel</i></b>
1/19/2018 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Dr. Greg Jenks, Associate Faculty, Dorothy Marie Lowry, Distinguished Guest Lecture Series- Saddleback College Emeritus Institute	Dr. Jerry Binder	Living in the Age of Longevity: A New Vision for an Age-Enriched Adulthood	\$100.00
1/26/2018 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Dr. Greg Jenks Dr. Greg Jenks, Associate Faculty, Dorothy Marie Lowry, Distinguished Guest Lecture Series- Saddleback College Emeritus Institute	Allen Levy	How Radio Saved America	\$100.00
2/2/2018 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Dr. Greg Jenks, Associate Faculty, Dorothy Marie Lowry, Distinguished Guest Lecture Series- Saddleback College Emeritus Institute	David Palmer	The Evolution of Theatre	\$100.00
2/9/2018 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Dr. Greg Jenks, Associate Faculty, Dorothy Marie Lowry, Distinguished Guest Lecture Series- Saddleback College Emeritus Institute	Frank LaFeria	UCI Mind – Institute for Memory Impairments and Neurological Disorders	\$100.00
2/26/2018 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Dr. Greg Jenks, Associate Faculty, Dorothy Marie Lowry, Distinguished Guest Lecture Series- Saddleback College Emeritus Institute	James Fry	History of Philanthropy	\$100.00



**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honarium/Travel</i></b>
1/9/2018	President's Opening Session Staff Development Week	Laura Hope, CA Community Colleges Chancellor's Office	Guided Pathways	\$5,000 General Fund

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Saddleback College: New and Revised Curriculum for the 2018-19 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Saddleback College proposes additions and revisions to the curriculum of the College for the 2018-19 academic year. Exhibit A includes new, revised, and deleted courses for academic year 2018-19. The curriculum revisions are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Section 53200 et seq.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2018-19 academic year at Saddleback College as listed in Exhibit A.

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
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Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prreq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	CWE 180	992507.00	CWE: ARCH INTERNSHIP	prreq fr <del>ARCH 220</del> to <u>ARCH 120</u> , SLOs, assign, txt, retaining rpt 3 times
ATAS	CWE 180	429983.00	CO-OP-ED ECOL REST	SLOs, rpt fr <del>R-1-1</del> to <u>not repeatable</u>
ATAS	CWE 180	429984.00	CO-OP-ED ECOL REST	SLOs
ATAS	CWE 180	429977.00	CO-OP-ED FASH	SLOs, moe, assign
ATAS	CWE 180	429974.00	CO-OP-ED INT DESIGN	SLOs, assign, retaining rpt 1 time
ATAS	CWE 180	429973.00	CO-OP-ED-TRAVEL MGMT	SLOs, assign
ATAS	FASH 130	162220.00	FLAT PATTERN DESIGN	sr

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
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				rec prep fr <del>FASH 100 or basic sewing skills</del> to <u><b>FASH 100 or basic sewing skills are suggested and will assist with student success in this course</b></u> , assign, txt
ATAS	FASH 221	162510.00	CONTEMP TAILORNG	
ATAS	FASH 235	162580.00	DESIGN FASHION INDUST	lrng obj, SLOs, assign, txt
ATAS	FASH 238	428455.00	ADV. DRAPING & DESIGN	sch desc, lrng obj, assign, txt
ATAS	FASH 251	992372.00	DESIGN CAUSE/SUSTAIN	sr
ATAS	GC 215	374050.00	INTRO VEHICLE WRAP	cat desc, sch desc, moe, assign, txt
ATAS	GD 140	90010.10	BEG GRAPHIC DESIGN	cat desc, lrng obj, assign
ATAS	GD 141	90030.10	GRAPHIC RENDERING TEC	lrng obj, assign, txt
ATAS	GD 142	90040.10	PACKAGE DESIGN	cat desc, sch desc, tps, assign, txt
ATAS	GD 145	90070.10	GRAPHIC ILLUSTRATION	assign, txt
ATAS	GD 148	429121.00	DIGITAL GRAPHIC DESGN	cat desc, assign
ATAS	GD 240	90020.10	INTERM GRAPHIC DESIGN	cat desc, sch desc
ATAS	ID 210	429870.00	HOSPITALITY DESIGN	txt
ATAS	ID 214	992377.00	BATH DESIGN	assign, txt
ATAS	ID 215	992376.00	KITCHEN DESIGN	moe, assign, txt
BS	CWE 180	992569.00	CWE-ACCNTG INTERNSHIP	rpt fr <del>R-1</del> to <u><b>not repeatable</b></u> , SLOs, txt
BS	CWE 180	992580.00	CWE-ACCNTG INTERNSHIP	tps, SLOs, txt
BS	CWE 180	992581.00	CWE-ACCNTG INTERNSHIP	txt
CE	AESL 701T	410041.00	BASIC LITERACY-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, SLOs, txt
CE	AESL 702T	410042.00	BEGINNING LOW-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, SLOs, txt
CE	AESL 703T	410043.00	BEGINNING HIGH-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, SLOs, txt
CE	AESL 704T	410044.00	INTERMED. LOW-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, txt
CE	AESL 705T	410045.00	INTERMED. HIGH-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, txt
CE	AESL 706T	410046.00	ADVANCED LOW-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, assign, txt
CE	AESL 707T	410047.00	ADVANCED HIGH-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , moe, assign, txt
CE	AESL 708T	410048.00	CITIZENSHIP PREPARATION - ADULT EDUCATION ESL	gr opt fr <b>NC</b> to <u><b>SP Noncredit Graded Pass/SP/No Pass</b></u> , sch desc, moe, txt
FAMT	ART 63	90100.05	INTRO SCREEN PRINTING	sr
FAMT	ART 140	90010.05	BEG GRAPHIC DESIGN	cat desc, lrng obj, assign

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
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FAMT	ART 141	90030.05	GRAPHIC RENDERING TEC	lrng obj, assign, txt
FAMT	ART 142	90040.05	PACKAGE DESIGN	cat desc, sch desc, tps, assign, txt
FAMT	ART 145	90070.05	GRAPHIC ILLUSTRATION	assign, txt
FAMT	ART 240	90020.05	INTERM GRAPHIC DESIGN	cat desc, sch desc
FAMT	CTVR 104	992718.00	COLD READING	tps, txt
FAMT	ETT 45	836020.00	SCENE DESIGN	dc
FAMT	MUS 14	542100.00	JAZZ COMPOSITION	cat desc, sch desc, txt
FAMT	MUS 15	428443.00	MUSIC COMPOSITION	cat desc, sch desc
FAMT	MUS 20	548010.05	MUSIC APPRECIATION	cat desc, sch desc, txt
FAMT	MUS 23	429187.00	INTRO TO WORLD MUSIC	cat desc, sch desc, moe, txt
FAMT	MUS 24	548100.00	MUSIC SINCE 1900	cat desc, sch desc, assign, txt
FAMT	MUS 27	548160.00	HISTORY OF JAZZ	cat desc, sch desc, lrng obj, moe, assign, txt
FAMT	MUS 28	548170.10	HISTORY OF ROCK	cat desc, sch desc
FAMT	MUS 63	429465.00	ENSEMBLE TECHNIQUES	lim fr <del>Audition with college staff</del> to <u>Audition with college faculty demonstrating ability to sight read and knowledge of all scales and keys</u> , cat desc, sch desc, tps, txt
FAMT	MUS 66	560170.00	CHAMBER MUSIC	rec prep fr <del>Two years of instrumental training</del> to <u>Two years of instrumental training at a minimum of a high school level with ability to sight read and knowledge of all scales and keys</u> , cat desc, sch desc, txt
FAMT	MUS 119	429749.00	ADV MUS COMP	cat desc, sch desc
FAMT	MUS 247	992433.00	MOD BIG BAND CONCEPTS	dc
FAMT	PHOT 25	429158.00	HIST OF PHOTOGRAPHY	txt
FAMT	PHOT 51	429799.00	INTRO PHOTOSHOP & DIG	tps, txt
FAMT	PHOT 152	431627.00	INTERM.PHOTOSHOP & DI	tps, txt
FAMT	PHOT 154	992706.00	ALT DIGI PROCESSES	txt
FAMT	PHOT 157	992707.00	STUDIO LIGHTING	cat desc, sch desc, tps, txt
HS	CWE 180	992512.00	CWE, NEW RN INTERN	SLOs, moe
HS	CWE 180	992517.00	CWE - MENTAL HEALTH	SLOs
HS	CWE 180	429970.00	CO-OP-ED PHLEBOTOMIST	lim fr <del>None</del> to <u>Official acceptance into the MLT Program</u> , tps, lrng obj, SLOs, moe, assign
HS	HS 100	422010.05	INTRO TO HUMAN SVCS	SLOs
HS	HS 112	422115.00	CONF RES AND MED	SLOs, moe, assign
HS	HS 119	12160.10	INTRO. CRIM. JUSTICE	lrng obj, moe, txt
HS	HSC 151	686010.10	INTRO/THERAPY & REHAB	txt

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

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				crs id fr <del>INSR 200</del> to <u>MA 200</u> , ti fr <del>MEDICAL-OFFICE CODING CERTIFICATION- PREPARATION AND REVIEW</del> to <u>MEDICAL OFFICE CERTIFICATION PREPARATION AND REVIEW</u> , val
HS	INSR 200	450003.00	MED OFFICE CRT PRP	
HS	MA 212B	530025.00	MED LABORATORY PROC	cat desc, tps, lrng obj, SLOs, moe, assign, txt
HS	MA 214B	530045.00	MEDICATION ADMINIST	lrng obj, SLOs, moe, assign, txt
HS	MA 217C	429438.00	MA CLINICAL EXP-ADMIN	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
HS	MA 224A	992483.00	BASIC MEDICAL INSURANCE	ti fr <del>BASIC MEDICAL INSURANCE</del> to <u>BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
HS	N 164	992364.00	LVNRN CLIN LAB	tps, SLOs, moe, assign, txt, val
HS	N 172	639100.00	MED-SURG NURSING	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val
HS	N 172	639110.00	MED-SURG NURSING LAB	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val
HS	N 173	431709.00	NURSING CARE OF CHILDREN AND FAMILIES	prreq fr <del>N 161 and N 172 with a grade of "C" or better</del> to <u>N 161 and N 172 with lab with a grade of "C" or better</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assist, txt
HS	N 173	431713.00	NURSING CARE OF CHILDREN AND FAMILIES - LAB	cat desc, tps, lrng obj, SLOs, moe, assign, txt, val
HS	N 176	639400.00	ADVANCED NURSING	lrng obj, SLOs, txt
HS	N 268	650743.00	SKILLS LAB REVIEW	hrs fr <del>0 hr lec/.75 hrs lab/0 lrng ctr</del> to <u>0 hr lec/1 hr lab/0 hr lrng ctr</u> , cat desc, sch desc, tps, txt
HS	PHLB 240	386560.00	PHLEBOTOMY	cat desc, SLOs, assign, txt
KNES	DANC 77	430331.00	DNC ACTVTS: LTN ARBCS	cat desc, sch desc, SLOs, assign
KNES	KNEA 1	692010.10	ADAPTED STR. TRAINING	cat desc, moe, txt
KNES	KNEA 1	692010.15	ADAPTED STR. TRAINING	cat desc, moe, txt
KNES	KNEA 3	992140.15	ADAP. CV. COND.	cat desc, moe, txt
KNES	KNEA 4	450111.00	ADAP STR & CORE TR	cat desc, sch desc, moe, txt
KNES	KNEA 4	450111.10	ADAP STR & CORE TR	cat desc, sch desc, moe, txt
KNES	KNEA 153	374052.00	EXC SPEC POP	cat desc, sch desc, SLOs, val
KNES	KNES 1	674010.05	CARDIOVASCULAR COND.	cat desc, sch desc, txt
KNES	KNES 1	674010.10	CARDIOVASCULAR COND.	cat desc, sch desc, lrng obj, txt
KNES	KNES 3	674070.10	CIRCUIT WEIGHT TRNG	cat desc, sch desc, tps, assign
KNES	KNES 3	674070.15	CIRCUIT WEIGHT TRNG	cat desc, sch desc, tps, lrng obj, assign
KNES	KNES 5	674110.20	INT. WEIGHT LIFTING	txt
KNES	KNES 6	674170.05	ADV. WEIGHT LIFTING	txt
KNES	KNES 6	674170.10	ADV. WEIGHT LIFTING	txt
KNES	KNES 7	429186.05	STEP TRAINING	cat desc, sch desc, moe

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

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KNES	KNES 8	674185.00	BEGIN CARDIO KICKBOX	cat desc, sch desc, tps, lrng obj, assign, txt
KNES	KNES 8	674185.20	BEG. CARDIO KICKBOX	cat desc, sch desc, moe, assign, txt
KNES	KNES 16	675386.00	INTERM CARDIO KICKBOX	cat desc, sch desc, tps, moe, txt
KNES	KNES 38	992757.05	INTERM. MAT PILATES	cat desc, sch desc, tps, lrng obj, txt
KNES	KNES 38	992757.10	INTERM. MAT PILATES	cat desc, sch desc, assign, txt
KNES	KNES 50	674820.15	AEROBIC DANCE	cat desc, sch desc, moe, assign
KNES	KNES 50	674820.20	AEROBIC DANCE	cat desc, sch desc, moe, assign
KNES	KNES 65	432277.05	INTRO. TO MAT PILATES	tps, assign, txt
KNES	KNES 65	432277.10	INTRO. TO MAT PILATES	tps, moe, assign, txt
KNES	KNES 81	433755.00	BEG. BEACH VOLLEYBALL	txt
KNES	KNES 84	992759.00	INT. BEACH VOLLEYBALL	cat desc, sch desc, txt
KNES	KNES 90	428244.00	BEG. SELF-DEFENSE	dv (1.5 units)
KNES	KNES 90	428244.10	BEG.SELF-DEFENSE	txt
KNES	KNES 91	992763.00	INTERM. SELF DEFENSE	cat desc, sch desc, txt
KNES	KNES 93	675350.10	BEGINNING KARATE	tps, moe, txt
KNES	KNES 93	675350.20	BEGINNING KARATE	dv (1.5 units)
KNES	KNES 94	675355.20	BEGINNING AIKIDO	dv (1.5 units)
KNES	KNES 95	992761.00	INTERMEDIATE AIKIDO	cat desc, sch desc, tps, txt
KNES	KNES 96	675355.25	ADVANCED AIKIDO	dv (1.5 units)
KNES	KNES 96	675355.30	ADVANCED AIKIDO	txt
KNES	KNES 97	992762.00	INTERMEDIATE KARATE	cat desc, sch desc, tps, txt
LA	CWE 180	433630.00	CO-OP-ED JOURNALISM	rpt fr <del>R-1-1</del> to <b>not repeatable</b> , lrng obj, SLOs, txt
LA	CWE 180	433686.00	CO-OP-ED JOURNALISM	cat desc, rpt fr <del>R-1-1</del> to <b>not repeatable</b> , lrng obj, SLOs, txt
LA	ENG 600NC	692177.00	BEGINNING WRITING (NON-CREDIT)	nc, coreq <b>ENG 301NC</b> , 0 units/3 hrs lec/0 hr lab/0 hr lrng cntr, repeatable 1 time
LA	ENG 601NC	692178.00	BEGINNING WRITING LAB (NON-CREDIT)	nc, coreq <b>ENG 300NC</b> , 0 units/0 hr lec/0 hr lab/1 hr lrng cntr, repeatable 1 time
LA	ENG 640NC	692175.00	READING AND WRITING SKILLS FOR COLLEGE (NON-CREDIT)	nc, coreq <b>ENG 341NC</b> , 0 units/3 hrs lec/0 hr lab/0 hr lrng cntr, repeatable 1 time
LA	ENG 641NC	692176.00	READING LABORATORY (NON-CREDIT)	nc, coreq <b>ENG 340NC</b> , 0 units/0 hr lec/1.5 hrs lab/0 hr lrng cntr, repeatable 1 time
LA	ENG 645NC	692173.00	BUILDING BASIC READING SKILLS (NON-CREDIT)	nc, coreq <b>ENG 346NC</b> , 0 units/3 hrs lec/0 hr lab/0 hr lrng cntr, repeatable 1 time
LA	ENG 646NC	692174.00	BASIC SKILLS READING SKILLS LAB (NON-CREDIT)	nc, coreq <b>ENG 345NC</b> , 0 units/0 hr lec/1.5 hrs lab/0 hr lrng cntr, repeatable 1 time
LA	ESL 357	428210.00	GRAMMAR REVIEW-COLLEGE	cat desc, assign, txt, val
LA	ESL 357	429685.00	GRAMMAR REVIEW-COLLEGE	cat desc, assign, txt, val
LA	ESL 801	992791.00	INTERMEDIATE WRITING II LAB	hrs fr <del>0 lec/1.5 lab/0 lrng cntr</del> to <b>0 lec/0 lab/1.5 lrng cntr</b> , txt
LA	ESL 801	992795.00	INTERMEDIATE WRITING II LAB	hrs fr <del>0 lec/1.5 lab/0 lrng cntr</del> to <b>0 lec/0 lab/1.5 lrng cntr</b> , txt

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

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LA	ESL 802	992796.00	ADVANCED WRITING I LAB	hrs fr <del>0 lec/1.5 lab/0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , txt
LA	ESL 802	992797.00	ADVANCED WRITING I LAB	hrs fr <del>0 lec/1.5 lab/0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , txt
LA	ESL 901	992798.00	ADVANCED GRAMMAR REVIEW LAB	cat desc, sch desc, lrng obj, SLOs, moe, txt, val
LA	ESL 901	992778.00	ADVANCED GRAMMAR REVIEW LAB	sch desc, lrng obj, val
LA	ESL 902	992799.00	GRAMMAR REVIEW FOR COLLEGE LAB	sch desc, lrng obj, SLOs, moe, txt, val
LA	ESL 902	992800.00	GRAMMAR REVIEW FOR COLLEGE LAB	sch desc, lrng obj, SLOs, val
LA	HUM 25	428100.05	EARTH-CONTEMP.ISSUES	tps, SLOs
LA	ITA 10	452110.00	INTER CONVER ITALIAN	dc
LA	JRN 125	464160.05	MAGAZINE JOURNALISM	tps, assign, val
MSE	GEOL 7	432552.00	WEATHER AND CLIMATE	cat desc, sch desc, tps, lrng obj, SLOs, assign, txt
SS	ANTH 17	434009.00	BIO EVOL HUMAN NATURE	tps, SLOs, moe, assign, txt
SS	GEOG 2	350020.00	CULTURAL GEOGRAPHY	cat desc, sch desc, tps, txt
SS	GEOG 3	3550030.00	WORLD REGIONAL GEOGR	txt
SS	GEOG 38	350060.00	CALIFORNIA GEOGRAPHY	tps, txt
SS	HIST 16	404060.05	HISTORY OF THE UNITED STATES TO 1876	gr opt fr <del>Letter Grade only</del> to <u>Letter Grade or Pass/NO Pass</u> , lrng obj, SLOs, moe, assign, txt
SS	HIST 70	404340.00	HIST OF ASIA TO 1800	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
SS	PSYC 4	450127.00	INTRO COGNITIVE PSYCH	lrng obj, moe, assign, txt
SS	PSYC 16	428838.00	INTRO CROSS-CLTRL PSY	tps, SLOs, moe, assign, txt, val
SS	PSYC 21	728060.00	THE PSYCH OF WOMEN	tps, SLOs, moe, assign, txt
SS	WS 31	992594.00	GENDER & POP CULTURE	cat desc, sch desc, tps, lrng obj, assign, txt
SS	WS 120	860040.00	WOMEN AND CAREERS	lrng obj, SLOs, txt
TCSP	SPS 205	800010.10	COLLEGE SUCCESS	dc



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

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

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

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

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

### **RECOMMENDATION**

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

Item Submitted By: *Dr. Glenn R. Roquemore, President, Irvine Valley College*  
*Dr. Gregory Anderson, President, Saddleback College*  
*Dr. Jim Buysse, Acting Vice Chancellor, Business Services*

Out of State Student Travel  
12/11/2017  
Board of Trustees Meeting

**Student Group Travel**

Description of Trip, Location	Trip Dates Inclusive, to/from	Group, Club	No. of students	No. of faculty	Cost Per Student	College Cost	Total Cost (student plus college)	Funding Source(s)	College
Hell Freezes Over Forensics Tournament Daytona Beach, Florida	4/06/2018 thru Sun 4/15/2018	Speech and Debate Team	8	3	\$1,618 x 8 students = \$12,944	\$1,715 x 3 faculty = \$5,145.00	Total = \$18,089	Club funds- students, General fund-faculty	Saddleback College
American Criminal Justice Association- Lambda Alpha Epsilon (ACJA-LAE) 81st National Conference in Cleveland, Ohio March 2018	March 18 – 23, 2018	Chi Tau Epsilon (XTE) Criminal Justice Club	10	2	\$1,432.50 X 10 students = \$14,325	\$1,432.50 x 2 faculty = \$2,865	Total = \$17,190	General Fund \$9,190  ASIVC \$4,000  Foundation \$4,000	Irvine Valley College

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Advanced Technology and Education Park (ATEP) IVC  
First Building Project, Award of Bid No. 23, Electrical Equipment,  
TEquipment.NET

**ACTION:** Approval

---

### **BACKGROUND**

On June 22, 2015, the Board of Trustees approved a \$16,285,000 Maximum Allowable Price Design-Build agreement with McCarthy Building Companies, Inc. for the ATEP IVC First Building project (IDEA Building). Irvine Valley College requested that additional electronics equipment be acquired which is beyond the designated project equipment.

### **STATUS**

On October 27 and November 3, 2017, SOCCCD ran a newspaper advertisement soliciting bids for Bid No. 23, Electrical Equipment at ATEP. Additional marketing efforts included placing a copy of the bid on the district website and notifying eight prospective vendors. Five vendors responded, and their bids were opened November 14, 2017 (EXHIBIT A). The lowest responsive, responsible bidder was TEquipment.NET.

ATEP requests that district staff recommend TEquipment.NET for Bid No. 23, Electrical Equipment at ATEP, in the amount of \$116,129.30.

Funds are available in the Irvine Valley College Physical Plant and Instructional Equipment account.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees award Bid No. 23, Electrical Equipment at Advanced Technology and Education Park IVC First Building Project to TEquipment.NET, for a total amount of \$116,129.30.

**BID NO. 23**  
**Electrical Equipment**  
**ATEP IVC FIRST BUILDING**  
**December 11, 2017**

<b><u>COMPANY NAME</u></b>	<b><u>CITY</u></b>	<b><u>AMOUNT</u></b>
<b>TEquipment.NET*</b>	<b>Long Branch, NJ</b>	<b>\$116,129.30</b>
<b>Global Test Supply</b>	<b>Wilmington, NC</b>	<b>\$130,486.76</b>
<b>RSR/Electronix Express</b>	<b>Rahway, NJ</b>	<b>\$138,422.11</b>
<b>W. W. Grainger, Inc.</b>	<b>Santa Ana, CA</b>	<b>\$165,678.30</b>
<b>Saelig Company, Inc.**</b>	<b>Fairport, NY</b>	<b>\$ 90,683.65</b>

**\*Recommended Award**

**\*\*Incomplete Submission**

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Award of Foundation for California Community Colleges Administrative Services Agreement, Scientific Equipment, CB-220-17 Fisher Scientific

**ACTION:** Approval

---

### **BACKGROUND**

California Public Contract Code section 20652 allows a community college district to acquire supplies by utilizing an existing contract from another public entity. The Foundation of California Community Colleges (FCCC) of Sacramento is a public agency as defined in Government Code section 20057 (b). The Foundation has an existing scientific equipment agreement, CB-220-17, with Fisher Scientific.

### **STATUS**

District staff has determined that it is in the best interest of the district to purchase Fisher Scientific equipment using the FCCC Administrative Services Agreement No. CB-220-17, valid from June 1, 2017 through May 31, 2020. Administrative Service Agreement No. CB-220-17 is available for review in the Purchasing and Contracts department. Based on the district's purchase history, the estimated annual cost of purchasing scientific equipment will not exceed \$80,000. Individual purchase orders will be issued for scientific equipment after department funds are verified.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve contracting with Fisher Scientific pursuant to the Foundation for California Community Colleges Administrative Services Agreement No. CB-220-17, contingent upon verifications of the availability of funds for each purchase. Annual expenditures under this agreement will not exceed \$80,000 from January 1, 2018 to December 31, 2018.

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**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 Acting Chancellor recommends that the Board of Trustees approve/ratify the Trustees' requests for attending conference(s) as shown in Exhibit A. The schedule of events is not yet available. A description of the conference is included in Exhibit B.

## TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
CCLC Annual Trustees Conference Hyatt Regency Valencia, CA	May 4-6, 2018	\$1,304		

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

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



# COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

## 2018 Annual Trustees Conference



## 2018 Annual Trustees Conference

Fri, May 4, 2018 to Sun, May 6, 2018  
Hyatt Regency Valencia

Trustees are responsible for overseeing their college's mission and ensuring their colleges continue to provide high quality education and service. The Annual Trustees Conference is designed to strengthen the skills and knowledge required of trustees to lead California's community colleges.

Stay tuned for more updates about the 2018 Annual Trustees Conference.



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**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 November 30, 2017 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

### **RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period ended November 30, 2017**

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$41,282	
2000	Classified Salaries	\$4,739	
3000	Fringe Benefits	\$3,837	
4000	Books and Supplies		\$248
5000	Other Operating Expenses & Services	\$29,150	
6000	Capital Outlay		\$42,683
7000	Other Outgo		\$36,077
<b>Total Transfers - General Fund</b>		<b>\$79,008</b>	<b>\$79,008</b>

**Self-Insurance Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
5000	Other Operating Expenses & Services		\$87,026
6000	Capital Outlay	\$10,000	
7000	Other Outgo	\$77,026	
<b>Total Transfers - Self-Insurance Fund</b>		<b>\$87,026</b>	<b>\$87,026</b>

**Associated Student Government - Saddleback College**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
4000	Books and Supplies	\$3,274	
5000	Other Operating Expenses & Services		\$3,274
<b>Total Transfers - Associated Student Gov't. - SC</b>		<b>\$3,274</b>	<b>\$3,274</b>

**Associated Student Government - Irvine Valley College**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
4000	Books and Supplies	\$188,840	
5000	Other Operating Expenses & Services		\$183,140
6000	Capital Outlay		\$18,902
7000	Other Outgo	\$13,202	
<b>Total Transfers - Associated Student Gov't. - IVC</b>		<b>\$202,042</b>	<b>\$202,042</b>

<b>Total Transfers</b>		<b>\$371,350</b>	<b>\$371,350</b>
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**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 17-36 to Amend FY 2017-2018 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 2017-2018 Adopted Budget.

#### **General Fund**

Basic Skills at Saddleback College	\$70,890
CalWORKs at Irvine Valley College	\$13,441
Child Development Training Consortium at Saddleback College	\$4,750
Commercial Sexual Exploitation of Children (CSEC) at Saddleback College	\$13,000
Cooperative Agencies Resources for Education (CARE) at Irvine Valley College	\$1,209
Extended Opportunity Programs & Services (EOPS) at Irvine Valley College	\$15,018
Foster and Kinship Care Education at Saddleback College	(\$9,089)
Temporary Assistance for Needy Families (TANF) at Irvine Valley College	\$2,160
Total Increase to the General Fund	<u>\$111,379</u>

#### **Capital Outlay Fund**

Prop 39 Clean Energy at Irvine Valley College	\$934,887
Prop 39 Clean Energy at Saddleback College	\$937,951
Total Increase to the Capital Outlay Fund	<u>\$1,872,838</u>

<b>Total Budget Amendment</b>	<b><u>\$1,984,217</u></b>
-------------------------------	---------------------------

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees adopt Resolution No. 17-36 to amend the FY 2017-2018 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION No. 17-36**

December 11, 2017

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$1,984,217 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2017-2018 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>
8100	Federal Revenue	\$ 2,160
8600	State Revenue	\$ 109,219
		<b>\$ 111,379</b>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 155,898
2000	Classified Salaries	(43,278)
3000	Fringe Benefits	(17,278)
4000	Books and Supplies	17,167
5000	Other Operating Expenses and Services	31,330
7000	Other Outgoing	(32,460)
		<b>\$ 111,379</b>

**Capital Outlay**

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$ 1,872,838
		<b>\$ 1,872,838</b>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
6000	Capital Outlay	\$ 1,872,838
		<b>\$ 1,872,838</b>

<b>Total Budget Amendment</b>	<b>\$ 1,984,217</b>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2017-2018

GENERAL FUND

**RESOLUTION No. 17-36**

December 11, 2017

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Thomas Fallo, 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 \$1,984,217 duly and regularly adopted by the said Board at a regular meeting thereof held on December 11, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of December 2017.

---

Thomas Fallo  
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Thomas M. Fallo

RE: SOCCCD: November 2017 Change Orders/Amendments

ACTION: Ratification

**BACKGROUND**

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

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A.	<u>Patriot Contracting and Engineering</u> Saddleback College Baseball Field Bleacher Replacement Project –Board Change Order No. 1 – Reroute waterline, replace water pipe, and re-grade field. Saddleback College	\$99,088	\$1,392,088
B.	<u>Hair California Beauty Academy</u> Vocational Cosmetology Education Services Agreement – Change of location business address. Saddleback College	\$0	\$1,225,000
C.	<u>Hair California Beauty Academy</u> Vocational Esthetics Education Services Agreement – Change of location business address. Saddleback College	\$0	\$1,225,000
D.	<u>SS&amp;K Contractors</u> Irvine Valley College Monument Signs Replacement Project – Construction Services Change Order No. 2 – To extend agreement through January 14, 2018. SOCCCD	\$0	\$344,500

E.	<u>Painting &amp; Décor, Inc.</u> Irvine Valley College Performing Arts Center Waterproofing Project – Construction Services Change Order No. 2 – For deduction of project allowance. SOCCCD	(\$12,910)	\$344,990
F.	<u>Digital Architecture</u> Amendment No. 3 to digital catalog software and hosting agreement – To renew the term of the agreement through November 18, 2018. Saddleback and Irvine Valley Colleges	\$28,043	\$214,708

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
Saddleback College Baseball Field Bleacher Replacement Project  
Board Change Order No. 1

December 11, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 1 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2066	GC	Patriot Contracting and Engineering		\$1,293,000.00	\$0.00	\$99,088.00	\$1,392,088.00	0
		22601 La Palma Avenue #100 Yorba Linda, CA 92887	<b>TOTAL</b>	<b>1,293,000.00</b>			<b>1,392,088.00</b>	<b>0</b>
COR No.	Date	Description	Requested	Status	Amount	Time Extension		
<b>COR #3</b>	<b>11/20/2017</b>	Reroute existing waterlines	College	Reviewed	\$22,083	<b>0</b>		
<b>COR #7</b>	<b>11/20/2017</b>	Remove and replace water pipe	College	Reviewed	\$2,982	<b>0</b>		
<b>COR #11</b>	<b>11/20/2017</b>	Regrade and export baseball field	College	Reviewed	\$74,023	<b>0</b>		
				Total	\$99,088			





AMENDMENT NO. 03  
TO THE VOCATIONAL COSMETOLOGY EDUCATION SERVICES AGREEMENT  
AT SADDLEBACK COLLEGE

10/3/2017

THIS AMENDMENT shall modify the original agreement dated July 1, 2014, Amendment 1 dated April 25, 2016, and Amendment 2 dated June 26, 2017, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and America Beauty Education Corp dba Hair California Beauty Academy hereinafter referred to as "Contractor".

WHEREAS, Article 11.15 of the original agreement provides that modifications are permitted by mutual consent of the parties by written modification only;

WHEREAS, Article 11.13 of the original agreement provides for communication with CONTRACTOR as Henry Dang, Hair California Beauty Academy, 1110 N. Tustin Street, Orange, CA 92867; and

WHEREAS, the Agreement states the location of business as New America Beauty Education Corp., DBA Hair California Beauty Academy, 1110 N. Tustin Street, Orange, CA 92867;

NOW, THEREFORE, the Parties agree as follows:

1. The location of business and instructional facility shall be: 1828 East Collins, Orange, CA 92687

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

[Enter Entity Name Here]

BY:

Signature of Authorized Representative

Print Name: Jonathan Nguyen, D.C.

Print Title: School Director

Date:

10/20/17

Email & Phone:

drjonathan@haircalbeautyacademy.edu  
(714) 633-7170

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY:

Signature of Authorized Representative

Print Name: Dr. Debra L. Fitzsimons

Print Title: Vice Chancellor, Business Services

Date:

OCT 30 2017

Email & Phone: DFitzsimons@socccd.edu / (949)582-4664



**AMENDMENT NO. 03  
TO THE VOCATIONAL ESTHETICS EDUCATION SERVICES AGREEMENT  
AT SADDLEBACK COLLEGE**

**10/3/2017**

**THIS AMENDMENT** shall modify the original agreement dated July 1, 2014, Amendment 1 dated April 25, 2016, and Amendment 2 dated June 26, 2017, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and America Beauty Education Corp dba Hair California Beauty Academy hereinafter referred to as "Contractor".

**WHEREAS**, Article 11.15 of the original agreement provides that modifications are permitted by mutual consent of the parties by written modification only;

**WHEREAS**, Article 11.13 of the original agreement provides for communication with CONTRACTOR as Henry Dang, Hair California Beauty Academy, 1110 N. Tustin Street, Orange, CA 92867; and

**WHEREAS**, the Agreement states the location of business as New America Beauty Education Corp., DBA Hair California Beauty Academy, 1110 N. Tustin Street, Orange, CA 92867;

**NOW, THEREFORE**, the Parties agree as follows:

1. The location of business and instructional facility shall be: 1828 East Collins, Orange, CA 92687

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

[Enter Entity Name Here]

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY:

Signature of Authorized Representative

BY:

Signature of Authorized Representative

Print Name: Jonathan Nguyen, D.C.

Print Name: Dr. Debra L. Fitzsimons

Print Title: School Director

Print Title: Vice Chancellor, Business Services

Date:

OCT 3<sup>rd</sup> / 2017

Date:

Email & Phone:

drjonathan@haircabeautyacademy.edu  
(714) 633-7170

Email & Phone: DFitzsimons@socccd.edu / (949)582-4664

South Orange County Community College District  
Monument Signs Replacement Project  
at Irvine Valley College  
Bid #337  
Board Change Order No. 2  
November 17, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
337	General Contractor	SS&K Contractors		\$344,500.00	\$0.00	\$0.00	\$344,500.00	45
		21437 Rios St. Woodland Hills, CA 91364	<b>TOTAL</b>	<b>344,500.00</b>			<b>344,500.00</b>	<b>45</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	12/11/2017	No cost, time extension due to changes in design	Unforeseen	reviewed	\$0.00	30
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	30

South Orange County Community College District  
Irvine Valley College Performing Arts Center Waterproofing Project  
Bid No. 336  
Board Change Order No. 2

November 20, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
336	General Contractor	Painting & Décor, Inc.		\$357,900.00	\$0.00	-\$12,910.00	\$344,990.00	14
		PO Box 5926, Orange, CA 92863	<b>TOTAL</b>	<b>357,900.00</b>			<b>344,990.00</b>	<b>14</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	12/11/2017	Deduction of project allowance	By District	Approved	-\$12,910.00	0
		TOTAL THIS CHANGE ORDER REQUEST			-\$12,910.00	0

**AMENDMENT No. 3  
TO DIGITAL CATALOG SOFTWARE AGREEMENT  
FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**December 11, 2017**

**THIS AMENDMENT** shall modify the original agreement dated November 20, 2014, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and Digital Architecture, PO Box 7791, Lakeland, FL 33807, hereinafter referred to as "VENDOR".

**WHEREAS**, Item 8, Term, of the original agreement indicates the Agreement shall be for one (1) year from the executed date and establishes that the term of the Agreement between the DISTRICT and VENDOR may be extended upon mutual agreement of the parties; and

**WHEREAS**, both colleges have requested that the DISTRICT amend the agreement to extend the term for a one-year period with a new termination date of November 19, 2018; and

**WHEREAS**, the VENDOR is able and willing to extend services for this additional timeframe; and

**WHEREAS**, Schedule C of the Software License and Hosting Agreement Payment Schedule indicates the yearly hosting, support and upgrades for Saddleback and Irvine Valley College was \$25,493 with an increase to \$28,043 at the second renewal; and

**WHEREAS**, the renewal cost for Saddleback and Irvine Valley College is \$28,043; and

**NOW, THEREFORE**, the Parties agree as follows:

**1. TERM**

The term of the agreement is hereby extended from November 20, 2017 to November 19, 2018 under the same terms and conditions of the original agreement.

**2. OPERATIONAL COST ADJUSTMENT**

The yearly hosting, support and upgrades cost is \$10,799 for Irvine Valley College and \$17,244 for Saddleback College for a total contract value of \$28,043.

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

"DISTRICT"

South Orange County Community College District

"VENDOR"

Digital Architecture

By:   
Dr. Jim Buysse  
Acting Vice Chancellor, Business Services

By: \_\_\_\_\_  
Kenneth D. Blais  
President & CTO

Date: November 28, 2017

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

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** SOCCCD: Purchase Orders and Checks  
**ACTION:** Approval

---

**BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders and checks are submitted for ratification by the Board of Trustees.

**STATUS**

Purchase orders \$5,000 and above amounting to \$648,766.21 and an additional 375 purchase orders below \$5,000 amounting to \$221,452.78 for a combined total of \$870,218.99 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B.)

The district processed 1,365 checks in the amount of \$13,290,185.87 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C.)

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees ratify the purchase orders and checks in EXHIBIT A through EXHIBIT C.



# South Orange County Community College District

EXHIBIT A  
Page 1 of 1

## Purchase Order Ratification (Supplier)

October 25, 2017 through November 21, 2017

<b>PO</b>			
<b>Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
P183440	Action Sales	New Cooking Stove for IVC Cafeteria	12,098.17
P183049	Adorama Inc.	Digital Cameras for SC Photography courses	32,924.81
P183078	Albertsons LLC	Grocery cards for SC Student Equity Program	11,162.56
P183344	Asics America Corporation	Volleyball supplies for IVC Athletics	10,353.70
P183083	Barney's Blends	Field Supplies for the IVC Baseball field	5,522.00
P183265	Belson Outdoors	Picnic Tables w/umbrellas and bases for IVC campus	24,340.32
P183129	Blue Violet Networks, LLC	Video System materials for ATEP IDEA building.	56,005.94
P183081	BSN Sports LLC	Tennis supplies for IVC Athletics	9,067.51
P183146	Cart Mart, Inc.	Golf Carts for IVC Technology	28,472.48
P183303	CDW Government LLC	Computers for IVC Technology refresh	154,848.94
P183291	CDW Government LLC	Replacement projectors for IVC Technology refresh	15,300.50
P183227	CDW Government LLC	New computers for IVC ASG program	13,401.39
P183204	Eastbay, Inc.	Uniforms for SC Basketball	5,204.08
P183125	Eplus Technology, Inc.	Cisco catalyst switches for District IT	21,668.53
P183137	Eric M. Davis Studio, LLC	Art studio horses for IVC Art program	12,949.40
P183424	Fisher Scientific Company, LLC	Centrifuge for SC Biology	12,086.22
P183332	Folsom Lake Ford	SUV for SC Campus Police	31,876.05
P183114	Guitar Center Stores, Inc.	Microphones and stands for SC Music department	7,890.17
P183423	Hach Company	Spectrophotometers for SC Biology.	8,696.47
P183144	LittleJohn-Reuland Corporation	Pump replacement for SC swimming pool	8,156.93
P183229	Mission Motorsports	Utility vehicle for IVC Athletics	5,523.29
P183445	Modern Postcard	Direct mail service for SC Publications	11,978.80
P183444	Modern Postcard	Direct Email for SC Publications/Recruitment	7,600.00
P183419	Modern Postcard	Postage for SC direct mail campaign	7,580.00
P183180	Motorola Solutions, Inc.	APX SINGLE BAND 700/800 Radio for IVC Campus Safety	6,108.78
P183236	Neobits Inc.	Equipment for SC Theatre program	12,699.72
P183333	One Source Industries Promotions	Promotional materials for District HR	6,579.00
P183346	O'Reilly Auto Parts	Scan tools for SC Automotive Technology department	8,816.11
P183253	Paradigm, Inc.	Printing for IVC diplomas and certificates	9,860.70
P183080	RefPay Trust Account	Officials fees FY 2017-2018 for IVC Athletics	30,000.00
P183481	Saddleback Golf Cars	Electric Golf Cart for SC Outreach	11,884.83
P183108	Spectrum Chemical Mfg. Corporation	New equipment for SC Chemistry department	9,381.40
P183422	TheTrailerZone.com	Trailer for SC FMO	5,000.00
P183290	West Coast Lights & Sirens	Equipment for SC Police vehicle	12,727.41
P183359	YBP Library Services	SC Fall Book Orders	21,000.00
<b>Total Purchase Orders \$5,000 and above</b>			<b>648,766.21</b>
<b>375 Purchase Orders Under \$5,000</b>			<b>221,452.78</b>
<b>Total Purchase Orders</b>			<b>870,218.99</b>





# South Orange County Community College District

EXHIBIT B  
Page 1 of 1

## Purchase Order Ratification (Amount)

October 25, 2017 through November 21, 2017

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P183303	CDW Government LLC	Computers for IVC Technology refresh	154,848.94
P183129	Blue Violet Networks, LLC	Video System materials for ATEP IDEA building.	56,005.94
P183049	Adorama Inc.	Digital Cameras for SC Photography courses	32,924.81
P183332	Folsom Lake Ford	SUV for SC Campus Police	31,876.05
P183080	RefPay Trust Account	Officials fees FY 2017-2018 for IVC Athletics	30,000.00
P183146	Cart Mart, Inc.	Golf Carts for IVC Technology	28,472.48
P183265	Belson Outdoors	Picnic Tables w/umbrellas and bases for IVC campus	24,340.32
P183125	Eplus Technology, Inc.	Cisco catalyst switches for District IT	21,668.53
P183359	YBP Library Services	SC Fall Book Orders	21,000.00
P183291	CDW Government LLC	Replacement projectors for IVC Technology refresh	15,300.50
P183227	CDW Government LLC	New computers for IVC ASG program	13,401.39
P183137	Eric M. Davis Studio, LLC	Art studio horses for IVC Art program	12,949.40
P183290	West Coast Lights & Sirens	Equipment for SC Police vehicle	12,727.41
P183236	Neobits Inc.	Equipment for SC Theatre program	12,699.72
P183440	Action Sales	New Cooking Stove for IVC Cafeteria	12,098.17
P183424	Fisher Scientific Company, LLC	Centrifuge for SC Biology	12,086.22
P183445	Modern Postcard	Direct mail service for SC Publications	11,978.80
P183481	Saddleback Golf Cars	Electric Golf Cart for SC Outreach	11,884.83
P183078	Albertsons LLC	Grocery cards for SC Student Equity Program	11,162.56
P183344	Asics America Corporation	Volleyball supplies for IVC Athletics	10,353.70
P183253	Paradigm, Inc.	Printing for IVC diplomas and certificates	9,860.70
P183108	Spectrum Chemical Mfg. Corporation	New equipment for SC Chemistry department	9,381.40
P183081	BSN Sports LLC	Tennis supplies for IVC Athletics	9,067.51
P183346	O'Reilly Auto Parts	Scan tools for SC Automotive Technology department	8,816.11
P183423	Hach Company	Spectrophotometers for SC Biology.	8,696.47
P183144	LittleJohn-Reuland Corporation	Pump replacement for SC swimming pool	8,156.93
P183114	Guitar Center Stores, Inc.	Microphones and stands for SC Music department	7,890.17
P183444	Modern Postcard	Direct Email for SC Publications/Recruitment	7,600.00
P183419	Modern Postcard	Postage for SC direct mail campaign	7,580.00
P183333	One Source Industries Promotions	Promotional materials for District HR	6,579.00
P183180	Motorola Solutions, Inc.	APX SINGLE BAND 700/800 Radio for IVC Campus Safety	6,108.78
P183229	Mission Motorsports	Utility vehicle for IVC Athletics	5,523.29
P183083	Barney's Blends	Field Supplies for the IVC Baseball field	5,522.00
P183204	Eastbay, Inc.	Uniforms for SC Basketball	5,204.08
P183422	TheTrailerZone.com	Trailer for SC FMO	5,000.00
<b>Total Purchase Orders \$5,000 and above</b>			<b>648,766.21</b>
375 Purchase Orders Under \$5,000			221,452.78
<b>Total Purchase Orders</b>			<b>870,218.99</b>





## South Orange County Community College District

EXHIBIT C

Page 1 of 1

### Check Ratification

October 4, 2017 through October 25, 2017

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	1,162	8,503,157.00
07 IVC Community Education	3	2,207.49
09 SC Community Education	23	57,260.00
12 Child Development	5	58,252.09
40 Capital Outlay	96	3,976,775.50
68 Self Insurance	8	55,491.32
71 Retiree Benefit	4	478,518.14
95 SC Associated Student Government	22	118,182.93
96 IVC Associated Student Government	42	40,341.40
Total	1,365	13,290,185.87

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** SOCCCD: November 2017 Contracts  
**ACTION:** Ratification

---

**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$88,300 for equipment, supplies and maintenance projects.

**STATUS**

During November 2017, the Acting Vice Chancellor of Business Services, or appropriate designee, reviewed and approved a total of 103 total contracts, following review by legal counsel, when appropriate.

Contract summaries have been provided for 25 contracts between \$5,000 and \$100,000 (EXHIBIT A), amounting to \$609,190.32. For contract values under \$5,000, an additional 70 contracts were processed amounting to \$125,302.88. The contracts combined total value of \$734,493.20 are submitted to the Board of Trustees for ratification, along with an additional 8 contracts with zero dollar value (EXHIBIT B).

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees ratify the contracts as presented in EXHIBIT A through EXHIBIT B.



**November 2017**  
**Contracts with Values between \$5,000 and \$100,000**

**CONTRACTOR NAME****CONTRACT AMOUNT**

<u>Tustin United School District</u> Partnership Agreement – For data reporting and sharing services for the Adult Education Block Grant from 7/1/2017 to 12/31/2018. Irvine Valley College	\$85,000.00
<u>Cambridge West Partnership, LLC</u> Independent Contractor Agreement – To provide consultation and special project services for members of the executive team from 10/30/2017 to 6/30/2018. District Services	\$60,000.00
<u>Chabot-Las Positas Community College District</u> Partnership Agreement – To develop and provide programs for the California Early Childhood Mentor Program from 8/1/2017 to 7/31/2018. Saddleback College	\$51,358.00 Revenue
<u>Striker's Irvine Soccer Club</u> License to Use Agreement – For non-exclusive use of field and parking lot property from 9/1/2017 to 8/31/2018. Irvine Valley College	\$50,000.00 Revenue
<u>Floor Tech America, Inc.</u> Professional Services Agreement – To remove flooring at Life Science building from 12/21/2017 to 1/5/2018. Irvine Valley College	\$47,995.00
<u>Georgetown University</u> Professional Services Agreement –To assist the National Science Foundation's grant implementation of STEM Core Initiative programs from 8/1/2017 to 9/30/2018. Saddleback College	\$40,000.00
<u>CDW Government, LLC</u> Software License Agreement – To provide VMware software and support service for the new ATEP servers from 9/21/2017 to 9/20/2018. Irvine Valley College	\$37,320.00
<u>Blackboard, Inc.</u> Software Service Agreement – To provide a communication tool for notifications to students from 7/1/2017 to 6/30/2018. Irvine Valley College	\$34,000.00
<u>Erickson Law Firm</u> Professional Services Agreement- To provide legal services from 11/1/2017 to 10/31/2019. District Services	\$30,000.00

Item Submitted By: *Dr. Jim Buysse, Acting Vice Chancellor, Business Services*

<u>Penn Corporate Relocation Services</u> Move/Relocation Services Agreement – To provide moving services for the ATEP IVC First Building Project from 11/1/2017 to 2/15/2018. District Services	\$21,424.00
<u>Goodwill Industries of Orange County</u> Professional Services Agreement (Amend No. 1) – For additional interpreting services of \$15,000.00 for a revised contract total of \$20,000.00 from 7/1/2017 to 6/30/2018. Irvine Valley College	\$20,000.00
<u>Yosemite Community College District</u> Instructional Agreement – To implement the Child Development Training Consortium program from 9/1/2017 to 6/30/2018. Saddleback College	\$16,000.00 Revenue
<u>Burwood Group, Inc.</u> Professional Services Agreement – To provide assistance in the software upgrade of the District-wide Cisco phone system from 11/1/2017 to 12/15/2017. District Services	\$15,466.00
<u>Blue Violet Networks</u> Purchase Agreement – To provide service and equipment for the ATEP security infrastructure from 11/1/2017 to 10/31/2018. Irvine Valley College	\$14,691.76
<u>Netzel Grigsby Associates, Inc.</u> Professional Services Agreement – To develop a capital campaign program to support the athletic complex from 11/1/2017 to 3/31/2018. Saddleback College Foundation	\$13,125.00
<u>Giroux Glass, Inc.</u> Field Service Agreement – To replace door at Fine Arts building from 11/8/2017 to 1/8/2018. Saddleback College	\$11,268.00
<u>Arroyo Trabuco Golf Club</u> Facility Use and Catering Agreement – For catering services for the annual fundraising golf tournament on 5/31/2018. Saddleback College Foundation	\$10,162.00
<u>Josh Reidt</u> Independent Contractor Agreement – To provide design services for the baseball field from 11/10/2017 to 6/30/2018. Irvine Valley College	\$10,000.00

<u>Digital Networks Group</u> Field Services Agreement – For the installation of seismic projector equipment at ATEP from 11/10/2017 to 1/10/2018. Irvine Valley College	\$7,858.76
<u>Lakeview Window Coverings</u> Field Service Agreement – To install window covering in the Dance Room from 10/15/2017 to 12/20/2017. Irvine Valley College	\$7,800.00
<u>Sarah Martini</u> Independent Contractor Agreement – For event planning services for the Saddleback College Foundation's 2018 Gala from 1/2/2018 to 5/12/2018. Saddleback College Foundation	\$5,300.00
<u>GetGo, Inc.</u> Software Service Agreement (Amend No. 1) – To renew GoToMyPC services for an additional \$1,740.00 for a revised contract total of \$5,221.80 from 8/1/2017 to 4/30/2018. District Services	\$5,221.80
<u>PPL, Inc.</u> Independent Contractor Agreement – To provide consulting services for the Vice Chancellor of Human Resources search from 9/18/2017 to 10/10/2017. District Services	\$5,200.00
<u>Academic Senate for California Community Colleges</u> Professional Services Agreement – For consulting services in preparation for the Code Alignment Workshops from 7/1/2017 to 6/30/2018. Irvine Valley College	\$5,000.00
<u>MultiLingo Plus</u> Independent Contractor Agreement - To provide translation services for when developing marketing materials from 11/15/2017 to 6/30/2018. Irvine Valley College	\$5,000.00



**November 2017**  
**Contracts with Values of \$0**

<b><u>CONTRACTOR NAME</u></b>	<b><u>CONTRACT AMOUNT</u></b>
<u>Sea Country Senior Community Center</u> Facility Use Agreement - To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>San Clemente Presbyterian Church</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Montanoso Recreation Center</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Florence Sylvester Memorial Senior Center</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>San Juan Capistrano Gymnasium</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Old Fire Station Complex</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Los Angeles Centers for Alcohol &amp; Drug Abuse (LACADA)</u> Memorandum of Understanding – To provide internship programs for Human Services Program students from 8/1/2017 to 6/30/2020. Saddleback College	\$0.00
<u>Mission Hospital</u> Independent Contractor Agreement – To provide a location for Adult ESL classes from 8/1/2017 to 7/31/2018. Saddleback College	\$0.00

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Acceptance of the District, Retiree OPEB Trust, Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: FY 2016-2017

**ACTION:** Review

---

### **BACKGROUND**

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accounting. Title 5, California Code of Regulations, Section 59104, further requires that the governing board of each community college district review the annual audit at a regularly scheduled public meeting.

### **STATUS**

The Board of Trustees employed the firm of Vicenti, Lloyd, & Stutzman, CPAs (VLS) to conduct the District financial audits. Soon after the start of our engagement, VLS was bought out by CliftonLarsonAllen, LLP, who completed the audit of the District (EXHIBIT A), the Retiree OPEB Trust (EXHIBIT B), the Saddleback College Foundation (EXHIBIT C), the Irvine Valley College Foundation (EXHIBIT D), the ATEP Foundation (EXHIBIT E), and the SOCCCD Foundation (EXHIBIT F) funds for FY 2016-2017. The general purpose financial statements with accompanying audit report have been completed and are being submitted to the college Foundation Boards, as well as to the members of the Board of Trustees.

The auditors issued an unmodified opinion for the FY 2016-2017 financial statements with no financial findings.

The Foundations are considered component units of the District and are included through discrete presentation in the District's audit report. The Audit Committee as well as Foundation Directors, and staff had the opportunity to meet with the auditors before the final version of the reports were printed.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees accept the District, the Retiree OPEB Trust, the Saddleback Foundation, the Irvine Valley College Foundation, the ATEP Foundation, and the SOCCCD Foundation FY 2016-2017 audit reports as presented in EXHIBIT A through F.

Item Submitted By: Dr. Jim Buysse, *Acting Vice Chancellor, Business Services*

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

**REPORT ON AUDIT OF FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION  
INCLUDING REPORTS ON COMPLIANCE  
June 30, 2017**



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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**June 30, 2017**

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities, the fiduciary activities and the aggregate discretely presented component units of the South Orange County Community College District (the District) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, the fiduciary activities, and the aggregate discretely presented component units, of the South Orange County Community College District as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of a Matter**

During fiscal year ended June 30, 2017, the District adopted the provisions of Governmental Accounting Standards Board Statement (GASB) No. 74 *Financial Reporting for Postemployment Benefit Plans Other Than Pensions Plans*, No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* and No. 84 *Fiduciary Activities*. As a result of the implementation of these standards, the District reported a restatement for the change in accounting principle (see Note 15). Our auditors' opinion was not modified with respect to the restatement.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, required supplementary information schedules as listed in the aforementioned table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the District's financial statements as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is also presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary section, including the schedule of expenditures of federal awards, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary section, including the schedule of expenditures of federal awards, is fairly stated in all material respects in relation to the basic financial statements as a whole.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report October 5, 2017 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**  
Glendora, California  
October 5, 2017

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

### **MANAGEMENT'S DISCUSSION AND ANALYSIS For the Fiscal Year Ended June 30, 2017**

#### **INTRODUCTION TO THE BASIC FINANCIAL STATEMENTS**

The South Orange County Community College District serves over 40,000 students who attend Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Due to prudent management and conservative fiscal policies, our District has prepared for the challenging budget times by creating reserves, retiring debt, fully funding the retiree liability, and implementing efficiencies throughout all operations. Strategic planning, investments in technology and increasing online services to students ensure we meet the current and growing demands of transfer to four-year colleges, workforce training, career technical preparation, and basic skills. Over 3,000 employees in the South Orange County Community College District are committed to providing the best educational foundation possible for our students with respect for taxpayers. We invite you to learn more about us and our services to students and the community at [www.socccd.edu](http://www.socccd.edu).

#### **ACCOUNTING STANDARDS**

The South Orange County Community College District continues to present its financial statements in the Business-Type Activities reporting format required by statements released by the Government Accounting Standards Board (GASB) in 1999. The format prescribed by GASB focuses on the District as a whole rather than on individual funds.

The following management's discussion and analysis provides an overview of the financial position and activities of the South Orange County Community College District's Financial Report for the year ended June 30, 2017. The previous year's financial statements that provide information on the District as a whole:

The Statement of Net Position

The Statement of Revenues, Expenses and Changes in Net Position

The Statement of Cash Flows

Each of these statements will be reviewed and significant events discussed.

#### **FINANCIAL AND ENROLLMENT HIGHLIGHTS**

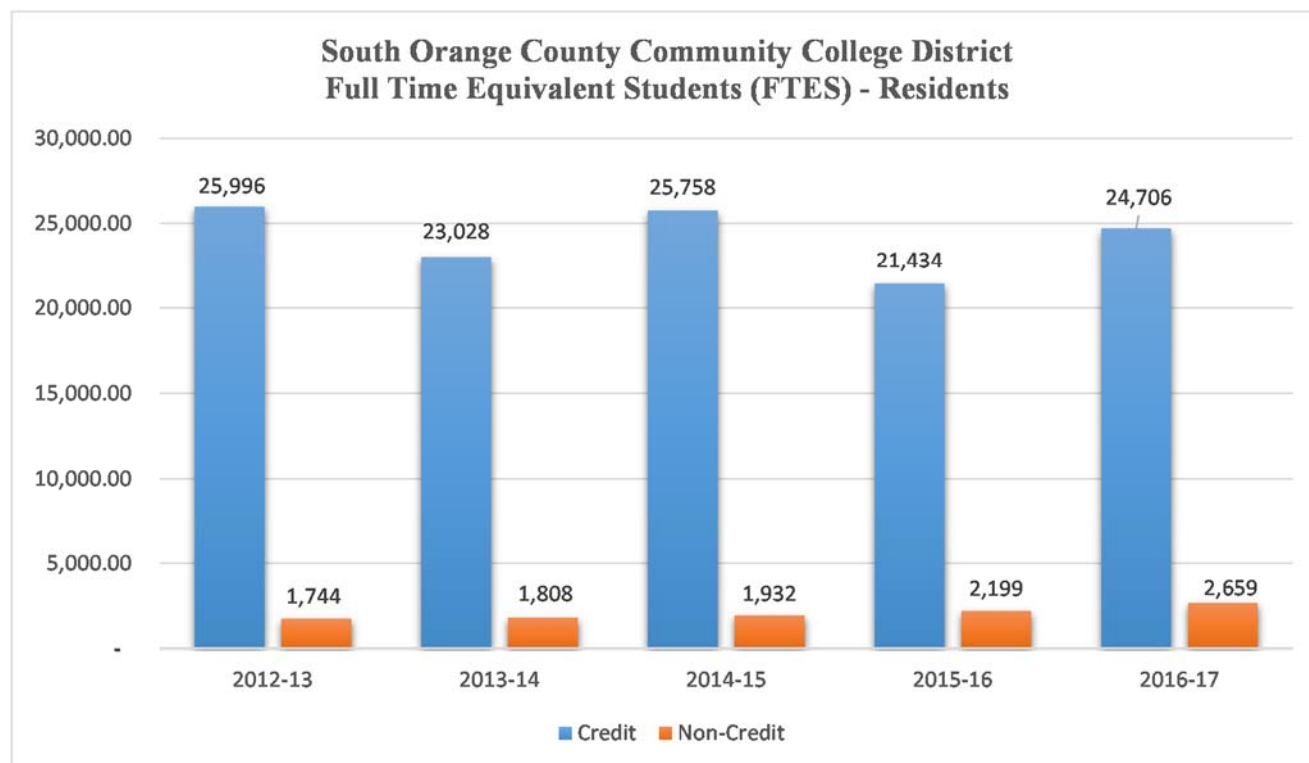
The District ended the year with a strong General Fund ending balance. The ability to maintain a prudent reserve of 7.5% affords cash flow stability for the District without external borrowing. Property taxes continue to provide a reliable revenue source that allows the District some protection from state budget cuts and forced workload reductions.

Reported resident enrollments at the colleges increased in FY 2016-2017 by 9% from the prior year. This is primarily the result of the timing of reporting FTES (full-time equivalent students)

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the Fiscal Year Ended June 30, 2017

for strategic planning rather than an actual increase in students served. A history of reported resident student enrollments is provided below.



Non-resident enrollment increased by 15% in fiscal year 2016-17. In fiscal year 2015-16 the District reported 1,529 FTES and in fiscal year 2016-17 it increased to 1,752.

### STATEMENT OF NET POSITION

The Statement of Net Position presents information on the District's assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

There are two changes that had a significant impact on the financial statements this year. The first is the inclusion of the Pension Stability Trust (PST) in the primary government financials. The second change is the implementation of GASB 74 which requires additional entries related to our OPEB Trust. The impact of these changes are noted in the narratives below.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

	<u>2017</u>	<u>2016</u>	<u>Net Change</u>
<b>Assets</b>			
Current assets	\$ 378,793,738	\$ 346,023,072	\$ 32,770,666
Non-current assets	<u>371,272,610</u>	<u>358,659,922</u>	<u>12,612,688</u>
<b>Total Assets</b>	<u>750,066,348</u>	<u>704,682,994</u>	<u>45,383,354</u>
 <b>Deferred Outflows of Resources</b>	 <u>41,275,283</u>	 <u>15,906,777</u>	 <u>25,368,506</u>
 <b>Liabilities</b>			
Current liabilities	52,753,129	54,922,978	(2,169,849)
Non-current liabilities	<u>193,199,443</u>	<u>145,069,807</u>	<u>48,129,636</u>
<b>Total Liabilities</b>	<u>245,952,572</u>	<u>199,992,785</u>	<u>45,959,787</u>
 <b>Deferred Inflows of Resources</b>	 <u>10,572,054</u>	 <u>20,721,518</u>	 <u>(10,149,464)</u>
 <b>Net Position</b>			
Net investment in capital assets	367,017,057	358,563,672	8,453,385
Restricted	84,613,006	29,072,393	55,540,613
Unrestricted	<u>83,186,942</u>	<u>112,239,403</u>	<u>(29,052,461)</u>
<b>Total Net Position</b>	<u>\$ 534,817,005</u>	<u>\$ 499,875,468</u>	<u>\$ 34,941,537</u>

*Assets*

Total Assets increased approximately \$45 million, a percentage increase of 6%. The major changes affecting total assets are listed below:

- Current assets increased approximately \$33 million. This was due primarily to an increase in cash for property tax revenues and the inclusion of \$27 million for the Pension Stability Trust.
- Non-current assets increased \$13 million over the prior year primarily due to increases in capital assets and construction in progress for projects such as the Saddleback College new Science building, Fine Arts HVAC renovation, and Stadium projects.

*Liabilities*

Total liabilities increased by approximately \$46 million; an increase of 23%. The major changes affecting total liabilities are listed herein.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

- Current liabilities decreased approximately \$2.8 million. Accounts payable decreased approximately \$8 million for completed capital outlay projects. Deferred revenue increased by approximately \$5 million for state categorical programs for Adult Education and Strong Workforce funding.
- Non-current liabilities increased by \$48.8 million as a result of an increase of \$38.5 million in the Net Pension Liability, an increase of \$9.3 million for the Early Retirement Incentive program, and a \$1.1 million increase in compensated absences as described in Note 11.

**Deferred Outflows/Deferred Inflows of Resources**

In addition to assets, the District reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Pursuant to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*, the District recognized deferred outflows and inflows of resources related to pensions in the District-wide financial statements. Refer to Note 9 for the District's deferred outflows and inflows of resources related to pensions.

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods, such as revenues pertaining to receivables and expenses pertaining to earned, but unused, compensated balances.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

<b>Operating Revenues</b>	<b>2017</b>	<b>2016</b>	<b>\$ Change</b>	<b>% Change</b>
Student tuition and fees	\$ 50,193,958	\$ 48,460,902	\$ 1,733,056	3.58%
Less: scholarship discount & allowance	(10,898,064)	(13,236,064)	2,338,000	-17.66%
Net tuition & fees	39,295,894	35,224,838	4,071,056	11.56%
Grants and contracts, noncapital:				
Federal	2,955,543	2,987,343	(31,800)	-1.06%
State	30,295,475	19,571,211	10,724,264	54.80%
Local	1,797,062	1,982,127	(185,065)	-9.34%
Internal service sales and charges	(10,740,212)	(13,185,327)	2,445,115	-18.54%
Subtotal	24,307,868	11,355,354	12,952,514	114.07%
<b>Total Operating Revenues</b>	<b>63,603,762</b>	<b>46,580,192</b>	<b>17,023,570</b>	<b>36.55%</b>
<b>Operating Expenses</b>				
Salaries	144,218,652	131,867,108	12,351,544	9.37%
Benefits	60,206,601	63,482,955	(3,276,354)	-5.16%
Financial Aid	28,960,083	29,224,426	(264,343)	-0.90%
Supplies, materials, & other operating expenses	37,357,365	27,787,612	9,569,753	34.44%
Utilities	4,607,626	3,423,301	1,184,325	34.60%
Depreciation	18,372,925	12,864,406	5,508,519	42.82%
<b>Total Operating Expenses</b>	<b>293,723,252</b>	<b>268,649,808</b>	<b>25,073,444</b>	<b>9.33%</b>
<b>Operating Loss</b>	<b>(230,119,490)</b>	<b>(222,069,616)</b>	<b>(8,049,874)</b>	<b>3.62%</b>
<b>Nonoperating Revenues (Expenses)</b>				
State apportionment, non-capital	6,994,156	4,072,351	2,921,805	71.75%
Local property taxes	196,566,594	185,161,046	11,405,548	6.16%
Federal grants and contracts, noncapital	25,210,852	27,772,603	(2,561,751)	-9.22%
State taxes & other revenues	13,788,727	26,218,428	(12,429,701)	-47.41%
Investment income(loss) - noncapital	1,809,172	590,889	1,218,283	206.18%
<b>Total Nonoperating Revenues (Expenses)</b>	<b>244,369,501</b>	<b>243,815,317</b>	<b>554,184</b>	<b>0.23%</b>
<b>Gain Before Other Revenues and Losses</b>	<b>14,250,011</b>	<b>21,745,701</b>	<b>(7,495,690)</b>	<b>-34.47%</b>
<b>Other Revenues and (Losses)</b>				
State apportionments, capital	25,212	770,761	(745,549)	-96.73%
Local revenues, grants and gifts, capital	10,793,101	11,485,453	(692,352)	-6.03%
Interest and investment income, capital	1,788,389	1,197,781	590,608	0.00%
Loss on disposal of equipment	-	(110,035)	110,035	-100.00%
<b>Total Other Revenues and Losses</b>	<b>12,606,702</b>	<b>13,343,960</b>	<b>(737,258)</b>	<b>-5.53%</b>
<b>Change in Net Position</b>	<b>26,856,713</b>	<b>35,089,661</b>	<b>(8,232,948)</b>	<b>-23.46%</b>
<b>Net Position - Beginning</b>	<b>499,875,468</b>	<b>464,785,807</b>	<b>35,089,661</b>	<b>7.55%</b>
Cumulative effect of change in accountin principles	8,084,824	-	8,084,824	-
<b>Net Position - Beginning</b>	<b>507,960,292</b>	<b>464,785,807</b>	<b>43,174,485</b>	<b>9.29%</b>
<b>Net Position - Ending</b>	<b>\$ 534,817,005</b>	<b>\$ 499,875,468</b>	<b>\$ 34,941,537</b>	<b>6.99%</b>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

***Operating Revenues***

Total Operating Revenues increased by approximately \$17 million, a percentage increase of 36%.

- Net tuition and fees experienced an increase of \$4 million, approximately 11%. Fee revenue increased by \$1.7 million primarily as a result of higher non-resident tuition revenue. Scholarship discounts and allowances decreased by \$2.3 million from lower demand in state BOGG fee waivers.
- Non capital grants and contracts increased \$10.5 million, an increase of 43%. Factors contributing to this include an \$800 thousand increase in Physical Plant & Instructional Equipment Support, \$2.3 million of increased funding for Student Success and Student Equity programs, \$400 thousand for the Strong Workforce program, and \$4.6 million for the Adult Ed Block Grant program.
- Internal Service Sales and Charges increased by \$2.4 million, primarily as a result of the inclusion of the PST.

***Operating Expenses***

Total Operating Expenses increased by 9%, approximately \$25 million. Items of significance affecting the changes include:

- Salaries and benefits increased by approximately \$9 million, an increase of 5%. Salaries increased by \$12.3 million (9%) primarily as a result of negotiated salary increases and step and column movement. Benefits decreased by \$3.3 million or 5% due to the net effect of GASB 68 and 74 reporting requirements for pension benefits, offset by higher pension contribution rates and benefit premiums.
- Supplies, materials and other operating expenses increased by \$9.5 million, an increase of 34%. The increase was primarily for capital outlay related costs for projects that were completed during the year.
- Utilities increased by \$1.2 million, an increase of 35%, due to higher electricity costs and use, and increased maintenance of the central co-generation plant.
- Depreciation increase by \$5.5 million (43%) due to new buildings and other capital assets coming on-line.

***Non-Operating Revenues (Expenses)***

Non-Operating Revenues increased by \$0.5 million mainly due to the net effect of the following:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

- Non-capital State apportionment increased by \$2.9 million, a 72% increase. This is due to state prior year funding corrections (\$1.3 million), and additional funds for hiring full-time faculty (\$1.7 million).
- The increase of \$11 million, 6%, in local property tax reflects the moderate growth trend of the local property tax base.
- Federal grants and contracts decreased by \$2.6 million, 9%, primarily as a result of decreased Pell grant awards at both colleges.
- State taxes and other revenues decreased \$12 million, 47%, due to one-time state resources for the backlog of mandated costs claims in FY 2015-2016.
- Investment income increased by \$1.2 million largely as a result of the inclusion of the PST and higher investment returns.

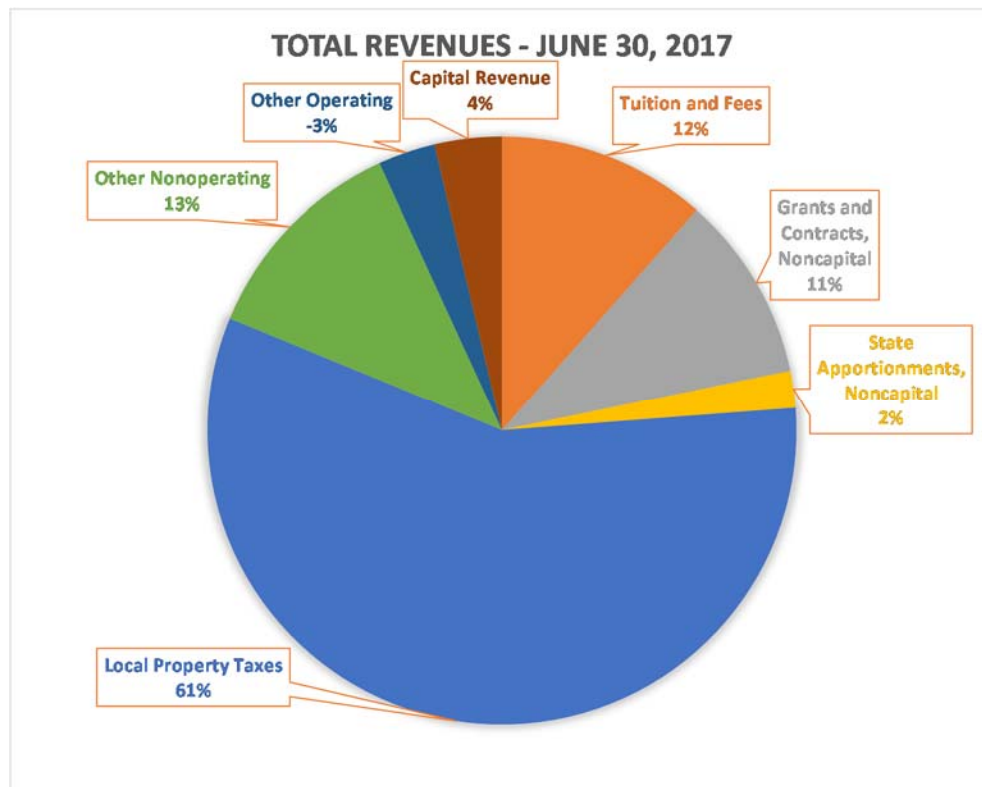
***Capital contributions***

Capital contributions decreased by 5.5%, approximately \$737 thousand.

- State apportionments for capital decreased \$745 thousand due to the lack of energy efficiency project funds in FY 2016-2017.
- Interest and investment income for capital increased \$590 thousand, 49%, due to improved return rates and larger cash balances in the capital outlay fund.

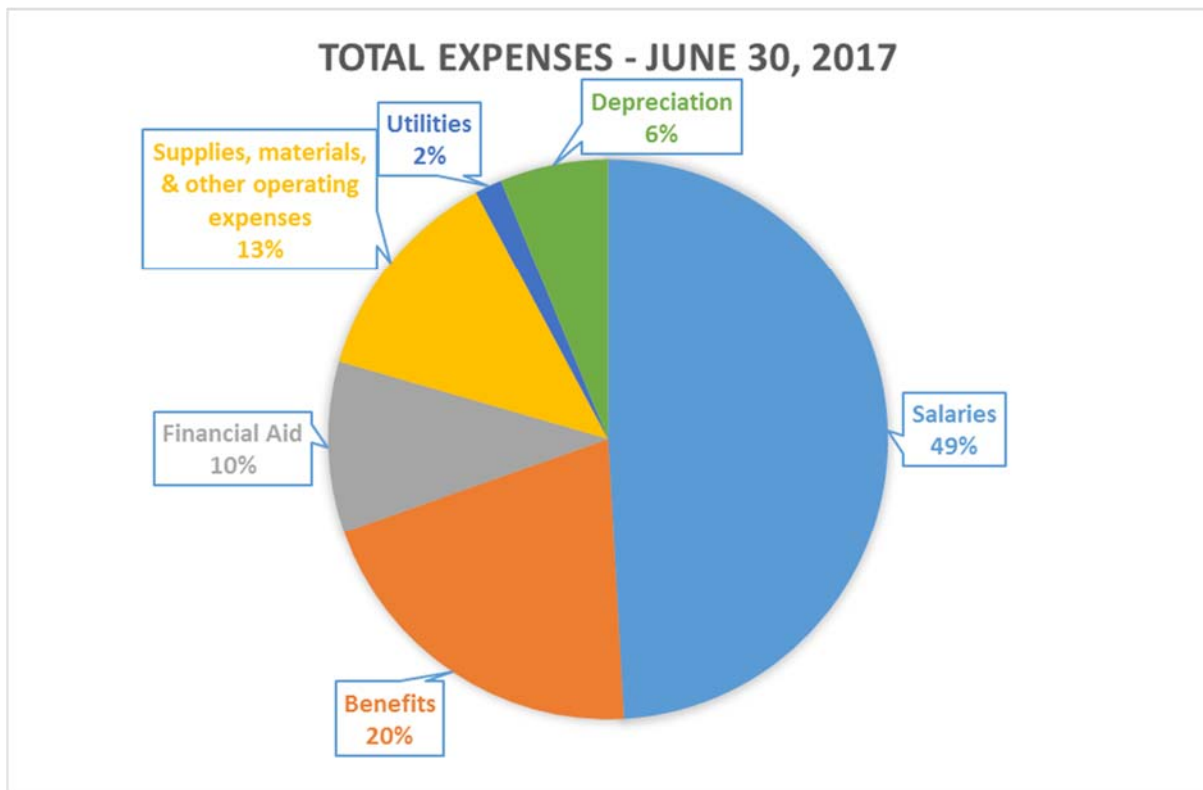
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the Fiscal Year Ended June 30, 2017



#### District's Fiduciary Responsibility

The District is the trustee, or fiduciary, for certain amounts held on behalf of students, clubs, and donors for student loans and scholarships. The District's fiduciary activities are reported in a separate statement of fiduciary net position. These activities are excluded from the District's other financial statements because these assets cannot be used to finance operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

##### *Capital Assets*

As of June 30, 2017, the District had approximately \$367 million invested in net capital assets. Total capital assets of \$551.7 million consist of land, construction in progress, buildings and improvements, vehicles, data processing equipment, and other office equipment. These assets have accumulated depreciation of \$184.7 million. In FY 2016- 2017, there were capital asset additions in the amount of \$140.6 million. Deletions of \$113.8 million are for completed construction in progress moved to buildings and equipment assets. Depreciation expense of \$18.4 million was recorded for FY 2016-2017.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

Note 5 to the financial statements provides additional information on capital assets. A comparison of capital assets net of depreciation is summarized below:

	<u>2017</u>	<u>2016</u>	<u>Net Change</u>
Land and construction in progress	\$ 95,000,623	\$ 183,869,184	\$ (88,868,561)
Buildings and equipment	456,740,788	341,045,917	115,694,871
Accumulated depreciation	<u>(184,724,354)</u>	<u>(166,351,429)</u>	<u>(18,372,925)</u>
<b>Total Capital Assets</b>	<u><u>\$ 367,017,057</u></u>	<u><u>\$ 358,563,672</u></u>	<u><u>\$ 8,453,385</u></u>

***Debt***

At June 30, 2017, the District had \$195.7 million in debt. Note 11 provides additional information on long-term liabilities. A comparison is summarized below:

	<u>2017</u>	<u>2016</u>	<u>Net Change</u>
Compensated absences	\$ 5,151,875	\$ 4,014,127	\$ 1,137,748
Claims liability	459,777	321,673	138,104
Early retirement incentive	9,275,763	-	9,275,763
Net pension liability	<u>180,807,787</u>	<u>142,345,492</u>	<u>38,462,295</u>
<b>Total Long-Term Liabilities</b>	<u><u>\$ 195,695,202</u></u>	<u><u>\$ 146,681,292</u></u>	<u><u>\$ 49,013,910</u></u>

**ECONOMIC OUTLOOK AND FACTORS AFFECTING NEXT YEAR'S BUDGET**

The FY 2017-2018 state budget for community colleges included a 1.56% cost of living adjustment (COLA) on general purpose apportionments, \$183.6 million base allocation increase, and 1% for growth funding statewide. The District's calculated growth rate is 0.5%, although the colleges are not expected to grow above current funding levels. While the District does not receive general apportionment funds from the state, increases were funded to the colleges in the allocation model with property tax revenues.

The District has been identified as a "locally funded" district since 1999-2000, meaning its primary source of revenue comes from local property taxes, not state apportionment. The FY 2017-2018 adopted budget assumes an increase in property tax revenue of 4% from FY 2016-2017 actual receipts. This assumption is based on prior years' history and conservative estimations provided by the county auditor/controller's office. Property tax receipts have been a stable revenue source with moderate growth in recent years. The District continues to experience sufficient revenue to maintain funding of the colleges and allow for future capital projects.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

Excess funds over what would be received from the state funding formula are used to pay for long-term debt, one-time expenditures, and capital outlay needs.

The state budget continues to provide increased funding for student services including funds for veteran's services, guided pathways, and student success grants. Funds were also provided for facility scheduled maintenance, instructional equipment, and energy efficiency projects.

The most recent actuarial study was completed for OPEB liability as of January 2017. Based on a discount rate of 6%, the actuarial accrued surplus is \$314 thousand. The District has budgeted sufficient funds to meet the annual required contribution for FY 2017-2018. The next actuarial study will be completed in January 2018.

In 2015, the legislature approved increases in the employer STRS contribution rate through FY 2020-2021 in order to address the large unfunded liability. For FY 2017-2018, the rate increases from 12.58% to 14.43%. Projected rate increases for PERS are also expected to be significant in the coming years. For FY 2017-2018, the PERS rate increases from 13.888% to 15.531%. The District created a Pension Stability Trust to pre-fund the increased costs anticipated through FY 2020-2021. The final allocation of \$12.6 million will be transferred to the trust in FY 2017-2018.

**REQUEST FOR INFORMATION**

The financial report is designed to provide a general overview of the District's finances. Questions concerning this report or requests for additional financial information should be addressed to the South Orange County Community College District, Office of the Executive Director of Fiscal Services, 28000 Marquerite Parkway, Mission Viejo, CA 92692-3635.



**BASIC FINANCIAL STATEMENTS**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF NET POSITION  
June 30, 2017**

	Primary Government	Component Units
<b><u>Assets</u></b>		
Current Assets:		
Cash and cash equivalents	\$ 313,445,443	\$ 409,385
Investments	52,986,362	11,480,071
Accounts receivable, net	9,540,193	955,022
Inventory	43,869	-
Prepaid expenses	2,340,658	44,633
Due from component units	362,640	-
Due from fiduciary funds	74,573	-
Total Current Assets	<u>378,793,738</u>	<u>12,889,111</u>
Non-Current Assets:		
OPEB asset	4,255,553	-
Capital assets, net of accumulated depreciation	<u>367,017,057</u>	<u>13,625</u>
Total Non-Current Assets	<u>371,272,610</u>	<u>13,625</u>
<b>Total Assets</b>	<u>750,066,348</u>	<u>12,902,736</u>
<b><u>Deferred Outflows of Resources</u></b>		
Deferred outflows - pension	<u>41,275,283</u>	<u>-</u>
<b>Total Deferred Outflows of Resources</b>	<u>41,275,283</u>	<u>-</u>
<b>Total Assets and Deferred Outflows of Resources</b>	<u>\$ 791,341,631</u>	<u>\$ 12,902,736</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF NET POSITION  
June 30, 2017**

	Primary Government	Component Units
<b><u>Liabilities</u></b>		
Current Liabilities:		
Accounts payable	\$ 12,456,977	\$ 101,776
Accrued liabilities	9,053,332	336,891
Unearned revenue	28,747,061	-
Current portion of long term liabilities	2,495,759	-
Total Current Liabilities	<u>52,753,129</u>	<u>438,667</u>
Non-Current Liabilities		
Non-current portion of long term liabilities	193,199,443	-
Total Non-Current Liabilities	<u>193,199,443</u>	<u>-</u>
<b>Total Liabilities</b>	<u>245,952,572</u>	<u>438,667</u>
<b><u>Deferred Inflows of Resources</u></b>		
Deferred inflows - pensions	<u>10,572,054</u>	<u>-</u>
<b><u>Net Position</u></b>		
Net investment in capital assets	367,017,057	-
Restricted for:		
Capital projects	72,678,712	-
Scholarship and loans	22,752	6,237,067
Other special purposes	9,765,926	-
Restricted - nonexpendable	2,145,616	-
Permanently Restricted		4,964,341
Unrestricted	<u>83,186,942</u>	<u>1,262,661</u>
<b>Total Net Position</b>	<u>534,817,005</u>	<u>12,464,069</u>
<b>Total Liabilities, Deferred Inflows of Resources and Net Position</b>	<u>\$ 791,341,631</u>	<u>\$ 12,902,736</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
For the Fiscal Year Ended June 30, 2017**

	Primary Government	Component Units
<b>Operating Revenues</b>		
Tuition and fees (gross)	\$ 50,193,958	\$ -
Less: Scholarship discounts and allowances	(10,898,064)	-
Net tuition and fees	39,295,894	-
Grants and contracts, non-capital:		
Federal	2,955,543	-
State	30,295,475	-
Local	1,797,062	4,123,249
Internal service sales and charges	(10,740,212)	-
<b>Total Operating Revenues</b>	<u>63,603,762</u>	<u>4,123,249</u>
<b>Operating Expenses</b>		
Salaries	144,218,652	529,152
Employee benefits	60,206,601	156,265
Supplies, materials, and other operating expenses and services	37,357,365	3,496,939
Financial aid	28,960,083	-
Utilities	4,607,626	-
Depreciation	18,372,925	2,305
<b>Total Operating Expenses</b>	<u>293,723,252</u>	<u>4,184,661</u>
<b>Operating Income (Loss)</b>	<u>(230,119,490)</u>	<u>(61,412)</u>
<b>Non-Operating Revenues (Expenses)</b>		
State apportionments, non-capital	6,994,156	-
Local property taxes	196,566,594	-
Federal grants and contracts, non-capital	25,210,852	-
States taxes and other revenue	13,788,727	-
Interest and investment income, non-capital	1,809,172	1,072,110
<b>Total Non-Operating Revenues (Expenses)</b>	<u>244,369,501</u>	<u>1,072,110</u>
<b>Income Before Other Revenues, Expenses, Gains and Losses</b>	<u>14,250,011</u>	<u>1,010,698</u>
<b>Other Revenues, Expenses, Gains and Losses</b>		
State apportionments, capital	25,212	-
Interest and investment income, capital	1,788,389	-
Local revenue, grants and gifts, capital	10,793,101	-
<b>Total Other Revenues, Expenses, Gains and Losses</b>	<u>12,606,702</u>	<u>-</u>
<b>Changes in Net Position</b>	26,856,713	1,010,698
<b>Net Position, Beginning of Year</b>	499,875,468	11,453,371
Cumulative effect of change in accounting principles (see Note 15)	8,084,824	-
<b>Net Position, Beginning of Year After Restatement</b>	<u>507,960,292</u>	<u>11,453,371</u>
<b>Net Position, End of Year</b>	<u>\$ 534,817,005</u>	<u>\$ 12,464,069</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CASH FLOWS  
For the Fiscal Year Ended June 30, 2017**

	Primary Government	Component Units
<b>Cash Flows From Operating Activities</b>		
Tuition and fees	\$ 38,999,136	\$ -
Federal grants and contracts	3,347,619	-
State grants and contracts	33,569,126	-
Local grants and contracts	1,807,231	3,092,515
Payments to suppliers	(42,112,071)	(1,917,480)
Payments to/on-behalf of employees	(203,976,184)	(621,179)
Payments to/on-behalf of students	(28,889,862)	(829,452)
Other miscellaneous payments	(8,086,716)	-
Net cash provided (used) by operating activities	<u>(205,341,721)</u>	<u>(275,596)</u>
<b>Cash Flows From Non-Capital Financing Activities</b>		
State apportionments and receipts	6,994,156	-
Property taxes	195,893,954	-
Grants and gifts for other than capital purposes	38,999,579	-
State tax and other revenues	10,793,101	-
Net cash provided (used) by non-capital financing activities	<u>252,680,790</u>	<u>-</u>
<b>Cash Flows From Capital and Related Financing Activities</b>		
State apportionment for capital purposes	25,212	-
Local revenue, grants and gifts for capital purposes	67,361	-
Net purchases of capital assets	<u>(33,577,268)</u>	<u>-</u>
Net cash provided (used) by capital and financing activities	<u>(33,484,695)</u>	<u>-</u>
<b>Cash Flows from Investing Activities</b>		
Interest on investments	3,597,561	288,696
Proceeds from sale of investments	-	254,709
Purchase of investments	<u>(12,223,271)</u>	<u>(1,011,298)</u>
Net cash provided (used) by investing activities	<u>(8,625,710)</u>	<u>(467,893)</u>
<b>Net Change in Cash and Cash Equivalents</b>	5,228,664	(743,489)
<b>Cash Balance - Beginning of Year</b>	<u>308,216,779</u>	<u>1,152,874</u>
<b>Cash Balance - End of Year</b>	<u><u>\$ 313,445,443</u></u>	<u><u>\$ 409,385</u></u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CASH FLOWS  
For the Fiscal Year Ended June 30, 2017**

**RECONCILIATION OF OPERATING INCOME (LOSS) TO  
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES**

	Primary Government	Component units
<b>Cash Provided (Used) by Operating Activities</b>		
Operating income (loss)	\$ (230,119,490)	\$ (61,412)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation expense	18,372,925	2,305
Changes in assets and liabilities:		
Receivables, net	1,187,093	169,561
Inventory	(5,766)	-
Prepaid expense	(1,197,314)	(32,763)
Due from component units and fiduciary funds	96,505	-
Deferred outflows of current year pension contributions	(25,368,506)	-
Accounts payable	1,190,430	(417,527)
Accrued liabilities	(2,048,182)	64,240
Net pension liabilities	38,462,294	-
Unearned revenue	4,684,827	-
Compensated absences	1,137,747	-
OPEB asset	(10,998,687)	-
Estimated liability for open claims and IBNR's	138,104	-
Supplemental employee retirement plan	9,275,763	-
Deferred inflows of pension plan investments	(10,149,464)	-
Net cash provided (used) by operating activities	<u>\$ (205,341,721)</u>	<u>\$ (275,596)</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF FIDUCIARY NET POSITION  
June 30, 2017**

	Associated Student Government Trust Funds
<b><u>Assets</u></b>	
Cash and cash equivalents	\$ 287,047
Investments	79,207
Accounts receivable	103,444
<b>Total Assets</b>	<b>\$ 469,698</b>
<b><u>Liabilities</u></b>	
Accounts payable	\$ 11,168
Due to District	74,573
Deferred revenue	21,861
Funds held in trust	71,839
<b>Total Liabilities</b>	<b>179,441</b>
<b><u>Net Position</u></b>	
Unrestricted	290,257
<b>Total Net Position</b>	<b>290,257</b>
<b>Total Liabilities and Net Position</b>	<b>\$ 469,698</b>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
For the Fiscal Year Ended June 30, 2017**

	Associated Student Government Trust Funds
<b>Additions</b>	
Sales and other local revenues	\$ 866,998
Interest income	586
<b>Total Additions</b>	<u>867,584</u>
<b>Deductions</b>	
Salaries	136,031
Benefits	68,702
Supplies and materials	64,091
Other operating expenses and services	465,565
Capital outlay	21,469
Student financial aid	131,276
<b>Total Deductions</b>	<u>887,134</u>
<b>Net Changes in Net Position</b>	(19,550)
<b>Net Position, Beginning of Year</b>	<u>309,807</u>
<b>Net Position, End of Year</b>	<u>\$ 290,257</u>

See accompanying notes to the financial statements.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF PLAN NET POSITION  
June 30, 2017**

	Retiree Health Benefit (OPEB) Trust
<b><u>Assets</u></b>	
Investments	\$ 110,063,884
<b>Total Assets</b>	<b>\$ 110,063,884</b>
<b><u>Net Position</u></b>	
Restricted - nonspendable	110,063,884
<b>Total Net Position</b>	<b>\$ 110,063,884</b>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CHANGES IN PLAN NET POSITION  
For the Fiscal Year Ended June 30, 2017**

	Retiree Health Benefit (OPEB) Trust
<b>Additions</b>	
Employer contributions	\$ 6,390,000
Interest income	10,662,951
Sales and other local revenue	<u>3,558,418</u>
<b>Total Additions</b>	<u>20,611,369</u>
<b>Deductions</b>	
Benefits	3,550,218
Other operating expenses and services	<u>335,598</u>
<b>Total Deductions</b>	<u>3,885,816</u>
<b>Net Changes in Net Position</b>	16,725,553
<b>Net Position, Beginning of Year as amended (see Note 15)</b>	<u>93,338,331</u>
<b>Net Position, End of Year</b>	<u><u>\$ 110,063,884</u></u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

South Orange County Community College District (District) is the level of government primarily accountable for activities related to public education. The governing authority consists of elected officials who, together, constitute the Board of Trustees.

The District considered its financial and operational relationships with potential component units under the reporting entity definition of Governmental Accounting Standards Board (GASB). The basic, but not the only, criterion for including another organization in the District's reporting entity for financial reports is the ability of the District's elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one entity is dependent on another and a financial benefit or burden relationship is present and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the District's power and includes, but is not limited to: financial interdependency; selection of governing authority; designation of management; ability to significantly influence operations; and accountability for fiscal matters.

Due to the nature and significance of their relationship with the District, including ongoing financial support of the District or its other component units, certain organizations warrant inclusion as part of the financial reporting entity. A legally separate, tax-exempt organization should be reported as a component unit of the District if all of the following criteria are met:

- The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the District, its component units, or its constituents.
- The District, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
- The economic resources received or held by an individual organization that the District, or its component units, is entitled to, or has the ability to otherwise access, are significant to the District.

Based upon the application of the criteria listed above, the Facilities Corporation 2011 of the South Orange County Community College District (Corporation) has been included in the District's reporting entity as a blended component unit. Separate financial information may be obtained through the District.

Based upon the application of the criteria listed above, the following potential component units have been included in the District's reporting entity:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**South Orange County Community College District Foundation, Advanced Technology and Education Park Foundation, Saddleback College Foundation, and Irvine Valley College Foundation:** The Foundations are a separate not-for-profit corporation formed to promote and assist the educational programs of the District. The Board of Governors are appointed independent of any District Board of Trustee's elections. The Board is responsible for their own accounting and finance related activities; however, the District's governing board has fiscal responsibility over the Foundations. The financial activities of the Foundations have been discretely presented. Separate financial statements for the Foundations may be obtained through the District.

**Retiree Health Benefit OPEB Trust (the Trust):** The Trust is an irrevocable governmental trust pursuant to Section 115 of the Internal Revenue Code for the purpose of funding certain post-employment benefits other than pensions. The Trust Board of Authority comprised of the Vice Chancellor of Business, Vice Chancellor of Human Resources and Employer/Employee Relations, District Executive Director of Fiscal Services/Comptroller, Vice President of Administrative Services, Saddleback College, and the Vice President of Administrative Services, Irvine Valley College, provide oversight over Trust investment and plan administration. As such, the District acts as the fiduciary of the Trust. Separate financial statements are prepared for the Trust.

**Pension Stabilization Trust (the PST):** The PST was established to help California public entities stabilize the funding of their pension benefit liabilities by creating a secure vehicle to hold assets pending their contribution to a pension plan in satisfaction of their funding obligation. The PST is an irrevocable governmental trust intended to qualify as a trust arrangement that is tax exempt under applicable guidance and procedures under Section 115 of the Internal Revenue Code. The PST is administered by Benefit Trust Company as directed by the Board of Authority, of which, the District appoints one member. Because the District is the sole beneficiary of the PST, the fund does not meet the definition of a fiduciary activity, thus, the PST is reported as a blended component unit. Separate financial statements are not prepared for the PST.

**Financial Statement Presentation**

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the GASB. The financial statement presentation required by GASB provides a comprehensive, entity-wide perspective of the District's financial activities. The entity-wide perspective replaces the fund-group perspective previously required. Fiduciary activities, with the exception of the Student Financial Aid Fund and the Retiree Benefits Fund, are excluded from the basic financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

For financial reporting purposes, the District is considered a special-purpose government engaged in business-type activities. Accordingly, the District's basic financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

The statements of plan net position and changes in plan net position of the Retiree Health Benefit (OPEB) Trust is prepared using the accrual basis of accounting. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

For internal accounting purposes, the budgetary and financial accounts of the District have been recorded and maintained in accordance with the Chancellor's Office of the California Community College's *Budget and Accounting Manual*.

To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations and equities.

By state law, the District's Governing Board must approve a budget no later than September 15. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements. Budgets for all governmental funds were adopted on a basis consistent with generally accepted accounting principles (GAAP).

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. Expenditures cannot legally exceed appropriations by major object account.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Cash and Cash Equivalents**

The District's cash and cash equivalents, are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB.

**Investments**

Investments in governmental funds, the fiduciary fund and the OPEB Trust Fund are reported at fair value, which is determined by the most recent bid and asking price as obtained from dealers that make markets in such securities.

**Accounts Receivables**

Accounts receivable consists primarily of amounts due from the Federal government, state and local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Material receivables are considered fully collectible.

Bad debts are accounted for by the direct write-off method for student receivables, which is not materially different from the allowance method.

**Inventories**

Inventories are presented at the lower of cost or market on an average basis and are expensed when used. Inventory consists of expendable instructional, custodial, health and other supplies held for consumption.

**Prepaid Expenses**

Payments made to vendors for goods or services that will benefit periods beyond June 30, 2017, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure/expense is reported in the year in which goods or services are consumed.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Capital Assets**

Capital assets are recorded at cost at the date of acquisition. Donated capital assets are recorded at their estimated fair value at the date of donation. For equipment, the District's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life of greater than one year. Buildings as well as renovations to buildings, infrastructure, and land improvements with a unit cost of \$150,000 or more and that significantly increase the value or extend the useful life of the structure are capitalized.

The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend the asset's life is recorded as an operating expense in the year in which the expense was incurred. Depreciation is computed using the straight-line method with a half-year convention over the estimated useful lives of the assets, generally 50 years for buildings, 10 years for building and land improvements, 8 years for equipment and vehicles and 3 years for technology.

**Deferred Outflows of Resources**

Deferred outflows of resources represent a consumption of net position that applies to a future period and thus, will not be recognized as an outflow of resources (expense/expenditure) until then. The District has the following deferred outflows:

***Deferred Outflows – Pensions:*** The deferred outflows of resources related to pensions results from the following and are recognized as follows:

- District contributions to employee pension plans subsequent to the measurement date of the actuarial valuations for the pension plans will be recognized as a reduction of the net pension liability in the subsequent fiscal year.
- All other deferred outflows will be amortized to pension expense over the estimated average remaining service lifetime of plan participants (EARSL) over closed periods. The EARSL is 7 years for CalSTRS and 3.9 years for CalPERS. The first year of amortization is recognized in pension expense in the year the gain or loss occurs. The remaining amounts are deferred and will be amortized over the remaining periods.

**Accounts Payable and Accrued Liabilities**

Accounts payable consists of amounts due to vendors for goods and services received prior to June 30. Accrued liabilities consist of salaries and benefits payable and load banking.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Unearned Revenue**

Cash received for Federal and state special projects, and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Unearned revenue is recorded to the extent cash received on specific projects and programs exceeds qualified expenditures. Unearned revenue also includes summer enrollment fees received but not earned.

**Compensated Absences**

Accumulated unpaid employee vacation benefits are recognized as a liability in the statement of net position when incurred.

The District has accrued a liability for the amounts attributable to load banking hours within accrued liabilities. Load banking hours consist of hours worked by instructors in excess of a full-time load for which they may carryover for future paid time off.

Sick leave benefits are accumulated without limit for each employee. The employees do not gain a vested right to accumulated sick leave; therefore, accumulated employee sick leave benefits are not recognized as a liability of the District. The District's policy is to record sick leave as an operating expense in the period taken; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

**Net Pension Liability**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value.

**Deferred Inflows of Resources**

Deferred inflows of resources represent an acquisition of net assets by the District that is applicable to a future reporting period. The deferred inflows of resources related to pensions results from the following and are amortized to pension expense as follows:



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

- The net differences between projected and actual earnings on plan investments is amortized over a five year period on a straight-line basis. One-fifth is recognized in pension expense during the measurement period and the remaining amount is deferred and will be amortized over the remaining four-year period.
- All other deferred inflows will be amortized to pension expense over the estimated average remaining service lifetime of plan participants (EARSL) over closed periods. The EARSL is 7 years for CalSTRS and 3.9 years for CalPERS. The first year of amortization is recognized in pension expense in the year the gain or loss occurs. The remaining amounts are deferred and will be amortized over the remaining periods.

**Net Position**

***Net Investment in Capital Assets:*** This represents the District's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

***Restricted Net Position – Expendable:*** Restricted expendable net position includes resources in which the District is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties or by enabling legislation adopted by the District. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

***Restricted Net Position – Nonexpendable:*** Nonexpendable restricted net position consists of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.

***Unrestricted Net Position:*** Unrestricted net position represents resources available to be used for transactions relating to the general operations of the District, and may be used at the discretion of the governing board, as designated, to meet current expenses for specific future purposes.

**State Apportionments**

The District does not receive state apportionments for the base calculation because it receives more than sufficient revenues from enrollment fees and property taxes. The excess property taxes above the base revenue calculations is referred to as basic aid funding.

The District does receive state apportionments for categorical programs. These allocations are based on various financial and statistical information from the current and previous years.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31 and become delinquent after August 31.

The District reports real and personal property tax on an accrual basis. A receivable has been accrued in these financial statements to reflect the amount of property taxes receivable as of June 30, 2017.

**Classification of Revenues**

The District has classified its revenues as either operating or nonoperating revenues according to the following criteria:

***Operating Revenues:*** Operating revenues include activities that have the characteristics of exchange transactions, such as student fees, net of scholarship discounts and allowances, and Federal and most state and local grants and contracts.

***Nonoperating Revenues:*** Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as State apportionments, taxes, and other revenue sources that are defined as nonoperating revenues by GASB.

**Scholarship Discounts and Allowances**

Student tuition and fee revenues, and certain other revenues from students, are reported gross of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the District, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, and other Federal, state or nongovernmental programs, are recorded as operating revenues in the District's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the District has recorded a scholarship discount and allowance.

**Classification of Revenues – Proprietary Funds**

Proprietary funds distinguish operating revenues from non-operating revenues. Operating revenues include activities that have the characteristics of exchange transactions, such as food service sales, Federal and most State and local grants and contracts, and self-insurance premiums. Non-operating revenues include activities that have the characteristics of non-exchange transactions that are defined as nonoperating revenues by GASB.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Estimates**

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**Reclassifications**

Certain beginning balances from the 2015-16 financial statements have been reclassified to conform to the 2016-17 presentation.

**NOTE 2: DEPOSITS AND INVESTMENTS**

**Deposits - Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial risk. As of June 30, 2017, \$7,763,087 of the District's bank balance of \$8,013,992 was exposed to credit risk as uninsured and uncollateralized.

**Cash in County Treasury**

In accordance with the *Budget and Accounting Manual*, the District maintains substantially all of its cash in the Orange County Treasury as part of the common investment pool. At June 30, 2017 total Cash in County is \$305,521,252. The District is considered an involuntary participant in the investment pool. These pooled funds are recorded at amortized cost which approximates fair value. Fair value of the pooled investments at June 30, 2017 is measured at 99.69% of amortized cost. The District's investments in the fund are considered to be highly liquid and reflected in the financial statements as cash and cash equivalents in the statement of net position.

The County is authorized to deposit cash and invest excess funds by California Government Code Sections 53534, 53601, 53635 and 53648. The County is restricted to invest time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the County are either secured by federal depository insurance or are collateralized. The County investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 2: DEPOSITS AND INVESTMENTS**

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follow. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized cost, of the participant's percentage participation on the date of such withdrawals.

The pool sponsor's annual financial report may be obtained from the Auditor-Controller County of Orange, 12 Civic Center Plaza, Room 200, Santa Ana, CA 92702.

**Investments**

**Policies**

Under provisions of California Government Code Sections 16430, 53601 and 53602 (and District Board Policy Section 3102), the District may invest in the types of investments shown herein. The District did not violate any provisions of the California Government Code or District Board policy during the year ended June 30, 2017.

- State of California Local Agency Investment Fund (LAIF)
- County Treasurer's Investment Pools
- U.S. Treasury notes, bonds, bills or certificates of indebtedness
- U.S. Government Agency guaranteed instruments
- Fully insured or collateralized certificates of deposit
- Fully insured and collateralized credit union accounts

The District maintains investments with the State of California Local Agency Investment Fund (LAIF) amounting to \$26,393,531 as of June 30, 2017. LAIF pools these funds with other governmental agencies and invests in various investment vehicles. These pooled funds approximate fair value. Regulatory oversight is provided by the State Pooled Money Investment Board and the Local Investment Advisory Board. LAIF is not subject to categorization to indicate the level of custodial credit risk assumed by the District at year end.

Investments with fiscal agent are held in the California Public Entity Pension Stabilization Trust (the PST). The PST was established to help California public entities stabilize the funding of their pension benefit liabilities by creating a secure vehicle to hold assets pending their contribution to a pension plan in satisfaction of their funding obligation. The PST is intended to qualify as a trust arrangement that is tax exempt under applicable guidance and procedures under Section 115 of the Internal Revenue Code.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 2: DEPOSITS AND INVESTMENTS**

Investments and investments with fiscal agent at June 30, 2017 are presented below:

Investment	Maturities	Fair Value	Standard & Poor's Rating
Mutual Funds - Fixed Income	Not applicable	\$ 26,672,038	Not Rated
LAIF	Not applicable	26,314,324	Not Rated
Total		<u>\$ 52,986,362</u>	

**Investment Valuation**

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments' fair value measurements at June 30, 2017 are presented below:

Investment	Costs	Fair Value Measurements Using		
		Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Mutual Funds - Fixed Income	\$ 26,672,038	\$ 26,672,038	\$ -	\$ -
Total	<u>\$ 26,672,038</u>	<u>\$ 26,672,038</u>	<u>\$ -</u>	<u>\$ -</u>

LAIF is reported at amortized cost and is not required to be classified above.

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Credit Risk**

Credit risk is the risk that one insurer of an investment will not fulfill its obligations. This is measured by assignment of a rating by a nationally recognized rating organization. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The District follows Government Code to reduce exposure to investment credit risk. Information about the District's investment ratings is provided above (on the previous page.)

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 2: DEPOSITS AND INVESTMENTS**

**Concentration of Credit Risk**

The District places no limit on the amount that may be invested in any one issuer. The District did not have any holdings in one issuer in excess of 5%.

**Custodial Credit Risk**

Custodial Credit Risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments that are in possession of an outside party. The District does not have a policy limiting the amount of securities that can be held by counterparties.

**NOTE 3: ACCOUNTS RECEIVABLE**

Accounts receivable as of June 30, 2017 consists of the following:

Accounts Receivable	June 30, 2017
Federal and state	\$ 4,938,686
Property tax	3,260,180
Miscellaneous	1,341,327
Total accounts receivable	<u>\$ 9,540,193</u>

**NOTE 4: INTERFUND TRANSACTIONS**

Interfund transfers consist of operating transfers from funds receiving resources to funds through which the resources are to be expended. Interfund receivables and payables result when the interfund transfer is transacted after the close of the fiscal year. Interfund activity within the government funds has been eliminated in the basic financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 5: CAPITAL ASSETS AND DEPRECIATION**

The following provides a summary of changes in capital assets for the year ended June 30, 2017:

	Balance July 1, 2016	Additions	Retirements	Balance June 30, 2017
Capital assets not being depreciated:				
Land	\$ 42,262,154	\$ -	\$ -	\$ 42,262,154
Construction in progress	141,607,030	24,899,951	113,768,512	52,738,469
Total capital assets not being depreciated	183,869,184	24,899,951	113,768,512	95,000,623
Capital assets being depreciated:				
Site improvements	107,125,848	3,782,574	-	110,908,422
Buildings	206,796,756	93,405,184	-	300,201,940
Equipment	27,123,313	18,507,113	-	45,630,426
Total capital assets being depreciated	341,045,917	115,694,871	-	456,740,788
Less accumulated depreciation for:				
Site improvements	(69,992,433)	(7,056,216)	-	(77,048,649)
Buildings	(76,997,144)	(5,772,289)	-	(82,769,433)
Equipment	(19,361,852)	(5,544,420)	-	(24,906,272)
Total accumulated depreciation	(166,351,429)	(18,372,925)	-	(184,724,354)
Depreciable assets, net	174,694,488	97,321,946	-	272,016,434
Governmental activities capital assets, net	\$ 358,563,672	\$ 122,221,897	\$ 113,768,512	\$ 367,017,057

**NOTE 6: LEASES**

The District has entered into various operating leases for land, buildings, and equipment with lease terms in excess of one year. None of these agreements contain purchase options. Future minimum lease payments under these agreements are as follows:

Year Ending June 30,	Lease Payment
2018	\$ 168,404
2019	174,298
2020	180,398
2021	83,984
Total	\$ 607,084

Current year expenditures for operating leases is approximately \$162,700. The District will receive no sublease rental nor pay any contingent rentals for this equipment.

The District also receives \$2,494,435 annually as rent for the land that the Promenade Apartments is located on. This agreement expires on September 1, 2075.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 7: RENTAL INCOME**

The District holds a ground lease on a 23-acre site improved with a 400-unit apartment complex built in 1987 that is located adjacent to Saddleback College. The original term of the ground lease ran through September 2040. In July 2016, the District negotiated an amendment and restatement of the ground lease providing funds for renovations and improvements to the property, and extending the lease term from September 2040 to September 2075. Annual lease payments shall be adjusted annually based upon the percentage change for the preceding calendar year as contained in the “Consumer Price Index for All Urban Consumers Los Angeles-Anaheim-Riverside Areas”, published by the United States Department of Labor, Bureau of Labor Statistics, provided however, that there shall be a minimum increase of three percent over the preceding annual rent and not more than six percent over such preceding year. Minimum annual lease receipts for the next five years and afterward are as follows:

Year Ending June 30,	Lease Income
2018	\$ 2,725,736
2019	2,807,509
2020	2,819,734
2021	2,978,486
2022	3,067,840
2023-2027	16,776,209
2028-2032	19,448,224
2033-2037	22,545,822
2038-2042	26,136,787
2042-2047	30,299,699
2048-2052	35,125,656
2053-2057	40,720,262
2058-2062	47,205,944
2063-2067	54,724,627
2068-2072	63,440,842
2073-2075	42,816,994
Total	<u>\$ 413,640,371</u>

**NOTE 8: SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN**

The District has a Supplemental Employee Retirement Plans for classified, faculty and management employees. The accumulated future liability for the District at June 30, 2017 is \$9,275,763.

In November 2016, the Board of Trustees approved the implementation of the District’s Supplemental Employee Retirement Plan for classified, faculty, and management employees.

A total of 77 classified, 9 faculty and 30 management employees are participating in the plan.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 8: SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN**

The total cost to the District is approximately \$9.25 million. The District will pay benefits of \$1.9 annually through 2021. The liability of \$9,275,763 has been reflected in these financial statements in the long term liabilities.

**NOTE 9: EMPLOYEE RETIREMENT PLANS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

As of June 30, 2017, the District's proportionate share of the net pension liabilities, pension expense, and deferred inflows of resources and deferred outflows of resources for each of the retirement plans is as follows:

	Proportionate Share of Net Pension Liability	Deferred Outflows of Resources	Proportionate Share of Deferred Inflows of Resources	Proportionate Share of Pension Expense
Pension Plan				
CalSTRS - STRP	\$ 105,145,300	\$ 18,543,229	\$ 8,298,847	\$ 14,920,808
CalPERS - Schools Pool Plan	75,662,487	22,732,054	2,273,207	10,073,745
Total	<u>\$ 180,807,787</u>	<u>\$ 41,275,283</u>	<u>\$ 10,572,054</u>	<u>\$ 24,994,553</u>

The details of each plan are as follows:

**California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The District contributes to the State Teachers' Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law.

**Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 9: EMPLOYEE RETIREMENT PLANS**

benefit is equal to 2.0 percent of final compensation for each year of credited service. The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The District contributes to the STRP Defined Benefit Program and STRP Defined Benefit Supplement Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2017, are summarized as follows:

Provisions and Benefits	CalSTRS-STRP Defined Benefit Program and Supplement Program	
	On or Before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0%-2.4%	2.0%-2.4%
Required employee contribution rate	10.25%	9.21%
Required employer contribution rate	12.58%	12.58%
Required state contribution rate	12.58%	12.58%

**Contributions**

Required member, District and State of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. The contribution rates for each plan for the year ended June 30, 2017 are presented above and the total District contributions were \$9,479,208.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2017, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for state pension support provided to the District. The amount recognized as its proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability associated with the District were as shown herein.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 9: EMPLOYEE RETIREMENT PLANS**

	Balance June 30, 2017
Proportionate Share of Net Pension Liability	
District proportionate share of net pension liability	\$ 105,145,300
State's proportionate share of the net pension liability associated with the District	59,866,156
Total	<u>\$ 165,011,456</u>

The net pension liability was measured as of June 30, 2016. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the State, actuarially determined. At June 30, 2016, the District's proportion was 0.13%.

For the year ended June 30, 2017, the District recognized pension expense of \$14,920,808 and revenue of \$3,972,220 for support provided by the state. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Deferred Outflows and Inflows of Resources		
Pension contributions subsequent to measurement date	\$ 9,479,208	\$ -
Difference between expected and actual experience	705,021	5,733,947
Difference in proportion		2,564,900
Net differences between projected and actual earnings on plan investments	8,359,000	-
Total	<u>\$ 18,543,229</u>	<u>\$ 8,298,847</u>

The deferred outflows of resources resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. The remaining amounts will be recognized to pension expense as follows:

Year Ending June 30,	Amortization
2018	\$ 632,981
2019	632,981
2020	632,981
2021	632,981
2022	(1,456,771)
2023	(309,979)
Total	<u>\$ 765,174</u>

**Actuarial Methods and Assumptions**

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2015, and rolling forward the total pension liability to

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 9: EMPLOYEE RETIREMENT PLANS**

June 30, 2016. The financial reporting actuarial valuation as of June 30, 2015 used the following methods and assumptions, applied to all prior periods included in the measurement:

Actuarial Methods and Assumptions

Valuation Date	June 30, 2015
Measurement Date	June 30, 2016
Experience Study	July 1, 2006 through June 30, 2010
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.60%
Investment Rate of Return	7.60%
Consumer Price Inflation	3.00%
Wage Growth	3.75%

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on RP2000 series tables adjusted to fit CalSTRS experience.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant. Based on the model for CalSTRS consulting actuary's investment practice, a best estimate range was determined by assuming the portfolio is re-balanced annually and that the annual returns are lognormally distributed and independent from year to year to develop an expected percentiles for the long-term distribution of annualized returns. The assumed asset allocation is based on board policy for target asset allocation in effect on February 2, 2012, the date the current experience study was approved by the board. Best estimates of 10-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-term Expected Real Rate of Return
Global equity	47%	6.30%
Private equity	13%	9.30%
Real estate	13%	5.20%
Absolute return risk mitigating strategies	9%	2.90%
Inflation sensitive	4%	3.80%
Fixed income	12%	0.30%
Cash/liquidity	2%	-1.00%

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 9: EMPLOYEE RETIREMENT PLANS****Discount Rate**

The discount rate used to measure the total pension liability was 7.60%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.60%) and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount rate	Net Pension Liability
1% decrease (6.60%)	\$ 151,327,800
Current discount rate (7.60%)	105,145,300
1% increase (8.60%)	66,788,800

**Plan Fiduciary Net Position**

Detailed information about the STRP's plan fiduciary net position is available in a separate comprehensive annual financial report for CalSTRS. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7667 Folsom Boulevard, Sacramento, CA 95826.

**California Public Employees Retirement System (CalPERS)****Plan Description**

Qualified employees are eligible to participate in the Schools Pool Plan under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 9: EMPLOYEE RETIREMENT PLANS****Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least 5 years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2017, are summarized as follows:

Provisions and Benefits	CalPERS-Schools Pool Plan	
	On or Before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1%-2.5%	1.0%-2.5%
Required employee contribution rate	7.000%	6.000%
Required employer contribution rate	13.888%	13.888%

**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are determined through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2017 are as presented above and the total District contributions were \$6,963,468.

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017

## NOTE 9: EMPLOYEE RETIREMENT PLANS

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

As of June 30, 2017, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$75,662,487. The net pension liability was measured as of June 30, 2016. The total pension liability for CalPERS was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2015 and rolling forward the total pension liability to June 30, 2016. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2016, the District's proportion was 0.3831%.

For the year ended June 30, 2017, the District recognized pension expense of \$10,073,745. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Deferred Outflows and Inflows of Resources		
Pension contributions subsequent to measurement date	\$ 6,963,468	\$ -
Difference between expected and actual experience	3,254,212	
Changes of assumptions		2,273,207
Difference in proportion	773,989	
Net differences between projected and actual earnings on plan investments	11,740,385	
Total	<u>\$ 22,732,054</u>	<u>\$ 2,273,207</u>

The deferred outflows of resources resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. The remaining amounts will be recognized to pension expense as follows:

Year Ending June 30,	Amortization
2018	\$ 2,237,983
2019	2,242,024
2020	5,951,235
2021	3,064,137
Total	<u>\$ 13,495,379</u>

**Actuarial Methods and Assumptions**

Total pension liability for the Schools Pool Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2015, and rolling forward the total

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 9: EMPLOYEE RETIREMENT PLANS**

pension liability to June 30, 2016. The financial reporting actuarial valuation as of June 30, 2015 used the following methods and assumptions, applied to all prior periods included in the measurement:

Actuarial Methods and Assumptions	
Valuation Date	June 30, 2015
Measurement Date	June 30, 2016
Experience Study	July 1, 1997 through June 30, 2011
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.65%
Investment Rate of Return	7.50%
Consumer Price Inflation	2.75%
Wage Growth	3.00%

Mortality assumptions are based on CalPERS specific membership data and mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-term Expected Real Rate of Return
Global equity	51%	5.71%
Global debt securities	20%	2.43%
Private equity	10%	6.95%
Real estate	10%	5.13%
Infrastructure and Forestland	2%	5.09%
Inflation assets	6%	3.36%
Liquidity	1%	-1.05%



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 9: EMPLOYEE RETIREMENT PLANS**

**Discount Rate**

The discount rate used to measure the total pension liability was 7.65%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the Schools Pool Plan fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount rate	Net Pension Liability
1% decrease (6.65%)	\$ 112,888,852
Current discount rate (7.65%)	75,662,487
1% increase (8.65%)	44,664,212

**Plan Fiduciary Net Position**

Detailed information about CalPERS Schools Pool Plan fiduciary net position is available in a separate comprehensive annual financial report. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

**NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS**

**Plan Description and Eligibility**

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). The plan provides health, dental and vision benefits to eligible retirees and their dependents in accordance with provisions established through negotiations between the District and the bargaining unions representing employees. Benefit provisions are renegotiated each three-year bargaining period. The District reports the financial activity of the plan as a trust fund.

The District currently provides retiree and dependent health benefits to eligible academic, classified, classified leadership and administrators until retirees reach age 65. Eligibility requirements vary by employee classification. All participants must have a minimum service of 10 years and minimum required hours of 75% FTE. In addition, classified employees must be at least 60 years of age; and classified leadership, administrators and academic employees must retire under PERS or STRS. The District also pays for retiree only Medicare supplemental coverage for academic, classified leadership and administrative retirees beyond age 65.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS**

Participant Type:	Number of Participants
Inactive participants currently receiving benefits	313
Inactive participants entitled to but not yet receiving benefit payments	-
Active employees	938
Total	1,251

**Funding Policy**

The contribution requirements are established and may be amended by the District. The required contribution is based on projected pay-as-you-go financing requirements, with an annual adjustment to fully fund the actuarially required contribution. The District currently funds 100% of the pay-as-you-go premiums for covered employees. For the year ended June 30, 2017, the District contributed \$11,116,750 to the plan including the implicit rate subsidy.

**Net OPEB Liability (Asset)**

The following table shows the components of the net OPEB liability (asset) of the District:

	Balance June 30, 2017
Total OPEB liability	\$ 105,808,331
Plan fiduciary net position	110,063,884
District's net OPEB liability (asset)	\$ (4,255,553)
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	104%

**Investments**

The Plan's policy for allocation of invested assets is established and may be amended by the Retirement Board of Authority through a majority vote. It is the policy of the Board to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of specific asset classes. Assets held in the Plan may be invested in accordance with California Government Code Sections 53600 through 53622. The investment policy has a long-term focus. It discourages both major shifts of asset class allocations over a short time span and, except for liquidity purposes, the use of cash equivalents. The Retirement Board of Authority has established a target net return of 6%. There is no established asset allocation policy.

At June 30, 2017, all Plan investments were in mutual funds. The Plan held no investments in any one organization that represented 5% or more of fiduciary net position.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS**

For the year ended June 30, 2017, the annual money-weighted rate of return on investments, net of investment expense, was not available.

**Investment Valuation**

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Plan's investments' fair value measurements at June 30, 2017 are presented below:

Investment	Costs	Fair Value Measurements Using		
		Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Mutual Fund - Fixed Income	\$ 54,317,261	\$ 54,317,261	\$ -	\$ -
Mutual Fund - Domestic Equity	29,586,209	29,586,209	-	-
Mutual Fund - International Equity	18,534,856	18,534,856	-	-
Mutual Fund - Real Estate	7,625,558	7,625,558	-	-
Total	<u>\$ 110,063,884</u>	<u>\$ 110,063,884</u>	<u>\$ -</u>	<u>\$ -</u>

**Actuarial Methods and Assumptions**

The District's net OPEB liability (asset) was measured as of June 30, 2017, and the total OPEB liability (asset) used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2017. Liabilities in this report were calculated as of the valuation date and rolled forward to the measurement date using standard actuarial roll-forward techniques.

The total OPEB liability was determined by an actuarial valuation as of January 1, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Methods and Assumptions	
Valuation Date	January 1, 2017
Measurement Date	June 30, 2017
Inflation	2.75%
Salary Increases	3%
Investment Rate of Return	6.0%
Health Care Trend Rate	6.5% decreasing to 4.0% in 2023

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS**

Mortality rates were based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations.

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2017 (see the discussion of the Plan's investment policy) are as follows:

Asset Class	Asset Allocation	Long-term Expected Real Rate of Return
Fixed income	49%	1.75%
Domestic equities	27%	4.25%
International equities	17%	5.25%
Real estate	7%	4.50%
Cash/liquidity	0%	0.00%

The discount rate used to measure the total OPEB liability was 6.0 percent. Based on the District's funding practice to fund at least the actuarially determined contribution including the normal cost for all future actives, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Since the most recent GASB 45 valuation, the following changes have been made:

- The discount rate and expected rate of return on assets was changed from 7.0% to 6.0%
- The initial healthcare trend rate changed from 6.0% to 6.5%

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS**

**Changes in the Net OPEB Liability (Asset)**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balances at June 30, 2016	\$ 99,594,587	\$ 92,851,453	\$ 6,743,134
Changes for the year:			
Service cost	4,353,903		4,353,903
Interest	6,099,713		6,099,713
Employer contributions		11,116,750	(11,116,750)
Net investment income		10,662,951	(10,662,951)
Benefit payments	(4,239,872)	(4,239,872)	-
Administrative expenses		(327,398)	327,398
Net changes	6,213,744	17,212,431	(10,998,687)
Balances at June 30, 2017	\$ 105,808,331	\$ 110,063,884	\$ (4,255,553)

The following presents the District's net OPEB liability calculated using the discount rate of 6.0 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.0 percent) or 1-percentage-point higher (7.0 percent) than the current rate:

Discount rate	Net OPEB Liability (Asset)
1% decrease (5.0%)	\$ 8,703,326
Current discount rate (6.0%)	(4,255,553)
1% increase (7.0%)	(15,124,799)

The following presents the District's net OPEB liability calculated using the current healthcare cost trend rate of 6.5 percent decreasing to 4.0 percent, as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.5 percent decreasing to 3.0 percent) or 1-percentage-point higher (7.5 percent decreasing to 5.0 percent) than the current rate:

Healthcare trend rate	Net OPEB Liability (Asset)
1% decrease (5.5% decreasing to 3.0%)	\$ (16,970,034)
Current healthcare trend rate (6.5 % decreasing to 4.0%)	(4,255,553)
1% increase (7.5% decreasing to 5.0%)	11,293,370

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS**

**OPEB Expense**

For the year ended June 30, 2017, the District recognized OPEB expense of \$4,239,872.

**NOTE 11: LONG-TERM DEBT**

A schedule of changes in long-term debt for the year ended June 30, 2017 is shown below.

	Balance			Balance	Amount Due in
	July 1, 2016	Additions	Reductions	June 30, 2017	One Year
Compensated absences	\$ 4,014,127	\$ 1,137,748	\$ -	\$ 5,151,875	\$ 640,606
Claims liability	321,673	138,104	-	459,777	-
Early retirement incentive	-	9,275,763	-	9,275,763	1,855,153
Net pension liability	142,345,492	38,462,295	-	180,807,787	-
Total	<u>\$ 146,681,292</u>	<u>\$ 49,013,910</u>	<u>\$ -</u>	<u>\$ 195,695,202</u>	<u>\$ 2,495,759</u>

Liabilities are liquidated by the General Fund for governmental activities, including compensated absences, net pension liability, and supplemental employee retirement plan.

**NOTE 12: JOINT POWERS AGREEMENTS**

The District participates in five joint powers agreement (JPA) entities, the Statewide Association of Community Colleges (SWACC), the Schools Association for Excess Risk (SAFER), the Protected Insurance Programs for Schools (PIPS), the Self-Insured Schools of California (SISC), and the Alameda County School Insurance Group (ACSIG).

SWACC provides liability and property insurance for its member colleges. SWACC's membership consists of two joint power authority (JPA) members (which represent 21 districts) and 25 individual member districts for a total of 46 community college districts. A full Board of Directors comprised of one representative from each member governs SWACC. Each Board Member is allocated a number of votes determined by a weighted system that is based on the lottery full-time equivalent students (FTES) of each member. The Board elects from its members a President, Vice-President, Secretary and Treasurer. Each member shares surpluses and deficits proportionately to its participation in SWACC. The relationships between the District and the JPAs are such that neither JPA is a component unit of the District for financial reporting purposes.

SAFER arranges for and provides a self-funded or additional insurance for excess liability fund for members, elected alternates, and two ex-officio members. The board controls the operations of SAFER, including selection of management and approval of operating budgets, independent

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 12: JOINT POWERS AGREEMENTS**

of any influence by the members beyond their representation on the board. Each member pays an annual contribution based upon that calculated by SAFER's board of directors and shares surpluses and deficits proportionately to its participation in SAFER.

PIPS provides workers' compensation reinsurance protection to its membership for public schools and community colleges throughout California. SISC, Self-Insured Schools of California, is a Joint Powers Agreement administered by the Kern County Superintendent of Schools Office. SISC's focus is on pooling resources to provide schools with a more stable long term health insurance solution rather than purchasing from commercial carriers. South Orange County College District has been a member since August 2003.

South Orange County Community College District's dental and vision coverage is administered through ACSIG, Alameda County School Insurance Group, which the District joined in July 2003. The program offers both a fixed rate as well as a self-funded option for individual school districts or school JPAs throughout California. There are presently over 300 school districts covering 70,000 employees participating in the program. The large size of the group allows ACSIG to enjoy a very low administration rate with Delta Dental which results in reduced costs for all members.

Condensed financial information for the year ended June 30, 2017 is as follows:

	SWACC	SAFER	PIPS	SISC	ACSIG
	6/30/2016	6/30/16	6/30/16	9/30/16	6/30/16
JPA Condensed Financial Information	(Audited)	(Audited)	(Audited)	(Audited)	(Audited)
Total assets	\$ 53,650,572	\$ 23,297,652	\$ 117,633,714	\$ 430,046,455	\$ 38,414,304
Total liabilities	25,243,178	21,155,886	104,282,740	167,458,724	30,685,060
Fund balance	28,407,394	2,141,766	13,350,974	262,587,731	7,729,244
Total revenues	18,776,551	56,004,631	265,453,036	1,902,860,920	152,251,135
Total expenditures	20,885,850	55,390,780	262,540,194	1,837,098,521	145,393,809

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 13: FUNCTIONAL EXPENSE**

Operating expenses are reported by natural classification in the statement of revenues, expenses and change in net position. A schedule of expenses by function is shown below:

Functional Expense	Instructional Salaries and Benefits	Non-Instructional Salaries and Benefits	Supplies, materials, and other operating expenses and services	Financial Aid	Depreciation	Total
Instructional activities	\$ 96,773,263	\$ 6,017,081	\$ 7,361,724	\$	\$	\$ 110,152,068
Academic support	1,289,071	14,697,638	923,083			16,909,792
Student services		27,793,364	2,701,962			30,495,326
Operation and maintenance of plant		11,237,547	8,376,230			19,613,777
Instructional support services		32,034,829	7,396,267			39,431,096
Community services and economic development	405,592	3,780,066	1,849,694			6,035,352
Ancillary services and auxiliary operations		7,009,453	1,844,550			8,854,003
Physical property and related acquisitions		3,387,349	10,864,795			14,252,144
Transfers, student aid and other outgo			11,386,898	28,960,083		40,346,981
Depreciation expense					18,372,925	18,372,925
<b>Total</b>	<b>\$ 98,467,926</b>	<b>\$ 105,957,327</b>	<b>\$ 52,705,203</b>	<b>\$ 28,960,083</b>	<b>\$ 18,372,925</b>	<b>\$ 304,463,464</b>

**NOTE 14: SELF-INSURANCE**

The District is exposed to various risks of loss related to torts, damage to and destruction of assets; errors and omissions; injuries to employees; natural disasters; and medical claims. The District is self-insured for coverage up to a maximum of \$25,000 for each general liability claim and \$5,000 for each property damage claim. In 1995, The District became fully insured for workers' compensation benefits. The ending claims liabilities balance for workers' compensation at June 30, 2017, represents estimated liabilities incurred prior to 1995, both reported and unreported, which are actuarially determined. The District participates in JPAs to provide excess insurance coverage above the self-insured retention level for workers' compensation and property and liability claims. Settled claims have not exceeded the coverage provided by the JPA in any of the past three fiscal years.

At June, 30, 2017, the District accrued the claims liability in accordance with GASB standards which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The present value of the liability, estimated at \$459,777, is included in accrued liabilities.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 14: SELF-INSURANCE**

Changes in the reported liability are shown herein:

Reported Liability	Beginning Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Ending Fiscal Year Liability
Worker's compensation	\$ -	\$ -	\$ -	\$ -
Property and liability	321,673	138,104	-	459,777

**NOTE 15: CUMULATIVE EFFECT OF ACCOUNTING CHANGES AND  
RESTATEMENT TO BEGINNING NET POSITION**

The beginning net position of the basic financial statements has been restated by a reduction of \$6,558,777 in the governmental funds to recognize the beginning balance of the OPEB liability resulting from the implementation of GASB Statements No. 74 and No. 75.

In 2015-16, the Pension Stabilization Trust Fund was recognized in the fiduciary financial statements. In further review of GASB Statement No. 84, this fund doesn't meet the criteria to be considered a fiduciary fund. The beginning net position of the basic financial statements has been restated by an increase of \$14,643,601 in the government funds. The cumulative effect of these changes is reported in the statement of revenues, expenses and changes in net position of \$8,084,824.

**NOTE 16: COMMITMENTS AND CONTINGENCIES****Litigation**

The District is involved in various claims and legal actions arising in the ordinary course of business. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's financial statements.

**State and Federal Allowances, Awards, and Grants**

The District has received state and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 16: COMMITMENTS AND CONTINGENCIES**

**Purchase Commitments**

As of June 30, 2017, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$72.7 million. Projects will be funded through state funds and general funds.

**NOTE 17: GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS  
ISSUED, NOT YET EFFECTIVE**

The Governmental Accounting Standards Board (GASB) has issued pronouncements prior to June 30, 2017, that have effective dates that may impact future financial presentations; however, the impact of the implementation of each of the statements below to the District's financial statements has not been assessed at this time.

**Statement No. 81 – *Irrevocable Split-Interest Agreements***

This Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Furthermore, this statement requires that a government recognize assets representing its beneficial interests in irrevocable split-interest agreements that are administered by a third party, if the government controls the present service capacity of the beneficial interests. This Statement requires that a government recognize revenue when the resources become applicable to the reporting period. The statement is effective for the fiscal year 2017-18.

**Statement No. 83 – *Certain Asset Retirement Obligations***

This statement addresses accounting and financial reporting for certain asset retirement obligations when a legally enforceable liability is associated with the retirement of a tangible capital asset. The statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources. The statement is effective for the fiscal year 2018-19.

**Statement No. 85 – *Omnibus 2017***

The objective of the statement is to address practice issues that have been identified during implementation and application of certain GASB statements. Specific topics addressed in this statement are related to blended component units, goodwill, fair value measurement and application, and postemployment benefits (OPEB). The statement is effective for the fiscal year 2017-18.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 17: GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS  
ISSUED, NOT YET EFFECTIVE**

**Statement No. 86 – *Certain Debt Extinguishment Issues***

The objective of the statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources – resources other than the proceeds of refunding debt – are placed in an irrevocable trust for the sole purpose of extinguishing debt. This statement also improves accounting and financial report for prepaid insurance on debt that is extinguished and notes to the financial statements for debt that is in-substance defeased. The statement is effective for the fiscal year 2017-18.

**Statement No. 87 – *Leases***

The objective of the statement is to improve the accounting and financial reporting for leases by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases. Inflows of resources or outflows of resources will be recognized based on the payment provisions of the contract. The statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The statement is effective for the fiscal year 2020-21.

**REQUIRED SUPPLEMENTARY INFORMATION**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY  
For the Fiscal Year Ended June 30, 2017**

<u>California State Teachers' Retirement System - State Teachers' Retirement Plan</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
District's proportion of the net pension liability (assets)	0.1220%	0.1290%	0.1300%
District's proportionate share of the net pension liability (asset)	\$ 71,293,140	\$ 86,772,244	\$ 105,145,300
State's proportionate share of the net pension liability (asset) associated with the District	<u>43,375,206</u>	<u>45,892,828</u>	<u>59,866,156</u>
Total	<u>\$ 114,668,346</u>	<u>\$ 132,665,072</u>	<u>\$ 165,011,456</u>
District's covered payroll	\$ 63,923,000	\$ 59,388,000	\$ 66,927,000
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	111.53%	146.11%	157.10%
Plan fiduciary net position as a percentage of the total pension liability	76.50%	76.50%	70.04%
<u>California Public Employees' Retirement System - Schools Pool Plan</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
District's proportion of the net pension liability (assets)	0.3780%	0.3770%	0.3831%
District's proportionate share of the net pension liability (asset)	<u>\$ 42,912,204</u>	<u>\$ 55,573,249</u>	<u>\$ 75,662,487</u>
District's covered payroll	\$ 42,707,000	\$ 41,766,000	\$ 45,786,000
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	100.48%	133.06%	165.25%
Plan fiduciary net position as a percentage of the total pension liability	83.40%	83.40%	73.90%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

The amounts for covered payroll are reported as of the previous fiscal year to align with the measurement date of the net pension liability.

See the accompanying notes to the required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF DISTRICT PENSION CONTRIBUTIONS  
For the Fiscal Year Ended June 30, 2017**

<u>California State Teachers' Retirement System - State Teachers' Retirement Plan</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Contractually required contribution	\$ 8,300,583	\$ 7,181,247	\$ 9,479,208
Contributions in relation to the contractually required contribution	<u>8,300,583</u>	<u>7,181,247</u>	<u>9,479,208</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 59,388,000	\$ 66,927,000	\$ 75,351,000
Contributions as a percentage of covered payroll	13.98%	10.73%	12.58%
 <u>California Public Employees' Retirement System - Schools Pool Plan</u>	 <u>2015</u>	 <u>2016</u>	 <u>2017</u>
Contractually required contribution	\$ 4,916,269	\$ 5,424,269	\$ 6,963,468
Contributions in relation to the contractually required contribution	<u>4,916,269</u>	<u>5,424,269</u>	<u>6,963,468</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 41,766,000	\$ 45,786,000	\$ 50,140,000
Contributions as a percentage of covered payroll	11.77%	11.85%	13.89%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See the accompanying notes to the required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS  
For the Fiscal Year Ended June 30, 2017**

<u>Total OPEB Liability</u>	<u>2017</u>
Service Cost	\$ 4,353,903
Interest	6,099,713
Benefit Payments	(4,239,872)
<b>Net Change in Total OPEB Liability</b>	<b>6,213,744</b>
<b>Total OPEB Liability - beginning</b>	<b>99,594,587</b>
<b>Total OPEB Liability - ending (a)</b>	<b><u>\$ 105,808,331</u></b>
 <u>Plan Fiduciary Net Position</u>	 <u>2017</u>
Contributions - Employer	\$ 11,116,750
Net Investment Income	10,662,951
Benefit Payments	(4,239,872)
Administrative Expense	(327,398)
<b>Net Change in Plan Fiduciary Net Position</b>	<b>17,212,431</b>
<b>Plan Fiduciary Net Position - beginning</b>	<b>92,851,453</b>
<b>Plan Fiduciary Net Position - ending (b)</b>	<b><u>\$ 110,063,884</u></b>
 <b>Net OPEB Liability (Asset) - ending (a) - (b)</b>	 <b><u>\$ (4,255,553)</u></b>
 Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	 104.02%
 Covered-employee payroll	 \$ 89,360,000
 Net OPEB liability (asset) as a percentage of covered-employee payroll	 -4.76%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See the accompanying notes to the required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS  
EMPLOYER CONTRIBUTIONS  
For the Fiscal Year Ended June 30, 2017**

<u>OPEB Contributions</u>	<u>2017</u>
Actuarially Determined Contribution (ADC)	\$ 4,594,742
Contributions in relation to the ADC	<u>6,390,000</u>
Contribution deficiency (excess)	<u>\$ (1,795,258)</u>
District's covered-employee payroll	\$ 89,360,000
Contributions as a percentage of covered-employee payroll	7.15%

See the accompanying notes to the required supplementary information.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS  
MONEY-WEIGHTED RATE OF RETURN ON PLAN ASSETS  
For the Fiscal Year Ended June 30, 2017**

<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
2017	NA

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See the accompanying notes to the required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: PURPOSE OF SCHEDULES**

**Schedules of District's Proportionate Share of the Net Pension Liability – CalSTRS-STRP and CalPERS-Schools Pool Plan**

The schedule presents information on the District's proportionate share of the net pension liability, the plans' fiduciary net position and, when applicable, the State's proportionate share of the net pension liability associated with the District. In the future, as data becomes available, 10 years of information will be presented.

**Schedules of District Contributions – CalSTRS-STRP and CalPERS-Schools Pool Plan**

The schedule presents information on the District's required contribution, the amounts actually contributed and any excess or deficiency related to the required contribution. In the future, as data becomes available, 10 years of information will be presented.

**Schedule of Changes in the Net OPEB Liability and Related Ratios**

The schedule is intended to show trends about the changes in the District's actuarially determined liability for postemployment benefits other than pensions.

Benefit changes – None

Changes of Assumptions - The discount rate and expected rate of return on assets was changed from 7.0% to 6.0% and the initial healthcare trend rate changed from 6.0% to 6.5%

**Schedule of Postemployment Healthcare Benefits Employer Contributions**

The schedule is intended to show trends about the amounts contributed in relation to the actuarially determined contribution.

Actuarially determined contribution rates are calculated as of January 1, 18 months prior to the end of the fiscal year in which contributions are reported.

Methods of assumptions used to determine contribution rates are:

Actuarial Cost Method	Entry age normal
Inflation	2.75%
Salary Increases	3%
Investment Rate of Return	6.0%
Health Care Trend Rate	6.5% decreasing to 4.0% in 2023

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: PURPOSE OF SCHEDULES**

Mortality rates were based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations.

**Schedule of Postemployment Healthcare Benefits Money-Weighted Rate of Return on Plan Assets**

The schedule is intended to show trends about the rate of return on plan assets.

**SUPPLEMENTARY INFORMATION**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**HISTORY AND ORGANIZATION  
For the Fiscal Year Ended June 30, 2017**

The Board of Trustees and the District Administrators for the fiscal year ended June 30, 2017 were as follows:

**BOARD OF TRUSTEES**

<b><u>Member</u></b>	<b><u>Office</u></b>	<b><u>Term Expires</u></b>
Mr. Timothy Jemal	President	2020
Dr. James R. Wright	Vice President	2020
Mr. David B. Lang	Clerk	2020
Mr. T.J. Prendergast, III	Member	2018
Ms. Marcia Milchiker	Member	2018
Ms. Barbara J. Jay	Member	2020
Ms. Terri Whitt	Member	2018
Mr. Jordan J. Larson	Student Member	2018

**DISTRICT ADMINISTRATORS**

Dr. Debra L. Fitzsimons	Interim Chancellor
Dr. Tod A. Burnett	President, Saddleback College
Dr. Glenn R. Roquemore	President, Irvine Valley College
Ms. Kim McCord	Interim Vice Chancellor, Business Services
Dr. Robert S. Bramucci	Vice Chancellor, Technology and Learning Services
Vacant	Vice Chancellor, Human Resources and Employer/Employee Relations

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Fiscal Year Ended June 30, 2017**

Program Name	Federal Catalog	Pass-Through	Total Program
	Number	Entity Identifying Number	Expenditures
<b>United States Department of Education</b>			
Direct:			
Student Financial Aid Cluster:			
Federal Work Study	84.033	(1)	\$ 385,395
Pell Grant	84.063	(1)	21,973,697
Financial Aid Administrative Allowance	84.063	(1)	102,927
Federal Direct Student Loans	84.268	(1)	2,786,761
Supplemental Education Opportunity Grant	84.007	(1)	438,886
Subtotal: Student Financial Aid			<u>25,687,666</u>
Asian American and Native Pacific Islander Serving Institutions Program (AANAPISI)	84.031	(1)	<u>429,905</u>
Pass-Through Program From California Department of Education:			
Vocational Technical Education Act (VTEA):			
Tech Prep VTEA	84.048	(1)	711,095
Title I-C VTEA	84.048	(1)	87,496
Subtotal: VTEA			<u>798,591</u>
Total: United States Department of Education			<u>798,591</u>
<b>United States Department of Health and Human Services</b>			
Direct:			
HRSA Behavioral Health	93.243	(1)	29,700
Pass-Through Program From California Department of Education:			
Temporary Assistance for Needy Families (TANF)	93.558	6780-111-0001	<u>86,900</u>
Total: United States Department of Health and Human Services			<u>116,600</u>
<b>United States Department of Labor</b>			
Direct:			
Trade Adjustment Assistance Community College and Caeer Training	17.282	(1)	625,206
Passed through the County of Orange:			
WIOA - Youth Adult Career Program	17.259	(1)	159,765
Passed through the City of Santa Ana:			
WIA - H-1B Bridge to Engineering	17.258	(1)	<u>114,047</u>
Total: United States Department of Labor			899,018

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Fiscal Year Ended June 30, 2017**

Program Name	Pass-Through		Total Program Expenditures
	Federal Catalog Number	Entity Identifying Number	
<b>National Science Foundation (NSF)</b>			
Direct:			
NSF Photonics Planning	47.076	(1)	50,349
NSF STEM Core Initiative	47.076	(1)	<u>27,189</u>
Subtotal: NSF Direct Program			<u>77,538</u>
Passed through the Center for Occupational Research and Development:			
Op-Tec: The National Center for Optics and Photonics Education	47.076	(1)	33,870
Passed through the University of California, Irvine:			
NSF iUse	47.076	(1)	117,015
Passed through the American Association of Community Colleges			
NSF MentorLinks	47.076	(1)	<u>6,192</u>
Subtotal: NSF Passed Through			<u>157,077</u>
Total: NSF			<u>234,615</u>
<b>Total Federal Programs</b>			<u>\$ 28,166,395</u>

(1) Pass-Through Entity Identifying Number not readily available or not applicable

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF STATE FINANCIAL ASSISTANCE - GRANTS  
For the Fiscal Year Ended June 30, 2017**

Program Name	Program Revenues						Total Program Expenditures
	Cash Received	Prior Year Unearned Revenue	Accounts Receivable	Unearned Revenue	Accounts Payable	Total	
<b>State Categorical Aid Programs:</b>							
Adult Education Block Grant (AEBG)	\$ 3,135,753	\$ 1,130,526	\$ -	\$ 3,200,577	\$ -	\$ 1,065,702	\$ 1,065,702
Adult Education AEBG Fiscal Agent	4,579,170			18,466		4,560,704	4,560,704
Adult Education Block Grant - Data		354,211		337,080		17,131	17,131
Basic Skills	431,865	375,004		401,604		405,265	405,265
Board Financial Assistance Program - Student Financial Aid Administration (BFAP - SFAA)	888,906					888,906	888,906
CalWORKS	439,823					439,823	439,823
Cooperative Agencies Resources for Education (CARE)	138,768					138,768	138,768
Disabled Student Program and Services (DSPS)	2,820,921					2,820,921	2,820,921
Extended Opportunities Program and Services (EOPS)	1,605,573					1,605,573	1,605,573
Full Time Student Success Grant	405,180	140,171	16,005			561,356	561,356
Physical Plant and Instructional Equipment	3,858,602	3,807,455		6,156,078		1,509,979	1,509,979
Strong Workforce Local Allocation	2,486,197			2,131,300		354,897	354,897
Student Success - (Equity)	2,045,828	1,321,289		872,607		2,494,510	2,494,510
Student Success and Support Program (SSSP) - Credit	5,789,318	1,427,183		956,908		6,259,593	6,259,593
Student Success and Support Program (SSSP) - Non-Credit	133,848	37,537				171,385	171,385
<b>Total State Categorical Aid Programs</b>	<u>\$ 28,759,752</u>	<u>\$ 8,593,376</u>	<u>\$ 16,005</u>	<u>\$ 14,074,620</u>	<u>\$ -</u>	<u>\$ 23,294,513</u>	<u>\$ 23,294,513</u>

See the accompanying notes to the supplementary information.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL  
APPORTIONMENT ANNUAL (ACTUAL) ATTENDANCE  
For the Fiscal Year Ended June 30, 2017**

<u>Categories</u>	<u>Reported Data</u>	<u>Audit Adjustments</u>	<u>Revised Data</u>
A. Summer Intersession (Summer 2016 only)			
1. Noncredit <sup>1</sup>	344.57	-	344.57
2. Credit <sup>1</sup>	3,458.14	-	3,458.14
B. Summer Intersession (Summer 2017 - Prior to July 1, 2017)			
1. Noncredit <sup>1</sup>	0.90	-	0.90
2. Credit <sup>1</sup>	17.01	-	17.01
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	14,692.92	-	14,692.92
(b) Daily Census Contact Hours	1,035.25	-	1,035.25
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit <sup>1</sup>	2,305.28	-	2,305.28
(b) Credit <sup>1</sup>	1,075.64	-	1,075.64
3. Independent Study/Work Experience			
(a) Weekly Census Contact Hours	2,320.16	-	2,320.16
(b) Daily Census Contact Hours	2,107.25	-	2,107.25
(c) Noncredit Independent Study/Distance Education Courses	8.32	-	8.32
D. Total FTES	<u>27,365.44</u>	<u>-</u>	<u>27,365.44</u>
Supplemental Information (subset of above information)			
E. In-service Training Courses (FTES)	-	-	-
H. Basic Skills courses and Immigrant Education			
(a) Noncredit <sup>1</sup>	995.93	-	995.93
(b) Credit <sup>1</sup>	1,808.10	-	1,808.10
<b><u>CCFS 320 Addendum</u></b>			
CDCP Noncredit FTES	-	-	-
Centers FTES			
(a) Noncredit <sup>1</sup>	-	-	-
(b) Credit <sup>1</sup>	-	-	-

<sup>1</sup>Including Career Development and College Preparation (CDCP) FTES

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET  
REPORT WITH AUDITED FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

The audit resulted in no adjustments to the fund balances reported on the June 30, 2017 Annual Financial and Budget Report (CCFS-311) based upon governmental accounting principles. In accordance with Governmental Accounting Standards Board Statements No. 34 and No. 35, the financial statements have been prepared under the full accrual basis of accounting which requires that revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. Additional entries were made to comply with the governmental reporting requirements. These entries are not considered audit adjustments for purposes of this reconciliation.

A reconciliation between the fund balances reported on the June 30, 2017 Annual Financial and Budget Report (CCFS-311), based upon the modified accrual basis of accounting, and total net position recorded on the full accrual basis of accounting is shown below and on the following page:

Unrestricted Fund Balance	\$ 55,893,810
Restricted Fund Balance	9,765,926
Capital Outlay Funds Balance	231,341,460
Self Insurance Fund Balance	2,077,907
Retiree Benefit Fund Balance	1,357,989
Pension Stability Trust Fund Balance	26,095,940
All Other Funds	<u>902,935</u>
 Total fund balances as reported on the Annual Financial and Budget Report (CCFS-311)	 <u><u>\$ 327,435,967</u></u>

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET  
REPORT WITH AUDITED FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

Total fund balances as reported on the Annual Financial and Budget Report (CCFS-311)	\$ 327,435,967
Capital assets used for governmental activities are not financial resources and therefore are not reported as assets in governmental funds. Capital assets, net of accumulated depreciation are added to total net assets.	367,017,057
Deferred outflows associated with pension costs result from pension contributions made during the fiscal year and from actuarially determined adjustments. These amounts will be recognized as a reduction of the net pension liability or amortized to pension expense, as applicable, in subsequent periods.	41,275,283
Compensated absences and load banking are not due and payable in the current period and therefore are not reported in the governmental funds. The short term portion of compensated absences and load banking of \$640,624 is already recorded in the General Fund.	(4,511,251)
The supplemental employee retirement plan is not due and payable in the current period and therefore are not reported in the government funds.	(9,275,763)
The liability of employers and nonemployers contributing to employees for benefits provided through a defined benefit pension plan is recorded as net pension liabilities.	(180,807,787)
Deferred inflows associated with pension costs represent an acquisition of net assets by the District that is applicable to a future reporting period. The deferred inflows of resources results from the difference between the expended and actual experience, the difference in proportion and changes in assumptions. These amounts are deferred deferred and amortized.	(10,572,054)
Amounts reserved for other post employment retirement plans in excess of annual required contributions is reported total net position in the governmental funds. These amounts are recognized as assets which will apply against future required contributions.	<u>4,255,553</u>
Total net position	<u>\$ 534,817,005</u>

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF 50 PERCENT LAW CALCULATION  
For the Fiscal Year Ended June 30, 2017**

		Activity (ECSA) ECS 84362 A Instructional Salary Cost AC 0100-5900 & AC 6110			Activity (ECSB) ECS 84362 B Total CEE AC 0100-6799		
Object/TOI Codes		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Academic Salaries</u>							
Instructional Salaries - Contract or Regular	1100	35,630,369		35,630,369	35,630,369		35,630,369
Instructional Salaries - Other	1300	30,090,862		30,090,862	30,090,862		30,090,862
Total Instructional Salaries		65,721,231	-	65,721,231	65,721,231	-	65,721,231
Non-Instructional Salaries - Contract or Regular	1200			-	11,489,585		11,489,585
Non-Instructional Salaries - Other	1400			-	3,950,514		3,950,514
Total Non-Instructional Salaries		-	-	-	15,440,099	-	15,440,099
Total Academic Salaries		65,721,231	-	65,721,231	81,161,330	-	81,161,330
<u>Classified Salaries</u>							
Non-Instructional Salaries - Regular Status	2100			-	30,631,319		30,631,319
Non-Instructional Salaries - Other	2300			-	2,444,304		2,444,304
Total Non-Instructional Salaries		-	-	-	33,075,623	-	33,075,623
Instructional Aides - Regular Status	2200	3,516,249		3,516,249	3,516,249		3,516,249
Instructional Aides - Other	2400	1,708,529		1,708,529	1,708,529		1,708,529
Total Instructional Aides		5,224,778	-	5,224,778	5,224,778		5,224,778
Total Classified Salaries		5,224,778	-	5,224,778	38,300,401	-	38,300,401
Employee Benefits	3000	22,540,703		22,540,703	43,817,871		43,817,871
Supplies and Materials	4000			-	1,996,302		1,996,302
Other Operating Expenses	5000	757,360		757,360	14,749,135		14,749,135
Equipment Replacement	6420			-			-
Total Expenditures Prior to Exclusions		94,244,072	-	94,244,072	180,025,039	-	180,025,039
<u>Exclusions</u>							
<u>Activities to Exclude</u>							
Instructional Staff-Retirees' Benefits & Retirement Incentives	5900			-			-
Student Health Services Above Amount Collected	6441			-	185		185
Student Transportation	6491			-	429,878		429,878
Non-instructional Staff-Retirees' Benefits & Retirement Incentives	6740			-			-
<u>Objects to Exclude</u>							
Rents and Leases	5060			-	206,024		206,024
Lottery Expenditures							
Academic Salaries	1000			-			-
Classified Salaries	2000			-	191,403		191,403
Employee Benefits	3000			-	59,405		59,405
Software	4100			-			-
Books, Magazines, & Periodicals	4200			-			-
Instructional Supplies & Materials	4300			-			-
Noninstructional, Supplies & Materials	4400			-			-
Other Operating Expenses and Services	5000			-	3,948,878		3,948,878
Capital Outlay	6000			-			-
Library Books	6300			-			-
Equipment - Additional	6410			-			-
Equipment - Replacement	6420			-			-
Other Outgo	7000			-			-
Total Exclusions		-	-	-	4,835,773	-	4,835,773
Total for ECS 84362, 50% Law		94,244,072	-	94,244,072	175,189,266	-	175,189,266
Percent of CEE (Instructional Salary Cost/Total CEE)		53.80%	0%	53.80%	100%	0%	100%
50% of Current Expense of Education					87,594,633	-	87,594,633

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**PROPOSITION 55 EDUCATION PROTECTION ACCOUNT EXPENDITURE REPORT**  
**For the Fiscal Year Ended June 30, 2017**

<b>Activity Classification</b>	<b>Object Code</b>				<b>Unrestricted</b>
EPA Proceeds:	8630	\$ 2,542,188			
<b>Activity Classification</b>	<b>Object Code</b>	<b>Salaries and Benefits (1000-3000)</b>	<b>Operating Expenses (4000-5000)</b>	<b>Capital Outlay (6000)</b>	<b>Total</b>
Instructional Activities	0100-5900	\$ 2,542,188	\$ -	\$ -	\$ 2,542,188
Other Support Activities (list below)	6XXX	-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
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		-	-	-	-
<b>Total Expenditures for EPA*</b>		\$ 2,542,188	\$ -	\$ -	2,542,188
<b>Revenue less Expenditures</b>					
*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.					

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

	<u>2018 (Budget)</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total revenues	\$ 349,975,326	282,233,521	\$ 272,457,984	\$ 234,251,184
Total expenditures	253,405,946	221,183,049	201,789,323	176,901,963
Total other sources and uses	<u>69,721,342</u>	<u>54,731,550</u>	<u>66,317,806</u>	<u>46,595,792</u>
Change in fund balance	<u>26,848,038</u>	<u>6,318,922</u>	<u>4,350,855</u>	<u>10,753,429</u>
Ending fund balance	<u>\$ 92,507,774</u>	<u>\$ 65,659,736</u>	<u>\$ 59,340,814</u>	<u>\$ 54,989,959</u>
Available reserve	<u>\$ 26,848,038</u>	<u>\$ 38,623,055</u>	<u>\$ 34,987,994</u>	<u>\$ 25,111,855</u>
Available reserve %	10.59%	17.46%	17.34%	14.20%
Full-time equivalent students	<u>28,276</u>	<u>27,365</u>	<u>23,633</u>	<u>27,690</u>
Total long term debt	<u>\$ 193,199,443</u>	<u>\$ 195,695,202</u>	<u>\$ 146,543,979</u>	<u>\$ 119,801,675</u>

**IMPORTANT NOTES:**

Available reserve balance is the amount designated for general reserve and any other remaining undesignated amounts in the General Fund. The 2018 budget reserve balance was estimated using the budgeted contingency reserve balances less other 2017 amounts reserved.

The 2018 budget is the Plan and Budget adopted by the Board of Trustees on June, 26, 2017

The California Community College Chancellor's Office has provided guidelines that recommend an ending fund balance of 3% of unrestricted expenditures as a minimum with a prudent ending fund balance being 5% of unrestricted expenditures. In addition, the District's Board policy requires a 10% unrestricted ending fund balance.

Long-term debt is reported for the District as a whole and includes debt related to all funds.

2015 amounts for state revenues and employee benefits have not been revised to include amounts for on-behalf payments.

Fiscal years 2015 and 2016 were audited by another firm.

See the accompanying notes to the supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: PURPOSE OF SCHEDULES**

**Schedule of Expenditures of Federal Awards**

**Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the District under programs of the federal governmental for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the District, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the District.

**Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the full accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The District did not use the 10-percent de minimus indirect cost rate as allowed under the Uniform Guidance.

**Schedule of State Financial Assistance – Grants**

The Schedule of State Financial Assistance was prepared on the full accrual basis of accounting.

**Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance**

The Schedule of Workload Measures for State General Apportionment represents the basis of apportionment of the District's annual source of funding.

**Reconciliation of Annual Financial and Budget Report with Audited Financial Statements**

This schedule reports any audit adjustments made to the fund balances reported on the June 30, 2017 Annual Financial and Budget Report (CCFS- 311). This schedule is prepared to show a reconciliation between the governmental fund balances reported on the June 30, 2017 Annual Financial and Budget Report (CCFS- 311), based upon the modified accrual basis of accounting, and total net position recorded on the full accrual basis of accounting is shown.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: PURPOSE OF SCHEDULES**

**Reconciliation of 50 Percent Law Calculation**

This schedule reports any audit adjustments made to the 50 percent law calculation (Education Code Section 84362).

**Proposition 55 Education Protection Account Expenditure Report**

This schedule reports how funds received from the passage of Proposition 55 Education Protection Act were expended.

**Schedule of General Fund Financial Trends and Analysis**

This schedule is prepared to show financial trends of the General Fund over the past three fiscal years as well as the current year budget. This schedule is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.



**OTHER INDEPENDENT AUDITOR'S REPORT**



CliftonLarsonAllen LLP  
CLAAconnect.com

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of South Orange County Community College District (the District), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 5, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**  
Glendora, California  
October 5, 2017



CliftonLarsonAllen LLP  
CLAconnect.com

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM; AND REPORT  
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED  
BY THE UNIFORM GUIDANCE**

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

**Report on Compliance for Each Major Federal Program**

We have audited South Orange County Community College District's (the District) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2017. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

### **Report on Internal Control Over Compliance**

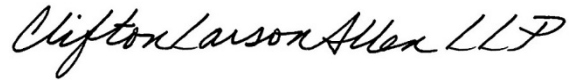
Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Purpose of this Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Glendora, California

October 5, 2017



CliftonLarsonAllen LLP  
CLAAconnect.com

## INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

We have audited the South Orange County Community College District's (the District) compliance with the types of compliance requirements described in the *2016-17 Contracted District Audit Manual*, published by the California Community Colleges Chancellor's Office for the year ended June 30, 2017. The District's state compliance requirements are identified in the table provided.

### Management's Responsibility

Management is responsible for compliance with the state laws and regulations as identified below.

### Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance based on our audit of the types of compliance requirements referred to below.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2016-17 Contracted District Audit Manual*, published by the California Community Colleges Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. However, our audit does not provide a legal determination of the District's compliance.

## Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the laws and regulations applicable to the following items:

<u>Section</u>	<u>Description</u>	<u>Procedures Performed</u>
421	Salaries of Classroom Instructors (50 Percent Law)	Yes
423	Apportionment for Instructional Service Agreements/Contracts	Yes
424	State General Apportionment Funding System	Yes
425	Residency Determination for Credit Courses	Yes
426	Students Actively Enrolled	Yes
427	Dual Enrollment of K-12 Students in Community College Credit Courses	Yes
428	Student Equity	Yes
429	Student Success and Support Program (SSSP)	Yes
430	Scheduled Maintenance Program	Yes
431	Gann Limit Calculation	Yes
435	Open Enrollment	Yes
439	Proposition 39 Clean Energy Funds	Yes
440	Intersession Extension Program	Not applicable
475	Disabled Student Programs and Services (DSPS)	Yes
479	To Be Arranged Hours (TBA)	Yes
490	Proposition 1D State Bond Funded Projects	Not applicable
491	Proposition 55 Education Protection Account Funds	Yes

## Opinion on State Compliance

In our opinion, the District complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2017.

## Purpose of this Report

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2016-17 Contracted District Audit Manual*. Accordingly, this report is not suitable for any other purpose.



**CliftonLarsonAllen LLP**  
Glendora, California  
October 5, 2017



## **FINDINGS AND QUESTIONED COSTS**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
SUMMARY OF AUDITOR RESULTS  
June 30, 2017**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?        Yes   X   No

Significant deficiency(ies) identified?        Yes   X   None Reported

Noncompliance material to financial statements noted?        Yes   X   No

**Federal Awards**

Internal control over major federal awards:

Material weakness(es) identified?        Yes   X   No

Significant deficiency(ies) identified?        Yes   X   None Reported

Type of auditor’s report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?        Yes   X   No

**Identification of Major Federal Programs:**

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.007, 84.033, 84.063, and 84.268	Student Financial Aid Cluster

Dollar threshold used to distinguish between type A and type B programs: \$844,992

Auditee qualified as low-risk auditee?   X   Yes        No

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
RELATED TO THE FINANCIAL STATEMENTS  
June 30, 2017**

There were no findings and questioned costs related to basic financial statements for the year ended June 30, 2017.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
RELATED TO FEDERAL AWARDS  
June 30, 2017**

**FEDERAL AWARDS FINDINGS**

There were no findings and questioned costs related to federal awards for June 30, 2017.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
RELATED TO STATE AWARDS  
June 30, 2017**

**STATE COMPLIANCE FINDINGS**

There were no findings and questioned costs related to state awards for the year ended June 30, 2017.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
RELATED TO FINANCIAL STATEMENTS, FEDERAL OR STATE AWARDS  
June 30, 2017**

There were no findings and questioned costs related to the basic financial statements, federal awards or state awards for the prior year.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT  
TRUST FINANCIAL STATEMENTS**

**JUNE 30, 2017**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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**June 30, 2017**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

### **Report on the Financial Statements**

We have audited the accompanying statement of trust net position and statement of changes in net position of the South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to in the above present fairly, in all material respects, the net position of South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust, as of June 30, 2017, and the respective changes in the financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of a Matter**

As discussed in Note 1, the financial statements present only the Retirement Futuris Public Entity Investment Trust, and is not intended to present fairly the financial position and changes in financial position of the District in accordance with accounting principles generally accepted in the United States of America. During fiscal year ended June 30, 2017, the South Orange County Community College District adopted the provisions of Governmental Accounting Standards Board Statement (GASB) No. 74 *Financial Reporting for Postemployment Benefit Plans Other Than Pensions Plans*, and No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. Our auditors' opinion was not modified with respect to these matters.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the required supplementary information, including management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 5, 2017, on our consideration of South Orange County Community College District – Retirement Futuris Public Entity OPEB Trusts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP  
Glendora, California  
October 5, 2017

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

### **MANAGEMENT'S DISCUSSION AND ANALYSIS For the Fiscal Year Ended June 30, 2017**

This section provides an overview and analysis of the financial activities of South Orange County Community College District – Retirement Futuris Public Entity Investment Trust (the “Trust”) for the fiscal year ended June 30, 2017. The Trust establishment was authorized in April 2008 by the District’s Board of Trustees. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our financial statements.

#### **FINANCIAL HIGHLIGHTS**

The net position of South Orange County Community College District – Retirement Futuris Public Entity Investment Trust at the close of fiscal year 2017 is \$110,063,884 (net position held in trust for retiree medical benefits). All of the net position is available to meet the Trust’s ongoing obligations to participants and beneficiaries.

The Trust’s funding objective is to meet long-term benefit obligations through contributions and investments income. The Trust was initially funded by the District by a one-time transfer in 2008 of \$50,791,103. For the year ended June 30, 2017 the District contributions totaled \$9.9 million.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The following discussion and analysis are intended to serve as an introduction to the Trust’s financial statements, which comprises these components:

1. Statement of Trust Net Position
2. Statement of Changes in Trust Net Position
3. Notes to the Basic Financial Statements

**The Statement of Trust Net Position** is a snapshot of account balances at yearend. It indicates the assets available for future payments for retiree health benefits and any current liabilities that are owed at this time.

**The Statement of Changes in Trust Net Position**, on the other hand, provides a view of current year additions to and deductions from the Trust. Both statements are in compliance with Governmental Accounting Standards. These Standards require certain disclosures and require the state and local governments to report using the full accrual method of accounting. The Trust complies with all material requirements of these pronouncements.

The Statement of Trust Net Position and the Statement of Changes in Trust net Position report information about the Trust’s activities. These statements include all assets and liabilities, using the full accrual basis of accounting which is similar to the accounting used by the most private sector companies. All of the current year’s revenue and expenses are taken into accounting

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

regardless of when cash is received or paid. All investments gains and losses are shown at trade date. In addition, both realized and unrealized gains and losses are shown on investments.

These two statements report the Trust's net position held in an irrevocable trust account for retirees' medical benefits. Net position, the difference between assets and liabilities, is one way to measure the plan's financial position. Over time, increase and decrease in net position is one indicator of whether its financial health is improving or deteriorating. Other factors, such as market conditions, should also be considered in measuring the Trust's overall health.

**Notes to the Basic Financial Statements** provide additional information that is essential to a full understanding of the data provided in the financial statements.

**OTHER INFORMATION**

In addition to the financial statements and accompanying notes, this report presents certain required supplementary information concerning the Trust's progress in funding its obligations to provide retiree medical benefits to members.

**FINANCIAL ANALYSIS**

As previously noted, net position may serve over time as a useful indication of the Trust's financial position. For the year ended June 30, 2017, the net position increased by \$16.7 million as a result of investment earnings. The contributions represent the normal costs for active employees. The costs of retiree benefits paid remain stable from year to year. This information is summarized below:

<b>THE PLAN'S NET POSITION</b>	<b>2017</b>	<b>2016</b>
Assets		
Investments	\$ 110,063,884	\$ 92,851,453
Receivables	-	486,878
Net Position	<u>\$ 110,063,884</u>	<u>\$ 93,338,331</u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2017**

<b><u>THE PLAN'S CHANGES IN NET POSITION</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>% Change</u></b>
Additions			
Total contributions	\$ 9,948,418	\$ 3,600,000	1.76
Interest income	<u>10,662,951</u>	<u>925,708</u>	<u>10.52</u>
Total additions	<u>20,611,369</u>	<u>4,525,708</u>	<u>3.55</u>
Deductions			
Benefits paid	3,550,218	3,453,935	0.03
Other expenses	<u>335,598</u>	<u>310,306</u>	<u>1.00</u>
Total deductions	<u>3,885,816</u>	<u>3,764,241</u>	<u>0.03</u>
Increase in net plan position	<u>\$ 16,725,553</u>	<u>\$ 761,467</u>	<u>20.96</u>
Net Position	<u>\$ 110,063,884</u>	<u>\$ 93,338,331</u>	<u>0.18</u>

**CONTACTING THE TRUST'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, investors and creditors with a general overview of the Trust's finances and to show the Trust's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the district at South Orange County Community College District, Office of the Executive Director of Fiscal Services, 28000 Marguerite parkway, Mission Viejo, CA 92692-3635

**BASIC FINANCIAL STATEMENTS**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF TRUST NET POSITION**  
**June 30, 2017**

**Assets**

Investments, at fair value	\$ 110,063,884
<b>Total Assets</b>	<b>\$ 110,063,884</b>

**Net Position**

Restricted - nonexpendable	\$ 110,063,884
<b>Total Net Position</b>	<b>\$ 110,063,884</b>

See accompanying notes to the financial statements.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CHANGES IN TRUST NET POSITION**  
**For the Fiscal Year Ended June 30, 2017**

**Additions**

Employer contributions \$ 9,948,418

Interest income 10,662,951

**Total Additions** 20,611,369

**Deductions**

Benefits 3,550,218

Other operating expenses and services 335,598

**Total Deductions** 3,885,816

**Net Changes in Net Position** 16,725,553

**Net Position, Beginning of Year** 93,338,331

**Net Position, End of Year** \$ 110,063,884

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: DESCRIPTION OF PLAN**

The audited financial statements include only the Retirement Futuris Public Entity Investment Trust (the “Trust”), a fiduciary fund of the South Orange County Community College District (the “District”) and provides only general information of the Trust’s provisions. Readers should refer to the Trust agreement and District financial statements for more information. These financial statements include only reserves of the Trust and are not intended to present fairly the financial position and results of operations of the District in compliance with accounting principles generally accepted in the United State of America.

**General:** The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). The plan provides health, dental and vision benefits to eligible retirees and their dependents in accordance with provisions established through negotiations between the District and the bargaining unions representing employees. Benefit provisions are renegotiated each three-year bargaining period. The District reports the financial activity of the plan as a trust fund.

The District currently provides retiree and dependent health benefits to eligible academic, classified, classified leadership and administrators until retirees reach age 65. Eligibility requirements vary by employee classification. All participants must have a minimum service of 10 years and minimum required hours of 75% FTE. In addition, classified employees must be at least 60 years of age; and classified leadership, administrators and academic employees must retire under PERS or STRS. The District also pays for retiree only Medicare supplemental coverage for academic, classified leadership and administrative retirees beyond age 65. Membership consist of 313 retirees and 938 active beneficiaries.

**Contributions:** Contributions to the Trust are funded entirely by the employer. The District makes contributions based on its discretion. In 2008, the District made an initial contribution of \$50,791,103 and subsequent contributions of \$24,885,499 for the purpose of financing the District’s obligation to pay certain healthcare retiree costs related to the defined benefit plan (the “Plan”. \$4 million was withdrawn in 2016-17 to fund retiree benefits. Retiree benefits and administrative expenses are funded from contributions and investment earnings.

**Net OPEB Liability (Asset)**

The following table shows the components of the net OPEB liability (asset) of the District:

	Balance June 30, 2017
Total OPEB liability	\$ 105,808,331
Plan fiduciary net position	110,063,884
District's net OPEB liability (asset)	<u>\$ (4,255,553)</u>

Plan fiduciary net position as a percentage of the total OPEB liability (asset) 104%

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: DESCRIPTION OF PLAN**

**Funded Status and Funding Progress:** Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the Trust and the annual required contributions of the District are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the basic financial statements, present multi-year trend information about whether the actuarial value of trust assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Methods and Assumptions:** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

A measurement date of June 30, 2017 was used to calculate the related liability based upon an actuarial valuation as of January 1, 2017. A liability amount was calculated as of the valuation date and rolled forward to the measurement date using standard actuarial roll-forward techniques. The January 1, 2017 actuarial valuation used the entry age normal method. The actuarial assumptions include a 6.0 percent investment rate of return (net of administrative expenses), based on the Plan being funded in irrevocable employee benefit trust invested in a combined equity and fixed income portfolio; inflation at 2.75%; salary increases of 3%; and healthcare costs trend rates ranged from 6.5 to 4.0 percent. Mortality rates were based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations.

**Investment Options:** As appointed by the Retirement Board of Authority, Benefit Trust Company, the Asset Custodian, maintains the Trust's investments in various mutual funds, and is the record keeper and Morgan Stanley is the investment advisor. Funds allocated to the Asset custodian are invested as directed by the Retirement Board of Authority in a combination of equity and fixed income investments.

**Plan Termination:** In the event of Plan terminations, the net position of the Trust would be allocated as prescribed in the Trust documents, generally to pay in the order indicated below:

- District's remaining retiree medical benefit liabilities
- Reasonable expenses of administering the Trust

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: DESCRIPTION OF PLAN**

Any assets remaining in the Trust after paying off the above liabilities shall revert back to the District.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting:** The accompanying basic financial statements are presented on the accrual basis of accounting. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

The financial statements of the Trust have been prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America. In the U.S., the Governmental Accounting Standards Board (GASB) is the established and recognized standards-setting body for governmental accounting and financial reporting. The financial statements have been prepared consistent with GASB Statement No. 34, Statement No. 74, and other related standards. Private sector accounting standards are established by the Financial Accounting Standards Board (FASB). FASB standards are generally followed for statements issued on or before November 30, 1989 to the extent those standards do not conflict with or contradict GASB pronouncements. The District has the option to apply all FASB pronouncements issued after November 30, 1989, unless FASB conflicts with FASB. The Trust has elected not to apply FASB standards issued after November 30, 1989.

**Investment Valuation:** Investments are reported at fair value based upon quoted market prices, when available, or estimates of fair value, and unrealized and realized gains and losses are included in the Statement of Changes in Trust Net Position.

**Administrative Expenses:** Certain internal costs of administering the Trust are paid by the Trust. Administrative expenses for the year ended June 30, 2017 were \$335,598.

**Use of Estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Trust to make estimates and assumptions that affect certain amounts and disclosures. Accordingly, actual results may differ from those estimates.

**NOTE 3: INVESTMENTS**

The Plan's policy for allocation of invested assets is established and may be amended by the Retirement Board of Authority through a majority vote. It is the policy of the Board to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of specific asset classes. Assets held in the Plan may be invested in

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 3: INVESTMENTS**

accordance with California Government Code Sections 53600 through 53622. The investment policy has a long-term focus. It discourages both major shifts of asset class allocations over a short time span and, except for liquidity purposes, the use of cash equivalents. The Retirement Board of Authority has established a target net return of 6%. There is no established asset allocation policy.

At June 30, 2017, all Plan investments were in mutual funds. The Plan held no investments in any one organization that represented 5% or more of fiduciary net position.

For the year ended June 30, 2017, the annual money-weighted rate of return on investments, net of investment expense, was not available

**Investment Valuation**

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Plan's investments' fair value measurements at June 30, 2017 are presented below:

Investment	Costs	Fair Value Measurements Using		
		Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Mutual Fund - Fixed Income	\$ 54,317,261	\$ 54,317,261	\$ -	\$ -
Mutual Fund - Domestic Equity	29,586,209	29,586,209	-	-
Mutual Fund - International Equity	18,534,856	18,534,856	-	-
Mutual Fund - Real Estate	7,625,558	7,625,558	-	-
Total	<u>\$ 110,063,884</u>	<u>\$ 110,063,884</u>	<u>\$ -</u>	<u>\$ -</u>

**Custodial Credit Risk**

The California Government Code requires California banks and savings and loan associations to secure the Trust's deposits by pledging government securities as collateral. The market value of pledged securities must equal 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging the first trust deed mortgage notes having a value of 150 percent of an agency's total deposits and collateral is considered to be held in the name of the Trust. All cash held by financial institutions is entirely insured or collateralized.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 3: INVESTMENTS**

Trust's investment policy requires all fixed income investments to be of investments grade quality or higher at purchase; that is, at the time of purchases, rated no lower than "BBB" by Standard and Poor's. The Trust Board, at their discretion, may impose a higher standard on an individual investment manager basis as circumstances or investment objectives dictate. At June 30, 2017, approximately 80% of the Trust's investment holdings have a credit rating of BBB or higher.

**Concentration of Credit Risk**

The Trust's investment policy places a 5% limit on the amount it may invest in any one issuer. The foregoing limitation is not intended to apply to the percentage of Trust assets invested in a single diversified mutual fund. At June 30, 2017, no investment with a single equity exceeded 1%.

**Interest Rate Risk**

The Trust does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2017, the Trust had no significant interest rate risk related to investments held.

**Discount Rate and Rate of Return**

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2017 (see the discussion of the Plan's investment policy) are as follows:

Asset Class	Asset Allocation	Long-term
		Expected Real Rate of Return
Fixed income	49%	1.75%
Domestic equities	27%	4.25%
International equities	17%	5.25%
Real estate	7%	4.50%
Cash/liquidity	0%	0.00%

The discount rate used to measure the total OPEB liability was 6.0 percent. Based on the District's funding practice to fund at least the actuarially determined contribution including the

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017**

**NOTE 3: INVESTMENTS**

The discount rate used to measure the total OPEB liability was 6.0 percent. Based on the District's funding practice to fund at least the actuarially determined contribution including the normal cost for all future actives, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Since the most recent GASB 45 valuation, the following changes have been made:

- The discount rate and expected rate of return on assets was changed from 7.0% to 6.0%
- The initial healthcare trend rate changed from 6.0% to 6.5%

**NOTE 4: CHANGES IN THE NET OPEB LIABILITY (ASSET)**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balances at June 30, 2016	\$ 99,594,587	\$ 92,851,453	\$ 6,743,134
Changes for the year:			
Service cost	4,353,903		4,353,903
Interest	6,099,713		6,099,713
Employer contributions		11,116,750	(11,116,750)
Net investment income		10,662,951	(10,662,951)
Benefit payments	(4,239,872)	(4,239,872)	-
Administrative expenses		(327,398)	327,398
Net changes	6,213,744	17,212,431	(10,998,687)
Balances at June 30, 2017	\$ 105,808,331	\$ 110,063,884	\$ (4,255,553)

The following presents the District's net OPEB liability calculated using the discount rate of 6.0 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.0 percent) or 1-percentage-point higher (7.0 percent) than the current rate:

Discount rate	Net OPEB Liability (Asset)
1% decrease (5.0%)	\$ 8,703,326
Current discount rate (6.0%)	(4,255,553)
1% increase (7.0%)	(15,124,799)

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2017****NOTE 4: CHANGES IN THE NET OPEB LIABILITY (ASSET)**

would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.5 percent decreasing to 3.0 percent) or 1-percentage-point higher (7.5 percent decreasing to 5.0 percent) than the current rate:

Healthcare trend rate	Net OPEB Liability (Asset)
1% decrease (5.5% decreasing to 3.0%)	\$ (16,970,034)
Current healthcare trend rate (6.5 % decreasing to 4.0%)	(4,255,553)
1% increase (7.5% decreasing to 5.0%)	11,293,370

**NOTE 5: RELATED PARTY TRANSACTIONS**

Retiree benefit costs of the Trust are paid by South Orange County Community College District. The District recorded \$3,550,218 as a transfer from the Trust fund to pay retiree benefits.

**NOTE 6: CONTINGENCIES**

The Trust may be subject to various claims, legal proceedings, and investigations covering a wide range of matters that arise in the ordinary course of business. In the opinion of management all such matters are adequately covered by insurance or by accruals, and if not so covered are without merit or are of such kinds, or involve such amounts, as would not have a significant effect on the financial position or results of operations of the Trust if disposed of unfavorably.

**NOTE 7: CONCENTRATIONS**

The Trust receives all its contributions from the district and is therefore subject to risks from changes in the District's economic conditions.



**REQUIRED SUPPLEMENTARY INFORMATION**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**SCHEDULE OF CHANGES IN THE NET OTHER POSTEMPLOYMENT  
HEALTHCARE BENEFITS**

Total OPEB Liability	2017
Service Cost	\$ 4,353,903
Interest	6,099,713
Benefit Payments	(4,239,872)
<b>Net Change in Total OPEB Liability</b>	<b>6,213,744</b>
<b>Total OPEB Liability - beginning</b>	<b>99,594,587</b>
<b>Total OPEB Liability - ending (a)</b>	<b><u>\$ 105,808,331</u></b>
Plan Fiduciary Net Position	2017
Contributions - Employer	\$ 11,116,750
Net Investment Income	10,662,951
Benefit Payments	(4,239,872)
Administrative Expense	(327,398)
<b>Net Change in Plan Fiduciary Net Position</b>	<b>17,212,431</b>
<b>Plan Fiduciary Net Position - beginning</b>	<b>92,851,453</b>
<b>Plan Fiduciary Net Position - ending (b)</b>	<b><u>\$ 110,063,884</u></b>
<b>Net OPEB Liability (Asset) - ending (a) - (b)</b>	<b><u>\$ (4,255,553)</u></b>
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	104.02%
Covered-employee payroll	\$ 89,360,000
Net OPEB liability (asset) as a percentage of covered payroll	-4.76%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

**SCHEDULE OF OTHER POSTEMPLOYMENT HEALTHCARE BENEFITS  
INVESTMENT RETURNS**

<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
2017	NA

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**SCHEDULE OF OTHER POSTEMPLOYMENT HEALTHCARE BENEFITS  
CONTRIBUTIONS**

<u>OPEB Contributions</u>	<u>2017</u>
Actuarially Determined Contribution (ADC)	\$ 4,594,742
Contributions in relation to the ADC	<u>6,390,000</u>
Contribution deficiency (excess)	<u><u>\$ (1,795,258)</u></u>
District's covered payroll	\$ 89,360,000
Contributions as a percentage of covered payroll	7.15%

See the accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION  
For the Fiscal Year Ended June 30, 2017**

**NOTE 1: NOTES TO REQUIRED SUPPLEMENTARY INFORMATION PROGRESS**

**Schedule of Changes in Net Other Postemployment Healthcare Benefits**

The schedule is intended to show trends about the changes in the District's actuarially determined liability for postemployment benefits other than pensions.

Benefit changes – None

Changes of Assumptions - The discount rate and expected rate of return on assets was changed from 7.0% to 6.0% and the initial healthcare trend rate changed from 6.0% to 6.5%

**Schedule of Other Postemployment Healthcare Benefits Investment Return**

The schedule is intended to show trends about the rate of return on plan assets.

**Schedule of Postemployment Healthcare Benefits Employer Contributions**

The schedule is intended to show trends about the amounts contributed in relation to the actuarially determined contribution.

Actuarially determined contribution rates are calculated as of January 1, 18 months prior to the end of the fiscal year in which contributions are reported.

Methods of assumptions used to determine contribution rates are:

Actuarial Cost Method	Entry age normal
Inflation	2.75%
Salary Increases	3%
Investment Rate of Return	6.0%
Health Care Trend Rate	6.5% decreasing to 4.0% in 2023

Mortality rates were based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations

**OTHER INDEPENDENT AUDITOR'S REPORT**



CliftonLarsonAllen LLP  
CLAconnect.com

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT  
AUDITING STANDARDS**

Board of Trustees  
The Board of Trustees  
South Orange County Community College District  
Mission Viejo, California

We have audited the financial statements of South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust as of and for the year ended June 30, 2017 and have issued our report thereon dated October 5, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United State of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

Management of South Orange County Community college District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered South Orange County Community College District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of South Orange County Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of South Orange County community college District's internal control over financial reporting.


A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether South Orange County Community College District – retirement Futuris Public Entity OPEB Trust’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance that are required to be report under Government Auditing Standards.

This report is intended solely for the information and use of the Board of Trustees, District Management, the California Community Colleges Chancellor’s Office, others within the entity, the District’s Federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP  
Glendora, California  
October 5, 2017

**SADDLEBACK COLLEGE FOUNDATION**

**AUDITED FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2017**

**And**

**Independent Auditor's Report**



**SADDLEBACK COLLEGE FOUNDATION**  
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**June 30, 2017**

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## INDEPENDENT AUDITOR'S REPORT

Board of Governors  
Saddleback College Foundation  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

### **Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Saddleback College Foundation (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position of the Saddleback College Foundation as of June 30, 2017, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP  
Glendora, California  
October 31, 2017

**SADDLEBACK COLLEGE FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2017**

**Assets**

**Current Assets:**

Cash and cash equivalents	\$ 92,381
Accounts receivable	14,609
Contributions receivable - Current Portion	4,000
Investments, at fair value	172,314
Prepays	36,767
<b>Total Current Assets</b>	<b>320,071</b>

**Non-Current Assets:**

Contributions receivable, net of discount	928,559
Investments, at fair value	7,915,347
Investments with FCCC	922,214
<b>Total Non-Current Assets</b>	<b>9,766,120</b>
<b>Total Assets</b>	<b>\$ 10,086,191</b>

**Liabilities and Net Assets**

**Current Liabilities:**

Accounts payable	19,282
Accrued liabilities	336,891
<b>Total Current Liabilities</b>	<b>356,173</b>

**Net Assets:**

Unrestricted	998,833
Temporarily restricted	5,090,575
Permanently restricted	3,640,610
<b>Total Net Assets</b>	<b>9,730,018</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 10,086,191</b>

See the accompanying notes to the financial statements

# SADDLEBACK COLLEGE FOUNDATION

## STATEMENT OF ACTIVITIES For the Year Ended June 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Support and Revenue</b>				
Support				
Contributions	\$ 177,548	\$ 216,099	\$ 401,267	\$ 794,914
Special events income - fundraisers	71,395	383,187	-	454,582
Sales and commissions	104,040	201,034	-	305,074
In-kind donations	27,219	-	-	27,219
Donated services	437,872	-	-	437,872
Donated professional fees	10,079	-	-	10,079
<b>Total Support</b>	<u>828,153</u>	<u>800,320</u>	<u>401,267</u>	<u>2,029,740</u>
Other income, gains and losses				
Rental income		8,450	-	8,450
Investment income	107,457	104,462	-	211,919
Realized gain (loss) on investments	18,896	14,513	-	33,409
Unrealized gain (loss) on investments	316,877	363,747	-	680,624
Other income	239,982	94,597	-	334,579
<b>Total Other Income, Gains, and Losses</b>	<u>683,212</u>	<u>585,769</u>	<u>-</u>	<u>1,268,981</u>
Total revenues before net assets released from restrictions	1,511,365	1,386,089	401,267	3,298,721
<b>Net assets released from restrictions</b>	<u>1,729,676</u>	<u>(1,729,676)</u>	<u>-</u>	<u>-</u>
<b>Total Support and Revenue</b>	<u>3,241,041</u>	<u>(343,587)</u>	<u>401,267</u>	<u>3,298,721</u>
<b>Operating Expenses</b>				
Program services	1,927,101			1,927,101
Supporting services				
Management and general	303,583			303,583
Fundraising	346,585			346,585
<b>Total Expenses</b>	<u>2,577,269</u>	<u>-</u>	<u>-</u>	<u>2,577,269</u>
<b>Change in net assets</b>	<u>663,772</u>	<u>(343,587)</u>	<u>401,267</u>	<u>721,452</u>
<b>Net Assets</b>				
Beginning of year	<u>335,061</u>	<u>5,434,162</u>	<u>3,239,343</u>	<u>9,008,566</u>
End of year	<u>\$ 998,833</u>	<u>\$ 5,090,575</u>	<u>\$ 3,640,610</u>	<u>\$ 9,730,018</u>

See the accompanying notes to the financial statements

**SADDLEBACK COLLEGE FOUNDATION**  
**STATEMENT OF CASH FLOWS**  
**For the Year Ended June 30, 2017**

**Cash flows from operating activities**

Contributions and special events	\$ 1,380,797
Sales and commissions	290,465
Investment income	211,919
Other income	343,029
Payments to/on behalf of employees	(524,111)
Payments to suppliers	(1,554,885)
Payments to/on behalf of students	(414,004)
Net cash used by operating activities	<u>(266,790)</u>

**Cash flows from investing activities**

Purchase of investments	(348,518)
Proceeds from sale of investment	<u>254,709</u>
Net cash used by investing activities	<u>(93,809)</u>
Net increase (decrease) in cash and cash equivalents	(360,599)
Cash and cash equivalents, beginning of year	<u>452,980</u>
Cash and cash equivalents, end of year	<u><u>\$ 92,381</u></u>

**Reconciliation of change in net assets to cash used by operating activities**

Change in net assets	\$ 721,452
Adjustment to reconcile change in net assets to cash used by operating activities	
Realized and unrealized loss on investments	(714,033)
Change in assets - (increase)/decrease:	
Accounts receivable	(14,609)
Contribution receivable	131,301
Prepaid assets	(35,557)
Change in liabilities - increase/(decrease):	
Accounts payable	(428,200)
Accrued liabilities	<u>72,856</u>
Net cash used by operating activities	<u><u>\$ (266,790)</u></u>

See the accompanying notes to the financial statements

**SADDLEBACK COLLEGE FOUNDATION**  
**STATEMENT OF FUNCTIONAL EXPENSE**  
**For the Year Ended June 30, 2017**

	Program Services	Management & General	Fundraising	Total
Salaries and benefits	\$ 415,913	\$ 92,531	\$ 88,523	\$ 596,967
Scholarships and grants	414,004	-	-	414,004
Donated services	222,244	155,261	60,367	437,872
Donated professional fees	-	10,079	-	10,079
In-kind donations	27,219	-	-	27,219
Investment management fees	-	36,963	-	36,963
Supplies and printing	36,280	-	-	36,280
Conference and meetings	49,711	1,327	-	51,038
Dues and membership	7,091	-	-	7,091
Equipment	74,615	-	-	74,615
Contract services	180,124	6,196	-	186,320
Special events	-	-	197,695	197,695
Program expenses	409,969	-	-	409,969
Other expenses	89,931	1,226	-	91,157
<b>Total</b>	<u>\$ 1,927,101</u>	<u>\$ 303,583</u>	<u>\$ 346,585</u>	<u>\$ 2,577,269</u>

See the accompanying notes to the financial statements

**SADDLEBACK COLLEGE FOUNDATION  
NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017**

**NOTE 1: ORGANIZATION**

**Organization and Nature of Activities**

Saddleback College Foundation (the Foundation) is a California, nonprofit public benefit corporation founded on December 5, 2003, for the purpose of receiving contributions to further the educational purposes of Saddleback College which is part of the South Orange Community College District (the District). The principal sources of revenue for the Foundation include donor contributions and investment related income.

**Financial Statement Presentation and Basis of Accounting**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Governors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

**Fair Value Measurements**

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. The fair value of investments in partnerships and real estate held as investments is estimated using private valuations of the securities or properties held. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.



**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 1: ORGANIZATION**

**Public Support and Revenue**

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

**Donated Assets, Services, and Facilities**

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year.

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes**

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 1: ORGANIZATION**

US GAAP requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash held in checking accounts. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2017, the Foundation did not have any cash balances held in financial institutions in excess of Federal depository insurance coverage. For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

**Investments**

Investments in marketable securities with readily determinable fair values are presented at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

**Functional Allocation of Expenses**

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

**NOTE 2: RESTRICTED NET ASSETS**

Temporarily restricted net assets at June 30, 2017 consist of amounts restricted for use in providing scholarships and other program services to Saddleback College

Permanently restricted net assets are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 3: DONATED SERVICES**

During the year, many individuals donate significant amounts of time and services to the Foundation to advance the programs and objectives of the Foundation. Donated services and professional fees are reflected in the accompanying statements when the criteria for recognition have been met and are recorded at fair value. Donated services include the value of Foundation services paid for salaries and benefits and professional fees paid by the District.

**NOTE 4: CONTRIBUTIONS RECEIVABLE**

Unconditional pledges at June 30, 2017 consist of the following:

Receivable - less than one year	\$ 4,000
Receivable - one to five years	20,000
Receivable - more than five years	1,596,840
Gross unconditional pledges	1,620,840
Less discount	(688,281)
Net pledges receivable	<u>\$ 932,559</u>

Contributions receivable have been discounted at a rate of 6%.

**NOTE 5: INVESTMENTS**

Investments are recorded at cost at date of acquisition or fair value at date of donation. The cost and fair value of investments at June 30, 2017 are as follows:

Investments	Cost	Fair Value	Level 1	Level 2	Level 3
Stocks	\$ 1,670,216	\$ 1,761,782	\$ 1,761,782	\$ -	\$ -
Equity and fixed income funds	2,023,747	2,405,104	2,405,104	-	-
Mutual funds	2,645,581	2,798,538	2,798,538	-	-
Money Market	172,314	172,314	172,314	-	-
Alternative investments	938,107	949,923	-	-	949,923
	<u>\$ 7,449,965</u>	<u>\$ 8,087,661</u>	<u>\$ 7,137,738</u>	<u>\$ -</u>	<u>\$ 949,923</u>

Levels 1 through 3 have been assigned to the fair value measurements of investments. The fair value level of measurement is determined as follows:

Level 1 – quoted prices in an active market for identical assets.

Level 2 – quoted prices for similar assets and market-corroborated inputs.

Level 3 – the organization's own assumptions about market participation, including assumptions about risk, developed based on the best information available in the circumstances.

**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 5: INVESTMENTS**

The following schedule summarizes the investment return and its classification in the statement of activities for the years ended June 30:

Interest and dividends	\$ 211,919
Realized gain on investments, net	33,409
Unrealized gain on investments, net	<u>680,624</u>
Total Investment Income	<u><u>\$ 925,952</u></u>

The fair value of the Foundation's investments in certain hedge funds have been reported using the net asset value as reported by the management of the respective alternative investment. Therefore, the amounts reported by the alternative investment fund are classified as Level 3.

The table below presents information about recurring fair value measurements that use significant unobservable inputs (level 3 measurements):

	<u>Hedge Funds</u>
Balance at July 1, 2016	\$ 1,148,858
Total gains or losses for the period	71,255
Purchases and sales	
Purchases	100,000
Sales	(370,190)
Transfer to level 1	
Balance at June 30, 2017	<u><u>\$ 949,923</u></u>
Gains and losses for the period included in the change in unrestricted net assets	\$ 6,316
Change in unrealized gains and losses for the period included in the change in net assets, for assets held at the end of the reporting period	<u>64,939</u>
Total gains (losses) for the period	<u><u>\$ 71,255</u></u>

**NOTE 6: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)**

The Foundation has entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (CCCSE) through the Foundation for California Community Colleges (FCCC). The FCCC has an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the CCCSE's assets.

**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 6: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)**

The Foundation has transferred a total of \$803,440 to the FCCC. These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2017 the fair value of this investment was \$922,214, which consisted of cash of \$46,111, equity securities of \$599,439 and fixed income instruments of \$276,664 measured at quoted prices in active markets for identical assets (Level 1). Net investment income of \$61,907 was recognized during the year ended June 30, 2017. Fund distributions from investment returns for the year ended June 30, 2017 were \$46,200. These distributions were not recognized as a decrease in contributions for the year ended June 30, 2017.

Changes in FCCC net assets for the fiscal year June 30, 2017:

	Temporarily Restricted	Permanently Restricted	Total
Investments with FCCC, beginning of year	\$ 56,867	\$ 803,440	\$ 860,307
Investment return:			
Investment income, net of expenses	16,418	-	16,418
Net appreciation (realized and unrealized)	91,689	-	91,689
Total investment return	108,107	-	108,107
Other changes:			
Distributions	(46,200)	-	(46,200)
Total other changes	(46,200)	-	(46,200)
Change in value, FCCC investment	61,907	-	61,907
Investments with FCCC, end of year	\$ 118,774	\$ 803,440	\$ 922,214

The CCCSE was set up to provide matching scholarships funds for California community colleges. The CCCSE was formed through a \$50 million matching commitment from the Osher Foundation and a lead contribution of \$25 million. The CCCSE began to distribute scholarship funding from the initial \$25 million gift to each participating community college in the 2009-10 year. The allocation is based on each college's full time equivalent students (FTES) and each scholarship will be valued at \$1,100 for a school year. The Foundation received \$90,200 from the Osher Foundation during the year ended June 30, 2017 for scholarships.

**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 7: GIFT ANNUITIES**

The Foundation is a named beneficiary of charitable gift annuities administered by the Community College League of California. The Foundation is entitled to the remaining funds in the annuities designated by the donors at the end of the donors' lifetime. The balance of annuity investments at June 30, 2017, is \$40,833. The receivable is measured at fair market value as this approximates the estimate of discounted future cash flows. The receivable balance is \$39,862 as of June 30, 2017.

**NOTE 8: ENDOWMENTS**

The Foundation's endowment consists of approximately 79 individual funds established for a variety of purposes. Its endowment includes donor-restricted endowment funds. As required US GAAP, net assets associated with endowment funds, including funds designated by the Board of Governors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

**Interpretation of Relevant Law**

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the funds
- (2) The purposes of the Foundation and the donor-restricted endowment funds
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the Foundation
- (7) The investment policies of the Foundation

**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 8: ENDOWMENTS**

Changes in donor-restricted endowment net assets for the fiscal year June 30, 2017:

	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 472,049	\$ 3,239,343	\$ 3,711,392
Contributions	<u>81,633</u>	<u>401,267</u>	<u>482,900</u>
Investment return:			
Investment income, net of expenses	27,163		27,163
Net appreciation (realized and unrealized)	<u>317,860</u>	<u>-</u>	<u>317,860</u>
Total investment return	<u>345,023</u>	<u>-</u>	<u>345,023</u>
Other changes:			
Distributions	<u>(261,718)</u>	<u>-</u>	<u>(261,718)</u>
Total other changes	<u>(261,718)</u>	<u>-</u>	<u>(261,718)</u>
Endowment net assets, end of year	<u>\$ 636,987</u>	<u>\$ 3,640,610</u>	<u>\$ 4,277,597</u>

**Funds with deficiencies**

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA required the Foundation to retain as a fund of perpetual duration. These deficiencies result from unfavorable market fluctuations that occurred shortly after the investment of new permanently restricted contributions and continued appropriation for certain programs that are deemed prudent by the Board of Governors. In accordance with GAAP, there are no funds with deficiencies of this nature that are reported in unrestricted net assets as of June 30, 2017.

**Return objectives and risk parameters**

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Governors, the endowment assets are invested in a manner that is intended to maintain a permanent portfolio with sufficient protection to insure the continuing ability of the Foundation to meet its changing needs and obligation and to provide the best possible return on investment. The Foundation expects its endowment funds, measured over a full market cycle or spending rate of ten years, to achieve returns in excess of the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of fund assets.. Actual returns in any given year may vary from this amount.

**SADDLEBACK COLLEGE FOUNDATION  
NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017**

**NOTE 8: ENDOWMENTS**

**Strategies employed for achieving objectives**

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on quality-based investments to achieve its long-term return objectives within prudent risk constraints.

**Spending policy and how the investment objectives relate to spending policy**

The Foundation has a policy to annually designate a base spending rate on the principle of the endowment fund. In setting the base spending rate, the Foundation considers the rate of increase in the Consumer Price Index, the average annual investment return, and the operating cost rate for the previous calendar year. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

**NOTE 9: NET ASSETS RELEASED FROM RESTRICTIONS**

Net assets of \$1,729,676 were released from temporary donor restrictions during the fiscal year 2016-17. The Foundation met donor imposed restrictions by incurring qualified expenses.

**NOTE 10: RELATED PARTIES**

To assist the Foundation in carrying out its purpose, the South Orange County Community College District (the District) provides administrative services to the Foundation. The District pays salaries and benefits of the executive director and the senior accounting specialist. In addition, working space for employees who perform administrative services for the Foundation is provided by the District at no charge. The donated services and professional fees for the fiscal year 2016-17 were valued at \$437,872 and \$10,079, respectively. These amounts have been reflected in the financial statements as donated services and facilities revenues and expenses.

**NOTE 11: CONTINGENCIES**

The Foundation may be subject to various claims, legal proceedings, and investigations covering a wide range of matters that arise in the ordinary course of business. In the opinion of management all such matters are adequately covered by insurance or by accruals, and if not so covered, are without merit or are of such kind, or involve such amounts, as would not have a



**SADDLEBACK COLLEGE FOUNDATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2017**

**NOTE 11: CONTINGENCIES**

significant effect on the financial position or results of operations of the Foundation if disposed of unfavorably.

**NOTE 12: SUBSEQUENT EVENTS**

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 31, 2017 which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

**IRVINE VALLEY COLLEGE FOUNDATION**

**AUDITED FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2017**

**And**

**Independent Auditor's Report**

**IRVINE VALLEY COLLEGE FOUNDATION**

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**June 30, 2017**

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## INDEPENDENT AUDITOR'S REPORT

Board of Governors  
Irvine Valley College Foundation  
5500 Irvine Center Drive  
Irvine, CA 92618

### **Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Irvine Valley College Foundation (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position of the Irvine Valley College Foundation as of June 30, 2017, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP  
Glendora, California  
October 31, 2017

IRVINE VALLEY COLLEGE FOUNDATION

STATEMENT OF FINANCIAL POSITION

June 30, 2017

**Assets**

**Current Assets:**

Cash and cash equivalents	\$ 289,051
Accounts receivable	7,854
Investments, at fair value	6,214
Prepays	7,866
<b>Total Current Assets</b>	<b>310,985</b>

**Non-Current Assets:**

Investments, at fair value	2,044,909
Investments with FCCC	419,073
Property and equipment, net	13,625
<b>Total Non-Current Assets</b>	<b>2,477,607</b>
<b>Total Assets</b>	<b>\$ 2,788,592</b>

**Liabilities and Net Assets**

**Current Liabilities:**

Accounts payable	\$ 80,103
<b>Total Current Liabilities</b>	<b>80,103</b>

**Net Assets:**

Unrestricted	238,266
Temporarily restricted	1,146,492
Permanently restricted	1,323,731
<b>Total Net Assets</b>	<b>2,708,489</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 2,788,592</b>

See the accompanying notes to the financial statements

## IRVINE VALLEY COLLEGE FOUNDATION

**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2017**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Support and Revenue</b>				
Support				
Contributions	\$ 70,216	\$ 502,966	\$ 287,482	\$ 860,664
Special events income - fundraisers	121,238	18,290		139,528
Sales and commissions	2,313	6,857		9,170
In-kind donations	56,368			56,368
Donated services	662,394			662,394
Donated professional fees	6,365			6,365
<b>Total Support</b>	<u>918,894</u>	<u>528,113</u>	<u>287,482</u>	<u>1,734,489</u>
Other income, gains and losses				
Investment income	22,720	54,057		76,777
Realized gain (loss) on investments	11,859	11,670		23,529
Unrealized gain (loss) on investments	19,463	26,389		45,852
Other income	-	5,141		5,141
<b>Total Other Income, Gains, and Losses</b>	<u>54,042</u>	<u>97,257</u>	<u>-</u>	<u>151,299</u>
Total revenues before net assets released from restrictions	972,936	625,370	287,482	1,885,788
<b>Net assets released from restrictions</b>	<u>708,694</u>	<u>(708,694)</u>	<u>-</u>	<u>-</u>
<b>Total Support and Revenue</b>	<u>1,681,630</u>	<u>(83,324)</u>	<u>287,482</u>	<u>1,885,788</u>
<b>Operating Expenses</b>				
Program services	1,256,009			1,256,009
Supporting services				
Management and general	158,738			158,738
Fundraising	190,163			190,163
<b>Total Expenses</b>	<u>1,604,910</u>	<u>-</u>	<u>-</u>	<u>1,604,910</u>
<b>Change in net assets</b>	<u>76,720</u>	<u>(83,324)</u>	<u>287,482</u>	<u>280,878</u>
<b>Net Assets</b>				
Beginning of year	161,546	1,229,816	1,036,249	2,427,611
End of year	<u>\$ 238,266</u>	<u>\$ 1,146,492</u>	<u>\$ 1,323,731</u>	<u>\$ 2,708,489</u>

See the accompanying notes to the financial statements

IRVINE VALLEY COLLEGE FOUNDATION

STATEMENT OF CASH FLOWS  
For the Year Ended June 30, 2017

<b>Cash flows from operating activities</b>	
Contributions and special events	\$ 1,060,914
Sales and commissions	1,316
Investment income	76,777
Other income	5,141
Payments to/on behalf of District employees	(97,066)
Payments to suppliers	(360,841)
Payments to/on behalf of students	(415,448)
Net cash provided by operating activities	<u>270,793</u>
<b>Cash flows from investing activities</b>	
Purchase of investments	(883,626)
Proceeds from sale of investment	<u>220,847</u>
Net cash used by investing activities	<u>(662,779)</u>
Net decrease in cash and cash equivalents	(391,986)
Cash and cash equivalents, beginning of year	<u>681,037</u>
Cash and cash equivalents, end of year	<u><u>\$ 289,051</u></u>
<b>Reconciliation of change in net assets to cash used by operating activities</b>	
Change in net assets	\$ 280,878
Adjustment to reconcile change in net assets to cash provided by operating activities	
Realized and unrealized loss on investments	(69,381)
Depreciation	2,305
Change in assets - (increase)/decrease:	
Accounts receivable	(7,854)
Contribution receivable	60,722
Prepaid assets	2,794
Change in liabilities - increase/(decrease):	
Accounts payable	9,945
Accrued liabilities	<u>(8,616)</u>
Net cash provided by operating activities	<u><u>\$ 270,793</u></u>

See the accompanying notes to the financial statements



**IRVINE VALLEY COLLEGE FOUNDATION**

**STATEMENT OF FUNCTIONAL EXPENSE**  
**For the Year Ended June 30, 2017**

	Program Services	Management & General	Fundraising	Total
Salaries and benefits	\$ 88,450	\$ -	\$ -	\$ 88,450
Scholarships and grants	415,448	-	-	415,448
Donated services	430,703	126,763	104,928	662,394
Donated professional fees	-	6,365	-	6,365
In-kind donations	56,368	-	-	56,368
Investment management fees		5,089	-	5,089
Supplies and printing	1,378	1,486	-	2,864
Conference and meetings	54,826	102	-	54,928
Dues and membership	2,125	3,625	-	5,750
Equipment	18,824	32	-	18,856
Depreciation	2,305	-	-	2,305
Contract services	40,747	4,597	-	45,344
Special events	-	-	85,235	85,235
Program expenses	119,580	-	-	119,580
Other expenses	25,255	10,679	-	35,934
<b>Total</b>	<u>\$ 1,256,009</u>	<u>\$ 158,738</u>	<u>\$ 190,163</u>	<u>\$ 1,604,910</u>

See the accompanying notes to the financial statements

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 1: ORGANIZATION**

**Organization and Nature of Activities**

Irvine Valley College Foundation (the Foundation) is a California, nonprofit public benefit corporation founded on November 24, 2003, for the purpose of receiving contributions to further the educational purposes of Irvine Valley College (IVC) which is part of the South Orange County Community College District (the District). The principal sources of revenue for the Foundation include donor contributions and investment related income.

**Financial Statement Presentation and Basis of Accounting**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Governors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

**Fair Value Measurements**

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 1: ORGANIZATION**

**Public Support and Revenue**

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

**Donated Assets, Services, and Facilities**

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year.

**Property and Equipment**

Property and equipment are stated at cost. Donated property is recorded at its estimated fair value at the date of receipt, which is then treated as cost. The Foundation maintains a capitalization threshold of \$5,000. The costs of normal maintenance and repairs that do not add to the value of an asset or significantly extend an asset's life are not capitalized.

Depreciation is computed on the straight-line basis over the estimated useful life of the assets. The estimated useful life for property and equipment is 3-10 years.

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 1: ORGANIZATION**

**Income Taxes**

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

United States Generally Accepted Accounting Principles (US GAAP) requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash held in checking accounts. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. The Foundation occasionally maintains cash balances in excess of the insured amounts, and has not incurred losses. For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

**Investments**

Investments in marketable securities with readily determinable fair values are presented at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

**Functional Allocation of Expenses**

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 2: RESTRICTED NET ASSETS**

Temporarily restricted net assets at June 30, 2017 consist of amounts restricted for use in providing scholarships and other program services to IVC.

Permanently restricted net assets are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

**NOTE 3: DONATED SERVICES**

Throughout the year, many individuals throughout the District donate significant amounts of time to advance the programs and objectives of the Foundation. Donated services and professional fees are reflected in the accompanying statements when the criteria for recognition have been met and are recorded at fair value. Donated services and professional fees include the value of Foundation services paid for salaries and benefits and professional fees paid by District.

**NOTE 4: INVESTMENTS**

Investments are recorded at cost at date of acquisition or fair value at date of donation. The cost and fair value of investments as of June 30, 2017 are as follows:

Level 1	Cost	Fair Value
Exchange Traded Funds	\$ 846,397	\$ 873,544
Equity mutual funds	464,885	536,430
Fixed income mutual funds	633,625	634,935
Money Market	6,214	6,214
	<u>\$ 1,951,121</u>	<u>\$ 2,051,123</u>

Levels 1 through 3 have been assigned to the fair value measurements of investments. The fair value level of measurement is determined as follows:

Level 1 – quoted prices in an active market for identical assets.

Level 2 – quoted prices for similar assets and market-corroborated inputs.

Level 3 – the organization's own assumptions about market participation, including assumptions about risk, developed based on the best information available in the circumstances.

All of the Foundations investments are categorized as level 1 investments.

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 4: INVESTMENTS**

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2017:

Interest and dividends	\$	76,777
Realized gain on investments, net		23,529
Unrealized gain on investments, net		<u>45,852</u>
Total Investment Income	\$	<u><u>146,158</u></u>

**NOTE 5: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)**

In 2010, the Foundation entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (CCCSE) through the Foundation for California Community Colleges (FCCC). The FCCC has an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the CCCSE's assets.

Since the agreement's inception, the Foundation has transferred a total of \$370,759 to the FCCC. These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2017 the fair value of this investment was \$419,073, which consisted of cash of \$20,954, equity securities of \$272,397 and fixed income instruments of \$125,722 measured at quoted prices in active markets for identical assets (Level 1). Net investment income of \$27,868 was recognized during the year ended June 30, 2017. Fund distributions from investment returns for the year ended June 30, 2017 were \$21,267.

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 5: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)**

Changes in FCCC net assets for the fiscal year June 30, 2017:

	Temporarily Restricted	Permanently Restricted	Total
Investments with FCCC, beginning of year	\$ 20,446	\$ 370,759	\$ 391,205
Investment return:			
Investment income, net of expenses	7,462	-	7,462
Net appreciation (realized and unrealized)	41,673	-	41,673
Total investment return	49,135	-	49,135
Other changes:			
Distributions	(21,267)	-	(21,267)
Total other changes	(21,267)	-	(21,267)
Change in value, FCCC investment	27,868	-	27,868
Investments with FCCC, end of year	\$ 48,314	\$ 370,759	\$ 419,073

The CCCSE was established to provide matching scholarships funds for California community colleges. The CCCSE was formed through a \$50 million matching commitment from the Osher Foundation and a lead contribution of \$25 million. The CCCSE began to distribute scholarship funding from the initial \$25 million gift to each participating community college in the 2009-10 year. The allocation is based on each college's full time equivalent students (FTES) and each scholarship is valued at \$1,100 for a school year. The Foundation received distribution and matching funds from the Osher Foundation totaling \$44,000 to meet the required 5% minimum payout for scholarships.

**NOTE 6: ENDOWMENTS**

The Foundation's endowment consists of approximately 79 individual funds established for a variety of purposes. Its endowment includes donor-restricted endowment funds. As required US GAAP, net assets associated with endowment funds, including funds designated by the Board of Governors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

## IRVINE VALLEY COLLEGE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2017

**NOTE 6: ENDOWMENTS****Interpretation of Relevant Law**

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the funds
- (2) The purposes of the Foundation and the donor-restricted endowment funds
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the Foundation
- (7) The investment policies of the Foundation

Changes in donor-restricted endowment net assets for the fiscal year June 30, 2017:

	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 223,254	\$ 1,036,249	\$ 1,259,503
Contributions	43,181	287,482	330,663
Investment return:			
Investment income, net of expenses	43,830		43,830
Net appreciation (realized and unrealized)	38,058	-	38,058
Total investment return	81,888	-	81,888
Other changes:			
Distributions	(182,807)	-	(182,807)
Total other changes	(182,807)	-	(182,807)
Endowment net assets, end of year	\$ 165,516	\$ 1,323,731	\$ 1,489,247



**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 6: ENDOWMENTS**

**Funds with deficiencies**

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA required the Foundation to retain as a fund of perpetual duration. These deficiencies result from unfavorable market fluctuations that occurred shortly after the investment of new permanently restricted contributions and continued appropriation for certain programs that are deemed prudent by the Board of Governors. In accordance with GAAP, there are no funds with deficiencies of this nature that are reported in unrestricted net assets as of June 30, 2017.

**Return objectives and risk parameters**

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Since the purpose of endowments is to provide scholarships and other benefits in perpetuity, endowment funds are invested with a long term perspective. The policy is to protect the principal, over the long term, and yet maximize the investment earnings so as to maximize the benefit provided by the endowment. The Foundation expects its endowment funds, over time, to provide an average rate of return of approximately 5 percent annually. Actual returns in any given year may vary from this amount.

**Strategies employed for achieving objectives**

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on quality-based investments to achieve its long-term return objectives within prudent risk constraints.

**Spending policy and how the investment objectives relate to spending policy**

The Foundation has a policy of appropriating for distribution each year 3 percent of the endowment fund's average fair value over the prior 12 quarters the fiscal year in which the distribution is planned. In establishing this policy, the Foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow at an average of 2% annually. Spending is reviewed annually and allocations are determined to allow continued growth. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment

**IRVINE VALLEY COLLEGE FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**June 30, 2017**

**NOTE 6: ENDOWMENTS**

assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

**NOTE 7: PROPERTY AND EQUIPMENT**

Property and equipment as of June 30, 2017 consisted of the following:

Equipment	\$ 15,930
Less accumulated depreciation	(2,305)
Total property and equipment, net	<u>\$ 13,625</u>

**NOTE 8: NET ASSETS RELEASED FROM RESTRICTIONS**

Net assets of \$708,694 were released from temporary donor restrictions during the year ended June 30, 2017. The Foundation met donor imposed restrictions by incurring qualified expenses.

**NOTE 9: RELATED PARTIES**

To assist the Foundation in carrying out its purpose, the District provides administrative services to the Foundation. The District pays salaries and benefits of Foundation directors and staff. Additionally, the District pays professional fees for services rendered on behalf of the Foundation. The donated services and professional fees for the year ended June 30, 2017 were valued at \$662,394 and \$6,365, respectively. These amounts have been reflected in the financial statements as donated services and professional fees revenues and expenses.

**NOTE 10: CONTINGENCIES**

The Foundation may become a party to litigation in the normal course of business. The Foundation accrues for open claims based on the Foundation's historical experience and available insurance coverage. In the opinion of management, there are no legal matters involving the Foundation that would have a material adverse impact upon the Foundation's financial position, activities or cash flow.

**NOTE 11: SUBSEQUENT EVENTS**

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 31, 2017 which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

**AUDITED FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2017**

**And**

**Independent Auditors' Report**

**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Advanced Technology and Education Park Foundation  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

### **Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Advanced Technology and Education Park (ATEP) Foundation (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position of the Foundation as of June 30, 2017, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**  
Glendora, California  
October 31, 2017

**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2017**

**Assets**

Cash and cash equivalents	\$ 12,469
<b>Total Assets</b>	<b>\$ 12,469</b>

**Net Assets:**

Unrestricted	\$ 12,469
<b>Total Net Assets</b>	<b>\$ 12,469</b>

See the accompanying notes to the financial statements

**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

**STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2017**

**Support and Revenue**

Support	\$ -
<b>Total Support and Revenue</b>	<u>-</u>

**Operating Expenses**

Supporting services	
Management and general	-
<b>Total Expenses</b>	<u>-</u>

<b>Change in net assets</b>	<u>-</u>
-----------------------------	----------

**Net Assets**

Beginning of year	<u>12,469</u>
End of year	<u>\$ 12,469</u>

See the accompanying notes to the financial statements



**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

**STATEMENT OF CASH FLOWS**  
**For the Year Ended June 30, 2017**

**Cash flows from operating activities**

Change in net assets	\$ -
Net cash provided by operating activities	-
Net increase (decrease) in cash and cash equivalents	-
Cash and cash equivalents, beginning of year	12,469
Cash and cash equivalents, end of year	\$ 12,469

See the accompanying notes to the financial statements

**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2017**

**NOTE 1: ORGANIZATION**

**Organization and Nature of Activities**

Advanced Technology and Education Park (ATEP) Foundation (the Foundation) is a California, nonprofit public benefit corporation founded on October 5, 2005, for the purpose of receiving contributions to further the educational purposes of South Orange County Community College District (the District).

**Financial Statement Presentation and Basis of Accounting**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Directors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

**ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2017**

**NOTE 1: ORGANIZATION**

**Income Taxes**

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

US GAAP requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash held in checking. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2017, the Foundation did not have any cash balances held in financial institutions in excess of Federal depository insurance coverage. For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

**NOTE 2: SUBSEQUENT EVENTS**

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 31, 2017, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**AUDITED FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2017  
And  
Independent Auditors' Report**

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Foundation for the South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

### **Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Foundation for the South Orange County Community College District (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no


Board of Directors  
Foundation for the South Orange County Community College District

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position of the Foundation as of June 30, 2017, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**  
Glendora, California  
October 31, 2017

See the accompanying notes to the financial statements

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**STATEMENT OF FINANCIAL POSITION  
June 30, 2017**

**Assets**

**Current Assets:**

Cash and cash equivalents	\$ 15,484
<b>Total Current Assets</b>	<u>15,484</u>

<b>Total Assets</b>	<u><u>\$ 15,484</u></u>
---------------------	-------------------------

**Liabilities and Net Assets**

**Current Liabilities:**

Accounts payable	\$ 754
Due to trust account	<u>1,637</u>
<b>Total Current Liabilities</b>	<u>2,391</u>

**Net Assets:**

Unrestricted	<u>13,093</u>
<b>Total Net Assets</b>	<u>13,093</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 15,484</u></u>

See the accompanying notes to the financial statements



**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2017**

<b>Support and Revenue</b>	
Contributions	\$ 10,850
<b>Total Support and Revenue</b>	<u>10,850</u>
<b>Operating Expenses</b>	
Supporting services	
Program services	2,306
Management and general	176
<b>Total Expenses</b>	<u>2,482</u>
<b>Change in net assets</b>	<u>8,368</u>
<b>Unrestricted Net Assets</b>	
Beginning of year	<u>4,725</u>
End of year	<u><u>\$ 13,093</u></u>

See the accompanying notes to the financial statements

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**STATEMENT OF CASH FLOWS  
For the Year Ended June 30, 2017**

<b>Cash flows from operating activities</b>	
Contributions and special events	\$ 10,850
Payments to suppliers	<u>(1,754)</u>
Net cash provided by operating activities	<u>9,096</u>
 Net increase in cash and cash equivalents	 9,096
 Cash and cash equivalents, beginning of year	 <u>6,388</u>
 Cash and cash equivalents, end of year	 <u><u>\$ 15,484</u></u>
 <b>Reconciliation of change in net assets to cash provided by operating activities</b>	
Change in net assets	\$ 8,368
Adjustment to reconcile change in net assets to cash provided by operating activities	
Change in liabilities:	
Accounts payable	<u>728</u>
Net cash provided by operating activities	<u><u>\$ 9,096</u></u>

See the accompanying notes to the financial statements

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**STATEMENT OF FUNCTIONAL EXPENSE  
For the Year Ended June 30, 2017**

	Program Services	Management & Services	Total
Seminars and conferences	\$ 60	\$ -	\$ 60
General operating expenses/food	-	176	176
Program activities	2,246	-	2,246
<b>Total</b>	<u>\$ 2,306</u>	<u>\$ 176</u>	<u>\$ 2,482</u>

See the accompanying notes to the financial statements

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017**

**NOTE 1: ORGANIZATION**

**Organization and Nature of Activities**

The Foundation for the South Orange County Community College District (the Foundation) is a California, nonprofit public benefit corporation founded on July 5, 2005, for the purpose of receiving contributions to further the educational purposes of South Orange County Community College District (the District). The principal sources of revenue for the Foundation include donor contributions and investment related income.

**Financial Statement Presentation and Basis of Accounting**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Directors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

**Public Support and Revenue**

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e.,

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017**

**NOTE 1: ORGANIZATION**

the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

**Donated Assets, Services, and Facilities**

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year.

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes**

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

US GAAP requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's

**FOUNDATION FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017**

**NOTE 1: ORGANIZATION**

continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

**Functional Allocation of Expenses**

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

**NOTE 2: CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consist of cash held in checking accounts totaling \$15,484. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2017, the Foundation did not have any cash balances held in financial institutions in excess of Federal depository insurance coverage.

**NOTE 3: SUBSEQUENT EVENTS**

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 31, 2017 which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Saddleback College Stadium and Site Improvement Project, Change Order No. 1, PCL Construction Services, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On August 22, 2016, the Board of Trustees approved a \$48,999,900 Maximum Allowable Price Design-Build agreement with PCL Construction Services, Inc. for the Saddleback College Stadium and Site Improvement project. On August 22, 2016, the Board of Trustees approved the FY 2016-2017 budget, which included other college funds applied toward the overall project cost.

During design, the college requested several stadium and practice field enhancements. Interim Chancellor Fitzsimons accepted the college request to move forward with the enhancements using project contingency, which would be subsidized using college redevelopment funds, if use of the contingency exceeded what remains in that budget.

### **STATUS**

The required modifications contained in Change Order Request No. 1 are described in EXHIBIT A. Approval of Change Order No. 1 will result in an increase of \$1,900,190 for a revised contract total of \$50,900,090.

Funds are available in the Saddleback College Stadium and Site Improvement project budget with an approved project budget of \$62,230,000.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve Board Change Order No. 1 (EXHIBIT A) for the Saddleback College Stadium and Site Improvement project and authorize staff to execute the corresponding change order with PCL Construction Services, Inc., resulting in an increase of \$1,900,190 for a revised contract amount of \$50,900,090.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
Saddleback College Stadium and Site Improvement Project  
Board Change Order No. 1

December 11, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 1 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2043	Design-Build Contractor	PCL Construction Services, Inc.		\$48,999,900.00	\$0.00	\$1,900,190.00	\$50,900,090.00	0
		4350 Executive Drive, Suite 270	<b>TOTAL</b>	<b>48,999,900.00</b>			<b>50,900,090.00</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	11/3/2017	Change asphalt pavement to concrete located inside the stadium .	by College	reviewed	\$1,285,946.00	0
1	11/3/2017	Change asphalt pavement to concrete located at the Emergency Vehicle Access (EVA) area between tunnels	by College	reviewed	\$47,817.00	0
1	11/3/2017	Enlarge and convert the area North of the Football Practice Field to artificial surface in lieu of natural turf.	by College	reviewed	\$304,414.00	0
1	11/3/2017	Change team room floor surfacing from carpet to Mondo Surfacing	by College	reviewed	\$222,355.00	0
1	11/3/2017	Add a trash enclosure for water quality management purposes.	by District	reviewed	\$39,658.00	0
		<b>TOTAL THIS CHANGE ORDER REQUEST</b>			<b>\$1,900,190.00</b>	<b>0</b>



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Advanced Technology and Education Park (ATEP) IVC  
First Building Project, Change Order No. 4, McCarthy Building  
Companies, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On June 22, 2015, the Board of Trustees approved a \$16,285,000 Maximum Allowable Price Design-Build agreement with McCarthy Building Companies, Inc. for the ATEP IVC First Building project. On September 26, 2016, the Board of Trustees approved Change Order No. 1 equaling \$1,268,345 for a new total of \$17,553,345. Change Order No. 1 was funded by the College using redevelopment funds. Change Order Nos. 2 and 3 were ratified as no cost changes.

Subsequently, Irvine Valley College adopted new standards for key card entry and access controls and desires this standard be applied to the ATEP IVC First Building project.

Permanent power is made available to the new site after coordination and collaboration with Southern California Edison. Late into Edison's installation, an unforeseen circumstance delayed power to the building. A schedule impact analysis is underway. The district is providing a temporary generator to allow construction to progress and to allow testing of certain systems.

### **STATUS**

The required modifications contained in Change Order Request No. 4 are described in EXHIBIT A. Approval of Change Order No. 4 will result in an increase of \$357,842 for a revised contract total of \$17,911,187.

Funds are available in the ATEP IVC First Building project with an approved basic aid project budget of \$26,000,000.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve Board Change Order No. 4 (EXHIBIT A) and authorize staff to execute the corresponding change order with McCarthy Building Companies, Inc. for the ATEP IVC First Building project, resulting in an increase of \$357,842, for a revised contract total of \$17,911,187.

Item Submitted By: *Dr. Jim Buysse, Acting Vice Chancellor, Business Services*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ATEP IVC First Building Project  
Board Change Order No. 4

December 11, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 4 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
17	Design-Build Contractor	McCarthy Building Companies, Inc.		\$16,285,000.00	\$1,268,345.00	\$357,842.00	\$17,911,187.00	0
		20401 SW Birch Street Newport Beach, CA 92660	<b>TOTAL</b>	<b>16,285,000.00</b>			<b>17,911,187.00</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
CPR #19	10/24/2017	Access Control - Blue Violet	College	Reviewed	\$239,498	0
CPR #19	10/24/2017	Added building wireless access points (WAPs)	College	Reviewed	\$15,516	0
CPR #19	10/24/2017	Revisions to door preparation to receive access control	Contractor	Reviewed	\$2,829	0
	11/16/2017	Added allowance for temporary generator due to delay in permanent power from Southern California Edison	District	Reviewed	\$100,000	TBD
				Total	\$357,842	

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

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

**ACTION:** Approval

---

### **BACKGROUND**

On October 30, 2017, the Board of Trustees authorized a list of positions with authority to sign documents and contracts in accordance with Section 81655, 81656 and 85232 of the Education Code, Public Contract Code Section 20651 and Board Policy 2100. The Orange County Department of Education requires a current updated list of authorized signatures.

### **STATUS**

EXHIBITS A and B details all authorized designees by position to execute documents and contracts including a brief description of those items. The list is being updated due to changes in personnel.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve EXHIBIT A authorizing individuals occupying the positions listed on EXHIBIT B to be approved as presented.

**AUTHORIZATION OF SIGNATURES****SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT**

December 11, 2017

I, Thomas Fallo, Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 11th day of December 2017 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN					
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements	Change Orders and Amendments
Thomas Fallo		X	X	X	X	X	X
Cindy Vyskocil					X	X	
Kimberly R. McCord		X	X	X	X	X	X
Jim Buysse		X	X	X	X	X	X
Robert S. Bramucci						X	
Brandye K. D'Lena				X		X	X
Rosa Aguilar		X					

Pursuant to provisions of Education Code sections 85230-34

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of December 2017.

Secretary \_\_\_\_\_  
Thomas Fallo

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

POSITION

Chancellor	Application for Funds and Grants, Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment /Changes of Status, Purchase Orders, Travel Authorization/Reimbursements and Payroll Documents
Vice Chancellor, Business Services	Application for Funds and Grants, Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Contracts for Supplies and Services within Bid Limits, Purchase Orders, Travel Authorization/ Reimbursements, and Payroll Documents
Vice Chancellor, Human Resources	Employment Contracts, Collective Bargaining Agreements, Employment Claim Settlements, Notices of Employment/Change of Status, Travel Reimbursements
Vice Chancellor, Technology & Learning Resources	Application for Funds and Grants, Travel Reimbursements
Executive Director of Fiscal Services/Comptroller	Checks, Claim Settlements, General Contracts, Construction Contracts/Construction Change Orders to \$50,000 in aggregate/project, Purchase Orders, Payroll Documents Check Registers and Travel Reimbursements
Executive Director, Facilities Planning	Construction Change Orders to \$50,000 in aggregate / project, Travel Reimbursements
Executive Director, Business	Advertise for Bids, General Contracts to \$50,000, Contracts for Supplies and Services within Bid Limits, Construction Contracts/Construction, Change Orders to \$50,000 in aggregate/ project, Purchase Orders and Travel Reimbursements
Payroll and Benefits Manager	Payroll Documents
College and District Classified Management Staff and Academic Administrative Staff	Travel Reimbursements

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Board Policy Revision: BP-5520 Shower Facilities for Homeless Students, BP-3009 Internal Audit

**ACTION:** Review and Study

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### **BACKGROUND**

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

### **STATUS**

Two board policies are presented to the Board of Trustees for review and study. The new language to the board policies was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy and its companion administrative regulation were presented to the Chancellor's Council on November 30, 2017 for review and recommendation to the Acting Chancellor.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees accept for review and study the board policy as shown in EXHIBIT A.

# BOARD POLICY

5520

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## SHOWER FACILITIES FOR HOMELESS STUDENTS

The Chancellor shall ensure procedures are established that are necessary to make on-campus shower facilities available to any homeless student who is currently enrolled in coursework.

### References:

Education Code Section 76011

# BOARD POLICY

# 3009

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## INTERNAL AUDIT

The District is committed to the principles of trustworthiness, respect, responsibility, fairness, and stewardship and has therefore charged the Internal Audit (IA) department with monitoring processes and controls to ensure compliance with these values.

### AUTHORITY

Internal Audit is established by the Board of Trustees, and its responsibilities are defined by the Chancellor. The Internal Auditor will report to the Vice Chancellor of Business Services and functions under the policies established by management, the Governing Board and California Government Code §1236. The Internal Auditor is authorized unlimited access to all District records (either manual or electronic), properties, and personnel, including members of the Board of Trustees, relevant to the performance of audits and investigations. Documents and information given to Internal Audit during a review will be handled in a prudent manner.

### STANDARDS

Internal Audit adheres to the International Standards for the Professional Practice of Internal Auditing and Code of Ethics adopted by the Institute of Internal Auditors.

### References:

California Government Code Section 1236

Institute of Internal Auditors: Standards & Guidance – International Professional Practices Framework

Institute of Internal Auditors: Code of Ethics



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Allocation for Conversion to Canvas Learning Management System, Faculty Conversion to Canvas One-Time Stipends

**ACTION:** Approval

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### **BACKGROUND**

As part of the state-wide Chancellor's Office Online Education Initiative (OEI), it was decided that a common learning management system (LMS) should be used for all online education courses in the state. Canvas software was selected as the LMS of choice by Saddleback and Irvine Valley College and their respective academic senates, and each college was given the opportunity to convert from their current LMS to Canvas at no cost for an initial period of time. Irvine Valley College and Saddleback College each developed their own process for evaluating Canvas and determining if they wanted to transition from Blackboard to Canvas. IVC decided to convert beginning in fall 2016 and Saddleback in fall 2017, each of which entails an 18-month process before full conversion takes place. The colleges have been using Blackboard software as their LMS since 1999. The conversion of a course by faculty from one LMS to another requires considerable time to train, develop new materials, and design the course structure.

### **STATUS**

It is the best interest of the district and our students that the conversion be completed as soon as possible and that we avoid confusion for our students by limiting the amount of time that we are using two different learning management systems. To ensure that the implementation of Canvas and the conversion of classes by faculty can take place in a timely and successful manner, the Interim Chancellor and faculty association met to discuss one-time compensation for faculty for the conversion of classes to Canvas.

Faculty members converting at least one fully online class will be paid a stipend of \$5,000. For hybrid online classes where at least 50% of the course is taught online, the faculty member will be paid a stipend of \$2,500. For classes where Canvas is used by faculty to supplement a face-to-face class, a stipend of \$1,000 will be paid.

Each faculty member may only receive one stipend each at the highest level eligible as long as the class was previously taught in the same mode using the prior LMS and is converted before the end of the 2019-2020 academic year. New faculty who do not have a class to convert will not receive any stipend (EXHIBIT A). This cost is a conservative estimate and is expected to be less than the \$3,679,421.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the allocation of \$3,679,421 for the Canvas LMS conversion faculty stipend costs.

PROPOSAL FROM  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE SOCCCD FACULTY ASSOCIATION

October 16, 2017

To ensure a timely and successful implementation of the conversion of courses to the Canvas learning management system (LMS), the South Orange County Community College District proposes to the SOCCCD Faculty Association the following compensation and guidelines:

1. One time Stipends will be paid to all faculty converting courses from Blackboard to Canvas in the following amounts:
  - a. \$5,000 for teaching fully online courses
  - b. \$2,500 for teaching hybrid online courses in which at least 50% of the course is being taught online
  - c. \$1,000 for supplemental usage in a web-enhanced face-to-face course
  - d. The maximum amount of available funds is \$3,676,421
2. The stipend will be paid only once for each faculty member within the district regardless of the number of courses and sections taught.
3. To be eligible, the faculty member must have previously taught the course within the district in an online, hybrid, or web-enhanced format and will only be compensated for the format in which the course was previously taught; courses offered using an LMS for the first time by the faculty member are not eligible for compensation.
4. A faculty member will receive compensation only one time even if taught in multiple formats (for example, online and hybrid). The compensation will be at the highest rate of the versions offered.
5. Equal compensation will be paid to both fulltime and part-time faculty.
6. Faculty can request compensation using the attached form once a course has been assigned and an Activity Letter signed. Courses cancelled by the college after a faculty member has received an Activity Letter will be compensated. If a faculty member voluntarily withdraws from teaching the course after receipt of an Activity Letter, the course will be eligible for compensation only once the course is reassigned to them and a new form submitted.
7. Final approval for compensation will be given following the course start or cancellation date.
8. Only courses converted to Canvas by the end of the 2019-2020 academic year will be eligible for compensation.
9. Faculty members who converted courses prior to this MOU as part of the Canvas pilot program may submit the compensation request form the next time the course is offered.
10. Any additional realized savings over this amount will be earmarked for professional development use associated with Canvas.

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Accepted by SOCCCDFA  
Mark Blethen, President

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For SOCCCD  
Debra Fitzsimons, Chancellor

## SOCCCD Canvas Course Conversion One-Time Stipend Request

**Faculty Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_

**College:** Saddleback College ☐ Irvine Valley College ☐

**Division/School:** \_\_\_\_\_

**Status:** Fulltime ☐ Part-time ☐

**Work Tags:** Fund \_\_\_\_\_ Ledger Acct \_\_\_\_\_ Cost Center \_\_\_\_\_  
Program \_\_\_\_\_ Funding Source \_\_\_\_\_ Funding Year \_\_\_\_\_

### Compensation Amounts:

- \$5,000 for faculty who teach fully online courses
- \$2,5000 for faculty who teach hybrid courses in which at least 50% of the course is being taught online
- \$1,000 for faculty with only supplemental usage in a web-enhanced face-to-face course

A faculty member will receive compensation only one time each even if taught in multiple formats (for example, online and hybrid), so this form can only be submitted once by each faculty member. The compensation will be at the highest rate of the versions offered, so please submit only when that format is being offered.

Only courses offered through the 2019-2020 academic year are eligible for this compensation.

Type of Course (Online, Hybrid, Web-Enhanced)	Course Title	Course ID	Last Semester Offered by Faculty Member in Blackboard	Semester to Be Offered in Canvas	Compensation Amount	Class Start or Cancellation Date (To Be completed by VPI prior to payment)

**Faculty Requestor:** I request compensation for completing the transition of my fully online, hybrid, or web-enhanced course named above from Blackboard to Canvas. I understand that compensation is only provided for the initial time that I convert a course within the SOCCCD and that additional courses or sections are not eligible for compensation. I understand that only courses previously offered by me in an online, hybrid, or web-enhanced version within the SOCCCD are eligible. I understand that if I voluntarily withdraw from the course after an Activity Letter is signed, I will no longer be eligible for compensation until the course is reassigned to me.

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean Approval:** I confirm that the identified course will be offered in the next semester, barring any unforeseen circumstances, and that an Activity Letter for this course has already been signed and submitted by the faculty member. I have verified the eligibility for the course listed above. I have verified that the faculty member did not already receive a Canvas conversion stipend.

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VPI Approval:** I confirm that the course listed above has started or was cancelled by the college and all eligibility requirements have been met.

**VPI Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Other Approvals:**

**College Director, Fiscal Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Required Attachments:**

Signed Activity Letter

**AFTER FORM IS COMPLETE AND ALL SIGNATURES ARE RECEIVED, RETURN TO THE OFFICE OF  
HUMAN RESOURCES**

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Budget Transfer of \$3,679,421 from the Reserve for Contingencies for Canvas Stipends, Adopt Resolution No. 17-37

**ACTION:** Approval

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### **BACKGROUND**

Prior discussions have taken place regarding faculty compensation for conversion to the Canvas Learning Management System (LMS). It has previously been announced that Basic Aid funds will be used to fund this cost.

### **STATUS**

After additional consideration, it is now recommended that the stipends for faculty to convert to the Canvas LMS be funded from the reserve for contingencies. Per Ed Code section 58307, transfers from the reserve for contingencies may be done by written resolution and must be approved by a two-thirds vote of the members of the governing board. Therefore, five board members must approve the resolution.

The funds will be transferred to the 1000 and 3000 object codes for expenditure of stipend payments and associated fringe benefits. Any unspent funds as of June 30, 2020 will be returned to the reserve for contingency. Approval of item 6.7 is contingent on approval of this item.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees adopt Resolution No. 17-37 to transfer \$3,679,421 from the Reserve for Contingencies as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION No. 17-37**

December 11, 2017

WHEREAS, the Governing Board of the South Orange County Community College District has determined that expenses in the amount of \$3,679,421 for fiscal year 2017-2018 were not previously budgeted;

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 58307, the transfer of funds from the reserve for contingencies will be made according to the following schedule:

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	3,113,500
3000	Fringe Benefits	562,921
7900	Reserve for Contingencies	(3,676,421)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2017-2018

GENERAL FUND

**RESOLUTION No. 17-37**

December 11, 2017

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Thomas Fallo, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the budget transfer from the reserve for contingencies in the amount of \$3,679,421 and foregoing resolution duly and regularly adopted by the said Board at a regular meeting thereof held on December 11, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of December 2017.

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Thomas Fallo  
Secretary to the Board of Trustees

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** SOCCCD: Academic Employee and Classified Administrator  
Personnel Actions – Regular Items

**ACTION:** Ratification

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**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic employee and classified administrator personnel actions shown in Exhibit A are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees ratify the academic employee and classified administrator personnel actions as shown in Exhibit A.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ACADEMIC EMPLOYEE AND CLASSIFIED ADMINISTRATOR PERSONNEL  
ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Bristow, Christina	MA/Music	Music/IVC	2	01/16/18
Broming, Gloria	BA/Geography	Horticulture/SC	1	01/16/18
Bryan, Jeffrey	MA/Digital Media	Interactive Med/IVC	2	01/16/18
Cade, Salem	MFA/Painting	Art/SC	2	01/16/18
<sup>1</sup> Cox, Anne	Equivalency	Wm&Gender St/SC	5	01/16/18
Erb, Adrian	BS/Art Education	Arch & Drafting/SC	1	01/16/18
<sup>2</sup> Fitzgeorge, Brenda	MS/Counseling	DSPS/SC	5	11/14/17
Gentry, Roberta	MFA/Studio Art	Art/SC	2	01/16/18
Grace, Bradley	Equivalency	Art/IVC	1	01/16/18
Gudowski, Sergei	MS/Chemistry	Chemistry/SC	3	01/16/18
Gullotti, Sarah	BA/Sociology	Horticulture/SC	1	01/16/18
<sup>3</sup> Hayter, Kari	MFA/Theatre Arts	Theatre Arts/SC	2	01/16/18
Kholousi, Mitra	MA/Linguistics/TESL	Adult ESL/SC	2	01/16/18
Rother, Brian	Equivalency	Kinesiology/SC	1	01/16/18
<sup>4</sup> Shah, Priya	Equivalency	Humanities/SC	5	08/21/17
Youngren, Whitney	MA/Sociology	Sociology/SC	3	01/16/18

2. **PERMANENT, FULL-TIME FACULTY/MANAGERS TEACHING OUTSIDE  
THEIR DISCIPLINE/EQUIVALENCY** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>5</sup> Carroll, Tom	Equivalency	Humanities/SC	7	08/21/17
<sup>6</sup> Channing, Mike	Equivalency	Humanities/SC	7	08/21/17
<sup>7</sup> Luke, Gary	MA/English	Humanities/SC	7	08/21/17

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<sup>1</sup> CalSTRS Retiree

<sup>2</sup> CalSTRS Retiree

<sup>3</sup> Omission from 11/13/17 BA– Related to Trish Fain, Executive Assistant at Saddleback College

<sup>4</sup> Current Part-Time Faculty Member in Women's Studies at Saddleback College

<sup>5</sup> Current Full-time Philosophy Instructor at Saddleback College

<sup>6</sup> Current Full-time English Composition Instructor at Saddleback College

<sup>7</sup> Current Full-time English Composition Instructor at Saddleback College

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount (\$)</u>	<u>Effective Date</u>
Bailey, Cheryl	Library Services Coordinator	\$1,366.00	01/09/18-05/24/18
Bailey, Cheryl	Academic Senate Recorder	\$4,098.00	01/09/18-05/24/18
Chambers, Elizabeth	Chair, Sociology	\$1,366.00	01/09/18-05/24/18
Dorner, Meredith	OETF Faculty Coordinator 1	\$8,196.00	01/09/18-05/24/18
Ghuloum, Adam	Chair, Economics	\$2,732.00	01/09/18-05/24/18
Kaminsky, Rebecca	Crs. Coordinator, WR399 Project 2	\$1,766.66	08/21/17-12/20/17
Kussoy, Carolina	CTE Committee Faculty Co-Chair	\$2,732.00	01/16/18-05/24/18
Long, Lewis	Co-Chair, English 2	\$3,756.50	01/09/18-05/24/18
Meyer, Kurt	Curriculum Director, WR399	\$1,050.00	08/21/17-12/20/17

<b>Total for Month: General Fund/IVC</b>	<b>\$27,063.16</b>
<b>2017-2018 IVC FISCAL YEAR TOTAL TO DATE</b>	<b>\$306,334.18</b>

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount (\$)</u>	<u>Effective Date</u>
Alexander, Ariel	Chair, Music	\$6,147.00	01/09/18-05/24/18
Bagwell, Janet	Co-Chair, Reading	\$1,878.25	01/09/18-05/24/18
Bagwell, Janet	Academic Reading Co-Coord.	\$1,024.50	01/09/18-05/24/18
Barrows, Morgan	Chair, Env. Studies/Ecol./Marine Sci	\$4,098.00	01/09/18-05/24/18
Bennett, Mike	Chair, Adapted Kinesiology	\$1,707.50	01/09/18-05/24/18
Boustani, Ladi	PT Counseling Institute Workshop	\$319.68	08/01/17-08/31/17
Bowman, Don	Chair, Accounting	\$2,732.00	01/09/18-05/24/18
Branch-Stewart, K.	Chair, Human Services	\$3,756.50	01/09/18-05/24/18
Caggiano, Jodi	Co-Chair, Nursing/Health Science	\$2,219.75	01/09/18-05/24/18
Camelot, Allison	Chair, Sociology	\$2,390.50	01/09/18-05/24/18
Cavazzi, Deidre	Program Review Coordinator	\$8,196.00	01/09/18-05/24/18
Cavazzi, Deidre	Chair, Dance	\$3,073.50	01/09/18-05/24/18
Chang, Sarah	Chair, Counseling	\$1,707.50	01/09/18-05/24/18
Chu, Hencelyn	Chair, Medical Lab Technician	\$1,707.50	01/09/18-05/24/18
Cox, Barbara	Co-Chair, Business	\$409.80	01/09/18-05/24/18
Cubbage, April	On-Line Education Co-Coordinator	\$10,928.00	01/09/18-05/24/18
Damm, Kathryn	Chair, Psychology	\$4,781.00	01/09/18-05/24/18
Daniels, Stevie	ESL Lab Coordinator	\$2,049.00	01/09/18-05/24/18
DeDonno, Tom	Chair, CIM/Admin. Asst.	\$5,464.00	01/09/18-05/24/18
Duffy, Michelle	Secretary Academic Senate	\$3,209.31	09/20/17-12/20/17
Duffy, Michelle	Curriculum Lead Team	\$4,098.00	01/09/18-05/24/18
Duffy, Michelle	AVID	\$1,366.00	01/09/18-05/24/18
Duquette, Jan	Chair, Kinesiology & Recreation	\$8,879.00	01/09/18-05/24/18
Evancoe, Eugene	Chair, Electronics/Comp. Maint.	\$1,707.50	01/09/18-05/24/18

**B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

Even, Ryan	Chair, Photography	\$1,707.50	01/09/18-05/24/18
Farnsworth, Robert	Co-Chair, Hort./Landscape Design	\$2,049.00	01/09/18-05/24/18
Fier, Scott	Chair, Chemistry	\$2,390.50	01/09/18-05/24/18
Fox, Lindsay	Chair, Fashion	\$4,439.50	01/09/18-05/24/18
Fredrickson, Scott	Co-Chair, Business	\$3,688.20	01/09/18-05/24/18
Garcia, Renee	Anthropology Lab Coordinator	\$2,049.00	01/09/18-05/24/18
Garcia, Renee	Chair, Anthropology/Ethnic Studies	\$3,073.50	01/09/18-05/24/18
Ghanbarpour, C.	Chair, Women's Studies	\$1,024.50	01/09/18-05/24/18
Ghanbarpour, C.	Chair, History	\$4,098.00	01/09/18-05/24/18
Gilman, Bruce	AVID	\$2,732.00	01/09/18-05/24/18
Gravis, Esther	Co-Chair, Nursing/Health Science	\$2,219.75	01/09/18-05/24/18
Haeri, Mitch	Co-Chair, Astronomy/Physics/Eng.	\$2,732.00	01/09/18-05/24/18
Haight, Laura	Chair, Art	\$2,390.50	01/09/18-05/24/18
Hardick, Randy	Chair, EMS/Paramedics	\$1,366.00	01/09/18-05/24/18
Hernandez-Bravo, C	Co-Chair, International Languages	\$6,010.40	01/09/18-05/24/18
Hernandez-Bravo, C	International Language Lab Coord.	\$2,049.00	01/09/18-05/24/18
Herron, Alinde	Co-Chair, Interior Design	\$1,195.25	01/09/18-05/24/18
Hoggatt, Michael	Chair, Special Services	\$1,707.50	01/09/18-05/24/18
Hoolihan, Lori	Chair, Family & Cons. Sci./Nutrition	\$1,366.00	01/09/18-05/24/18
Hoolihan, Lori	Co-Chair, Interior Design	\$1,195.25	01/09/18-05/24/18
Inlow, Lisa	Chair, Culinary/Hospitality/Tourism	\$2,732.00	01/09/18-05/24/18
Jenkins, Tina	AVID	\$8,196.00	01/09/18-05/24/18
Kiernan, Maria	Chair, Emeritus	\$8,651.77	01/09/18-05/24/18
Konishi, Hiro	Chair, Cinema, TV, Radio	\$4,098.00	01/09/18-05/24/18
Langrell, Jenny	Library Coordinator	\$4,098.00	01/09/18-05/24/18
Lee, Ken	Co-Chair, Hort./Landscape Design	\$2,049.00	01/09/18-05/24/18
Lowe, Lesley	Chair, Emeritus	\$4,325.23	01/09/18-05/24/18
MacMillan, Sharon	Chair, Political Science	\$2,049.00	01/09/18-05/24/18
Major, Nicole	Gerontology Lab Coordinator	\$2,049.00	01/09/18-05/24/18
McClure, Dawne	Forensic Coach	\$1,000.00	01/09/18-05/24/18
McFann, Kent	Chair, Theatre	\$3,756.50	01/09/18-05/24/18
McGirr, Julie	Chair, English as a Second Language	\$1,024.50	01/09/18-05/24/18
Meyer, Cliff	Chair, Automotive Technology	\$4,439.50	01/09/18-05/24/18
Murray, Pete	AVID	\$2,732.00	01/09/18-05/24/18
Murray, Pete	Chair, Humanities/Philosophy	\$3,073.50	01/09/18-05/24/18
Nadeau, Bouchra	Co-Chair, International Languages	\$1,502.60	01/09/18-05/24/18
Ochoa, Heidi	Forensic Coach	\$2,500.00	01/09/18-05/24/18
Ochoa, Lucas	Forensic Coach	\$3,000.00	01/09/18-05/24/18
O'Leary, Thomas	Chair, Art History/Fine Arts	\$1,707.50	01/09/18-05/24/18
O'Rourke, Shawn	Forensic Coach	\$3,000.00	01/09/18-05/24/18
O'Shea, Erin	Chair, Art	\$2,390.50	01/09/18-05/24/18
Pakula, Jennifer	Chair, Economics	\$1,366.00	01/09/18-05/24/18
Perez, Larry	Chair, Computer Science	\$4,781.00	01/09/18-05/24/18
Posada, Timothy	Chair, Journalism	\$2,390.50	01/09/18-05/24/18
Quinlan, Emily	AVID	\$1,366.00	01/09/18-05/24/18
Renault, Irene	Academic Reading Co-Coordinator	\$1,024.50	01/09/18-05/24/18
Renault, Irene	Co-Chair, Reading	\$1,878.25	01/09/18-05/24/18
Repka, Jim	Chair, Geology/Oceanography	\$1,707.50	01/09/18-05/24/18
Schermerhorn, B.	Co-Chair, Real Estate	\$1,024.50	01/09/18-05/24/18
Smith, Christina	Chair, Educational Studies	\$1,366.00	01/09/18-05/24/18

**B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

Smith, Dana-Jean	Forensic Coach	\$1,000.00	01/09/18-05/24/18
Smith, Jeanne	Chair, Mathematics	\$9,562.00	01/09/18-05/24/18
Smith, Maureen	Geography Lab Coordinator	\$2,049.00	01/09/18-05/24/18
Smith, Maureen	Co-Chair, Geography/GIS	\$1,024.50	01/09/18-05/24/18
Stankovich, Kim	Curriculum Lead Team	\$4,098.00	01/09/18-05/24/18
Stankovich, Kim	Chair, Speech	\$3,756.50	01/09/18-05/24/18
Steinriede, Lindsay	Chair, Health	\$1,366.00	01/09/18-05/24/18
Stephens, Blake	Chair, Architecture/Drafting	\$4,439.50	01/09/18-05/24/18
Stevenson, Bill	English Comp Coordinator	\$4,098.00	01/09/18-05/24/18
Stevenson, Glen	Chair, Advanced Manufacturing	\$2,390.50	01/09/18-05/24/18
Street, Karah	Co-Chair, Biology	\$2,732.00	01/09/18-05/24/18
Tamer, Rita	Chair, American Sign Language	\$1,366.00	01/09/18-05/24/18
Tamialis, Barbara	Chair, Child Development	\$6,830.00	01/09/18-05/24/18
Taylor, Karen	Chair, Graphic Comm./Design	\$4,098.00	01/09/18-05/24/18
Teh, Steve	Co-Chair, Biology	\$2,732.00	01/09/18-05/24/18
Walsh, Dan	Co-Chair, Geography/GIS	\$1,024.50	01/09/18-05/24/18
Welc, Martin	Co-Chair, Real Estate	\$1,024.50	01/09/18-05/24/18
White-Alcover, S.	Chair, Medical Assistant/Medical Ins	\$1,707.50	01/09/18-05/24/18
Williams, Jake	Writing Center Coordinator	\$2,049.00	01/09/18-05/24/18
Wolff, Michele	AHA Coordinator	\$2,049.00	01/09/18-05/24/18
<b>Total for Month: General Fund/Saddleback College</b>		<b>\$278,008.49</b>	
<b>2017-2018 SC FISCAL YEAR TOTAL TO DATE</b>		<b>\$565,211.81</b>	

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

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Chatkupt, Terry	Support ELEVATE AAPI@IVC	\$500.00	08/14/17-12/13/17
Nguyen, Tuan	Multiple Measures Work Grp-Math	\$663.50	05/30/17-08/12/17
Nguyen, Tuan	Multiple Measures Work Grp-Math	\$1,366.00	08/12/17-12/20/17
<b>Total for Month: Non-General Fund/Irvine Valley College</b>		<b>\$2,529.50</b>	
<b>2017-2018 IVC FISCAL YEAR TOTAL TO DATE</b>		<b>\$230,326.78</b>	

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Alexander, Ariel	Faculty Stipend-Strong Workforce	\$7,000.00	08/21/17-12/20/17
Bagwell, Janet	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Beckham, Jack	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Boustani, Ladi	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Boustani, Ladi	SSSP PT Counselors Workshop	\$123.48	09/01/17-09/30/17
Boustani, Ladi	SSSP PT Counselors Workshop	\$123.48	10/01/17-10/31/17
Brunner, Janelle	AHE Peer Academy	\$82.32	10/27/17-10/27/17

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

DeAngelis, Gail	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Eldred, Stacy	AEWD- Faculty Coordination	\$6,833.00	01/16/18-05/24/18
Engels, Michael	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Fisher, Suki	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Gilbert, Annie	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Gonzalez, Sara	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Goss, Debbie	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Goulding, Carrie	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Gronnerud, Kathleen	AHA Peer Academy	\$82.32	10/27/17-10/27/17
Hoggatt, Michael	AEWD Faculty Coordination	\$6,833.00	01/16/18-05/24/18
HoidaMulholland, B	BSI OER Faculty, F17	\$650.00	09/01/17-12/20/17
Homma, Susan	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Hurtado, Alejandra	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Hurtado, Alejandra	SSSP PT Counselors Workshop	\$123.48	09/01/17-09/30/17
Hurtado, Alejandra	SSSP PT Counselors Workshop	\$123.48	10/01/17-10/31/17
Kelsey, David	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Kihyet, Connie	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Lively, Brian	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Long, Erin	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Long, Erin	SSSP PT Counselors Workshop	\$123.48	09/01/17-09/30/17
Long, Erin	SSSP PT Counselors Workshop	\$123.48	10/01/17-10/31/17
Lopez-Ediss, C.	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Mackie, Linda	AEWD Day Program Transition	\$5,433.00	01/16/18-05/24/18
Marchioni, Rachel	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Marchioni, Rachel	SSSP PT Counselors Workshop	\$123.48	09/01/17-09/30/17
Marchioni, Rachel	SSSP PT Counselors Workshop	\$123.48	10/01/17-10/31/17
May, Carol	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Meyer, Clifford	Perkins NATEF	\$1,112.00	09/01/17-09/30/17
Mulholland, Bridget	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Renault, Irene	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Sauter, Brooke	SSSP PT Counselors Workshop	\$123.48	09/01/17-09/30/17
Sauter, Brooke	SSSP PT Counselors Workshop	\$123.48	10/01/17-10/31/17
Seaman, Carolyn	Embedded Acad/Couns. Support Mtg	\$82.32	10/06/17-10/06/17
Shaw, Kat	AHE Peer Academy	\$82.32	10/27/17-10/27/17
Watt, Deb	SSSP PT Counselors Workshop	\$119.88	08/01/17-08/21/17
Watt, Deb	SSSP PT Counselors Workshop	\$123.48	10/01/17-10/31/17
<b>Total for Month: Non-General Fund/Saddleback College</b>		<b>\$31,622.52</b>	
<b>2017-2018 SADDLEBACK FISCAL YEAR TOTAL TO DATE</b>		<b>\$202,836.10</b>	

**D. CHANGE OF STATUS**

1. NIN, ORLANTHA, ID #11101, Transfer Center Coordinator/Counselor Pos. #P0004470, Academic Faculty Salary Range V, Step 9, Division of Student Equity & Special Programs, Saddleback College, has been granted a voluntary lateral transfer to EOPS Counselor, Pos. #P0005136, Division of Transfer, Career, and Special Programs, Saddleback College, Academic Faculty Range V, Step 9, effective January 9, 2018, per the Academic Master Agreement 2015-2018, Article XIX, section II. This is a replacement position for Efrén Rangel, who received a voluntary lateral transfer on July 31, 2017.

**E. ADMINISTRATOR CONTRACT EXTENSIONS**

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2018.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary Placement</u>	<u>Contract Term/Yr.</u>
Alvarado, Christian	Dean, Enrollment Services/SC	22/4	06/30/2019
Aminy, Marina	Dean, Online Ed/Learning Resources/SC	22/6	06/30/2020
Avalos, Juan	VP Student Services	25/8	06/30/2021
Fahimi, Traci	Dean, Social & Behavioral Sciences/IVC	22/3	06/30/2020
Guy, Georgina	Dean, Student Equity & Spec. Prog./SC	22/6	06/30/2020
Montgomery, Nancy	Director, Health & Wellness/IVC	19/8	06/30/2020
Nitta, Akira (Art)	Dean, Math, Science & Engineering/SC	22/3	06/30/2020
Predoehl, Dan	Asst. Dean of Div./Director Emeritus/SC	20/2	06/30/2020
Skaff, Penny	Dean, Counseling Services/SC	22/3	06/30/2020
Zhao, Lianna	Dean, Math, Science & Engineering/IVC	22/8	06/30/2020

**F. AUTHORIZATION TO ESTABLISH A NEW, CLASSIFIED ADMINISTRATIVE POSITION**

1. VICE PRESIDENT FOR COLLEGE ADMINISTRATIVE SERVICES, Pos. #'s P0004523 and P0005008, a Classified Administrator position, Academic & Classified Administrators/Managers Salary Range 24, Office of the President, Saddleback College and Irvine Valley College, seeks authorization to reclassify this position to a Range 25. This position was approved by the Interim Chancellor and Ratified by the Board of Trustees on November 13, 2017.

**G. APPROVAL OF CONTRACT OF EMPLOYMENT FOR ACTING EXECUTIVE DIRECTOR OF THE SADDLEBACK COLLEGE FOUNDATION, A CLASSIFIED ADMINISTRATOR**

1. JOHNSON, WINIFRED is to be employed as Acting Executive Director of College Foundation, Pos. #P0012563, Office of the President, Saddleback College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 22, Step 8, 40 hours per week, 12 months per year, effective November 13, 2017 through June 30, 2018 (to be extended as needed). This is a temporary position approved by the Interim Chancellor on October 26, 2017.

**H. REORGANIZATION**

1. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following administrator and staff positions within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Assistant Vice President for Institutional Effectiveness/Office of Instruction, to begin reporting to the President/Office of the President. (Please see Exhibit B, Attachment 2).
  - a. Director of Research, Planning and Accreditation, Pos. #P0004629 (Appointed to Jennifer Klein, ID #021748)
  - b. Senior Research and Planning Analyst, Pos. #P0004972 (Appointed to Jared Lessard, ID #021952)

**H. REORGANIZATION - Continued**

- c. Research and Planning Analyst, Pos. #P0004752 (Appointed to Shouka Torabi, ID# 007690)
- d. Program Research Analyst (Categorical Funded), Pos. #P0009412 (Appointed to Truong Tran, ID #022933)
- e. Senior Research and Planning Analyst (Categorical Funded), Pos. #P0004931 (Unfilled)
- f. Research Specialist (SEP), Pos. #P0009046 (Unfilled)

**I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

- 1. MOORE, LARRY, ID#: 003837, CIM-Networking Instructor (50%), Division of Economic & Workforce Development and Business Science, Saddleback College, Position #P0004587), resignation effective December 29, 2017 and retirement effective December 30, 2017. Payment is authorized for any compensated time off. (Start date: August 16, 1999).
- 2. HILTON, CAROL, ID #002075, Position #P0004523, Office of the President, Saddleback College, retirement effective December 29, 2017. Payment is authorized for any compensated time off. (Start date: December 15, 1988).

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

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

**ACTION:** Ratification

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**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees ratify the classified personnel actions as shown in Exhibit A.



**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. BROWN, STEPHEN is to be employed as Police Officer, Pos. #P0002570, Office of Safety and Security, Irvine Valley College, Police Officer Salary Schedule Range II, Step 1, 40 hours per week, 12 months per year, effective November 27, 2017. This is a replacement for Tony Mancini.
  - b. DEVOE, TODD is to be employed as Emergency and Business Continuity Manager, Pos. #P0011236, Office of Safety and Security, Saddleback College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 10, Step 5, 40 hours per week, 12 months per year, effective November 15, 2017. This is a new position ratified by the Board of Trustees on April 24, 2017.
  - c. RIBEIRO, RICARDO is to be employed as HVAC Technician, Pos. #P0003246, Department of Facilities, Maintenance and Operations, Saddleback College, CSEA Classified Bargaining Unit Salary Schedule Range 128, Step 1, 40 hours per week, 12 months per year, effective November 13, 2017. This is a replacement for Richard Rodriguez.
  - d. <sup>1</sup>WILLIAMS, CHRISTOPHER is to be employed as Counseling Office Assistant, Pos. #P0003445, Department of Disabled Students Programs and Services, Saddleback College, CSEA Classified Bargaining Unit Salary Schedule Range 115, Step 3, 40 hours per week, 12 months per year, effective December 1, 2017. This is a replacement for Katherine Schultz.
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>
<sup>2</sup> Araiza, Alberto	Computer/Audiovisual Tech/SC	26.57	07/01/17-06/30/18
Ayers, Wanda	Dispatcher/Records/IVC	22.35	07/01/17-06/30/18
Benites, Goffredo	Lab. Tech, Photography/Art/IVC	24.07	07/01/17-06/30/18
Bright, Kathleen	Accounting Specialist/DS	27.23	09/11/17-06/30/18
Bustos Hernandez, C.	Police Officer/IVC	30.02	07/01/17-06/30/18
Ciurdar, Annie	Custodian/SC	19.27	07/01/17-06/30/18
Dao, Ngan	Administrative Assistant/SC	23.48	11/06/17-06/30/18
Delgado, Gloria	Custodian/IVC	19.27	07/01/17-06/30/18
<sup>3</sup> Dominguez, Susan	Financial Aid Specialist/IVC	25.92	07/01/17-06/30/18

<sup>1</sup> Seniority date is July 1, 2017.

<sup>2</sup> Related to Elva Araiza Admissions and Records Evaluator, Saddleback College; Jose Araiza, Groundskeeper, Saddleback College; Arthur Araiza, Counseling Office Assistant, Saddleback College; Tanis Araiza, Groundskeeper, Irvine Valley College.

<sup>3</sup> Related to Israel Dominguez, Director of Economic and Workforce Development, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/ Step</u>	<u>Start Date</u>
Garcia, Amy	Human Resources Assistant/DS	23.48	07/01/17-06/30/18
Gil, Chantelle	Outreach Assistant/SC	21.27	08/15/17-06/30/18
Harris, Leslie	Sr. Lab. Tech., Life/Physical Sci./IVC	29.32	07/01/17-06/30/18
Issak, Yussuf	Campus Security Officer/IVC	20.98	07/01/17-06/30/18
James, Robert	Police Officer/IVC	30.02	07/01/17-06/30/18
Kopp, Edward	Plumber/IVC	27.91	07/01/17-06/30/18
Madrid, Tracey	Custodian/SC	19.27	11/06/17-06/30/18
Matos, Arsenio	Network Systems Technician I/SC	30.80	07/01/17-06/30/18
Namiranian, Armita	Public Safety Assistant/IVC	19.27	10/04/17-06/30/18
Oliveras, Robert	Groundskeeper/SC	21.80	07/01/17-06/30/18
Ostadaghei, Tannaz	Sr. Lab. Tech., Life/Physical Sci./IVC	29.32	07/01/17-06/30/18
Peraza, Jose	Custodian/SC	19.27	07/01/17-06/30/18
Petersen, Matthew	Groundskeeper/SC	21.80	07/01/17-06/30/18
Ponce De Leon, Angel	Custodian/SC	19.27	07/01/17-06/30/18
Quintanilla, Christian	Custodian/IVC	19.27	07/01/17-06/30/18
Rezai, Jafar	Custodian/IVC	19.27	07/01/17-06/30/18
Rizk, Irene	Program Assistant (Cat. Fund)/IVC	21.80	10/01/17-06/30/18
Sack, Tammy	Dispatcher/Records/IVC	22.35	07/15/17-06/30/18
Sendaba, Barbara	Senior Health Office Assistant/SC	25.29	10/15/17-06/30/18
<sup>4</sup> Sessler, Madison	Office Assistant/SC	19.27	07/01/17-06/30/18
Shekhalevich, Anton	Accounting Specialist/DS	27.23	09/25/17-06/30/18
Yi, Young	Library Assistant I/IVC	20.24	07/01/17-06/30/18

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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>
Abbott, Angela	Project Specialist/SC	12.00	11/01/17-06/30/18
Adams, Kathleen	Project Specialist/IVC	30.00	07/01/17-06/30/18
Aguilar, Nathaniel	Project Specialist/SC	14.00	07/01/17-06/30/18
Aguirre, Brian	Project Specialist/SC	14.00	07/01/17-06/30/18
Algernon, Nancy	Project Specialist/IVC	24.00	07/01/17-06/30/18
Almanza, Danielle	Project Specialist/IVC	24.00	11/16/17-06/30/18
Araujo Rodriguez, Sanjuana	Outreach Aide/SC	14.00	07/01/17-06/30/18
Arevalo, Sylvia	Project Specialist/SC	24.00	07/01/17-06/30/18
<sup>5</sup> Aulakh, Jasvinder	Project Specialist/DS	20.00	07/01/17-06/30/18
Avalos, Salvador	Outreach Aide/SC	12.50	07/01/17-06/30/18

<sup>4</sup> Related to Louis Sessler, Facilities Maintenance and Energy Project Manager, Saddleback College.

<sup>5</sup> Related to Rajanpal Dhillon, Senior Laboratory Technician, Automotive, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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>
Banuelos, Noelle	Project Specialist/SC	50.00	07/01/17-06/30/18
Bautista, Daisy	Project Specialist/SC	14.00	07/01/17-06/30/18
Beltran, Carla	Child Dev. Center Aide/SC	12.00	07/01/17-06/30/18
Bernabe, Delfina	Project Specialist/IVC	20.00	07/01/17-06/30/18
Blakely, Bradford	Project Specialist/SC	21.00	11/09/17-06/30/18
Brown, Lucy	Clerk/SC	16.00	07/01/17-06/30/18
Bueno Rojo, Noemi	Outreach Aide/SC	12.50	07/01/17-06/30/18
Calabrese, Daniel	Project Specialist/SC	20.00	11/15/17-06/30/18
Cao, Scott	Campus Security Officer/SC	12.00	07/01/17-06/30/18
Carey, Peter	Coaching Aide/IVC	25.00	07/01/17-06/30/18
Caro, Sofia	Project Specialist/SC	11.50	07/01/17-06/30/18
Case, Pamela	Project Specialist/SC	19.00	07/01/17-06/30/18
Choi, Junho	Project Specialist/SC	11.50	07/01/17-06/30/18
Cihelka, Susan	Project Specialist/SC	12.00	07/01/17-06/30/18
Clemons, Gregory	Project Specialist/SC	14.00	07/01/17-06/30/18
Cludy, Pamelia	Child Dev. Center Aide/SC	20.00	07/01/17-06/30/18
Conkey, Charles	Coaching Aide/SC	25.00	08/28/17-06/30/18
Contreras, Cesar	Project Specialist/SC	12.50	10/15/17-06/30/18
Cook, Kathleen	Child Dev. Center Aide/SC	20.00	07/01/17-06/30/18
Corrales, Enrique	Project Specialist/SC	12.00	07/01/17-06/30/18
Coscione, Michaela	Project Specialist/SC	15.00	07/01/17-06/30/18
Crowder, Yvette	Project Specialist/SC	15.00	07/01/17-06/30/18
Davis, Parker	Project Specialist/IVC	55.00	07/01/17-06/30/18
Dear, Derek	Campus Security Officer/SC	14.50	07/01/17-06/30/18
Dehmoobad, Atria	Project Specialist/SC	15.00	07/01/17-06/30/18
Dehnke, Allen	Project Specialist/DS	25.00	07/01/17-06/30/18
Delcamp, Kristin	Project Specialist/IVC	55.00	07/01/17-06/30/18
Devine, Marina	Project Specialist/DS	18.00	11/06/17-06/30/18
Diaz, Andrea	Child Dev. Center Aide/SC	12.00	07/01/17-06/30/18
Dorsi, Jarin	Project Specialist/SC	20.00	11/15/17-06/30/18
Duncan, Christine	Coaching Aide/IVC	25.00	10/30/17-06/30/18
Espinoza, Agustin	Project Specialist/SC	18.00	07/01/17-06/30/18
Etko, Kattiana	Project Specialist/SC	11.50	07/01/17-06/30/18
Fabatia, Leonel	Project Specialist/SC	14.00	11/14/17-06/30/18
Firouzabadi, Lili	Project Specialist/SC	18.00	07/01/17-06/30/18
Florentino, Efren	Project Specialist/SC	25.00	07/01/17-06/30/18
Florkey, Alexandra	TMD Aide/IVC	11.50	07/01/17-06/30/18
Forouzan, Ghazal	TMD Aide/IVC	20.00	07/01/17-06/30/18
Francke, Melissa	Clerk/SC	16.00	07/01/17-06/30/18
Freeman, Jonah	Coaching Aide/SC	25.00	07/01/17-06/30/18
Friedlander, Dorothy	Child Dev. Center Aide/SC	20.00	07/01/17-06/30/18
Garcia, Stephanie	Outreach Aide/SC	12.50	07/01/17-06/30/18

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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>
Garey, Sarah	Coaching Aide/IVC	25.00	07/01/17-06/30/18
<sup>6</sup> Garrison, Karl	Project Specialist/SC	14.00	07/01/17-06/30/18
Gatmaitan, Joshua	Project Specialist/SC	12.00	09/13/17-06/30/18
Geipel, Grant	Project Specialist/SC	12.00	11/08/17-06/30/18
Glascok, John-Paul	Coaching Aide/SC	25.00	07/01/17-06/30/18
Golbadi, Laal	Project Specialist/SC	12.00	07/01/17-06/30/18
Gomes, Antone	Coaching Aide/SC	25.00	07/01/17-06/30/18
Gomes, Jason	Coaching Aide/SC	25.00	11/01/17-06/30/18
Gomez Zuniga, Emmanuel	Project Specialist/SC	12.00	07/01/17-06/30/18
Gomez, Jesus	Project Specialist/SC	11.50	07/01/17-06/30/18
Gonzalez, Deyanira	Project Specialist/SC	24.00	07/01/17-06/30/18
Gore, Lisa	TMD Aide/IVC	20.00	07/01/17-06/30/18
Goto, Elena	Clerk/IVC	11.50	07/01/17-06/30/18
Grajeda, Mia	Project Specialist/IVC	20.00	07/01/17-06/30/18
Granados, Maritza	Project Specialist/SC	14.50	07/01/17-06/30/18
Gray, Gabriela	Project Specialist/SC	12.00	07/01/17-06/30/18
<sup>7</sup> Gutierrez, Francois	Clerk/SC	11.50	07/01/17-06/30/18
<sup>8</sup> Guy, Justine	Project Specialist/SC	14.00	07/01/17-06/30/18
Han, DoHee	Project Specialist/IVC	15.00	11/20/17-06/30/18
Harper, Lucas	Project Specialist/SC	14.00	07/01/17-06/30/18
Hecht, Nicholas	Project Specialist/SC	20.00	11/01/17-06/30/18
Hellriegel, John	Project Specialist/SC	20.00	07/01/17-06/30/18
Hernandez Sanchez, Aurora	Project Specialist/SC	16.00	11/01/17-06/30/18
Hernandez, Alondra	Project Specialist/SC	14.00	07/01/17-06/30/18
Hernandez, Joshua	Project Specialist/SC	20.00	11/15/17-06/30/18
Hernandez, Madeline	Project Specialist/SC	23.00	10/24/17-06/30/18
Hillenbrand, Nicholas	TMD Aide/IVC	14.00	07/01/17-06/30/18
Himes, Keeley	Project Specialist/SC	15.00	10/30/17-06/30/18
Homayounian, Tissa	Project Specialist/SC	11.50	07/01/17-06/30/18
Hosseini, Mohammadsafa	Project Specialist/SC	12.00	09/15/17-06/30/18
Jacob, Daryl	Project Specialist/SC	15.50	07/01/17-06/30/18
Jamshid Shirazi, Sepideh	Clerk/SC	16.00	07/01/17-06/30/18
Johnston-Plescica, Madelyn	Project Specialist/SC	18.00	07/01/17-06/30/18
Jones, David	TMD Aide/IVC	20.00	07/01/17-06/30/18
Juarez, Maria Amor	Child Dev. Center Aide/SC	11.50	07/01/17-06/30/18
Karlsson, Hans	Project Specialist/SC	20.00	07/01/17-06/30/18
Khabbaz, Raja	Project Specialist/IVC	27.50	08/21/17-06/30/18
Khodabandeh, Elahe	Project Specialist/SC	12.00	07/01/17-06/30/18

<sup>6</sup> Related to Estella Castillo-Garrison, Dean, Community Education, Emeritus Institute, K-12, Saddleback College.

<sup>7</sup> Related to Raul Gutierrez, Applications Specialist II, Saddleback College.

<sup>8</sup> Related to Georgina Guy, Dean, Transfer, Career and Special Programs, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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>
Lam, Geen	Adapted Kinesiology Aide/SC	12.50	11/07/17-06/30/18
<sup>9</sup> Landingham, Lindsey	Project Specialist/SC	15.00	07/01/17-06/30/18
Lane, Alan	Coaching Aide/IVC	25.00	10/11/17-06/30/18
Lee, Bo Kyoung	Project Specialist/SC	11.50	07/01/17-06/30/18
Lee, Roy	Project Specialist/SC	45.00	08/15/17-06/30/18
Lefebvre, Jennifer	Project Specialist/SC	30.00	07/01/17-06/30/18
Lengyel-Leahu, Kristia	Project Specialist/SC	50.00	07/01/17-06/30/18
Lewis, Diane	TMD Aide/IVC	20.00	07/01/17-06/30/18
Lindahl, Glenda	Project Specialist/SC	18.00	07/01/17-06/30/18
Linhardt, Kristin	Child Dev. Center Aide/SC	12.00	07/01/17-06/30/18
Lucas, Richard	TMD Aide/IVC	12.50	07/01/17-06/30/18
Macawile, Robert Christian	Project Specialist/IVC	13.00	07/01/17-06/30/18
Madariaga Benavides, M.	Project Specialist/SC	14.00	07/01/17-06/30/18
Maloney, Hannah	Child Dev. Center Aide/SC	12.00	07/01/17-06/30/18
Martin, Rebecca	Project Specialist/SC	19.00	07/01/17-06/30/18
Martinez, Eric	Campus Security Officer/SC	12.00	07/01/17-06/30/18
Martinez, Joshua	Project Specialist/SC	15.00	09/15/17-11/14/17
Martinez, Joshua	Project Specialist/SC	20.00	11/15/17-06/30/18
Matthews, Brenda	Clerk/IVC	19.00	07/01/17-06/30/18
Matzek, Lauren	Project Specialist/DS	16.00	11/06/17-06/30/18
McDonald, Thomas	Project Specialist/SC	14.00	07/01/17-06/30/18
McGinley, Shaun	Coaching Aide/SC	25.00	07/01/17-06/30/18
Medina Santillan, Paola	Project Specialist/SC	20.00	07/01/17-06/30/18
Medina-Olguin, Jailene	Project Specialist/SC	15.00	07/01/17-06/30/18
Mobedshahi, Noushin	TMD Aide/IVC	20.00	07/01/17-06/30/18
Mocalis, Ashley	Project Specialist/SC	15.00	07/01/17-06/30/18
Moeller, Kyle	Project Specialist/SC	15.50	09/15/17-06/30/18
Moock, Marlee	Child Dev. Center Aide/SC	12.00	07/01/17-06/30/18
Moreno Ocampo, Edgar	Project Specialist/SC	14.00	07/01/17-06/30/18
Moreno, Deisy	Project Specialist/SC	16.00	07/01/17-06/30/18
Moreno, Mariana	Project Specialist/SC	20.00	07/01/17-06/30/18
Mueller, Larry	Project Specialist/SC	47.50	07/01/17-06/30/18
Muldez, Brahma Mae	Project Specialist/SC	12.00	07/01/17-06/30/18
Naval, Mark	Project Specialist/SC	16.00	07/01/17-06/30/18
Neri Vazquez, Nancy	Outreach Aide/SC	12.50	07/01/17-06/30/18
Nusenow, Stephanie	Project Specialist/SC	12.00	07/01/17-06/30/18
Ochiai, Alan	Coaching Aide/IVC	25.00	07/01/17-06/30/18
Olamendi, Esmeralda	Project Specialist/SC	20.00	11/15/17-06/30/18
Ortega Gonzalez, Dulce	Child Dev. Center Aide/SC	11.50	07/01/17-06/30/18
Ortiz, Julia	Child Dev. Center Aide/SC	11.50	08/31/17-06/30/18
Oyama, Janice	Project Specialist/DS	17.00	07/01/17-06/30/18

<sup>9</sup> Related to Gabrielle Landingham, Senior Administrative Assistant, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 academic year**, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate \$)</u>	<u>Start/End Date</u>
<sup>10</sup> Parra, Jacqueline	Clerk/SC	16.00	10/23/17-06/30/18
Perez, Jeremiah	Project Specialist/IVC	20.00	07/01/17-06/30/18
Perez, Lizbeth	Project Specialist/SC	11.50	07/01/17-06/30/18
Perez-Perez, Diana	Project Specialist/SC	12.00	07/01/17-06/30/18
Phan, Jennifer	Project Specialist/IVC	14.00	07/01/17-06/30/18
Picard, Amanda	TMD Aide/IVC	14.00	07/01/17-06/30/18
Ponce, Marlene	Project Specialist/IVC	18.50	07/01/17-06/30/18
Pouresfandiari, Shahram	Project Specialist/IVC	15.00	07/01/17-06/30/18
Preston, Lynn	Project Specialist/SC	15.50	07/01/17-06/30/18
Quezada Salgado, Mariela	Project Specialist/SC	11.50	07/01/17-06/30/18
Ramirez Vasquez, Jeneffer	Project Specialist/SC	15.00	07/01/17-06/30/18
Reyes-Martha, Mirriam	Project Specialist/IVC	13.00	07/01/17-06/30/18
Rosiak, Katrina	Project Specialist/SC	14.00	11/13/17-06/30/18
Rostami, Fatemeh	Project Specialist/IVC	13.00	07/01/17-06/30/18
Rundles, Jonahtan	Project Specialist/IVC	13.00	10/30/17-06/30/18
Russell, Allison	Coaching Aide/SC	25.00	07/17/17-06/30/18
Salaguinto, Pamela	Child Dev. Center Aide/SC	12.00	07/01/17-06/30/18
Sanchez, Juliana	Child Dev. Center Aide/SC	11.50	07/01/17-06/30/18
Sandoval-Nava, Cindy	Project Specialist/SC	12.00	07/01/17-06/30/18
Santiago, Abraham	Adapted Kinesiology Aide/SC	12.50	10/30/17-06/30/18
Saur, Barbara	Project Specialist/SC	32.50	07/01/17-06/30/18
Savage, Christina	Child Dev. Center Aide/SC	20.00	07/01/17-06/30/18
Schlesinger, David	Project Specialist/SC	16.50	07/01/17-06/30/18
Seifollahi, Samyar	Project Specialist/DS	12.00	07/01/17-06/30/18
Semanik, Erika	Project Specialist/SC	14.00	07/01/17-06/30/18
Seymen-Azadian, Beril	Clerk/IVC	11.50	07/01/17-06/30/18
<sup>11</sup> Shackleford, Rochelle	Clerk/SC	16.00	07/01/17-06/30/18
Shearman, Carrie	Project Specialist/SC	16.50	07/01/17-06/30/18
Siriwardena, Yenuka	Project Specialist/SC	12.00	07/01/17-06/30/18
Skidmore, Brian	Campus Security Officer/SC	18.00	07/01/17-06/30/18
Solis Granados, Isaac	Project Specialist/SC	12.00	07/01/17-06/30/18
Stafford, Desiree	TMD Aide/IVC	20.00	11/02/17-06/30/18
Suleiman, Sereen	Project Specialist/SC	14.00	07/01/17-06/30/18
Sunico, Anton	Project Specialist/SC	12.00	07/01/17-06/30/18
Susnjara, Anthony	Coaching Aide/IVC	25.00	09/11/17-06/30/18
Suveiu, Virginia	Project Specialist/IVC	20.00	07/01/17-06/30/18
Swanson, Sherrie	Project Specialist/DS	20.00	07/01/17-06/30/18
Tesch, Gregory	Project Specialist/DS	50.00	07/01/17-06/30/18
Tran, Austin	Adapted Kinesiology Aide/IVC	11.50	11/13/17-06/30/18

<sup>10</sup> Related to Lori Parra, Extended Opportunity Program Specialist – Bilingual, Saddleback College; Michael Parra, Associate Faculty, Saddleback College.

<sup>11</sup> Related to Keith Shackleford, Dean, Health Sciences, Kinesiology and Athletics, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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>
Trant, Michael	Outreach Aide/SC	12.50	07/01/17-06/30/18
Valencia Espino, Lisa	Project Specialist/IVC	11.50	07/01/17-06/30/18
Van Vlear, Andrew	Project Specialist/SC	45.00	07/01/17-06/30/18
VanNorman, Timothy	Project Specialist/IVC	27.50	07/01/17-06/30/18
Vega, Manuel	Project Specialist/IVC	13.00	07/01/17-06/30/18
Vigueras, Carla	TMD Aide/IVC	20.00	10/15/17-06/30/18
Vu, Son	Project Specialist/SC	15.50	07/01/17-06/30/18
Wagner, Richard	Project Specialist/IVC	25.00	07/01/17-06/30/18
Wallace, Kyle	Coaching Aide/SC	25.00	07/01/17-06/30/18
Webb, Zariah	TMD Aide/IVC	20.00	07/01/17-06/30/18
Willard, Dustin	Project Specialist/IVC	13.00	11/09/17-06/30/18
Willis, Heather	TMD Aide/IVC	20.00	07/01/17-06/30/18
Wilson, Curtis	Coaching Aide/SC	25.00	07/01/17-06/30/18
Yasukochi, Donal	Coaching Aide/SC	25.00	07/01/17-06/30/18

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 **2017/2018 academic year**.

<u>Name</u>	<u>Start/End Date</u>
Bazmoon, Navid	11/06/17-06/30/18
Choy, Zi Yang	07/01/17-06/30/18
Craddick, Andrew	10/27/17-06/30/18
Diniarian, Homa	07/01/17-06/30/18
Egle, Sean	07/01/17-06/30/18
Farahbod, Nahid	07/01/17-06/30/18
Gomez, Jenny	10/23/17-06/30/18
Jacobson, Amanda	07/01/17-06/30/18
Rodriguez Evangelista, Rosa	07/01/17-06/30/18

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 **2017/2018 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>
Agema, Ryan	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Ambrosini, Linda	Community Ed. Presenter/SC	11.50	07/01/17-06/30/18
Arzate, Thomas	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Beard, Ian	Tutor/IVC	12.00	07/01/17-06/30/18
Beavis, Wesley	Medical Professional/IVC	70.00	07/01/17-06/30/18

**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 **2017/2018** 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>
Bedolfe, Tamara	Tutor/SC	12.00	07/01/17-06/30/18
Bodenhoefer, Robert	Tutor/IVC	15.00	07/01/17-06/30/18
Bond, Alexander	Tutor/IVC	13.00	07/01/17-06/30/18
Borgese, James	Model/IVC	25.00	07/01/17-06/30/18
Boswell, Jacob	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Brown, Andrew	Interpreter III/IVC	25.00	07/01/17-06/30/18
Brown, Jordaan	Model/SC	25.00	11/21/17-06/30/18
Bruno, John	Model/SC	25.00	10/15/17-06/30/18
Butler, Robert	Tutor/IVC	12.50	07/01/17-06/30/18
Choe, Jenna	Tutor/IVC	12.00	11/08/17-06/30/18
Concialdi, Steve	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Cranke, David	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Culp, Robin	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Czechorosky, Tonia	Model/IVC	25.00	07/01/17-06/30/18
Davis, Aaron	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Deason, Ryan	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Dempsey, Maureen	Medical Professional/SC	35.00	07/01/17-06/30/18
Diamond, Mitchell	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Eckhart, Sherry	Model/IVC	25.00	07/01/17-06/30/18
Eiseman, Stephanie	Interpreter IV/IVC	30.00	07/01/17-06/30/18
Ensor, Anja	Tutor/SC	12.00	07/01/17-06/30/18
Farinella, Ralph	Medical Professional/SC	70.00	07/01/17-06/30/18
Foster, Daniel	Tutor/IVC	12.00	10/19/17-06/30/18
Garcia, Tony	Community Ed. Presenter/SC	11.50	07/01/17-06/30/18
Gong, Hongpu	Tutor/IVC	12.00	07/01/17-06/30/18
Gonzales, Jonathan	Tutor/IVC	12.50	07/01/17-06/30/18
Hagie, Tyler	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Halvorson, Sierra	Model/IVC	25.00	07/01/17-06/30/18
Hannon, Karen	Interpreter IV/IVC	42.00	07/01/17-06/30/18
Hanson, Kathryn	Community Ed. Presenter/SC	11.50	07/01/17-06/30/18
Heidarpour Bardei, Negar	Tutor/SC	12.00	11/07/17-06/30/18
Hermann, Lucy Jo	Community Ed. Presenter/IVC	11.50	07/01/17-06/30/18
Heunemann, Michael	Medical Professional/SC	35.00	07/01/17-06/30/18
Hibbard, Jason	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Hill, Douglas	Community Ed. Presenter/SC	11.50	07/01/17-06/30/18
Jacinto, Carolyn	Community Ed. Presenter/IVC	11.50	07/01/17-06/30/18
Johnson, Jennifer	Interpreter IV/SC	30.00	07/01/17-06/30/18
Jordan, Katherine	Interpreter III/IVC	25.00	07/01/17-06/30/18
Katzenberger, Denise	Community Ed. Presenter/IVC	11.50	07/01/17-06/30/18
Khajouei, Aida	Tutor/IVC	11.50	07/01/17-06/30/18



**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 **2017/2018** 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>
Lavino, Stacy	Medical Professional/IVC	40.00	07/01/17-06/30/18
Lazar, Garrick	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Lobo, Allasyn	Interpreter III/IVC	25.00	07/01/17-06/30/18
Mahon, Nicholas	Tutor/IVC	13.00	07/01/17-06/30/18
Marandola, Michael	Senior Lifeguard/SC	12.00	07/01/17-06/30/18
McCrary, Mark	Interpreter V/IVC	45.00	07/01/17-06/30/18
Meach, Neil	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Morefield, Michael	Interpreter IV/IVC	35.00	07/01/17-06/30/18
Moscarello Merritt, M.	Medical Professional/IVC	70.00	07/01/17-06/30/18
Moss, Joan	Medical Professional/IVC	70.00	07/01/17-06/30/18
Murray, Sonya	Medical Professional/SC	70.00	07/01/17-06/30/18
Niggemann, Richard	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Norton, Connie	Tutor/SC	12.00	07/01/17-06/30/18
Olinger, Gilbert	Model/IVC	25.00	07/01/17-06/30/18
Ortiz, Margarita	Captionist (Real-Time)/IVC	45.00	07/01/17-06/30/18
Oshiro, Gail	Interpreter IV/IVC	35.00	07/01/17-06/30/18
Ostgaard, Polly	Interpreter IV/IVC	35.00	07/01/17-06/30/18
Oye, Bradley	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Padden, Thomas	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Pancoe, Mary	Medical Professional/SC	35.00	07/01/17-06/30/18
Pardoen, Brent	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Parsons, Rhys	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Peloquin, Cole	Tutor/SC	12.00	10/15/17-06/30/18
Peterson, Edward	Community Ed. Presenter/IVC	11.50	07/01/17-06/30/18
Pinto, Andrew	Certified Test Proctor/IVC	12.50	07/01/17-06/30/18
Ramos, David	Interpreter V/IVC	45.00	07/01/17-06/30/18
Ramos, David	Interpreter V/IVC	45.00	07/01/17-06/30/18
Rodriguez, Justin	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Rodriguez, Priscilla	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Rolfe, Matthew	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Rosendale, Steven	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Rush, Deane	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Ryan, Stacie	Medical Professional/SC	35.00	07/01/17-06/30/18
Sardegna, Anthony	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Schiff, Maureen	Interpreter V/SC	45.00	07/01/17-06/30/18
Schultz, Scott	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Scoggin, Tammra	Interpreter IV/IVC	42.00	07/01/17-06/30/18
Silva, Genise	Clinical Skills Specialist/SC	30.00	08/07/17-06/30/18
Sipes, Jessica	Interpreter IV/SC	38.00	07/01/17-06/30/18
Smith, Jordan	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18

**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 **2017/2018** 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>
Soewono, Nicholas	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Song, Kyong	Community Ed. Presenter/IVC	11.50	07/01/17-06/30/18
Sonoyama, Yoshie	Tutor/IVC	14.00	07/01/17-06/30/18
St. James, Jheri	Model/SC	25.00	07/01/17-06/30/18
Stenshoel, Peter	Model/IVC	25.00	07/01/17-06/30/18
Stephens, Samantha	Tutor/IVC	12.00	07/01/17-06/30/18
<sup>12</sup> Stinson Jr., Richard	Workforce Trainer/IVC	72.00	07/01/17-06/30/18
Stockus, Robert	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Taylor, Virginia	Interpreter IV/IVC	35.00	07/01/17-06/30/18
Thantrakul, Karen	Tutor/SC	12.00	10/15/17-06/30/18
Tortarolo, Victoria	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Turner, Tracey	Model/IVC	25.00	07/01/17-06/30/18
Vafadari, Vespaan	Tutor/IVC	15.00	07/01/17-06/30/18
Vick, Jeffrey	Clinical Skills Specialist/SC	15.00	07/01/17-06/30/18
Vreeland, Avera	Model/IVC	25.00	07/01/17-06/30/18
Wang, Chloe	Tutor/IVC	11.50	11/22/17-06/30/18
White, Christine	Medical Professional/IVC	35.00	07/01/17-06/30/18
<sup>13</sup> Woolard, Caleb	Interpreter V/SC	45.00	07/01/17-06/30/18
Yoo, Chi Young	Medical Professional/IVC	35.00	11/08/17-06/30/18
Zhara, Sarah	Tutor/IVC	12.50	07/01/17-06/30/18

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. EXECUTIVE DIRECTOR FOR PUBLIC AND GOVERNMENT AFFAIRS, a classified manager, Pos. #P0009506, Academic Administrators and Classified Administrators and Managers Salary Schedule Range 23, Office of the Chancellor, District Services seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective January 1, 2018. (Position approved: June 27, 2016)
2. PROGRAM COORDINATOR, Pos. #P0005204, CSEA Classified Bargaining Unit Salary Schedule Range 134, Division of Health Sciences and Human Services, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective December 11, 2017. (Position approved: March 30, 2015, funded by the TAACCCT grant)

<sup>12</sup> Related to Felicia Stinson, Program Specialist, Irvine Valley College.

<sup>13</sup> Related to Abigail Woolard, Head Interpreter, Irvine Valley College.

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS** - Continued

3. SENIOR ADMINISTRATIVE ASSISTANT, Pos. #P0011907, CSEA Classified Bargaining Unit Salary Schedule Range 127, Department of Student Life, Office of Student Services, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective December 11, 2017. (Position approved: August 21, 2017)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. DIRECTOR OF GOVERNMENT AND COMMUNITY RELATIONS, a classified manager, Academic Administrators and Classified Administrators and Managers Salary Schedule Range 21, Office of the Chancellor, District Services seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 1, 2017.
2. HUMAN RESOURCES ASSISTANT RECRUITER (TEMPORARY), CSEA Classified Bargaining Unit Salary Schedule Range 123, Office of Human Resources, District Services seeks authorization to establish and announce two (2) full-time, 40 hours per week, 12 months per year positions to its staff complement, effective December 1, 2017 through June 30, 2018.
3. INFANT/TODDLER SPECIALIST, Pos. #P0012659, CSEA Classified Bargaining Unit Salary Schedule Range 122, Department of Child Development Center, Saddleback College, seeks authorization to establish and announce a part-time, 27.5 hours per week, 12 months per year position to its staff complement, effective November 15, 2017. This position was approved by the Interim Chancellor on November 15, 2017.

**D. REORGANIZATION**

1. DISTRICT SERVICES seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** USER EXPERIENCE (UX) MANAGER, a classified manager, Pos. #P0004601, Office of Information Technology, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 12, full-time, 40 hours per week, 12 months per year;  
**TO** STUDENT INFORMATION SYSTEMS (SIS) SUPPORT MANAGER, a classified manager, Office of Information Technology, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 12, full-time, 40 hours per week, 12 months per year position effective December 11, 2017.

**D. REORGANIZATION** - Continued

1. DISTRICT SERVICES seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - b. **RECLASSIFY** TITLE IX COMPLIANCE SUPPORT MANAGER, a classified manager, Pos. #P0010537, Office of Human Resources, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 9, full-time, 40 hours per week, 12 months per year;  
**TO** ADA COMPLIANCE AND LEAVE ADMINISTRATION MANAGER, a classified manager, Office of Human Resources, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year position, effective November 28, 2017. (New position was approved by the Acting Chancellor on November 28, 2017).
  - c. **RECLASSIFY** DIRECTOR OF MARKETING AND COMMUNICATIONS, a classified manager, Pos. #P0010863, Office of Public Information, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year;  
**TO** DIRECTOR OF PUBLIC RELATIONS AND MARKETING, a classified manager, Office of the Chancellor, Academic Administrators and Classified Administrators and Managers Salary Schedule Range 21, full-time, 40 hours per week, 12 months per year position, effective December 1, 2017.
2. IRVINE VALLEY COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** FINANCIAL AID SPECIALIST, Pos. #P0002267, Department of Financial Aid, CSEA Classified Bargaining Unit Salary Schedule Range 125, full-time, 40 hours per week, 12 months per year position, effective December 30, 2017;  
**TO** SENIOR FINANCIAL AID SPECIALIST, Pos. #P0012660, Department of Financial Aid, CSEA Classified Bargaining Unit Salary Schedule Range 129, full-time, 40 hours per week, 12 months per year position, effective November 15, 2017. This position was approved by the Interim Chancellor on November 15, 2017.
  - b. **RECLASSIFY** COMPUTER/AUDIOVISUAL TECHNICIAN, Pos. #P0004461, Office of Technology Services, CSEA Classified Bargaining Unit Salary Schedule Range 126, full-time, 40 hours per week, 12 months per year position;  
**TO** SENIOR MULTIMEDIA TECHNICIAN, Pos. #P0011999, Office of Technology Services, CSEA Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year position, effective December 1, 2017.
  - i. **PROMOTE** MARC LEVINSON, ID #003275, from COMPUTER/AUDIOVISUAL TECHNICIAN, Pos. #P0004461, Office of Technology Services, CSEA Classified Bargaining Unit Salary Schedule Range 126, Step 6, full-time, 40 hours per week, 12 months per year; to SENIOR MULTIMEDIA TECHNICIAN, Pos. #P0011999, Office of Technology Services, CSEA Classified Bargaining Unit Salary Schedule Range 130, Step 5, full-time, 40 hours per week, 12 months per year, effective December 1, 2017.

**D. REORGANIZATION** – Continued

3. IRVINE VALLEY COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** POLICE OFFICER, Pos. #P0004856, Department of Campus Safety and Security, POA Classified Bargaining Unit Salary Schedule Range II, part-time, 16 hours per week, 12 months per year position, effective January 1, 2017;  
**TO** POLICE OFFICER, Pos. #P0012729, Department of Campus Safety and Security, POA Classified Bargaining Unit Salary Schedule Range II, full-time, 40 hours per week, 12 months per year position, effective December 1, 2017. This position was approved by the Acting Chancellor on December 1, 2017.
4. SADDLEBACK COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** PROGRAM ASSISTANT, CATEGORICAL, Pos. #P0004781, Department of Development Services, Office of College Foundation, CSEA Classified Bargaining Unit Salary Schedule Range 118, part-time, 29 hours per week, 12 months per year position;  
**TO** DEVELOPMENT ASSISTANT I, Pos. #P0012727, Department of Development Services, Office of College Foundation, CSEA Classified Bargaining Unit Salary Schedule Range 128, full-time, 40 hours per week, 12 months per year position, effective November 1, 2017.
    - i. **PROMOTE** EMILY CRAMER, ID #018552, from PROGRAM ASSISTANT, CATEGORICAL, Pos. #P0004781, Department of Development Services, Office of College Foundation, CSEA Classified Bargaining Unit Salary Schedule Range 118, Step 5, part-time, 29 hours per week, 12 months per year; to DEVELOPMENT ASSISTANT I, Pos. #P0012727, Department of Development Services, Office of College Foundation, CSEA Classified Bargaining Unit Salary Schedule Range 128, Step 3, full-time, 40 hours per week, 12 months per year, effective November 1, 2017.
5. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following staff positions within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Dean of Community Education, Emeritus Institute, K-12 Partnerships, to begin reporting to the Director of Community Outreach and Recruitment.
  - a. Program Outreach Specialist, Pos. #P0010874 (Appointed to Matthew Pasqualetto, ID #021456)
6. DISTRICT SERVICES seeks authorization to change the reporting structure for the following staff position within the Saddleback College organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting directly to the Director of Technology Services and Broadcast Systems, to begin reporting directly to the Vice Chancellor of Technology and Learning Services.
  - a. Programmer Analyst, Pos. #P0004976 (Appointed to Jolex Delpilar, ID #021461)

**D. REORGANIZATION – Continued**

7. DISTRICT SERVICES seeks authorization to change the reporting structure for the following staff position within the Irvine Valley College organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting directly to the Director of Technology Services, to begin reporting directly to the Vice Chancellor of Technology and Learning Services.
  - a. Programmer Analyst, Pos. #P0004504 (Appointed to Young Kim, ID #018640)
8. DISTRICT SERVICES seeks authorization to change the reporting structure for the following staff positions within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Executive Director of Fiscal Service/Comptroller, to begin reporting to the Executive Director of Business Services.
  - a. Program Technician, Pos. #P0004789 (Appointed to Jeri Magnosta, ID #018721)

**E. CHANGE OF FUNDING SOURCE FOR A CLASSIFIED POSITION**

1. <sup>14</sup>ASSISTANT DIRECTOR OF FACILITIES-CAPITAL OUTLAY PROJECT, Pos. #P0007801, a classified manager, Academic and Classified Administrator and Managers Salary Schedule Range 14, Department of Facilities, Maintenance and Operations, Irvine Valley College, has changed the funding source from general to categorical funding through the local restricted funds - Non-Resident Capital Outlay Fees Revenue, for this full-time, 40 hours per week, 12 months per year position, effective November 30, 2017. Employment in this position is contingent upon funding by the Non-Resident Capital Outlay Fees Revenue.

**F. CHANGE OF STATUS**

1. IRVINE VALLEY COLLEGE (IVC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Assignment Departed</u>	<u>Assignment Promotion</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Orlando, Karen	P0004802 Development Assistant II	P0007077 Director, Annual Giving/Development Services	18/2	40	11/01/2017

2. DISTRICT SERVICES (DS): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Assignment Departed</u>	<u>Assignment Promotion</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
McCue, Jennifer	P0010862 Interim Director of Marketing and Communications	Interim Director of Public Relations and Marketing	21/5	40	12/01/2017

<sup>14</sup> This position was originally presented and approved by the Board of Trustees on March 28, 2016. Adding categorical funding resources, which were not noted in the original board item.

**F. CHANGE OF STATUS - Continued**

3. SADDLEBACK COLLEGE (SC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS  
(Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Assignment Departed</u>	<u>Assignment Promotion</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Anderson, Stacy	P0005001 Program Assistant (Categorical)	P0003411 Senior Administrative Assistant	127/1	40	11/20/2017

**G. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION**

1. GOMEZ, FERMIN, ID #018577, Admissions and Records Specialist I, Pos. #P0002743, Classified Bargaining Unit Salary Schedule Range 116, Step 1, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Saddleback College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective October 1, 2017.

**H. 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>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
<sup>15</sup> Anderson, Stacy	P0005001 Program Assistant (Cat.)	P0011585 Senior Administrative Assistant	127/1	40	07/01/2017
England, Leah	P0004774 Administrative Assistant	P0012525 Senior Administrative Assistant	127/1	40	11/06/2017
Jiroudek, Ellura	P0007478 Laboratory Tech., Chemistry	P0012574 Senior Laboratory Tech., Chemistry	130/1	20	11/01/2017

2. 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>Temporary Assignment</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Anselmo, Leilani	P0010534 HR Compliance Support Specialist	P0003464 HR Assistant	121/4	40	11/20/2017

<sup>15</sup> Correction to step placement in out of class assignment, was entered as Range 127, Step 2, should be at Step 1.

**I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

<u>Name</u>	<u>Position Title</u>	<u>Resignation Date</u>	<u>Retirement Date</u>
Duong, Janey	Scheduling and Enrollment Planning Analyst/IVC	12/31/2017	N/A
Ramos, Diana	Program Tech./SC (39 Month EC 88117, 88127)/SC	09/30/2017	N/A

**J. VOLUNTEERS**

- The following individuals are to be approved as Volunteers for the 2017/2018 academic years.

Administration of Justice, Irvine Valley College  
Falencki, Ted

Communication Studies, The Arts, Irvine Valley College  
Fletcher, Brandon

Fine Arts and Media Technology, Saddleback College  
Cartwright, Robert                      Vela, Sebastian

Guidance and Counseling Irvine Valley College  
Escamilla, Dorian                      Hernandez, Marcella                      Setyono, Nadia

Humanities and Languages, Irvine Valley College  
Miao, Zhuang

Kinesiology, Health and Athletics, Irvine Valley College  
Heatherly, Andrew

Kinesiology and Athletics, Saddleback College

Arenado, Jonah	Arenado, Nolan	Beaman, Cynthia
Chesley, Edward	Dunivin, Sean	Fricke, Scott
Heyman, James	Heyman, Joshua	Lam, Geen
Lipold, Tony	Oberhauson, Chris	Pham, Tram
Varela, Heidi	Vinanvera, Michelle	White, Sandra



**TO:** Board of Trustees

**FROM:** Dr. Cindy Vyskocil, Vice Chancellor of Human Resources

**RE:** SOCCCD: Employment Agreement – Dr. Thomas M. Fallo,  
Acting/Interim Chancellor

**ACTION:** Ratification

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### **BACKGROUND**

A thorough and extensive recruitment effort is underway to fill the anticipated vacancy for the position of Chancellor of the South Orange County Community College District. Interim Chancellor Fitzsimons will resign effective December 29, 2017. The recruitment of a permanent replacement is expected to be complete by June 30, 2018. To fill the temporary vacancy resulting from Dr. Fitzsimon's resignation, an in-depth search was conducted for an acting/interim chancellor to assume leadership of the district on an emergency basis to prevent stoppage of public business, and to serve until the permanent position is filled.

### **STATUS**

On October 30, 2017, the district announced the appointment of Dr. Thomas M. Fallo to serve in the Acting/Interim Chancellor position, subject to a mutually agreeable employment agreement. The President of the Board of Trustees was authorized to negotiate and sign a contract on behalf of the Board, subject to Board ratification. The employment contract shown in Exhibit A is for the period commencing on or after November 20, 2017 through June 30, 2018. Dr. Fallo will serve as Acting Chancellor through December 31, 2017 and as Interim Chancellor beginning January 1, 2018. Dr. Fallo will be compensated at an hourly rate of \$158.65, which is equal to a rate of \$27,500 per month, for up to 275 hours, per the applicable STRS post-retirement earnings limit.

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contract of Dr. Thomas M. Fallo as Acting/Interim Chancellor of the South Orange County Community College District, effective on or after November 20, 2017 through June 30, 2018 at the hourly rate of \$158.65, for up to 275 hours, per the applicable STRS post-retirement earnings limit, as shown in Exhibit A.

**POST-RETIREMENT EMPLOYMENT AGREEMENT**  
**FOR INTERIM CHANCELLOR**  
**OF THE**  
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**THIS POST-RETIREMENT EMPLOYMENT AGREEMENT** is hereby made and entered into effective this 20th day of November, 2017, by and between the Board of Trustees of the South Orange County Community College District ("District") and Thomas M. Fallo ("Mr. Fallo").

**WHEREAS**, Mr. Fallo is retired for service under the CalPERS and CalSTRS retirement systems; and

**WHEREAS**, the position of Chancellor is vacant, and the District requires an Interim Chancellor on an emergency basis to prevent stoppage of public business; and

**WHEREAS**, Mr. Fallo, having previously served as President and chief executive officer of a California community college, has specialized skills needed in performing work of limited duration; and

**WHEREAS**, the District and Mr. Fallo intend that Mr. Fallo be employed, without reinstatement from retirement under the CalSTRS system, to perform "retired member activities" as defined in Education Code section 22164.5, subject to the parameters authorized by Education Code section 24214; and

**WHEREAS**, the District and Mr. Fallo intend that, to the extent required to avoid his reinstatement from retirement under the CalPERS system, Mr. Fallo will be employed, without reinstatement from retirement, subject to the parameters set forth in Government Code section 21229.

**NOW, THEREFORE**, it is hereby agreed as follows:

1. Interim Chancellor. Mr. Fallo is hereby employed for a period commencing on or after November 20, 2017, and ending on June 30, 2018, or earlier, as the Acting Chancellor (through December 31, 2017) and Interim Chancellor (commencing January 1, 2018) (collectively "Interim Chancellor"), South Orange County Community College District. As Interim Chancellor, Mr. Fallo is an academic employee as defined in Education Code section 87001(a), an educational administrator or student services administrator as defined in Education Code section 87002(b), a management employee as defined by Government Code section 3540.1(g), and shall be categorized as a CalSTRS member retired for service and performing retired member activities, pursuant to Education Code sections 24214, 22164.5, and 22119.5. The position of Interim Chancellor is also hereby deemed a retired annuitant position for purposes of the Public Employees' Retirement Law (Government Code § 20000 et seq.) This Agreement supersedes all prior agreements and understandings of the parties in connection with Mr. Fallo's employment as Interim Chancellor.



2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This Agreement prevails over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Mr. Fallo shall perform all of the powers and duties of the position of Chancellor, as set forth in the position description, and such other duties as may be assigned.

4. Compensation. Mr. Fallo shall be compensated on a monthly basis in accordance with usual District payroll practices. As required by law, Mr. Fallo shall be compensated at an hourly rate based on the monthly salary specified in the current Board-adopted salary schedule applicable to the Chancellor position (i.e. \$330,000 divided by 12 to equal a monthly rate of \$27,500 per month, divided by 173.333 to equal an hourly rate of \$158.65 per hour). The District represents this hourly rate is not less than the minimum nor greater than the maximum paid by the District to other employees recently employed in the Chancellor job classification.

5. Hours. Specific days and hours of work shall be determined by Mr. Fallo in consultation with the Board President, commencing on the effective date of this Agreement, and continuing until the earlier of June 30, 2018, or until such time as Mr. Fallo has worked 275 hours or his compensation equals the applicable STRS post-retirement earnings limit, pursuant to Education Code section 24214(f) (currently \$43,755), whichever occurs first. Mr. Fallo shall maintain and submit a record of his daily hours worked, by no later than the end of each month, to the Board President and the Vice Chancellor of Human Resources and Employer/Employee Relations. In no event will Mr. Fallo work more than 275 hours pursuant to this Agreement.

6. Benefits. Mr. Fallo shall not receive any District-paid health and welfare benefits or other fringe benefits, and shall not be entitled to paid holidays, paid vacation, or paid sick leave, and shall receive only such leaves of absence as are mandated by law.

7. Expenses. Mr. Fallo shall be entitled to reimbursement for all actual, reasonable, and necessary travel and other expenses incurred and paid by Mr. Fallo in the course of his duties on behalf of the District, including, without limitation, mileage and lodging expenses associated with travel to/from the District, as approved by the Governing Board. Mileage shall be reimbursed at the applicable IRS mileage reimbursement rate.

8. Evaluation. The Board may assess and discuss the performance of the Interim Chancellor at its discretion during the term of this Agreement. These discussions may be based on, among other things, the duties outlined in this Agreement, any goals and objectives established by the Board in consultation with Mr. Fallo, and Mr. Fallo's performance of his duties as Interim Chancellor. In addition, either the Board or Mr. Fallo may request that an item be placed on the Board's meeting agenda relating to the evaluation of the Interim Chancellor.

9. Post-Retirement Employment. It is the intent of the District and Mr. Fallo that Mr. Fallo be employed without reinstating from retirement under the CalPERS or CalSTRS



systems. For purposes of the CalSTRS system, Mr. Fallo is employed pursuant to Education Code section 24214 to perform "retired member activities" as defined in Education Code section 22164.5. For purposes of the CalPERS system, to the extent required to avoid reinstatement thereunder, Mr. Fallo is employed pursuant to Government Code section 21229 as a retired annuitant during an emergency to prevent stoppage of public business and because he possesses specialized skills needed in performing work of limited duration; and is further employed pursuant to Government Code section 21221(h) to a vacant position during recruitment for a permanent appointment; and is further employed as a member of the academic staff of a California community college pursuant to Government Code section 21226.

10. No Indemnity. Both parties have consulted with their own legal counsel regarding the legality and effect of this Agreement, and have independently determined to proceed with this Agreement. Mr. Fallo is advised to independently review the impact of this Agreement with CalSTRS and CalPERS. Both parties stipulate that the District shall not be liable to or indemnify Mr. Fallo for any penalty, loss, tax, or expense arising from this Agreement and relating to Mr. Fallo's post-retirement benefits, including, without limitation, any reduction in the pension received by Mr. Fallo under the Teachers Retirement Law (Education Code § 22000 et seq.) or the Public Employees' Retirement Law (Government Code § 20000 et seq.).

11. Amendment, Termination, or Non-renewal.

a. This Agreement may be amended by mutual written agreement between the parties.

b. This Agreement will terminate effective with the close of business on June 30, 2018, or upon the Board's appointment of a permanent Chancellor, or at such time as Mr. Fallo's completes 275 hours of employment or his compensation under this Agreement is equal to the applicable STRS post-retirement earnings limits, whichever occurs first, without any further notice to Mr. Fallo by the District. The provisions of Education Code sections 72411(a), (b) and (c) shall not apply to this Agreement.

c. This Agreement may be terminated for convenience by either party prior to its expiration by giving not less than ten working days' written notice.

12. Entire Agreement. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to its subject matter. It supersedes all prior agreements and understandings of the parties in connection with Mr. Fallo's employment as Interim Chancellor. This Agreement is the product of arms-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement. This Agreement is subject to final approval by the Board of Trustees of the District.

13. Headings. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

14. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of, the State of California.

15. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have duly approved and executed this agreement on the day and year above written.

**SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT**

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

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

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

\_\_\_\_\_  
Thomas M. Fallo

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

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### **BACKGROUND**

At a prior board meeting, members of the Board of Trustees asked for a listing of reports requested by the board every six months. To ensure that follow up and tracking takes place regarding the board requested reports, this item includes a table providing status and includes date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. This report is intended to be a standing item on every board agenda, when appropriate, with old information dropped off and new requests added.

### **STATUS**

The Board report listing (EXHIBIT A) is coordinated and prepared by the Office of the Chancellor and Trustee Services.

This report is intended to provide status of board requested reports of the South Orange County Community College District Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

Requests for Board Reports were not submitted during the six month period from July 1, 2017 through December 30, 2017.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
LISTING OF BOARD REPORTS REQUESTED**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report to be Submitted By:</b>	<b>Date Submitted to the Board of Trustees</b>
	None submitted between 7/1/17-12/30/17				

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Staff May Respond to Public Comments from the Previous Board Meeting

**ACTION:** None

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**BACKGROUND**

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

**STATUS**

A public comment response from staff was not requested during last month's board meeting.



**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** Saddleback College and Irvine Valley College: Speakers  
**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

Item Submitted By: *Dr. Gregory Anderson, Saddleback College President and Dr. Glenn R. Roquemore, Irvine Valley College President*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
11/13/17		Lori Hoolihan	FN 50 Fundamentals of Nutrition	Mike Haller	Foodborne Illness
11/13/2017 5:00pm-6:00pm	SCI 111	Administrative Assistant	ASG Student Development Event	Michael Richards	How to get into Keck School of Medicine
11/16/2017 6:00pm	HS 134	Socorro Riosa	MLT-230	Lamela Umary	Molecular Diagnostics in Chemistry Testing
11/29/2017 5:00pm-6:00pm	SCI 111	Interim Outreach Director	ASG Student Development Event	Monica Perkins	Becoming a competitive applicant for UCLA School of Medicine
11/6/17 6:00pm	BGS 119	Janeen Perez	FASH 143 Buying/Merchandising	Jordan Kirkpatrick	Job Description
12/6/2017 9:00am	BGS 355	Carolyn Dibrell	Microeconomics ECON 4	Raymond Arouesty	Stock Market
12/6/2017 10:00am	BGS 355	Carolyn Dibrell	Microeconomics ECON 4	Raymond Arouesty	Stock Market
12/7/2017 9:00am – 11:50am	Clubhouse 4	Kevin Haas	Advanced Color Printing EI	Joe Loudermilk	Storytelling Through Photography
1/24/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Lorrie Eber	Nutrition Lab : Healthy Meal Cooking Demonstration
2/7/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Bryce Mander	Sleep Lab: Visualization
2/14/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Kim Bailey	Socialization Lab: Getting to Know You
2/28/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Dr. Arata	Bio of Aging Lab: Right-sizing your Favorite Activities
3/7/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Chelsea Cox	Alzheimer's and Research Lab: Memory Screens
3/14/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Dr. Haga	Geriatrician/Overall Health Lab: What is your Biological Age
3/28/18	LWV Club	Faculty	HLTH 502	Todd Litman	Planning Ahead – Legal &

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
10:50am	House	Pending Hire			Financial Matters Lab: Calculate Resources
4/4/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Patty Mouton	End of Life-POLST, Home Health, Hospice, Palliative Care Lab: Jeopardy Game to Test Knowledge
4/11/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Leslie Gibola	Adapting: Tools/Assistive Device & Home Modification – What are they & How can they Help Lab: Try out the Devices
4/18/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Dr. Alina Gram	Assessing Self Worth Lab: Recasting your life
4/25/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Dr. Josh Grill	Music for the Brain Lab : Drumming Circle
4/25/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Jennifer Bolles	The Spiritual Dimension of Wellness Lab: Meditation
4/25/18 10:50am	LWV Club House	Faculty Pending Hire	HLTH 502	Kathy McCaleb	Reducing Stress Lab: Guided Imagery & Relaxation Techniques

### **IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
11/7/17 4:30pm	BSTIC 117	John Russo	Business Leaders Society Club	Christal Shillingford James Levers Jed Stringham	Ernst & Young
11/8/17 6:00pm	B 353	Edwin Tiongson	AANAPISI	Fong Tran	Asian American Poetry
11/15/17 7:00pm	BSTIC 119	Julie Hallsted	LGL 202 – Computer Technology & Electronic Research	Jeffrey Koller, Esq.	Deposition and Litigation Related Technology

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
12/6/17 3:00pm	BSTIC 103	John Russo	Business Leaders Society Club	Dave Meltzer	Forbes 2016 Top Keynote Speaker - Entrepreneur 2017 Top 5 Speakers
1/9/18 11:00am	PAC	Campus Police	President's Opening Session of Staff Development Week	Dr. Ray Chips, Irvine Police	Intruder Response Training

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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### **BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

### **STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT  
December 11, 2017

**CAPITAL IMPROVEMENT PLANNING**

The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was complete December 2011. The 2011 EFMP report is available at the district website: [http://www.socccd.edu/about/about\\_planning.html](http://www.socccd.edu/about/about_planning.html). The next EFMP process is scheduled for FY 2018-2019.

**SADDLEBACK COLLEGE**

**1. STADIUM AND SITE IMPROVEMENT**

Project Description: The existing stadium will be replaced with a new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and nine lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	<b>March 2014</b>	Award D/B Contract	<b>Aug 2016</b>
Start Working Drawings	<b>Sept 2016</b>	Complete Construction	<i>March 2019</i>
Complete Working Drawings	Nov 2017	Advertise for FF&E	N/A
DSA Final Approval	<i>Feb 2018</i>	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 3/24/08, 6/23/14, 6/22/15. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015 the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of RDA and Promenade income of \$22,705,000.

	Original	Revision	Total
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$0	\$22,705,000	\$22,705,000

Status: Design phase: Prepare DSA Submittal Packages

In Progress: *DSA review of the Storm Drainage Package and Stadium Facility Increment 1 (demolition, grading and retaining walls). Change Order No. 1 for College requested project changes. Construction Management Services Requests for Proposals (RFP), 3<sup>rd</sup> Party Testing and Inspection RFP and DSA Inspector of Record RFP.*

Recently Completed: Review 100% Construction Documents with stakeholders. *Submit DSA Storm Drainage Package and Stadium Facility Increment 1.*

Focus: Work through both schedule and cost impact related to the geotechnical report discovery. *Submit DSA Stadium Facility Increment 2. Collaborate with Athletics for adaptive kinesiology students' temporary access.*

## 2. ATAS BUILDING PROJECT

Project Description: *The Project includes a new 45,000 gross square feet (GSF) two-story building serving career technical education students. This building will be located at the existing tennis courts facility. Eight new tennis courts will replace the existing six and will be located north of the Village. The existing TAS Building will be demolished and a new parking lot is proposed.*

Start Preliminary Plans	Oct 2017	Award Construction Contract	April 2018
Start Working Drawings	May 2018	Complete Construction	Oct 2020
Complete Working Drawings	Jan 2019	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, 6/23/2014, and 8/22/2016. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing at \$14,733,000. On February 28, 2011, the Board approved \$6,799,055. On August 27, 2012, the Board approved \$5,977,945. On October 25, 2013, the Board approved reassignment of funds of \$8,523,000 for the Saddleback College Sciences Building. On June 23, 2014 the Board restored funding of \$8,523,000 and an additional \$2,702,000. On August 22, 2016, the Board approved an additional \$3,110,000. Outstanding funding will be requested during the 2018-2019 budget planning cycle.

	Original	Revision	Total
Project Budget:	\$8,755,055	\$32,419,945	\$47,175,000
District Funding Commitment:	\$8,755,055	\$11,789,945	\$20,545,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,956,000	\$18,589,000	\$20,545,000
Unallocated Amount			\$26,630,000

Status: Programming Phase.

In Progress: Criteria programming with the ATAS and the Kinesiology & Athletics Departments. *Building Systems criteria (Mechanical, Electrical & Plumbing) and utilities meetings with Saddleback Facilities, Maintenance & Operation Department. Update*

*college technical specifications. Prequalify Design Build Entities, Develop Request for Proposal (RFP) for the Design-Build Entity.*

Recently Completed: *Geotechnical investigation, Design-Build Entities pre-qualification conference, Issued Prequalification addendum.*

Focus Issue: *Complete Geotechnical investigation reports for all three locations, Pre-qualify Design-Build Entities, Develop RFP package.*

### 3. GATEWAY PROJECT

Project Description: This proposed project will construct a new three story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This building, located west of the existing Health/Sciences building, will collocate and expand student services currently dispersed at opposite ends of the campus. In addition, this project will reduce/remove the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014 and 8/22/2016. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. The District revised the funding commitment from 30 to 50 percent of state supportable costs to increase project competitiveness for state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$7,626,000	\$50,493,000
District Funding Commitment:	\$12,814,000	\$ 10,374,000	\$28,253,500
Anticipated State Match:	\$30,053,000	\$(7,813,000)	\$22,240,000
Basic Aid Allocation:	\$ 1,545,115	\$18,113,705	\$19,658,820
Unallocated Amount:			\$31,834,180

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in 2016. *SOCccd projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently under consideration for third year funding.*

In Progress: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these projects hold their positions until funding is released with the caveat that the projects meet the capacity load



ratio requirements. The final year of funding is expected to resume the necessity to compete for funds.

Recently Completed: *State Chancellor's office is reviewing the remaining 14 projects qualified for the first year funding with four additional projects added from Category A, Emergency Projects. District staff is working with a planning consultant to maximize District projects prospects for potential considerations.*

Focus: Continue to follow activities in Sacramento to ensure maximum funding potential.

## IRVINE VALLEY COLLEGE

### 1. LIFE SCIENCES PROJECT

Project Description: This project is a new two story building of 19,584 assignable square feet (ASF) and 30,267 gross square feet (GSF). The Life Science programs were relocated from the A-400 building. The vacated building was demolished to make way for a new facility that will house Liberal Arts programs. The Life Sciences building, located on the south east portion of the Sciences Quad, consist primarily of lab classrooms and support space with some lecture classroom space and offices.

Start Preliminary Plans	<b>Nov 2008</b>	Award Construction Contract	<b>April 2011</b>
Start Working Drawings	<b>April 2010</b>	Complete Construction	<b>March 2014</b>
Complete Working Drawings	<b>June 2010</b>	Advertise for FF&E	<b>Sept 2013</b>
DSA Final Approval	<b>Dec 2010</b>	DSA Close Out	<b>May 2014</b>

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000 with all overage returned to basic aid upon reimbursement.

	Original	Revision	Total
Project Budget:	\$24,861,000	\$ (4,371,000)	\$20,490,000
District Funding Commitment:	\$ 7,468,000	\$ (546,000)	\$ 6,922,000
Anticipated State Match:	\$17,393,000	\$ (3,825,000)	\$13,568,000
Basic Aid Allocation:	\$ 1,113,000	\$ 1,377,000	\$ 2,490,000

Status: Final "first year discovery" items *are underway*.

In Progress: *Material procurement, Work that can occur without classroom interruption.*

Recently Completed: *Award of contract for the first year discovery scope of work.*

Focus: *Project completion and Final closeout.*

## 2. BARRANCA ENTRANCE (LASER WAY)

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	<b>Feb 2010</b>	Award Construction Contract	<b>May 2016</b>
Start Working Drawings	<b>March 2011</b>	Complete Construction	<b>Apr 2017</b>
Complete Working Drawings	<b>March 2011</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Dec 2012</b>	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

	Original	Revision	Total
Project Budget:	\$2,850,000	\$0	\$2,850,000
District Funding Commitment:	\$2,850,000	\$0	\$2,850,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$0	\$2,850,000

Status: All necessary certification documents provided to DSA.

In Progress: Project close-out. Finalize landscaping easement with Southern California Edison.

Recently Completed: Final closeout documents provided to City of Irvine.

Focus: Close landscaping easement with Southern California Edison.

## 3. LIBERAL ARTS BUILDING PROJECT

Project Description: This project is a new two story building of 16,896 assignable square feet (ASF) and 27,787 gross square feet (GSF). The Social & Behavioral Science, Humanities & Languages, and Co-Curricular programs will be relocated from various campus locations. The Liberal Arts building, located at the northwest portion of the "A" quad, consist primarily of classrooms, a few labs and offices and gathering spaces at first and second floor lobby.

Start Preliminary Plans	<b>May 2012</b>	Award Construction Contract	<b>July 2014</b>
Start Working Drawings	<b>Jan 2013</b>	Complete Construction	<b>Aug 2016</b>
Complete Working Drawings	<b>Dec 2013</b>	Advertise for FF&E	<b>Feb 2016</b>
DSA Final Approval	<b>June 2014</b>	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$11,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

	Original	Revision	Total
Project Budget:	\$ 3,004,951	\$10,008,949	\$13,013,000
District Funding Commitment:	\$ 3,004,951	\$10,008,949	\$13,013,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 1,000,000	\$12,013,000	\$13,013,000

Status: Contractor has requested final pay. Awaiting final subcontractor release waivers for payment release.

In Progress: Final Pay application review.

Recently Completed: Labor compliance issues cleared.

Focus: Final Pay application.

## 5. FINE ARTS PROJECT

Project Description: The proposed project will construct a new complex of three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand space for the Fine Arts department. Art, Art History, Music and Dance instruction will be relocated from laboratories currently housed across a number of different buildings on campus. The Fine Arts building, located south west of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Following occupancy space will be vacated within the B-100, B-300 and A-300 buildings setting the stage for future renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/23/2014 and 8/22/2016. On June 23, 2014, the Board approved 795,000. On August 22, 2016, the Board approved \$1,659,739. The district revised the funding commitment from 30 to 50 percent of State supportable costs to increase project competitiveness for state funding. On June 26, 2017, the Board approved \$12,932,581

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,703,000	\$ 7,157,000	\$42,860,000

District Funding Commitment:	\$10,562,000	\$13,420,000	\$23,982,000
Anticipated State Match:	\$25,141,000	\$(6,263,000)	\$18,878,000
Basic Aid Allocation:	\$795,000	\$14,592,320	\$15,387,320
Unallocated Amount:	\$0	\$0	\$27,472,680

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in 2016. *SOCCCD projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently under consideration for third year funding.*

In Progress: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these projects hold their positions until funding is released with the caveat that the projects meet the capacity load ratio requirements. The final year of funding is expected to resume the necessity to compete for funds.

Recently Completed: *State Chancellor's office is reviewing the remaining 14 projects qualified for the first year funding with four additional projects added from Category A, Emergency Projects. District staff is working with a planning consultant to maximize District projects prospects for potential considerations.*

Focus: Continue to follow activities in Sacramento to ensure maximum funding potential.

## 6. PARKING LOT PHASE IA AND SOLAR SHADE PROJECT

Project Description: This project includes development of a 135,000 square feet of lighted parking lot creating 400 additional parking spaces. The project proposes to include photovoltaic panels supported on parking canopies designed to generate up to one megawatt of solar power. The Photovoltaic System is to be integrated with the campus electrical system and interconnected with the local utility grid.

Start Preliminary Plans	<b>Sep 2017</b>	Award Construction Contract	Jul 2018
Start Working Drawings	Dec 2017	Complete Construction	Jan 2019
Complete Working Drawings	Mar 2018	Advertise for FF&E	Oct 2018
DSA Final Approval	May 2018	DSA Close Out	May 2019

Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015 and 8/22/2016. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000. On June 26, 2017 the Board approved \$733,000.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$4,478,000	\$7,488,000
District Funding Commitment:	\$3,010,000	\$4,478,000	\$7,488,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$ 4,478,000	\$7,488,000

Status: Design Phase.

In Progress: Economic feasibility study to maximize return on solar power installation to include potential battery storage. Parking lot design underway.

Recently Completed: Award of parking lot design agreement.

Focus: Complete economic analysis and solar power distribution alternatives. Continue coordination with Southern California Edison to aggregate incoming electrical service. Design of parking lot and connection to new Laser Way entrance.

## 7. HEALTH CENTER/CONCESSION PROJECT

Project Description: This project is a new one story building of an estimated 2,553 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building which will free space for renovation to meet the increased counseling requirements. The new Heath Center/ Concession building, located adjacent to athletics fields will consist of student support services, offices, restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field.

Start Preliminary Plans	<b>May 2017</b>	Award Construction Contract	May 2018
Start Working Drawings	<b>Jul 2017</b>	Complete Construction	Apr 2019
Complete Working Drawings	Nov 2017	Advertise for Equipment	Dec 2018
DSA Final Approval	Feb 2018	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015. On June 22, 2016, the Board approved 5,338,000. On June 26, 2017, the Board approved 402,000.

	Original	Revision	Total
Project Budget:	\$5,200,000	\$ 538,000	\$6,140,000
District Funding Commitment:	\$5,200,000	\$ 538,000	\$6,140,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 400,000	\$5,740,000	\$6,140,000

Status: Construction Documents Phase.

In Progress: Construction Documents *submittal to DSA*.

Recently Completed: *Completion of Construction Documents.*

Focus: *DSA submission.*

## ATEP

### 1. ATEP DEMOLITION

Project Description: This project is for demolition of the facilities and infrastructure of the former Tustin Marine Corps Air Station is required to facilitate the development of the ATEP site. This project was undertaken in a number of phases, six are complete, with one additional required after the land exchange between the County and SOCCCD is complete. The schedule below reflects the most recently completed phase.

Start Preliminary Plans	<b>Jul 2013</b>	Award Construction Contract	<b>Nov 2014</b>
Start Working Drawings	<b>Jul 2013</b>	Complete Construction	<b>Jul 2015</b>
Complete Working Drawings	<b>Apr 2014</b>	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

	Original	Revision	Total
Project Budget:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
District Funding Commitment:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 7,000,000	\$ 6,700,000	\$13,700,000

Status: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: Negotiations with the City and the Navy to transfer county land to district so the last phase of demolition can be completed.

Recently Completed: Land exchange between District and the County of Orange.

Focus: Adhere to various regulatory requirements specific to maintain the ATEP site.

### 2. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 30,000 gross square feet (GSF) building dedicated to technical and applied sciences and economic development. The automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, alternative robotics classes, and the testing center will be located from the existing ATEP classrooms and from the IVC campus with some spaces representing expansion. The space vacated at the ATEP campus will terminate the temporary lease with the City of Tustin. The space vacated at the IVC campus at the A300 and B300 building will become available to meet additional curriculum needs. The new ATEP IVC First Building, located in the north east portion of the ATEP campus, will consist of primarily lab classrooms and support spaces, with some lecture classroom space, offices and student support services.

The project includes 50kV of solar electric power and will be a LEED Gold Equivalent building.

Start Preliminary Plans	<b>Oct 2014</b>	Award Design-Build Contract	<b>June 2015</b>
Start Working Drawings	<b>July 2015</b>	Complete Construction	Dec 2017
Complete Working Drawings	<b>March 2016</b>	Advertise for FF&E	Aug 2017
DSA Final Approval	<b>Sept 2016</b>	DSA Close Out	Pending

**Budget Narrative:** Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/15 and 8/22/2016. On February 28, 2011, \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds approved on 6/23/14. On June 22, 2015 the Board approved additional funds of \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The College has elected to use Irvine Valley College RDA equaling \$1, 250,000. On June 26, 2017, the Board approved \$1,100,000.

	Original	Revision	Total
Project Budget:	\$23,000,000	\$ 5,950,000	\$28,650,000
District Funding Commitment:	\$23,000,000	\$ 5,950,000	\$28,650,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$0	\$ 1,250,000	\$ 1,250,000

**Status:** Construction phase: 88% complete.

**In Progress:** Contract negotiation for integrated battery storage system. *IT equipment delivery, install interior signage, tack boards, white boards, projectors and screens, and landscaping materials. Utility connections.*

**Recently Completed:** *Install flooring, Polish concrete floor, Install landscaping, window shades, plumbing fixtures, Order furniture.*

**Focus:** Photovoltaic interconnect agreement with utility agency. Develop alternate action plans for start-up and testing due to delay in receiving power from Southern California Edison and gas from the Gas Company and potable water from Irvine Ranch Water District. Health Department inspection of dual-plumbed building and State elevator inspection upon permanent power. *Collaborate with the ATEP First Building Design-Build Entity and the ATEP Utilities and Infrastructure project team to minimize project cost and time impact due to Public Utility Agencies' delayed connections.*

### 3. ATEP – UTILITIES AND INFRASTRUCTURE

**Project Description:** This project is a utilities and infrastructure project required to support construction of the ATEP IVC First Building as well as support future development. Utility and infrastructure construction will be phased with phase 1 including the site utility infrastructure, utility laterals to offsite points of connection and development of vehicular,

bicycle and pedestrian circulation. This phase 1 utility and infrastructure project will address improvements at the north east and a small central portion of the ATEP campus.

Start Preliminary Plans	<b>Oct 2015</b>	Award Construction Contract	<b>Oct 2016</b>
Start Working Drawings	<b>Nov 2015</b>	Complete Construction	Dec 2017
Complete Working Drawings	<b>Mar 2016</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Jun 2016</b>	DSA Close Out	Jan 2018

Budget Narrative: Budget reflects Board action on 6/22/2015. On August 22, 2016, the Board of Trustees approved \$2,475,000.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$2,475,000	\$9,475,000
District Funding Commitment:	\$7,000,000	\$2,475,000	\$9,475,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$2,475,000	\$9,475,000

Status: Construction phase: 60% complete

In Progress: Coordinate installation for: electrical, telecommunications and *domestic water services*, curb and gutter, irrigation and grading. *Schedules for both this Project and the ATEP First Building are dictated by the Public Utilities.*

Recently Completed: *Install gas meter, bollards at future SCE equipment, domestic water tie-in, Final testing required for Irvine Ranch Water District to install reclaimed water meters.*

Focus: Resolve cost and time impacts arising from Public Utility Agencies delays *on this Project and the IVC First Building Project*. Evaluate contractor's progress related to contracted scope.

## DISTRICT WIDE

### 1. SUSTAINABILITY/ ENERGY PLAN

Project Description: This project develops a Sustainability/Energy Plan to support the colleges' plans for future sustainability/energy projects and to assist with the development of the ATEP site. Additionally, the plan will advise the campuses on best practices, help take advantage of programs such as, Savings by Design, and recommend procurement methods for various sustainability projects. The project is broken into two phases, the first to focus on development of building design and construction guidelines and the second to focus on campus organizational policies and procedures. *The Plan will inform the upcoming Education and Facilities Master Plan process.*

Kick Off	<b>Jan 2017</b>	Start Plan Development	<b>Feb 2017</b>
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Start Research/Analysis	<b>Jan 2017</b>	Complete Plan	<b>May 2017</b>
Complete Research/Analysis	<b>Feb 2017</b>	Final Plan	<b>Nov 2017</b>

Budget Narrative: Budget reflects Board action on 6/22/2015. On August 22, 2016, the Board approved \$40,000. On June 26, 2017, the Board approved \$200,000.

	Original	Revision	Total
Project Budget:	\$200,000	\$240,000	\$440,000
District Funding Commitment:	\$200,000	\$240,000	\$440,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$240,000	\$440,000

Status: Plan Development: Complete.

In Progress: Presentation to Board of Trustees

Recently Completed: *Print final plans.*

Focus: *Develop consultant scope of work for second phase.* Coordinate presentation and review by District-Wide Planning Council.

## 2. ADA TRANSITION PLAN

Project Description: This project includes site accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in developing Americans with Disabilities Act (ADA) Transition Plans. The project includes assessment of barriers to access, summary of costs for remediation, implementation schedules with prioritization and standard drawings for remediation methods. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	<b>Mar 2016</b>	Start Report Development	<b>May 2016</b>
Start Research/Analysis	<b>Mar 2016</b>	Complete Report Development	<b>Sep 2016</b>
Complete Research/Analysis	<b>Jul 2016</b>	Final Report	<b>Oct 2016</b>

Budget Narrative: On June 22, 2015, the Board approved \$400,000. On June 27, 2016, the Board approved \$440,000. On June 26, 2017, the Board approved 400,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$840,000	\$1,240,000
District Funding Commitment:	\$400,000	\$840,000	\$1,240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$840,000	\$1,240,000

Status: Phase I work complete. Initiating Phase II work.

In Progress: RFQ&P for self-evaluation of services, policies and practices.

Recently Completed: *Received responses to RFQ&P.*

Focus: *RFQ&P response evaluation.*

### 3. TECHNOLOGY CONSULTANT FOR CAPITAL CONSTRUCTION

Project Description: This project develops districtwide technology and building access standards for capital construction projects. The standards will assist current and future design teams in developing construction documents and will establish design guidelines for telecommunications / network infrastructure and associated equipment.

Kick Off	<b>July 2017</b>	Start Report Development	<b>Oct 2017</b>
Start Research/Analysis	<b>July 2017</b>	Complete Report	Dec 2017
Complete Research/Analysis	<b>Sept 2017</b>	Final Report	Jan 2018

Budget Narrative: Budget reflects Board action on 8/22/2016. On June 26, 2017, the Board approved \$100,000.

	Original	Revision	Total
Project Budget:	\$460,000	\$100,000	\$560,000
District Funding Commitment:	\$460,000	\$100,000	\$560,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$460,000	\$100,000	\$560,000

Status: Recommendations phase.

In Progress: Develop preliminary standards and procurement processes for cable infrastructure, audio visual, access control and wireless.

Recently Completed: Committee review of draft *electronic security* standards.

Focus: Continue with Recommendations phase, committee review of draft standards.

### 4. MAPPING AND CONDITION ASSESSMENT

Project Description: This project accurately and comprehensively documents the horizontal and vertical positions of underground utilities, i.e. electrical, natural gas, storm drain, sanitary sewer, telecommunication, fiber optic, non-potable irrigation, and domestic/ fire water. The existing condition of each will be assessed. Accurate utility information assists design teams when developing construction documents preventing construction delays, claims, and major utilities conflicts.

Kick Off	<i>July 2018</i>	Start Report Development	<i>Dec. 2018</i>
Start Research/Analysis	<i>July 2018</i>	Final Report	<i>Jan. 2019</i>

Budget Narrative: Budget reflects Board action on 8/22/2016. On June 26, 2017, the Board approved \$500,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$500,000	\$900,000
District Funding Commitment:	\$400,000	\$500,000	\$900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$500,000	\$900,000

Status: *Proposals Received. Project on hold to request additional funding.*

In Progress: *Three proposals all provided costs estimates over budget. Staff will request funding during upcoming 2018-2019 budget planning cycle.*

Recently Completed: *Selection of recommended firm. Firm agreed to hold proposal offer until funding cycle is complete.*

Focus: *Request additional funding. Anticipated project start July 2018.*

Project updates for active projects may be viewed at:

<http://www.socccd.edu/businessservices/ProjectUpdates2014.html>

#### Notes

- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
  - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
  - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
  - The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**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 November 30, 2017 (EXHIBIT A). A review of current revenues and expenditures for FY 2017-2018 show they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of November, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 65,655,901	65,655,901	65,655,901	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 3,321,902	3,322,155	675,479	20.33%
State Sources	8600-8699	57,606,503	58,595,421	27,072,227	46.20%
Local Sources	8800-8899	240,729,776	240,729,026	51,045,056	21.20%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		301,658,181	302,646,602	78,792,762	26.03%
FISCAL AGENT PASS THROUGH	8970-8979	4,350,212	4,350,212	1,450,070	33.33%
INCOMING TRANSFERS	8980-8989	3,143,842	3,143,842	788,093	25.07%
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 374,808,136</b>	<b>375,796,557</b>	<b>146,686,826</b>	<b>39.03%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 90,295,240	90,195,907	25,983,891	28.81%
Other Staff Salaries	2000-2999	57,339,922	57,204,600	17,353,655	30.34%
Employee Benefits	3000-3999	57,255,869	57,235,922	18,824,522	32.89%
Supplies & Materials	4000-4999	8,101,817	8,418,928	1,578,885	18.75%
Services & Other Operating	5000-5999	35,297,872	35,548,190	9,215,308	25.92%
Capital Outlay	6000-6999	18,863,380	18,841,393	1,881,509	9.99%
Payments to Students	7500-7699	1,347,658	2,225,336	1,051,500	47.25%
Total Expenditures		\$ 268,501,758	269,670,276	75,889,270	28.14%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 1,225,000	1,225,000	625,000	51.02%
Basic Aid Transfers Out	7300-7399	67,231,257	67,231,257	0	0.00%
Intra Fund Transfers Out	7400-7499	4,350,212	4,350,212	0	0.00%
Total Other Uses		72,806,469	72,806,469	625,000	0.86%
<b>TOTAL USES OF FUNDS</b>		<b>341,308,227</b>	<b>342,476,745</b>	<b>76,514,270</b>	<b>22.34%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 33,499,909</b>	<b>33,319,812</b>	<b>70,172,556</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,446,051	17,446,051		
Reserve for Economic Uncertainties		13,260,177	13,260,177		
College Reserves for Economic Uncertainties		2,793,681	2,613,584		
<b>TOTAL RESERVES</b>		<b>\$ 33,499,909</b>	<b>33,319,812</b>		

NOTE: As of November 30, 2016 actual revenues to date were **37.98%** and actual expenditures to date were **27.76%** of the revised budget to date.

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of November, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 19,766,282	19,766,282	19,766,282	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 99,419,252	99,419,252	19,132,441	19.24%
Restricted Budget Allocation		39,218,878	39,409,110	20,964,566	53.20%
Total Revenue		138,638,130	138,828,362	40,097,007	28.88%
INCOMING TRANSFERS	8980-8989	1,333,842	1,333,842	450,541	33.78%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 159,738,254</u>	<u>159,928,486</u>	<u>60,313,830</u>	37.71%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 56,488,724	56,449,542	15,889,301	28.15%
Other Staff Salaries	2000-2999	29,015,126	29,055,587	8,523,613	29.34%
Employee Benefits	3000-3999	32,308,544	32,302,509	9,802,908	30.35%
Supplies & Materials	4000-4999	6,042,772	6,239,877	994,980	15.95%
Services & Other Operating	5000-5999	18,661,369	18,605,493	4,023,464	21.63%
Capital Outlay	6000-6999	13,150,367	13,016,376	883,975	6.79%
Payments to Students	7500-7699	946,352	1,134,102	533,459	47.04%
Total Expenditures		\$ 156,613,254	156,803,486	40,651,700	25.93%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 625,000	625,000	625,000	100.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		625,000	625,000	625,000	100.00%
<b>TOTAL USES OF FUNDS</b>		<u>157,238,254</u>	<u>157,428,486</u>	<u>41,276,700</u>	26.22%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 2,500,000</u>	<u>2,500,000</u>	<u>19,037,130</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 2,500,000</u>	<u>2,500,000</u>		

NOTE: As of November 30, 2016 actual revenues to date were **34.30%** and actual expenditures to date were **27.84%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of November, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		4,337,276	4,337,276	4,337,276	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 62,394,259	62,394,259	14,093,244	22.59%
Restricted Budget Allocation		18,301,263	19,099,452	9,026,454	47.26%
Total Revenue		80,695,522	81,493,711	23,119,698	28.37%
INCOMING TRANSFERS	8980-8989	1,400,000	1,400,000	278,953	19.93%
<b>TOTAL SOURCES OF FUNDS</b>		<u>86,432,798</u>	<u>87,230,987</u>	<u>27,735,927</u>	31.80%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	32,169,473	32,157,317	9,823,470	30.55%
Other Staff Salaries	2000-2999	18,233,934	18,002,156	5,708,879	31.71%
Employee Benefits	3000-3999	19,195,669	19,180,992	6,271,018	32.69%
Supplies & Materials	4000-4999	1,933,800	2,051,306	546,761	26.65%
Services & Other Operating	5000-5999	8,397,432	8,745,341	2,337,971	26.73%
Capital Outlay	6000-6999	5,557,503	5,639,057	929,391	16.48%
Payments to Students	7500-7699	401,306	1,091,234	518,041	47.47%
Total Expenditures		85,889,117	86,867,403	26,135,531	30.09%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	250,000	250,000	0	
Other Transfers	7400-7499	0	0	0	
Total Other Uses		250,000	250,000	0	
<b>TOTAL USES OF FUNDS</b>		<u>86,139,117</u>	<u>87,117,403</u>	<u>26,135,531</u>	30.00%
<b>LOCATION OPERATING BALANCE</b>		<u>293,681</u>	<u>113,584</u>	<u>1,600,396</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>293,681</u>	<u>113,584</u>		

NOTE: As of November 30, 2016 actual revenues to date were **34.63%** and actual expenditures to date were **31.13%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

### **STATUS**

This report is for the period ending October 31, 2017 (EXHIBIT A).

For October, the portfolio was comprised of 48.2% Fixed Funds (Bonds) and 51.8% Common Stocks (Domestic and International). The portfolio's performance increased 0.69%, ending with a fair market value of \$114,061,414 and an annualized return of 5.92%.



November 13, 2017

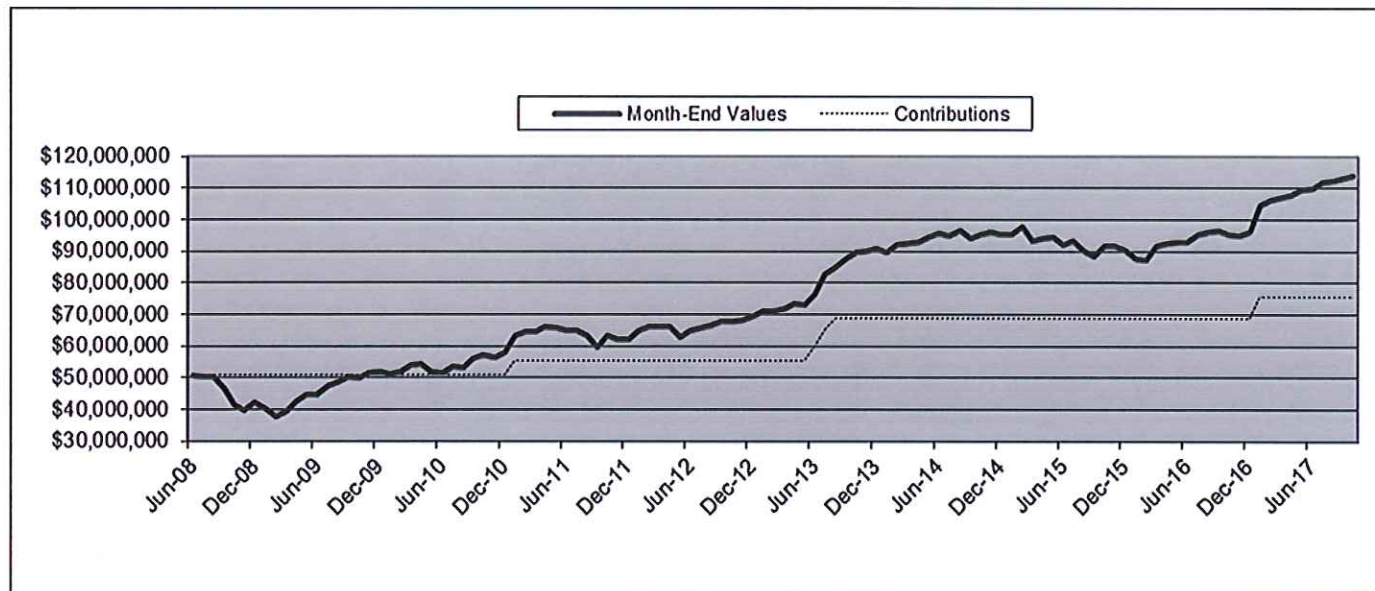
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on October 31st of \$114,061,413.52 your portfolio's performance was up 0.69% for the month and up 5.92% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (51.8%) and fixed income funds (48.2%). 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, and \$6,876,877.96 on January 20, 2017 for a total of \$75,676,601.70. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2017</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.69%	10.86%	5.92% annualized return
S&P 500	2.33%	16.92%	10.14% (Domestic Stocks)
MSCI EAFE	1.52%	21.78%	3.07% (International stocks)
Barclays Aggregate	0.06%	3.21%	4.14% (Domestic Bonds)
Barclays Global	-0.38%	5.86%	2.76% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
June-14	\$ 8,389,913	\$ 68,799,724	\$ 95,689,395
June-15	\$ (4,000,000)	\$ 64,799,724	\$ 92,222,506
June-16	\$ -	\$ 64,799,724	\$ 92,851,363
July-16	\$ -	\$ 64,799,724	\$ 95,377,249
August-16	\$ -	\$ 64,799,724	\$ 95,929,958
September-16	\$ -	\$ 64,799,724	\$ 96,320,870
October-16	\$ -	\$ 64,799,724	\$ 95,230,338
November-16	\$ -	\$ 64,799,724	\$ 94,958,568
December-16	\$ -	\$ 64,799,724	\$ 96,106,489
January-17	\$ 6,876,878	\$ 71,676,602	\$ 104,516,816
February-17	\$ -	\$ 71,676,602	\$ 106,178,127
March-17	\$ -	\$ 71,676,602	\$ 106,889,989
April-17	\$ -	\$ 71,676,602	\$ 107,981,028
May-17	\$ -	\$ 71,676,602	\$ 109,311,569
June-17	\$ -	\$ 71,676,602	\$ 110,063,884
July-17	\$ -	\$ 71,676,602	\$ 111,728,835
August-17	\$ -	\$ 71,676,602	\$ 112,145,520
September-17	\$ -	\$ 71,676,602	\$ 113,277,751
October-17	\$ -	\$ 71,676,602	\$ 114,061,414
	<b>\$ 71,676,602</b>		



TO: Members of the Board of Trustees  
FROM: Thomas M. Fallo  
SUBJECT: District Services Report for December 11, 2017 Board of Trustees Meeting

### **Appointment of Acting Chancellor Thomas Fallo**

Dr. Thomas Fallo has been appointed to serve as acting chancellor of the South Orange County Community College District following a unanimous vote by the Board of Trustees. The chancellor acts as chief executive officer of the district, overseeing the colleges and district-wide operations, an \$800 million budget, and nearly 4,000 employees.

Dr. Fallo has a 45-year career in the California Community Colleges and retired as superintendent/president of El Camino College in 2016 after serving 21 years in that role. He previously worked at the Los Angeles Community College District, serving as acting and interim chancellor and vice chancellor of business services. Prior to that, he held the positions of vice chancellor of business services and vice president of administrative services at both El Camino College and Glendale Community College District.

Dr. Fallo earned a Doctorate in Institutional Management from Pepperdine University; and a Master of Business Administration and a Bachelor of Arts degree in Economics from UCLA.

### **Human Resources**

A committee of employees representing Human Resources and Payroll has been established to meet weekly to optimize processes for the various types of leaves available to employees.

Human Resources continuing to train hiring managers on a one-on-one basis on the new policy and administrative regulation for the hiring of classified staff (AR4011.3).

Human Resources is continuing to work with the colleges on priority lists to fill classified vacancies.

Stay tuned for the unveiling of full-time faculty positions to be announced in mid-December 2017.

### **Business Services**


Welcome to Toni Brady, the district's new risk manager! Toni comes to us from our broker and third party administrator, Keenan & Associates, and has over 17 years of risk management experience, managing property and liability and workers' compensation programs for more than 30 school and community college districts combined. Toni has broad experience in all areas of risk management and is a welcome addition to the department.



# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

**TO:** Dr. Thomas Fallo, Acting Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President 

**DATE:** November 30, 2017

**SUBJECT:** **President's Report for the December 11, 2017 Board of Trustees Meeting**

## **Student Ambassador Program Hosts Quad Sale**

On November 8, the Irvine Valley College Student Ambassador Program hosted their first #StudentsHelpingStudents quad sale to provide fellow students access to things they need, while also raising money for the Student Ambassador Program Scholarship. The ambassadors asked the campus community to donate gently used items such as small appliances and electronics, clothing, school supplies, books, and textbooks. The student ambassadors raised \$879 during the sale. Any remaining items after the sale were donated to Goodwill.

## **Daniel Luzko Releases CD**

On November 13, Daniel Luzko celebrated the release of his CD that includes music he composed to the "Madame Lynch" ballet in the IVC PAC Lobby. Luzko co-composed the music with his sister Nancy, and recorded with the National Symphony Orchestra of Paraguay in July. The work was performed live by the Municipal Ballet of Asuncion, Paraguay and the National Symphony Orchestra with more than 30 performances. The Consulate of Paraguay in Los Angeles sponsored the event.

## **IVC Faculty Member Presents at International Conference in China**

In October, Communication Studies Academic Chair Gary Rybold, PhD, presented at the eighth International Conference on English Language Teaching hosted by China English Language Education Association in Xi'an, People's Republic of China. Rybold made two presentations at the conference. One presentation highlighted his paper titled "Bringing Communication Soft Skills into Career Technical Training for High School Students," co-authored by CTE Director Merry Kim and Communication Studies instructors April Griffin, Liza Rios, and Kelly Kehoe. Rybold also conducted a 90-minute workshop on teaching oral English. The workshop, which was attended by over 100 instructors, was titled "Activity-Centered Pedagogy: Learning How to Use Critical Thinking-Based Instructional Strategies for English-Language Learners in Oral Communication Classrooms."

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Barbara J. Jay, Timothy Jermal, David B. Lang, Marcia Milchiker, T.J. Prendergast III, Terri Whitl, James R. Wright • Jordan J. Larson, Student Trustee  
Thomas Fallo, EdD, Acting Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

An Equal Opportunity Institution

### **Women's Volleyball Team Maintains League Title**

As of November 6, the IVC women's volleyball team has upheld the Orange Empire Conference (OEC) title and remained undefeated during the 2017 season. IVC's women's volleyball team is the only undefeated team in the state of California. The team has won all 21 of their season games, including 15 OEC matches.

### **IVC Men's Soccer Takes Second in OEC**

On November 7, the IVC men's soccer team defeated Norco College with a 3-0 victory, ending the regular season. Their win placed them in second overall in the Orange Empire Conference (OEC), enabling the team to head into the Southern California Regional Playoffs for the postseason. IVC finished with a total of 33 goals scored during the regular season.

### **President Roquemore Attends CCLC Conference**

On November 16-18, President Roquemore attended the Community College League of California Annual Convention in San Jose, California. This year's theme, "California Community Colleges: Creating Adapting, Innovating," served as a means of bringing together community college professionals to share their knowledge and experience to create and adapt and innovate together as a system, and work as one for the future of California's community colleges.

### **Administrator and Manager Leadership Fall Retreat**

On November 29, President Roquemore led the administrator and manager fall retreat at the Duck Club. The day included networking, leadership building, a presentation from Vice Chancellor of Human Resources Cynthia Vyskocil, and team building.





## **SADDLEBACK COLLEGE**

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

TO: Members of the Board of Trustees  
Dr. Thomas Fallo, Acting Chancellor

FROM: Dr. Gregory Anderson, President

SUBJECT: Report for December 11, 2017 Board of Trustees Meeting

### **Guided Pathways**

Saddleback College completed the Guided Pathways self-assessment survey which will serve as the baseline information for the project. Presentations were delivered to the Academic Senate and the Consultation Council to share the survey results and review the next steps including an upcoming strategic plan required by the CA Chancellor's office. We had broad and inclusive participation from many groups on campus including administrators, faculty, staff and students.

As the lead higher education partner in the OC Pathways initiative, President Anderson spoke at the third annual OC Pathways Showcase on November 29. School board members and community college trustees representing 14 school districts and four community college districts were in attendance. President Anderson highlighted the importance of Saddleback's Pre-K through 12 partnerships as they provide the initial steps for students' higher education pathways to gain high-skill, high-demand careers.

### **College Promise Program**

Faculty, staff, students, and administrators at Saddleback College have been holding bi-monthly meetings in designing a College Promise Program that aims "to ensure that a college education, providing personal development and economic advancement, is attainable and accessible to all Saddleback College Service Area residents by removing academic and non-academic barriers through college and community resources, while instilling academic scholarship and student commitment". While these design meetings have a long-term focus, Saddleback College is looking to partner with Capistrano Unified School District to launch a pilot of our Promise program in Fall 2018. Due to its long-standing partnership with the District, it was determined that this extended collaboration on an important South Orange County-wide initiative is ideal.

### **Giving Back**

The giving spirit of South Orange County Community College District classified professionals, managers, faculty, and students, as well as many local businesses resulted in over 1 ton of non-perishable food, almost two thousand dollars in monetary and grocery certificates and donations from a dozen local businesses. Sixty families benefitted from this year's event.

In addition, the collaborative efforts of Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE), CalWorks and the Associated Student Government (ASG) provided a complete Thanksgiving dinner to 34 EOPS/CARE/CalWORKs students. ASG also aligned its energy with Adopt-A-Family to provide gifts to the children of 24 CARE students. While Toys for Tots donated a total of 105 gifts and were distributed to 40 EOPS/CARE students and 72 of their children.

### **Disabled Students Programs and Services (DSPS)**

The DSPS College Advantage Program hosted 200 seniors for information days on November 2 and November 9. Working well in advance of the Fall 2018 semesters, these students gained the insights necessary to understand the application and matriculation processes and academic accommodations available to them to begin their paths here at Saddleback College.

### **Saddleback College Facilitates SOCCCD Title IX Training**

Saddleback College hosted a South Orange County Community College District-wide Title IX Training on November 13 for nearly 40 attendees from Saddleback, IVC, and District administrators, faculty, staff, and students. Deputy Attorney General Janet Neely, California Department of Justice, and Sergeant Andrew Tucker, Criminal Investigations Bureau and University of California Police Department, presented the training. Agenda items included, Myths and realities of sexual offending, Trauma and trauma-informed practices, patterns of victimization, Legal requirements and fairness/due process, Predatory Grooming in Non-Stranger Sexual Assault, Legal issues regarding Title IX and California Education Code requirements.

### **Annual Family Night**

President Anderson and the Saddleback outreach team hosted 350 families from over 25 public and private South Orange County high schools on November 14, 2017. Families and students gained insights into how they can prepare for college success as well as campus life, career technical opportunities, financial aid, the honors program and transfer success metrics. Families and students were entertained by the musical and vocal talent of Saddleback students.



### **Saddleback Adult Education Bridge Events**

More than 125 students from the Mission Viejo and San Juan Capistrano campuses attended Adult Education to Saddleback College “Bridge” events this fall. A third “Bridge” event is scheduled for Dec. 19 for the morning students from the San Juan Capistrano campus. Bridge events provide students an opportunity to tour the main campus and gain information on the comprehensive student services we offer.

### **Community College League of California Annual Convention**

President Anderson attended the Community College League of California’s Annual Convention from November 16 – 18 in San Jose. State and national leaders and hundreds of faculty, administrators, staff and trustees, engaged in topics such as free speech, veteran student services, Title IX, DACA student support and innovations in public and private partnerships.

### **VETS Program**

The VETS Program has gained momentum in 2017-18 with 200 more student contacts than during this same time last year. The program was recently notified of a \$55,000 grant award from the Foundation Office by the Orange County Community Foundation for their Orange County Real Estate Veterans Initiative. These funds are for emergency grants, networking/camaraderie building events, and academic boot camps for veterans. This award is in addition to a \$5,000 donation from the Society of Military Engineers that will be used for emergency grants and student support.

The California Department of Finance (DoF) visited the campus and met with Gray Barnak, grant project manager in Research, Planning and Accreditation; Roxanne Metz, director of Fiscal and Contract Services; and Terence Nelson, VETS Program Coordinator, to discuss the Innovation Award. During the visit President Gregory Anderson and Academic Senate President Dan Walsh also met with the representative from the DoF to indicate their support for the Saddleback College-California State University System joint effort for articulating military training to course credit.

The Innovation Award Pathways to Completion-Veterans Credit Articulation Track project kicked off with the Council on Adult and Experiential Learning (CAEL) Conference in San Diego. VETS Coordinator, Terence Nelson presented the project and grant manager Gary Barnak as well as two Cal State University partner campuses participated.

### **Where Success Begins - Spring 2018 Advertising Campaign**

In support of Spring 2018 enrollment goals, an online display media and audio streaming ad campaign on iHeart media networks and behaviorally targeted websites begins the first full week of December and continues through January 15. A direct response campaign will launch on December 14 and augment the digital campaign. Direct response includes targeted mail and email.





# Saddleback Where Success Begins

January 16, 2018

Full session and  
First 8-week session begins

[saddleback.edu/spring](http://saddleback.edu/spring)



**TO:** Thomas Fallo, EdD, Acting Chancellor, and Members of the Board of Trustees

**FROM:** Maria Nunez, IVC Classified Senate President

**DATE:** November 30, 2017

**SUBJECT:** **Classified Senate Report for the December 11, 2017 Board of Trustees Meeting**

**Classified Leadership Academy Equity Projects**

On August 18, 2017, Irvine Valley College (IVC) President Glenn Roquemore approved Julie Scholl and Desiree Ortiz, Senior Administrative Assistants, to attend the Classified Leadership Academy in Pacific Grove, CA on September 19-22. This intensive leadership workshop was hosted by California Community Colleges Classified Senate (4CS). To fulfill the requirements of this Academy, the following two proposals are being submitted to the College President for consideration.

**Proposal 1:**

Julie Scholl is proposing an equity based project to implement at IVC during the Spring 2018 semester. As the project lead, she will partner with Edwin Tionson, Project Director of ELEVATE AAPI @ IVC, Anissa Heard-Johnson, Director of Student Life and Equity and IVC Classified Senate Professional Development Committee, to create the first Classified Equity Certificate Program.

Classified staff will be given the opportunity to earn a Certificate of Completion after attending and participating in various equity based training sessions held on the IVC campus during the Spring 2018 semester (EXHIBIT A). Julie Scholl and her partners will develop and implement these sessions. Goals and outcomes of this project include bringing awareness to equity based topics, dismantle and discuss common misperceptions and to promote understanding, inclusion and respect for all. Funding for this project will be minimal and will include supplies and refreshments for the training sessions. Already allocated IVC Classified Senate Professional Development Committee Summit funds will be used for all expenses. All presenters are IVC staff and will volunteer their time.

**Proposal 2:**

Desiree Ortiz with her team, Nancy Montgomery, Director of Health, Wellness and Veterans and Eric Garcia, Veterans Counselor, are proposing the implementation of a

safe space on campus for students in distress called Center for Holistic Well-Being Unified. Most campuses across California have worked with the national organization Active Minds to create a safe place on campus for students to discuss mental health issues, and other concerns that are hindering students from furthering their education and personal development. The center would provide emotional support along with community and campus resources for our students. In conjunction with on-campus resources and community partnerships, the designated IVC mental health provider will be on hand to help all students in need. Funding allocation considerations would include hiring a full time IVC mental health provider and space on campus for the center.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T.J. Prendergast III, Terri Whitt, James R. Wright • Jordan J. Larson, Student Trustee  
Thomas Fallo, EdD, Acting Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

*An Equal Opportunity Institution*

## Spring 2018 Classified Equity Certificate

### REQUIRED CORE EVENTS

Survey Completion			
Survey Participation			
Equity Symposium Workshop	Date	Time	Location
Classified Senate Professional Development Committee Summit- Julie Scholl, other staff	Friday, 4/13/18	1:00pm - 3:45pm	TBD

### REQUIRED ELECTIVE EVENTS

Pick at Least One- Learning Lunch	Date	Time	Location
Learning Lunch: Equity Symposium Prep- Edwin Tiongson (Panel)	Friday, 1/26/18	12:00pm - 1:00pm	TBD
Learning Lunch: Equity Symposium Prep- Cessa Heard-Johnson (Interactive)	Friday, 2/9/18	12:00pm - 1:00pm	TBD
Learning Lunch: Equity Symposium Prep- Julie Scholl (Video)	Friday, 3/16/18	12:00pm - 1:00pm	TBD
Pick at Least One- Other Event	Date	Time	Location
IVC Student Equity Event (TBD)	TBD	TBD	TBD
IVC Student Equity Event (TBD)	TBD	TBD	TBD
IVC Student Equity Event (TBD)	TBD	TBD	TBD
IVC API Event (TBD)	TBD	TBD	TBD
IVC API Event (TBD)	TBD	TBD	TBD
IVC API Event (TBD)	TBD	TBD	TBD
Pick at Least One- Equity Symposium Workshops	Date	Time	Location
Keynote Speaker	Friday, 4/13/18	9:30am - 10:45am	PAC Main Stage
Workshop #1	Friday, 4/13/18	11:00am- 12:15pm	TBD
Closing Speaker	Friday, 4/13/18	3:45pm - 4:30pm	PAC Main Stage



**TO:** Thomas Fallo, EdD, Acting Chancellor and Members of the Board of Trustees

**FROM:** Samantha Zan, President  
Associated Student Government (ASG) of Irvine Valley College (IVC)

**DATE:** November 30, 2017

**SUBJECT:** ASG of IVC President's Report for December 11, 2017 Board of Trustees Meeting

### **Giving Back Volunteer Fair**

The ASG of IVC Community Outreach Committee and Interclub and Co-Curricular Council (I4C) hosted the first annual "Giving Back and Volunteer Fair" on Thursday, November 16. There were 12 different organizations: Heritage Park Library, Illumination Foundation, Illumination Toy Drive, Lakeview Senior Center, IVC Food Resource Center, Red Cross, Working Wardrobes in Orange County, United Cerebral Palsy of Orange County, Thirst Project, Mercy House, and Operation Christmas Child who worked with different IVC student clubs to receive various types of donations such as food, books, or toys depending on the organization. Student clubs who get the most donations for their sponsored organization won incentives for their clubs. All faculty, staff and students who brought donations received a free lunch.

### **Homecoming Elections**

We had a record 27 students (15 women and 12 men) participate in this year's Homecoming Election. Campaigning began on November 7. Elections were online but voting booths were staffed in the SSC Quad on Wednesday - Thursday, November 15 -16. The official slate of Homecoming candidates were announced on Friday, November 17. The top five vote getters of men and women were elected as Homecoming Court and will participate in ongoing leadership development training and ASG of IVC Spring semester events. ASG of IVC is working with members of the IVC Administration to sponsor a Homecoming Dance on Friday, February 9 and hope members of the Board of Trustees will join us to chaperone.

### **Dia de Los Muertos**

Student Equity hosted annual Dia de Los Muertos on Wednesday, November 1. The event had several activities such as a photo booth, Day of the Dead altar display, and face painting to celebrate traditional Hispanic cultural event.

### **International Education Week**

International Education Week was a joint initiative between the U.S. Department of State and U.S. Department of Education that highlights the benefits of international education and exchange for all students. Office of Student Life and Equity Programs, The International Student Program, ASG of IVC, and the International Club worked together to celebrate International Education Week Monday, November 13 – Friday, November 17. We are proud to highlight that we have over 740 international students from 52 countries currently studying at IVC. We had activities scheduled throughout the week: On Wednesday, November 15, student led groups hosted lion dances, food tastings, calligraphy demonstrations, fashion shows, and live music from Taiwan, Japan, Indonesia, Korea and Mexico.

### **Budget and Finance Site Visits**

The ASG of IVC Budget and Finance Committee started conducting their annual site visits with each ASIVC funded program/department and/or club the week of Monday, November 6. This is in part an overview and orientation for new members of the committee so they are well versed on each program's objectives, and benchmarks for student success.

### **Joint Meeting with Saddleback College**

ASG of IVC is continuously participating in monthly meetings with Saddleback College's ASG to speak about issues concerning both colleges. Topics include integrated ID cards, Opt out for ASIVC/Saddleback ASG activity cards, Board Policies concerning Trustee Elections and joint events between the colleges.

### **End of the Semester CRAM Week Activities**

The ASG of IVC Student Activities Committee hosted their annual end of the semester CRAM week stress buster event on Wednesday, November 29, from 11am until 3pm. There were bunnies, puppies, massages, study packs of free scantrons, blue books, and pencils distributed to all ASIVC students.

### **Student Life and Equity Programs Winter Wonderland Celebration**

The ASG of IVC Development Committee with support from the Office of Student Life and Equity Programs organized their second Annual Holiday Celebration on Friday, December 1, in the IVC Student Leadership Center from 7 to 10 pm. Student leaders, faculty and staff advisors joined in the fun and merriment of the holiday season with secret snowman gift exchanges, ugly sweater contests and gingerbread house making.