



Meeting of the Board of Trustees

January 23, 2017

CALL TO ORDER: 4:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(12 matters)

B. Public Employee Evaluation of Performance (Government Code Section 54957)(1 matter)

1. Interim Chancellor

1.4 Conference with Labor Negotiators (Government Code Section 54957.6)

A. Police Officers Association

Agency Designated Negotiator: David P. Bugay, Ph.D.

1.5 Conference with Legal Counsel (Government Code Section 54956.9)

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

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 **Actions Taken in Closed Session**

2.2 **Invocation**

Led by Trustee Barbara Jay

2.3 **Pledge of Allegiance**

Led by Trustee Tim Jemal

2.4 **Public Comments**

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

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

Trustee Terri Whitt has requested a report on the impact non-academic barriers have on student success.

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 December 12, 2016.

5.2 **Saddleback College: Revised Noncredit Certificates for the 2016-17 Academic Year; New, Revised, and Deleted Courses for the 2017-18 Academic Year; New and Revised Programs for the 2017-18 Academic Year**

Approve the proposed curriculum changes for the 2016-17, 2017-18 and 2018-19 academic years at Saddleback College.

5.3 **Saddleback College: Student Travel, Study Abroad Program to Santander, Spain, from June 30, 2017 to July 31, 2017**

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

travel agreements.

- 5.4 **SOCCCD: Saddleback College - Grant Acceptance, Workforce Innovation and Opportunity Act Young Adult Career Program**
Accept this award of \$309,230 from the Workforce Innovation and Opportunity Act Young Adult Career Program Grant for the period July 1, 2016 through June 30, 2017 to fund the scope of work as presented.
- 5.5 **SOCCCD: Saddleback College – Grant Subcontractor Agreement, Goodwill of Orange County**
Approve the grant subcontract agreement for \$138,473 for FY 2016-2017 with Goodwill of Orange County for Workforce Innovation and Opportunity Act Young Adult Career Program grant assistance and case management.
- 5.6 **SOCCCD: Saddleback College Auto Shop Equipment, Award of Bid No. 2059, Mohawk Resources, Ltd.**
Award Bid No. 2059 for Saddleback College Auto Shop Equipment to Mohawk Resources, Ltd., in the amount of \$103,554.24.
- 5.7 **Saddleback College and Irvine Valley College: Revised 2017-2018 Instructional Material/Laboratory Fees (shared item)**
Approve revised instructional material and laboratory fees for 2017-2018.
- 5.8 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.9 **SOCCCD: Student Out of State Travel**
Approve the colleges' student out-of-state travel for the participants, dates, locations, courses and costs as listed.
- 5.10 **SOCCCD: Use of the WSCA/NASPO Contract for Internet and Email Filtering Technology Software and Service, SHI International, Corp.**
Approve the use of WSCA/NASPO Contract and Master Price Agreement No. ADSP016-130651 awarded by the State of Arizona and approved for usage by the State of California, and approve procurement of Internet and Email Filtering Technology Software and Service from SHI International, Corp., for an amount of \$240,000.
- 5.11 **SOCCCD: Transfer of Budget Appropriations**
Ratify the Transfer of Budget Appropriations.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 17-02 to Amend FY 2016-2017 Adopted Budget**
Adopt Resolution No. 17-02 to amend the FY 2016-2017 Adopted Budget.

- 5.13 **SOCCCD: December 2016- January 2017 Change Orders / Amendments**
Ratify the change orders and amendments as listed.
- 5.14 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.15 **SOCCCD: November - December 2016 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: CCCT Board of Directors Nominations**
Approve possible nomination(s) for transmittal to the CCCT office.
- 6.2 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Authorize payment to Trustee Wright who was absent from the board meeting on December 12, 2016.
- 6.3 **SOCCCD: Saddleback College, PE 200 Gym Bleacher Replacement Project, Award of Bid No. 2058, Marjani Builders, Inc.**
Award Bid No. 2058, Saddleback College PE 200 Gym Bleacher Replacement project and approve the agreement with Marjani Builders, Inc. in the amount of \$669,000 with an effective date of January 24, 2017.
- 6.4 **SOCCCD: Saddleback College Communication Arts Renovation Project, KSBR Radio Station Remodel, Award of Bid No. 2056, Patriot Contracting and Engineering, Inc.**
Award Bid No. 2056, Saddleback College Communication Arts Renovation project, KSBR Radio Station Remodel, and approve the agreement with Patriot Contracting and Engineering, Inc. in the amount of \$1,294,000 with an effective date of January 24, 2017.
- 6.5 **SOCCCD: Irvine Valley College-Naming of New College Entrance Road to be Called Laser Way**
Approve the name Laser Way for the new Irvine Valley College entrance road from Barranca Parkway.
- 6.6 **SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Change Order No. 6, Solpac Construction, Inc. dba Soltek Pacific Construction Company**
Approve Board Change Order No. 6 for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project and authorize staff to execute the corresponding change order with Solpac Construction, Inc., dba Soltek Pacific Construction Company, resulting in an increase of \$404,555, for a revised contract amount of \$8,008,704.

- 6.7 **SOCCCD: Academic Year 2017-2018 Non-Resident Tuition Fees for Foreign & Out-Of-State Students**
Adopt a 2017-2018 academic year non-resident tuition fee of \$256 per semester unit based on the “District average cost” option. It is further recommended to increase the capital outlay fee authorized by Education Code Section 76141 to the calculated \$74 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by Education Code Section 76142.
- 6.8 **SOCCCD: Board Policy Revision: BP-3950 Unmanned Aircraft Systems, BP-4101.1 Faculty Salary Classification Changes and Initial Classification Placement, BP-4203 Sick Leave for Educational Administrators and Classified Management Personnel, BP-5515 Transfer Center, BP-5520 Shower Facilities for Homeless Students**
Accept for review and study.
- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Eliminate and Replace Academic Administrative Position, Workload Banking, Rescind Request for Reduced Workload, Resignation/Retirement/Conclusion of Employment.
- 6.10 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.11 **SOCCCD: 2017-2018 Bonded Sabbatical Recommendations**
Approve Faculty Sabbatical Leaves for the 2017-2018 Academic Year as recommended by the SOCCCD District-wide Sabbatical Committee.

7.0 REPORTS

- 7.1 **SOCCCD: Staff response to public comments from the previous board meeting.**
Nothing to report.
- 7.2 **SOCCCD: District-wide American with Disabilities Act (ADA) Transition Plan**
District and college representatives will present an overview of the District’s American with Disabilities Act (ADA) Transition Plan which includes a self-evaluation.
- 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: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report**
Report for the period ending December 31, 2016.
- 7.7 **SOCCCD: Quarterly Financial Status Report**
Report for the period ending December 31, 2016.

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.**



BOARD OF TRUSTEES REQUEST FOR REPORT

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the “Requests for Reports” section of the Board meeting agenda.

Date: January 11, 2017

Trustee Name: Terri Whitt

Specific Request for Report:

Across California, community colleges are increasingly seeing the destructive impact that stress, mental illness, drug and alcohol abuse, suicide ideation, food and clothing insecurities, homelessness, and other health and wellness issues have on student success. These non-academic barriers directly impact students’ success, retention and graduation rates.

A detailed report and presentation is requested regarding the strategies both colleges have developed for comprehensive support services, both on-campus and with community partners to help students combat these challenges.

Reason for Request (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

The report will increase the awareness of SOCCCD Board members and the public of support services that enhance student wellness and decrease the non-academic barriers to student success.

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor’s comments:

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from:

December 12, 2016 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
December 12, 2016**

PRESENT

Members of the Board of Trustees:

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

ABSENT

James R. Wright, Vice President

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).)
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(5 matters)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8) (2 matters)
 - A. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
Regarding sale, exchange, or lease of real property. Sale, exchange, or lease of real property by the District: Portion of Advanced Technology Education Park (ATEP): 15445 Lansdowne Road, Tustin
Under negotiation: price and terms of payment.
 - B. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
Regarding sale, exchange, or lease of real property. Sale, exchange, or lease of real property by the District: 11 acre portion of Irvine Valley College
Under negotiation: price and terms of payment.
- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
 - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (3 potential cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

- 2.1 **Actions Taken in Closed Session**
- 2.2 **Invocation**
Led by Trustee Terri Whitt
- 2.3 **Pledge of Allegiance**
Led by Trustee Jim Wright
In Trustee Wright's absence, the Pledge of Allegiance was led by Trustee David Lang.
- 2.4 **Administration of Oath of Office to Re-Elected Trustees**
Administered by Trustee T.J. Prendergast
- 2.5 **Annual Organizational Meeting and Facilities Corporation Meeting**
 - A. Election of Officers

On a motion made by Trustee Prendergast and seconded by Trustee Whitt, Trustee Jemal was re-elected Board President. The motion

passed on a 5-0 vote with Trustee Jemal abstaining and Trustee Wright absent.

On a motion made by Trustee Lang and seconded by Trustee Whitt, Trustee Wright was re-elected as Vice President of the Board of Trustees. The motion passed on a 6-0 vote with Trustee Wright absent.

On a motion made by Trustee Milchiker and seconded by Trustee Prendergast, Trustee Lang was re-elected Clerk of the Board of Trustees. The motion passed on a 5-0 vote with Trustee Lang abstaining and Trustee Wright absent.

B. Appointment of Secretary and Assistant Secretary

On a motion made by Trustee Lang and seconded by Trustee Milchiker, Interim Chancellor Fitzsimons was appointed Secretary and Acting Vice Chancellor Brahmhatt was appointed Assistant Secretary. The motion passed on a 6-0 vote.

C. Appointment of Trustee Representatives

Representative to the Nominating Committee to the Committee on School District Organization:

On a motion made by Trustee Lang and seconded by Trustee Whitt, Trustee Wright was appointed representative to the Nominating Committee to the Committee on School District Organization and Trustee Prendergast was appointed alternate representative. The motion passed on a 6-0 vote.

District's Political Action Representative to Orange County School Boards Association:

On a motion made by Trustee Lang and seconded by Trustee Jay, Trustee Whitt was appointed representative to the Orange County School Boards Association. The motion passed on a 6-0 vote.

Representative to the Orange County Legislative Task Force:

On a motion made by Trustee Jay and seconded by Trustee Lang, Trustee Milchiker was appointed representative to the Orange County Legislative Task Force. The motion passed on a 5-0 vote with Trustees Milchiker abstaining.

On a motion made by Trustee Prendergast and seconded by Trustee Jay, Trustee Lang was appointed alternate representative to the Orange County Legislative Task Force. The motion passed on a 5-0 vote with Trustee Lang abstaining.

Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings

On a motion made by Trustee Milchiker and seconded by Trustee Jay, Trustee Lang was appointed chair to the SOCCCD Audit Committee, Trustee Wright was appointed as representative #1 and Trustee Prendergast was appointed as representative #2. The motion passed on a 6-0 vote.

Representatives to Saddleback College and Irvine Valley College Foundation

On a motion made by Trustee Milchiker and seconded by Trustee Prendergast, Trustee Whitt was appointed as the representative to the Saddleback College Foundation and Trustee Jay was appointed as the representative to the Irvine Valley College Foundation. The motion passed on a 5-0 vote with Trustee Whitt abstaining.

D. Establishment of Regular Meeting Dates

On a motion made by Trustee Lang and seconded by Trustee Jay, the August board meeting date was changed to August 21. This motion passed on a 6-0 vote.

On a motion made by Trustee Whitt and seconded by Trustee Lang, the September board meeting date was changed to September 25. This motion passed on a 6-0 vote.

E. Establishment of Agenda Planning Calendar

On a motion made by Trustee Lang and seconded by Trustee Jay, the agenda planning calendar was approved on a 6-0 vote.

F. Approval of Agenda Format

On a motion made by Trustee Prendergast and seconded by Trustee Lang, Resolutions were removed from 2.0 Procedural Matters and moved to 5.0 Consent Calendar. A placeholder will be added to the consent calendar for responses from staff regarding public comments. This item was approved on a 6-0 vote.

G. Special Meeting of the Board of Directors, Facilities Corporation

On a motion made by Trustee Milchiker, seconded by Trustee Lang, the same persons holding membership on the SOCCCD Board of Trustees were elected as directors of the Facilities Corporation 2011 of the South Orange County Community College District to a term of office extending until the next annual organizational meeting. This item was approved on a 6-0 vote.

Trustee Jemal was appointed President, Trustee Wright was appointed Vice President, Trustee Lang was appointed Secretary, and Interim Chancellor Fitzsimons was appointed Chief Financial Officer to a term of office extending until the date of the next annual organizational meeting.

Interim Chancellor Debra Fitzsimons, was appointed to the office of Assistant Secretary and the Acting Vice Chancellor of Business Services, C.M. Brahmbhatt, was appointed to the office of Assistant Treasurer.

2.6 **Public Comments**

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

One public comment in regards to concerns about the PARS supplementary retirement plan. Concerns have been addressed.

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.

Trustee Jemal requested to remove item 5.6 and Trustee Jay requested to remove item 5.7 from the consent calendar for separate discussion and approval.

On a motion made by Trustee Lang and seconded by Trustee Jay, the

balance of the consent calendar was approved on a 6-0 vote.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of Regular Meeting held on November 14, 2016 and Special Meeting held on November 30, 2016.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2017-2018 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **Irvine Valley College: Community Education, Spring 2017**
Approve Spring 2017 Community Education courses, presenters and compensation.
- 5.4 **Saddleback College: Revised Certificate for the 2016-17 Academic Year; New, Revised, and Deleted Courses for the 2017-18 Academic Year; New Courses for the 2018-19 Academic Year**
Approve the proposed curriculum changes for the 2016-17, 2017-18 and 2018-19 academic years at Saddleback College
- 5.5 **SOCCCD: Saddleback College Grant Acceptance - Behavioral Health Workforce Education and Training for Paraprofessionals Grant (BHWET)**
Accept the award of \$211,271 from U.S. Department of Health and Human Services, Health Resources and Services Administration for the Behavioral Health Workforce Education and Training for Paraprofessionals (BHWET) grant, funding number HRSA-16-193, starting October 1, 2016 ending September 29, 2017.
- 5.6 **SOCCCD: Saddleback College, Board Room Audio Visual System, Award of Bid No. 342D, Western Audio Visual**
Award Bid No. 342D, Board Room Audio Visual System project at SOCCCD and approve the agreement with Western Audio Visual in the amount of \$189,582.14.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 5-0 vote with Trustee Whitt abstaining and Trustee Wright absent.
- 5.7 **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.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 6-0 vote.
- 5.8 **SOCCCD: Contract for Software Development and Project Management,**

Neudesic LLC

Approve the work order with Neudesic LLC for an amount not to exceed \$198,000 for the term of December 13, 2016 through June 30, 2017.

- 5.9 **SOCCCD: Student Out of State Travel**
Approve the colleges' student out-of-state travel for the participants, dates, locations, courses and costs as listed in EXHIBIT A.
- 5.10 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve trustees' requests for attending conference(s).
- 5.11 **SOCCCD: Transfer of Budget Appropriations**
Ratify the Transfer of Budget Appropriations.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 16-34 to Amend FY 2016-2017 Adopted Budget**
Adopt Resolution No. 16-34 to amend the FY 2016-2017 Adopted Budget.
- 5.13 **SOCCCD: October - December 2016 Change Orders / Amendments**
Ratify the change orders and amendments as listed.
- 5.14 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.15 **SOCCCD: October - November 2016 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 2015-2016**
Accept the District, the Retiree OPEB Trust, the Saddleback Foundation, the Irvine Valley College Foundation, the ATEP Foundation, and the SOCCCD Foundation FY 2015-2016 audit reports as presented.

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

- 6.2 **SOCCCD: District-wide Network Security Firewall Refresh Project, Use of the NASPO/WSCA Palo Alto Networks Contract, Optiv Security, Inc.**
Approve the use of Master Price Agreement No. AR626 awarded by the State of Utah in association with the NASPO/WSCA, and approved for usage by the State of California pursuant to the California Participating Addendum No. 7-14-70-11. This approval applies to procurement of District-Wide Network Security Firewall equipment from Optiv Security, Inc., for an amount of \$699,512.69 and purchases made within the term of the agreement.
On a motion made by Trustee Milchiker and seconded by Trustee Prendergast,

this item was approved on a 6-0 vote.

6.3 SOCCCD: Saddleback College Advanced Technology and Applied Science (ATAS) Renovation Project

Approve the assessment of alternate options for the Saddleback College Technology and Applied Science building project.

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

6.4 SOCCCD: Board Policy Revision: BP-109 Board Education

Approve the board policy as shown.

On a motion made by Trustee Milchiker and seconded by Trustee Prendergast, this item was approved as amended by a 6-0 vote.

At 8:53 p.m., Trustee Prendergast made a motion, seconded by Trustee Milchiker, to extend the meeting to 9:30 p.m. The motion passed on a 6-0 vote.

6.5 SOCCCD: Board Policy Revision: BP- Academic Ranking

Accept for review and study the board policy as shown.

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

6.6 SOCCCD: Conflict of Interest – Updated Biennial Code Review and Amendment

Adopt Resolution No. 16-33 and approve the revised Conflict of Interest Code, subject to the review and approval by the Orange County Board of Supervisors.

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

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

Authorize payment to Trustee Whitt who was absent from the board meeting on November 14, 2016.

On a motion made by Trustee Milchiker and seconded by Trustee Lang, this item was approved on a 5-0 vote with Trustee Whitt abstaining and Trustee Wright absent.

6.8 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Establish/Announce Academic Administrative Position, Administrator

Contract Extensions, Workload Banking, Reduced Workload Program with STRS Retirement.

On a motion made by Trustee Milchiker and seconded by Trustee Lang, this item was approved on a 5-0 vote with Trustee Jay abstaining and Trustee Wright absent.

6.9 SOCCCD: Classified Personnel Actions – Regular Items

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

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

6.10 SOCCCD: Amendment to 2016-2017 Tenure-Track Faculty Hiring Authorization - Saddleback College

Ratify the addition of one full-time faculty position to the 2016-2017 full-time faculty hiring list for Saddleback College.

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

6.11 SOCCCD: Irvine Valley College: Body Worn Camera Research and Demonstration Project

Approve limited body worn camera demonstration project by Irvine Valley College Police Department for a 30 day trial period.

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

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Accreditation Reports

Final accreditation reports from Saddleback College and Irvine Valley College.

7.2 SOCCCD, Saddleback College, and Irvine Valley College: Technology Plans

Representatives from District Services, Saddleback College, and Irvine Valley College will share an overview of their technology plans.

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: List of Board Requested Reports

Status of board requested reports from the South Orange County
Community College District Board of Trustees.

- 7.5 **SOCCCD, Saddleback College, Irvine Valley College and ATEP: Vision and Mission Statements**
The current vision and mission statements are presented in Exhibit A and a redlined version detailing the revisions to the SOCCCD and Saddleback College mission statements are presented in Exhibit B.
- 7.6 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.7 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.8 **SOCCCD: Monthly Financial Status Report**
Report for the period ending November 30, 2016.
- 7.9 **SOCCCD: Retiree (OPEB) Trust Fund**
Report is for the period ending October 31, 2016.

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 9:12 p.m.



Debra L. Fitzsimons, Interim Chancellor

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College: Revised Noncredit Certificates for the 2016-17 Academic Year; New, Revised, and Deleted Courses for the 2017-18 Academic Year; New and Revised Programs for the 2017-18 Academic Year.

ACTION: Approval

BACKGROUND

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

STATUS

Saddleback College proposes new and revised curriculum for the College for the 2016-17 and 2017-18 academic years. Exhibit A includes revisions to two noncredit certificates for the 2016-17 academic year. Exhibit B includes new, revised, and deleted courses for the 2017-18 academic year. Exhibit C includes new and revised programs for the 2017-18 academic year. The new and revised curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Sections 53200 et seq

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approves the proposed curriculum changes for the 2016-17 and 2017-18 academic years at Saddleback College as listed in Exhibits A, B, and C.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

**Current
Adult Education
English as a Second Language –
Beginning Level
Certificate of Competency**

The Adult Education in English as a Second Language (AESL) Certificate of Competency – Beginning Level is designed for students to demonstrate basic English language skills. The goal of this level is to build reading, writing, listening, speaking, grammar, and vocabulary skills so that students can communicate effectively in everyday situations. Emphasis **will focus** on comprehending simple conversation, communicating survival needs, reading phrases and simple sentences, and performing communicative written tasks.

Students are placed within the following sequence of foundation courses according to their English abilities; and progress through this sequence. Courses may be offered days, evenings and weekends during fall, spring and summer. There are no enrollment limitations or prerequisites for **the required** courses.

Course ID	Title	Hours
AESL 701T	Basic Literacy	149.40
AESL 702T	Beginning Low	149.40
AESL 703T	Beginning High	149.40

~~Optional, supplemental courses in specialized topics (such as those listed below) may be taken along with foundation classes, to assist in student progress as needed. Students may consult with their instructor or counselor to determine the best courses to help achieve their learning goals.~~

ESL 322	Beginning Conversation	49.8
ESL 323*	Beginning Pronunciation	49.8
ESL 325*	Beginning Reading and Writing	49.8
Total Hours for the Certificate:		298.80—597.60

Students who earn the AESL Certificate of Competency – Beginning are eligible to take AESL Citizenship (708T); and may be prepared to enter the workplace.

**Revised
Adult Education
English as a Second Language –
Beginning Level
Certificate of Competency**

The Adult Education in English as a Second Language (AESL) Certificate of Competency – Beginning Level is designed for students to demonstrate basic English language skills. The goal of this level is to build reading, writing, listening, speaking, grammar, and vocabulary skills so that students can communicate effectively in everyday situations. Emphasis on comprehending simple conversation, communicating survival needs, reading phrases and simple sentences, and performing communicative written tasks.

Students are placed within the following sequence of foundation courses according to their English abilities and progress through this sequence. Courses may be offered days, evenings and weekends during fall, spring and summer. There are no enrollment limitations or prerequisites for **these** courses.

Course ID	Title	Hours
AESL 701T	Basic Literacy	149.40
AESL 702T	Beginning Low	149.40
AESL 703T	Beginning High	149.40

Total Hours for the Certificate: 298.80 – 448.20

Students who earn the AESL Certificate of Competency – Beginning are eligible to take AESL Citizenship (708T) and may be prepared to enter the workplace.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

**Current
Adult Education
English as a Second Language –
Intermediate – Advanced Level
Certificate of Competency**

The Adult Education in English as a Second Language (AESL) Certificate of Competency–Intermediate–Advanced is designed for students to demonstrate “Advanced Low” English language skills. The goal of this level is to build reading, writing, listening, speaking, grammar, vocabulary and study skills, so that students can continue to communicate effectively in everyday situations; plus develop the language necessary to work toward career, personal and education goals (including preparation for credit courses).

Students are placed within the following sequence of core courses according to their English abilities and progress through this sequence. Courses may be offered days, evenings and weekends during fall, spring and summer. To enroll in these courses, students demonstrate the competencies from the AESL-Beginning Certificate, or have taken the Beginning-level courses. There are no enrollment limitations or prerequisites for **the required** courses.

Course ID	Title	Hours
AESL 704T	Intermediate Low	149.40
AESL 705T	Intermediate High	149.40
AESL 706T	Advanced Low	149.40

~~Optional, supplemental courses in specialized topics (such as those listed below) may be taken along with core classes, to assist in student progress as needed. Students may consult with their instructor or counselor to determine the best courses to help achieve their learning goals:~~

ESL 332*	Intermediate Conversation	49.8
ESL 333*	Intermediate Pronunciation	49.8
ESL 335*	Intermediate Writing I	49.8
ESL 336*	Intermediate Writing II	49.8
ESL 342*	Advanced Conversation	49.8
ESL 343*	Advanced Pronunciation	49.8
ESL 344*	Idioms and Expressions in American English	49.8
ESL 345*	Advanced Writing I	49.8
ESL 346*	Advanced Writing for Work	49.8
Total Hours for the Certificate:		298.80 – 896.40

Students who earn the AESL Certificate of Competency – Intermediate – Advanced are eligible to take AESL Citizenship (708T); and may be prepared to enter the Saddleback College ESL Program or CTE Job-preparation program (placement tests required for both).

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

**Revised
Adult Education
English as a Second Language –
Intermediate – Advanced Level
Certificate of Competency**

The Adult Education in English as a Second Language (AESL) Certificate of Competency–Intermediate–Advanced is designed for students to demonstrate “Advanced Low” English language skills. The goal of this level is to build reading, writing, listening, speaking, grammar, vocabulary and study skills, so that students can continue to communicate effectively in everyday situations **and** plus develop the language necessary to work toward career, personal and education goals (including preparation for credit courses).

Students are placed within the following sequence of core courses according to their English abilities and progress through this sequence. Courses may be offered days, evenings and weekends during fall, spring and summer. To enroll in these courses, students demonstrate the competencies from the AESL-Beginning Certificate, or have taken the Beginning-level courses. There are no enrollment limitations or prerequisites for **these** courses.

Course ID	Title	Hours
AESL 704T	Intermediate Low	149.40
AESL 705T	Intermediate High	149.40
AESL 706T	Advanced Low	149.40

Total Hours for the Certificate: 298.80 – 448.20

Students who earn the AESL Certificate of Competency – Intermediate – Advanced are eligible to take AESL Citizenship (708T) and may be prepared to enter the Saddleback College ESL Program or CTE Job-preparation program (placement tests required for both).

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

SADDLEBACK COLLEGE
 PROPOSED CURRICULUM REVISIONS
 ACADEMIC YEAR 2017-2018

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc=catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs=program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	COS 410A	405076.00	COSMO FRESH-LEVEL 1	lim fr California State Board of Barbering and Cosmetology Business and Professions Code Section 7321 provides that a student: (a) is not less than 17 years of age. (b) Has completed the 10th grade in the public schools of this state or its equivalent to <u>Students must be a minimum of 16 years of age to enroll in this course. California State Board of Barbering and Cosmetology Business and Professions Code provides that the minimum qualifications for an applicant to sit for the licensure examination are that the applicant: (a) is not less than 17 years of age, (b) Has completed the 10th grade in the public schools of this state or its equivalent,</u> SLOs, val

SADDLEBACK COLLEGE
 PROPOSED CURRICULUM REVISIONS
 ACADEMIC YEAR 2017-2018

				lim fr California State Board of Barbering and Cosmetology Business and Professions Code Section 7321 provides that a student: (a) is not less than 17 years of age. (b) Has completed the 10th grade in the public schools of this state or its equivalent to <u>Students must be a minimum of 16 years of age to enroll in this course. California State Board of Barbering and Cosmetology Business and Professions Code provides that the minimum qualifications for an applicant to sit for the licensure examination are that the applicant: (a) is not less than 17 years of age, (b) Has completed the 10th grade in the public schools of this state or its equivalent</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, txt, val
ATAS	COS 440	431988.00	COSMETICIAN	
ATAS	FASH 204	450037.00	AIMS CERTIFICATION	cat desc, sch desc, SLOs, assign
ATAS	FASH 218	198262.00	NEW YORK STUDY TOUR	cat desc, tps, lrng obj, SLOs, moe, assign, txt
				ti fr LANDSCAPE CAD MANAGEMENT WITH DESIGN PROJECTS to <u>LANDSCAPE CAD ADVANCED</u> , units fr 3.0 to <u>4.0</u> , hrs fr 2 lec/3 lab/0 lrng cntr to <u>3 lec/3 lab/0 lrng cntr</u> , tps
ATAS	HORT 143	992781.00	CAD MANAGEMENT	
				crs id fr BUS 116 to <u>BUS 16</u> , UC transferable course code fr N - No UC Credit to <u>Y - UC Credit</u>
BS	BUS 116	431677.00	PERSONAL, STREET LAW	
FAMT	ETT 100	433964.00	APPLIED TECH THEATRE	SLOs, assign
FAMT	ETT 144	836070.00	THEATRE SCENERY PAINT	tps, SLOs, assign, txt
FAMT	ETT 240	433392.00	ADVANCED STAGECRAFT	tps, lrng obj, SLOs
FAMT	ETT 242	992523.00	THEME/STYLES OF PAINT	SLOs, assign, txt
FAMT	ETT 244	992522.00	ADVAN SCENERY PAINT	SLOs, assign, txt
FAMT	MUS 31	554011.00	CHAMBER CHOIR	dc
				lim fr Audition with college staff to <u>Audition with college faculty where students demonstrate proficiency on instrument including technique, time, tone, knowledge of genres, and stylistic skills</u> , tps, SLOs, txt, val, pcs fr not program applicable to <u>program applicable</u>
FAMT	MUS 39	992697.00	COMMERCIAL ENSEMBLE	

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2017-2018

FAMT	MUS 41	560030.00	SYMPHONIC WIND ENSEMB	lim fr None to Audition with music faculty. Skills to be presented in the audition: exact rhythm, precise intonation, and musicality, tps, lrng obj, SLOs, moe, txt, val, retaining rpt 3 times
FAMT	MUS 42	560040.05	SYMPHONIC ORCHESTRA	lim fr None to Audition with music faculty. Skills needed to be presented in the audition: exact rhythm, precise intonation, and musicality, tps, SLOs, moe, assign, val, retaining rpt 3 times
FAMT	MUS 46	542060.05	JAZZ IMPROVISATION	ti fr JAZZ IMPROVISATION to JAZZ IMPROVISATION I , rec prep fr MUS 10 or placement audition to MUS 10 or placement audition where students demonstrate skills equivalent to those learned in MUS 10 , cat desc, sch desc, SLOs, val
FAMT	MUS 47	560190.00	SADDLEBACK BIG BAND	lim fr Enrollment by audition only to Audition with college faculty Where student demonstrates ability to sight-read, Identify and write key signatures and all major and minor scales, differentiate between major, minor, augmented and diminished intervals, demonstrate use of all diatonic chords in music, and performance of rhythmic patterns in music , cat desc, sch desc, tps, SLOs, moe, assign, txt, val, retaining rpt 3 times
FAMT	MUS 94	429750.00	MUSICIANSHIP III	tps, lrng obj, SLOs, moe, assign
FAMT	MUS 120	992696.00	INTRO TO MUS INDUSTRY	SLOs, txt, pcs fr not program applicable to program applicable
FAMT	MUS 140	992436.00	IMPROVISED MUS JAZZ	cat desc, sch desc, SLOs, retaining rpt 3 times
FAMT	MUS 234	992487.00	SATB COMMUNITY CHORAL	lim fr Audition with college staff to Audition with college faculty where student must demonstrate their ability to sight read and their understanding of the basic aspects of choral music , cat desc, sch desc, tps, SLOs, moe, txt
KNES	DANC 12	992750.05	INT DANCE PRODUCTION	cat desc, sch desc, SLOs, assign, txt, pcs fr not program applicable to program applicable

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2017-2018

KNES	DANC 14	992733.05	INT DANC REH AND PERF	cat desc, sch desc, tps, SLOs, assign, txt, pcs fr not program applicable to <u>program applicable</u>
KNES	DANC 600 (119)	680055.00	CHOREOGRAPHY II	nc, prereq DANC 9 , 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 601 (108)	680200.00	DANCE PEDAGOGY	nc, 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 647 (182)	433800.00	AFRICAN DANCE I	nc, 1 unit/0.5 hr lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 648 (183)	433801.00	AFRICAN DANCE II	nc, 1 unit/0.5 hr lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
KNES	KNEA 6	692100.00	ADAPTED SPORTS	dv
KNES	KNEA 6	692100.20	ADAPTED SPORTS	dv
LA	ENG 335	430815.00	SPELLING LABORATORY	sch desc, SLO, txt, val
LA	ENG 343	410037.00	ACADEMIC READING AND STUDY SKILL FOR CONTENT AREA LAB	fr not repeatable to <u>repeatable 99 times</u> , SLO, txt
LA	PRSN 121	405116.00	INTRO PERSIAN CULTURE	crs id fr PRSN 121 to PRSN 21 , UC transferable course code fr N - No UC Credit to Y - UC Credit
SBS	GLST 601	692146.00	INTRODUCTION TO GLOBAL STUDIES	nc, rec prep ENG 1A , 3 units/3 hrs lec/0 hr lab/0 hr lrng centr, non-repeatable
SBS	GLST 602	692147.00	GLOBAL ISSUES	nc, rec prep ENG 1A , 3 units/3 hrs lec/0 hr lab/0 hr lrng centr, non-repeatable
SBS	WS 657	405124.00	INTRODUCTION TO FEMINIST THEORY	crs id fr WS 657 to WS 111H , ti fr INTRODUCTION TO FEMINIST THEORY to <u>HONORS INTRODUCTION TO FEMINIST THEORY</u> , UC transferable course code fr P - UC Credit Pending to N - No UC credit

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2017-2018

New

Associate Teacher Certificate of Achievement

Designed to meet the coursework requirements for the Associate Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CCTC), this certificate prepares students for entry level positions in early childhood care and education. Introductory developmental and learning theory as well as appropriate strategies for the care and education of young children will be studied and applied. Additional work with children (50 days of 3+ hours per day) is required to obtain the Associate Teacher Permit. All courses must be completed with a C or better.

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Identify a range of skills and knowledge related to the unique needs of children ages 0-8 years.
- Describe developmentally appropriate teaching practices for children ages 0-8.

Course ID	Title	Units
CDE 7*	Child Growth and Development	3
<u>Or</u>		
CDE 7H*	Honors Child Growth and Development	3
CDE 15*	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 110*	Introduction to Curriculum	3
Total		12

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2017-2018

Current

Coaching Occupational Skills Award

This Occupational Skills Award is designed to prepare students for gaining employment in ~~coaching in a scholastic setting or sports management in youth sports at community centers, after school programs, and/or city and state sports activities~~. The students will gain a variety of experiences, skills and knowledge that will cover a multitude of sports.

Course ID	Title	Units
FN 164	Sports Nutrition	2
HLTH 2	First Aid, CPR, & Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	3
KNES 53	Introduction to Athletic Training	3
KNES 54	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
Select from Restricted Electives		2
Total Units for the Award		17.5

Restricted Electives:

IA 1*	Men's Football	2
IA 2*	Men's Basketball	1 or 2
IA 3*	Men's Baseball	2
IA 4*	Men's Track and Field	2
IA 5*	Men's Cross Country	2
IA 6*	Men's Golf	2
IA 7*	Men's Water Polo	2
IA 8*	Men's Swimming and Diving	2
IA 9*	Men's Tennis	2
IA 10*	Women's Volleyball	2
IA 11*	Women's Softball	2
IA 12*	Women's Basketball	1 or 2
IA 13*	Women's Tennis	2
IA 14*	Women's Swimming and Diving	2
IA 16*	Women's Track and Field	2
IA 17*	Women's Cross Country	2
IA 18*	Women's Water Polo	2
IA 19*	Women's Golf	2
IA 20*	Women's Sports Off Season Training	1 or 2
IA 21*	Women's Soccer	2
IA 30*	Men's Sports Off Season Training	1 or 2

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

Revised

Coaching Occupational Skills Award

This Occupational Skills Award is designed to prepare students for gaining employment in the fields of teaching, coaching, allied health, and fitness professions. The students will gain a variety of experiences, skills and knowledge that will cover a multitude of sports and associated fields. A minimum grade of "C" in all courses is required to receive this award.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate and apply fundamentals of good nutrition for sports performance.
- Assess sports-related injuries and apply first aid.
- Use a variety of techniques for coaching.
- Apply psychological foundations for enhancing sports performance.

Course ID	Title	Units
FN 164	Sports Nutrition	3
HLTH 2	First Aid, CPR, And Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	3
KNES 53	Introduction to Athletic Training	3
KNES 54*	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
Total Units for the Award		16.5

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2017-2018

**Current
Women's and Gender Studies
Associate Degree Program**

The curriculum in the ~~Women's and Gender Studies Associate Degree~~ program is designed to provide the student ~~the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.~~

Core Requirement

Course ID	Title	Units
WS 10	Introduction to Women's Studies	3

Majors must also select a minimum of 17 units from the following courses:

ANTH 21	Women and Culture: Cross-Cultural Perspectives	3
ART 21	Women and Art	3
CTVR 9	Women in Cinema and Television	3
HIST 21	Women in United States History: A Multicultural Perspective	3
HLTH 3	Women's Health Issues	3
MUS 29	Women, Music, and Society	3
PSYC 21	The Psychology of Women	3
SOC 21	Women in Contemporary Society	3
SP 8	Gender Communication	3
WS 120	Women and Careers	3
	Total Units for the Major	20

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

**Revised
Gender and Sexuality Studies
Associate Degree Program**

The curriculum in the Gender and Sexuality Studies program is designed to provide the transfer student with a critical understanding of how gender and sexuality as socially constructed forms of identity rooted in belief structures, historical processes, political systems, and social and economic institutions interact with other systems of inequality and privilege such as race, class, ethnicity, nationality, religion, and ability to shape the lives of women and men in the United States and around the world. It offers the opportunity to achieve an Associate in Arts (AA) degree in Gender and Sexuality Studies by providing the necessary breadth in the field, an introduction to the methods used in the study of gender and sexuality, and the ability to complete both major preparatory coursework along with courses required for general education. While a baccalaureate or higher degree is recommended for those considering this major, earning an Associate degree may support entry-level positions as a staff member in human services departments, advocate for victims of domestic violence and hate crimes; and a staff member in a women's health clinic, social service agency, or human rights organization.

Students who complete this program will be able to:

1. Explain how gender and sexuality are socially or culturally constructed identities.
2. Discuss how gender and sexuality intersect with other structures of power and privilege to shape individuals' lives.
3. Articulate an interdisciplinary understanding of gender and gender dynamics.
4. Explain diversity and difference in human experience based on gender, race, class, sexual orientation, nationality, religion, and ability.
5. Describe key theories and concepts in the fields of women's, gender, and sexuality studies.
6. Analyze social problems as they relate to gender and sexuality.

Course ID	Title	Units
WS 10	Introduction to Women's Studies	3
<u>Or</u>		
WS 10H	Honors Intro to Women's Studies	3

Majors must also select a minimum of 15 units from the following courses:

WS 31	Gender and Popular Culture	3
WS 111	Honors Introduction to Feminist Theory	3
WS 15	Introduction to Queer Studies	3
ANTH 21	Women, Gender, and Culture-Cross-Culture Perspectives	3
CTVR 9	Women in Cinema and Television	3
HIST 21	Women in United States History – Multicultural Perspective	3
HLTH 3	Women's Health Issues	3
PSYC 21	The Psychology of Women	3
SOC 21	Women in Contemporary Society	3
SP 8	Gender Communication	3
WS 120	Women and Careers	3

Total 18

Associate Degree

Associate in Arts Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in

Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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

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

New

**Music Production Entrepreneurship
Certificate of Achievement**

The Music Production Entrepreneurship certificate prepares students to use industry-recognized software and hardware to create, edit, record, and perform music. Its entrepreneurial focus prepares students with the knowledge necessary to market, promote and monetize their music. The certificate will prepare students to enter the following occupations: music producer, professional musician, recording engineer, film composer, video game composer, electronic musician, music supervisor, music library owner or digital media composer/producer. The field of Music Production is inherently competitive, and completion of the program does not guarantee employment. Success in the occupations listed above is based on a number of factors including musical, technical and entrepreneurial ability.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Create, edit, record and perform music using a Digital Audio Workstation.
- Describe, analyze and discuss trends in electronic music production, including sampling, controllerism and drum programming.
- Analyze and evaluate various methods of music distribution.
- Discuss and identify various careers within the music industry.
- Analyze and illustrate various principles of the music industry including but not limited to music copyright, music publishing, music licensing, artist team and performing rights organizations.
- Compare models for digital music monetization and self-promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
MUS 120	Introduction to the Music Industry	3
MUS 130	Music Production I	2.5
MUS 118	Digital Multi-Track Music Recording	2.5
MUS 131*	Music Production II	2
CWE 180	Co-Op-Ed Commercial Music	2
Total Units for the Certificate		12

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

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College: Student Travel, Study Abroad Program to Santander, Spain, from June 30, 2017 to July 31, 2017

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. The college has conducted very successful study abroad programs during summer sessions in Santander, Spain since 1993. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain during summer 2017 from June 30, 2017 to July 31, 2017. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$4484, without airfare, per student at a cost of \$140.12 per day for 10 to 15 students, or \$4394, without airfare, per student at a cost of \$137.31 per day for 16 or more students. The details of the program are summarized in the Narrative in EXHIBIT A and the Study Abroad Program Information Summary in EXHIBIT B. The required Educational Tour/Field Study Contractor Agreement is provided in EXHIBIT C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in EXHIBIT D. The current travel alerts and warnings list issued by the U.S. Department of State in EXHIBIT E does not include Spain. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain from June 30, 2017 to July 31, 2017 as summarized in EXHIBIT B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education for coordinating all travel agreements in EXHIBIT C.

**Study Abroad Narrative
Santander, Spain, Summer 2017**

Saddleback College has offered the Santander, Spain Study Abroad Program for twenty-three consecutive years. In summer 2017, a group of 15 or more students will study Spanish language, culture, and history from June 30, 2017 through July 31, 2017. Thirteen students participated in summer 2016. The faculty advisor will accompany the students on their arrival flight, as well as the duration of the program in Santander.

Students will enroll in a minimum of 9 units of Saddleback courses and will attend classes Monday through Friday. Professors at Colegio Miguel Unamuno will teach the courses, adhering to Saddleback's course outlines. The average number of units taken per student in summer 2016 was 9.77 units. The program includes more than 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home-stays, including meals. The faculty advisor will be provided a single room for two nights in a hotel in Madrid (arrival night and departure night) and a one bedroom apartment while in Santander and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

Other:			
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3. COURSE(S) OFFERED AT PROGRAM SITE

Course No.:	Course Title:	No. of Units
SPAN 1	Elementary Spanish	5
SPAN 2	Elementary Spanish	5
SPAN 3	Intermediate Spanish	5
SPAN 4	Intermediate Spanish	5
SPAN 6	Intermediate Spanish Grammar & Composition	3
SPAN 10	Intermediate Conversational Spanish	3
SPAN 20A	Civilization of Spain Through 1898	3
SPAN 20B	Civilization of Spain 1898 to Present	3
SPAN 11	Advance Conversational Spanish	3
Art 4		

4. STUDENTS

Minimum number of students required to make program:	15
Minimum number of units:	8
Maximum number of units:	14
If this is a repeat program site, what is the average number of units taken per student?	9.77
Other	

5. COSTS

Student:	
Contracted cost per student:	\$ 4,484
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>	\$ 140.12
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If Yes Explain:	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)

Optional excursions, field trips, tours, and extra-curricular activities.

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Excursions	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.	ART	ART	ART	ART	ART	ART	
4 p.m.						ART	
5 p.m.						ART	
6 p.m.	Civilization	Civilization	Civilization	Civilization	Civilization		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							

Exceptions to weekly schedule: Optional extra-curricular activities during non-instructional periods.

8. ATTACHMENTS

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9. REQUIRED SIGNATURES


Lead Faculty Member

Nov. 21, 2016
Date


Department Chair

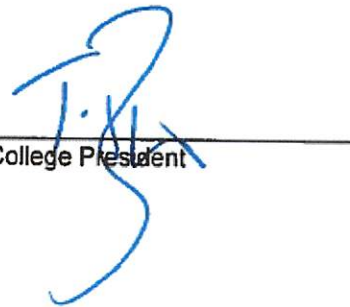
Nov. 21, 2016
Date


Division/School Dean

11-21-16
Date


Vice President, Instruction

11/23/16
Date


College President

11-28-16
Date



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR / FIELD STUDY TRAVEL CONTRACTOR AGREEMENT

GENERAL TERMS AND CONDITIONS

Summer 2017 Education Program in Santander, Spain

This Agreement is made this 24th day of January, 2017 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education (T&E) located at 1055 Mill Creek Drive, Feasterville-Trevoze, PA 19053 and is for the limited purpose of providing travel arrangements for the Educational Tour / Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC DETAILS."

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

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



Travel Contractor Agreement

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

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

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

Tour / Field Study Trip TRAVEL CONTRACTOR shall refund payments within ten (10) days to said Educational Tour / Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour / Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR / FIELD STUDY



Travel Contractor Agreement

TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour / Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour / Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour / Field Study Trip.

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

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

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



Travel Contractor Agreement

9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

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

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

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

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

13. TERM – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour / Field Study Trip no later than 45 days prior to the



Travel Contractor Agreement

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

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

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

16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three (3) days after the date of such mailing.

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



Travel Contractor Agreement

Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community
College District

Date: _____

Date: _____

By: _____
Patrizia D'Adamo Roldan

By: _____
Debra L. Fitzsimons

Title: Director Travel & Education
US Operations

Title:
Interim Vice Chancellor, Business Services

Address: 1055 Mill Creek Drive

Feasterville-Treose, PA 19053

Address: 28000 Marguerite Parkway

Mission Viejo, CA 92692

Phone: (215) 396-0235

Phone: (949) 582-4664



TRAVEL & EDUCATION

GENERAL AGREEMENT with SADDLEBACK COLLEGE - SOCCCD
Four (4) WEEK Immersion Program
T&E Accredited Language and Culture Institute

Effective date: January 24th, 2017

SANTANDER, Spain

PROGRAM DATES:

**Dates can be modified up to application deadline date.*

US Departure:	Friday, June 30, 2017
Arrive in MADRID and overnight	Saturday, July 1, 2017
Transfer to SANTANDER	Sunday, July 2, 2017
Transfer to MADRID	Sunday, July 30, 2017
Transfer to MAD Airport and return to US	Monday, July 31, 2017

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- **24 hour / 7 day on-site services of a T&E Coordinator for the duration of the program.** SADDLEBACK COLLEGE - SOCCCD'S assigned point person with presence during all group activities and available 24 hours for all group needs.
- **Group flight reservation for roundtrip from Los Angeles Airport (LAX) to Madrid** with one stop and round-trip —*ONLY AVAILABLE ONCE THE GROUP REACHES 10 PAYING PARTICIPANTS and will be paid for separately. See below.
- **Two (2) nights in Madrid** – one (1) upon arrival and one (1) before departure for US (triple occupancy) with breakfast.
- **Tapas tour in the evening upon arrival in Madrid**
- **Roundtrip group transfers by private bus:** Madrid – Santander -- Madrid
- **Airport transfers at beginning and end of program:** Barajas airport - Madrid hotel - Barajas airport
- **Accommodation in SANTANDER with Spanish families** (2 students per homestay sharing a double room).
- **Three meals per day, 7 days per week, plus a weekly laundry service** (additional washes may be arranged with the homestay family for an extra cost).
- **An orientation program in SANTANDER** consisting of an orientation meeting with a T&E representative, local area information, and a walking tour of SANTANDER.
- **Reception and Farewell dinners.**
- **Spanish language immersion courses at the Colegio Unamuno. Five (5) hours of immersion daily, 5 days a week (M-F) from 9am to 2pm. TOTAL 100 hours of immersion.** Level of proficiency and courses to be determined upon completion of on-site placement test. All course materials included and tutoring if necessary.
- **All of the necessary class materials** (textbooks, photocopies and classroom handouts as well as complementary folder).
- **Social and cultural program** including events such as visits to local museums, tapas tours, Mediterranean style cooking classes, flamenco dance lessons, walking visits to local places of interest, lectures on Spanish culture, art and/or literature, viewing of Spanish films, etc...

- **Four (4) Excursions** will be included along with group transportation by private bus, hotel accommodations with breakfast (where applicable), and sightseeing tour of the various cities with entrances to relevant historical monuments as listed and the services of a T&E tour manager and a professional English-speaking tour guide. Following are possible locations and inclusions:
 - **Santander**
 - **Santillana del Mar and Comillas**
 - **Valle del Pas and Bilbao**
 - **Picos de Europa**
- **\$50 non-refundable application fee.**
- **\$80 USD per student** for expenses in Madrid (tapas)
- **Unlimited access to computer lab with free email, printing and internet facilities.**
- **Medical and accident insurance coverage** in Spain during the duration of the program.
- **Local T&E office facilities with classroom space and local staff** available during regular office hours in Spain (9am-2pm and 5pm-8pm)

VALUE ADDED BENEFITS

- **Phone card with 200 minutes** for calls to the US for each student.
- **US Liability Insurance Policy** under which SADDLEBACK COLLEGE - SOCCCD will be named coinsured for the duration of the program. Certificates sent upon request.
- **Comprehensive Study Abroad Insurance Coverage:** Accident and Sickness, Trip cancellation and interruption, Baggage/Personal effects, Dental, Emergency Medical Reunion, Accidental death and dismemberment, Mobile App/24 hour assist, Compassionate visit, Administrative/Faculty Replacement. Additional fee may apply. See below for details.
- **US Embassy** registration for each student for the program period
- **Accounting / billing** services in the U.S.
- **Pre-departure information services and a TOLL-FREE contact number in the U.S.**
- **24 hour contact number** for emergency or for **after-hours support** for participants in programs outside the EST time zone.
- **Disciplinary and Safety Controls** for under-aged participants through special family assignments, curfew enforcement, zero-tolerance for substance abuse and documented warning protocols.
- **Full color comprehensive "T&E Acceptance and Orientation Packet"** and additional promotional materials including flyers and posters for university wide promotions.
- **Advance planning services** offered by our **T&E** office in Philadelphia.
- **Promotional digital PDF** version of flyer for reproduction by SADDLEBACK COLLEGE - SOCCCD.
- **Promotional presentations / orientations** at SADDLEBACK COLLEGE - SOCCCD campus or other specified places by T&E local staff on predetermined and mutually agreed upon dates.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Target enrollments below with pro-rated scale pricing will include benefits for one (1) faculty member or administrative visit listed below:

- **Roundtrip flights between Orange County, CA and Madrid** on the scheduled group flight.
- **T&E can arrange air travel for faculty companions** if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by March 23rd 2017, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- **T&E will provide the SOCCCD faculty member with housing** in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and ONE bedroom apartment while in Santander.
- **A pay-as-you-go mobile phone** will be provided for accompanying faculty with courtesy credit of 100 €
- **Local Medical insurance** for the duration of the program while on Spanish soil.
- **Inclusion in Comprehensive insurance policy** as mentioned above.

- **Use of office space** with internet / phone / fax as well as copy machines.
- **Use of classroom space** for group meetings or for the teaching of predetermined SADDLEBACK COLLEGE - SOCCCD course(s). *Limit two (2) hours a week for this offer. Additional hours negotiable.*
- **Full participation on all activities** scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

For group participation in summer programs the faculty benefits listed above will be for the entire program period. For long-term group participation faculty benefits will be for a period of one (1) week during the group program period. Faculty benefits are paid in full for an enrollment of specified paying participants as listed below, or pro rata for a lower enrollment.

Provided classroom space will be limited to (2) two hours per week. Additional time can be solicited for a supplemental fee. Students need not participate in the same program in order to be included in the minimum number of participants however they must be participating during the same program period with the same or similar dates.

PROGRAM OPTIONS AND FEES:

- **\$4484** US Dollars per participant for an enrollment of **10-15 paying student participants** with ONE (1) faculty administrative visit.
- **\$4394** US Dollars per participant for an enrollment of **16 or more paying student participants** with ONE (1) faculty administrative visit.

These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate.

*TARGET enrollment.

Students can enroll on an individual basis for participation in any program however for one (1) administrative visit with full benefits as outlined in the previous section, the minimum group participation must be reached.

GROUP FLIGHT COMPONENT

IMPORTANT NOTE--The group flight is not included in the program fee above and must be paid separately:

- **Group flight Reservations:**
T&E offers the option for group flight reservations to ensure your group will travel together. **SADDLEBACK COLLEGE – SOCCCD** will need to meet a minimum sustained enrollment of **ten (10) paying participants in order to qualify**. If you choose this option,
 - A group of ten (10) must be reached by **April 7th, 2017**.
 - Students must apply to the T&E program by **April 7th, 2017**.
 - A maximum of 15 seats will be held for this group. Additional seats must be contracted separately and may carry a higher cost.
 - **Once applied, everyone will be supplied with a link for T&E flight portal where they can visit to purchase their individual airline ticket.**
 - *Contracted price per ticket will be made available once the group reaches minimum.
- Students who do not reserve airfare through the suggested student flight option will be responsible for securing their own flight which should arrive before or at the same time as the contracted flight listed in this proposal. It is also their responsibility to check for any possible schedule changes with the T&E contracted itinerary to ensure their arrival coincides with the group. **IMPORTANT NOTE: Transfers to and from the airport will not be provided for students arriving outside of the scheduled transfer time which is based on the T&E contracted flight for the group.**

NOT INCLUDED IN PROGRAM FEES:

- Airline fees and fuel surcharges

- Mandatory **\$125** refundable damage deposit to be collected from each student and returned to each individual student by T&E Philadelphia office upon completion of program if no damages are reported. If the institution is being invoiced for the entire group there will be a flat charge of \$1000 for groups with up to 15 students.
- Faculty compensation
- Visa and or passport fees.
- Meals other than those indicated on itinerary.
- Personal expenses.
- Additional field trips that have not been specified.
- Usage and upgrades on provided mobile phones.

OPTIONAL COMPONENTS:

- **Additional Administrative visits: \$950** per administrative visit for full faculty benefits.
- Single room supplement: \$200 for short term. *This applies only to the homestay component of the academic program.*

PROPOSED PROGRAM APPLICATION PROCEDURE, BILLING, PROMOTIONS AND FOLLOW-UP

(This procedure can be modified according to the needs and general practice of at SADDLEBACK COLLEGE - SOCCCD)

- T&E would require SADDLEBACK COLLEGE - SOCCCD to instruct students to apply to the appropriate program via the provided link below.
 - **2017 Online Student Application link for SADDLEBACK COLLEGE - SOCCCD Spain Program** (link will become live once program is approved)
- **A total deposit per student of \$700** (\$450 non-refundable program deposit plus airfare deposit of \$250) **must be collected and sent to the T&E office along with a group roster** (student names and emails) by **February 24th, 2017**. Penalties apply to changed program bookings after this date.
- **Students must purchase the airfare by: TBA**
- **T&E will bill students directly** who will then be responsible keeping up with T&E payment schedule as outlined on the T&E invoice. **All T&E invoices are sent via email only.** Please contact T&E if a hard copy invoice is required.
- **Payment Schedule:**

Payment	Date	Amount Due
Deposit	February 24, 2017	\$700
1 st Installment	March 17, 2017	\$1500
2 nd Installment	April 14, 2017	\$1500
Final Payment	May 12, 2017	Final payments due

- Students applying after **April 7th, 2017** can only be accepted on a space-available basis and will be enrolled in a land-only program. T&E guidelines set forth in the T&E Application Contract must be followed when making airline reservations in order to take T&E provided transfer services to and from the Barajas Airport in Madrid to the program site. Should the T&E guidelines not be followed, participants will be responsible for their own transportation to or from the Madrid airport and their chosen program site.
- **The assigned SADDLEBACK COLLEGE - SOCCCD accompanying program director must fill out an online form no later than April 7th, 2017.** Administrative will be asked a series of questions regarding preferences on communications with the group and other important items. Use the following link to register: [T&E Accompanying Faculty Application](#). Faculty will then receive a "T&E

Welcome Email" which will provide access to their online inscription. **From the online inscription record, faculty will be provided with a link to monitor student enrollment and access student files.**

- The school administration and SADDLEBACK COLLEGE - SOCCCD will promote the program on an appropriate institutional website listing or through the various available institutional outlets in order to ensure student awareness of the program offering at SADDLEBACK COLLEGE - SOCCCD.
- T&E will be invited to present programs to SADDLEBACK COLLEGE - SOCCCD's students and parents on predetermined and agreed upon dates during strategic periods of each academic term and will be provided with dates with sufficient time to plan for attendance. If T&E is unable to attend in person we will offer other options via video conferencing platforms.

REFUND POLICY

Should an individual participant withdraw from the program they must do so in writing to T&E and the following policy will apply based on the date of withdrawal...

If participant withdrawals in writing...	he / she receives...
on or before April 8th, 2017	A refund of all fees paid less \$450 non-refundable application fee plus any additional non-refundable deposits paid by the student or by T&E on behalf of the student
After April 8th, 2017 but before April 15th, 2017	A refund of all fees paid less \$450 non-refundable application fee plus an additional \$250 airline deposit as well as any additional non-refundable deposits paid by the student or by T&E on behalf of the student.
After April 15th 2017 but before April 29th, 2017 .	A refund of all fees paid less \$450 non-refundable application fee plus an additional \$250 airline deposit and \$1000 processing and insurance plus any other fees incurred by T&E on the students behalf.
After April 30th, 2017	No refund

- Once the program has begun students withdrawing receive no refund unless **T&E** suspends the program.
- It is understood that SADDLEBACK COLLEGE - SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by **May 6th, 2017** for summer group participation.
- **Force Majeure:** The Parties agree that, if by reason of strike or other labor disputes, civil disorders, severe weather, acts of God, acts of terror, war, pandemic, or other unavoidable cause beyond the control of the party seeking to invoke this paragraph, either Party is unable to perform its obligation, such non-performance shall not be considered a breach of this Agreement. In the event a US Department of State travel warning is issued advising against travel to Spain, SADDLEBACK COLLEGE - SOCCCD may refrain from sending students to Spain and in such event shall only pay for actual and documented costs incurred by Travel & Education for the scheduled program.
- In the case of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain or to leave the country if they are already there, **T&E** will:
 - If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.

- If the program has started, suspend the program and fly the students home. If students are returned home they will receive a prorated rebate of fees paid to T&E for the portion of the program not completed, less the \$200 processing fee, the \$75 insurance premium, the \$95 non-refundable application fee and any costs incurred for flying the student home.
- **Loyalty Clause:** As part of the terms of this agreement, SADDLEBACK COLLEGE - SOCCCD will not actively seek out or accept any offer of a direct relationship with any of the academic institutions or organizations who partner with T&E in Spain to supply academic and/or other services as part of the T&E provided program for the next 3 terms starting from the effective date of this contract.

ADDITIONAL CONSIDERATIONS

If participants are taking immersion courses, each student must take a placement test which will be provided online prior to departure and/or by the host institution at the beginning of the academic program to determine the linguistic ability of the student and they will be placed in accordance to their level. This implies that not all of SADDLEBACK COLLEGE - SOCCCD students will be in the same language classes for the duration of the program. This also implies that if the student is not at the necessary level of proficiency to be accommodated in his/her chosen course options they may not be admitted into those courses and, in turn, be offered appropriate courses for their determined level of proficiency.

Airfare is the responsibility of each individual participant and any accompanying faculty unless otherwise indicated on this contract. T&E guidelines set forth in the T&E Application Contract must be followed when making airline reservations in order to take T&E provided transfer services to and from the Barajas Airport in Madrid to the program site. Should the T&E guidelines not be followed, participants will be responsible for their own transportation to or from the Madrid airport and their chosen program site.

The present agreement is subject to all of the policies, terms and conditions set forth in the T&E brochure and T&E Application Contract.

The present agreement will be valid for the 2017 academic term with the mutually implicit understanding that T&E and SADDLEBACK COLLEGE - SOCCCD will continue a relationship for the offering of T&E programs to SADDLEBACK COLLEGE - SOCCCD students for both short and long term study abroad options. The present contract will be reviewed and drawn up on an annual basis and will be negotiated at the start of the promotional period for the following academic term.

ACCEPTANCE OF PROPOSAL

Travel & Education requires written acceptance of this proposal by **January 24, 2017** in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. Once signed, this document can be sent in its entirety via regular mail to **Travel & Education, 1055 Mill Creek Drive, Feasterville-Treose, PA 19053** or by fax to 215-396-0236. Should a signed agreement not be submitted by the specified due date above and SADDLEBACK COLLEGE - SOCCCD subsequently launches a group program through Travel & Education Corp during term quoted, the formal acceptance of this agreement will be implied and will be binding with the stated terms and conditions.

PROPOSAL ACCEPTED BY _____(please print)
Name of Authorizing Representative SADDLEBACK COLLEGE - SOCCCD

_____(sign)
Signature Authorizing Representative SADDLEBACK COLLEGE - SOCCCD

DATE _____

SEARCH

travel.state.gov > Passports & International Travel > Alerts and Warnings

Print Email

Alerts and Warnings

Travel Warnings

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

Travel Alerts

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

Refine by Destination

Spain

Clear Results

Type

Date

Location

No matching records found

Learn About Your Destination

Enter a Country or Area

Enroll in STEP

Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College - Grant Acceptance, Workforce Innovation and Opportunity Act Young Adult Career Program

ACTION: Approval

BACKGROUND

In March 2016, SOCCCD on behalf of Saddleback College and in partnership with Goodwill Industries submitted a joint grant application to the Orange County Workforce Investment Board (OCWIB) for the Workforce Innovation and Opportunity Act Young Adult Career Program Grant to provide workforce innovation activities for underserved young adults in the south Orange County region.

STATUS

In September 2016, SOCCCD was awarded a grant agreement for \$309,230 for the period July 1, 2016 through June 30, 2017. The scope of work is presented in EXHIBIT A. The total value of this grant is \$309,230 annually and is renewable up to five years for a total value of \$1,546,150.

In order to accomplish the goals identified in EXHIBIT A, Saddleback College and Goodwill Industries agreed to implement an enhanced outreach program to identify underserved populations throughout the local community and specifically in the cities of San Clemente, San Juan Capistrano and Dana Point, as outlined in EXHIBIT B. Outreach for the program are targeting local high schools, continuing education schools, adult education programs, veterans, homeless shelters and outreach centers, foster youth and aged out foster youth. Approval of a grant sub-contract with Goodwill is presented to the Board of Trustees during this January Board meeting in a separate agenda item.

As lead agent, Saddleback College Director of Economic & Workforce Development will have one staff member to help support program implementation.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees accept this award of \$309,230 from the Workforce Innovation and Opportunity Act Young Adult Career Program Grant for the period July 1, 2016 through June 30, 2017 to fund the scope of work as presented in EXHIBIT A.

Item Submitted By: *Dr. Tod A. Burnett, President*
C.M. Brahmhatt, Acting Vice Chancellor, Business Services

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: SADDLEBACK COLLEGE**

- () GRANT APPLICATION ABSTRACT
- (x) GRANT ACCEPTANCE ABSTRACT
- () GRANT RENEWAL ACCEPTANCE ABSTRACT
- () REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** Workforce Innovation and Opportunity Act Young Adult Career Program
2. **PROJECT DIRECTOR:** Israel Dominguez
3. **PROJECT ADMINISTRATOR:** John Jaramillo
4. **GRANTOR AGENCY:** Orange County Workforce Investment Board
5. **FUNDING SOURCE:** Department of Labor, CFDA 17.259 WIOA Youth Activities
6. **STARTING AND ENDING DATES OF THE PROJECT:** July1, 2016 through June 30, 2017
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Saddleback College will address the goals of the Orange County Workforce Investment Board Workforce Innovation and Opportunity Act (WIOA) Youth program in partnership with Goodwill Industries. The WIOA Youth program will be housed within the Division of Business Science, Economic & Workforce Development and will collaborate with Goodwill Industries to provide workforce innovation activities to underserved populations in the south Orange County region including the cities of San Clemente, San Juan Capistrano and Dana Point. Through this award the WIOA Youth program will identify and assist underrepresented out of school youth to receive supportive services available to them which will in turn help prepare them for employment opportunities.

8. SUMMARY BUDGET

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$309,230		\$8,214	\$309,230

9. APPROVALS



Division/School Dean


Chancellor



Vice President of Instruction 11/29/16



Vice Chancellor of Learning Services



President



Vice President, College Administrative Services

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ _____		
2000 Classified Salaries	\$ 41,784		
3000 Benefits	\$ 20,666		
4000 Supplies	\$ 12,000		
5000 Contracted Services and Other Expenses	\$ 223,878		
6000 Capital Outlay	\$ 2,688		
Other Charges (e.g.: Indirect Costs)	\$ 8,214		
TOTALS	\$ 309,230		

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Classified Manager	[X]	[]	[X]	[]
2. Faculty	[]	[]	[]	[]
3. Classified Staff	[]	[]	[]	[X]

PARTNERSHIPS (If applicable)

Goodwill Industries



GENERAL PROGRAM REQUIREMENTS

The General Program Requirements have been designed to provide the framework wherein the CONTRACTOR will provide services to participants. The Workforce Investment Act (WIA) was reauthorized on July 22, 2014 as the Workforce Innovation and Opportunity Act (WIOA). A series of Notice of Proposed Rule-Making (NPRMs) documents, Training and Employment Notices (TENs), Training and Employment Guidance Letters (TEGLs), Employment Development Department (EDD) Directives, and other issued guidance by Federal of State entities, provide initial guidance for WIOA both statewide and for local workforce investment systems. Workforce Investment Act (WIA) citations, rules, and regulations cited herein and within existing law and issued guidance shall continue to be implemented until such time WIOA-issued guidance and/or regulations supersede such citations, rules, and regulations; an addendum will be issued upon formal WIOA regulation release. WIA based local policies cited herein will remain in effect until superseded by a related local WIOA policy issuance.

I. PROJECT SUMMARY

To provide WIOA employment and training services to young adults between the ages of seventeen (17) through twenty-four (24) for Out-of-School Young Adult (OSY).

II. WIOA YOUNG ADULT CAREER PROGRAM REQUIREMENTS [WIOA, §129 (c)(1)(A-C)]

A. All WIOA Young Adult Career Programs must provide:

1. Outreach and recruitment (inclusive of eligibility determination) conducted within established young adult jurisdictional boundaries in order to attract a sufficient number of young adults who are in need of and would benefit from the services provided and who meet the eligibility requirements to receive such services.
2. An Objective Assessment of the young adults' readiness for meaningful work. This is an individual assessment of each participant's academic and employability skill levels with a review of basic and occupational skills, prior work experience, interests, and aptitudes (including interest in non-traditional jobs). It includes a time frame for anticipated involvement in the program and description of needs, including but not limited to supportive services and developmental needs, for the purpose of identifying appropriate services and a career pathway for each participant.
3. An Individual Service Plan (ISP) for each participant that shall identify appropriate goals and performance outcomes for young adults with corresponding achievement goals based on objective assessments. The service strategy shall identify a career pathway that includes education and employment goals and the strategy for each participant shall be linked to 1 or more of the performance indicators described in WIOA §116 (b)(2)(A)(ii). As the needs of the participant change and goals are met, the ISP will be modified and updated accordingly. Time of service must be directly linked with the ISP. The ISP is a "living document" and is the foundational plan for the WIOA services a participant receives. Continued evaluation will ensure progress toward the achievement of the participant's goals and objectives.

4. Work-Readiness: preparation for unsubsidized employment opportunities with connections to the job market through local and regional employers. Work Readiness skill activities could include but is not limited to: career related assessment and goal setting, pre-employment training, work maturity, work experiences/internships, job shadowing, career explorations and On-the-Job training.
5. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
6. Preparation for post-secondary educational and training opportunities.
7. Strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
8. Preparation for unsubsidized employment opportunities.
9. Effective connections to employers, including small employers, in-demand industry sectors and occupations of local and regional labor markets.
10. On-going employment and training services and counseling throughout the program and 12- month follow-up period geared toward the different needs of the participants. Employment and Training Specialists must contact participants at least one time per month; an actual service must be provided and documented. The Employment and Training Specialists will be responsible for tracking the young adults' progress, assisting the young adult in identifying and overcoming any barriers, providing career and motivational counseling, acting as an advocate on behalf of the young adult and referring the young adults to other resources that can meet their needs as identified in the ISP. Employment and Training Specialists must contact and monitor referral services that are non-WIOA funded young adult career program elements to ensure the activity is of high quality and beneficial to the participant (NPRM Section 681.470).
11. Supportive Services Coordination: The Contractor shall coordinate and manage the provision of supportive services to WIOA registrants (subject to limitations in The Act and local Orange County Development Board [OCDB] policies) to overcome barriers to young adults' job search, training or placement. WIOA supportive services shall only be issued after a need has been identified and when no other funding is available to pay for such services. The Contractor is responsible for managing the provision of supportive services in a cost efficient manner to ensure non-duplication of resources and services. Supportive services may include but are not limited to transportation, childcare, work-related tools, and clothing.
12. Post-Exit Follow-up Services for a minimum of 12 months to ensure continued success for young adults upon exit and the attainment of established performance standards. Post-Exit Follow-Up Services include, but are not limited to: job shadowing; group meetings; one-on-one meetings; adult mentoring; peer mentoring; team leadership; educational opportunity; supportive services; tutoring; work experience; job retention; regular contact with the young adults' employer, addressing work-related problems that arise, assistance with job development, career development and further education, work related support groups, resume updates, job referrals, workshops, tracking the progress of young adults in employment after training, and guidance and counseling. Employment and Training Specialists must provide support to young adults and employers to identify and eliminate any barriers that may prevent a young adult from attaining performance outcomes, enhancing their skills and staying on the course toward self-sufficiency.

Success of WIOA program requires a focused emphasis on Post-Exit Follow-up Services, as reflected in new WIOA performance requirements.

13. Volunteers: Providers shall make opportunities available for individuals who have successfully participated in the program to volunteer assistance to young adult participants in the form of mentoring, tutoring, and other activities. [WIOA §129 (c)(8)].

B. WIOA requires that Young Adults have access to the following fourteen (14) program elements. [WIOA § 129 (c)(2)]

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include-
 - (i) Summer employment opportunities and other employment opportunities available throughout the school year; Work experience must be linked to activities that will result in meeting WIOA performance measures and may not be provided on a stand-alone basis.
 - (ii) pre-apprenticeship programs;
 - (iii) internships and job shadowing; and
 - (iv) on-the-job training opportunities;
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, as determined by the local board
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services, including but not limited to transportation and childcare that are necessary to enable the young adults to participate in activities. The rationale for supportive services must be documented on the ISP, and adherence to the provisions and requirements of Orange County Local Workforce Development Area (OC-LWDA) Information Notice 12-OCWDA-01 (and any subsequent updates) is required.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate; Follow-up contact form must be completed for the first, second, third, and fourth quarters after exit.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help young adults prepare for and transition to postsecondary education and training.

CONTRACTOR must ensure that if a program element is not funded with WIOA Title 1 youth funds, an agreement is in place with a partner organization to ensure that the program element will be offered [NPRM §681.470]. Copies of the agreement(s) must be submitted to the OCDB.

C. Target Population

1. Eligibility for services is limited to young adults ages 17-24 who reside in the County of Orange, meet the Out-of-School Young Adult (OSY) eligibility criteria, have the legal right to work in the U.S., and have registered for Selective Services (if male 18 years of age or older).

A. An Out-of-School Young Adult is an individual who is:

- (i) Not attending any school (as defined under State law);
- (ii) Not younger than age 17 or older than age 24 at time of enrollment;
- (iii) and one or more of the following:
 - 1) A school dropout;
 - 2) A young adult who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - 3) A recipient of a secondary school diploma or its recognized equivalent who is a **low-income** individual and is either basic skills deficient or an English language learner;
 - 4) An individual who is subject to the juvenile or adult justice system;
 - 5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or an individual who is an out-of-home placement
 - 6) Pregnant or parenting;
 - 7) An individual with a disability;
 - 8) A **low-income** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (See section 2C below).

WIOA distinguishes Out-of-School Young Adult (OSY) as a focus of the new legislation outlining a requirement to expend at least 75% of funding on the OSY population (WIOA

§129 (a)(4)(A) . Orange County LWDA has determined at least 80% of funding will be spent on OSY in Program Year 2016-2017.

[Note: Access to services shall also be provided for eligible 14 through 16 year old individuals as needed by referring them to partner agencies and non-WIOA programs as applicable.]

2. Additional Assistance Barriers to Employment shall be defined as:
 - a. Individuals who require additional assistance to complete an educational program, or to secure and hold employment, including an individual who has two or more of the following:
 - (i) Is an emancipated young adult.
 - (ii) Has been referred to or is being treated by an agency for substance abuse related problem.
 - (iii) Has experienced a recent traumatic event, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional.
 - (iv) Has a serious emotional, medical or psychological problems as documented by a professional.
 - (v) Has never held a job (does not apply to young adults seventeen (17) years of age and younger).
 - (vi) Has been fired from a job within the 12 months prior to application (does not apply to young adults seventeen (17) years of age and younger).
 - (vii) Has never held a full-time job for more than 13 consecutive weeks (does not apply to young adults seventeen (17) years of age and younger).
 - (viii) Attends a continuation school.
 - (ix) Is involved in gang related activities.
 - (x) Has an incarcerated parent/legal guardian.
 - (xi) Immigrant/refugee young adult with substantial cultural barriers.
 3. CONTRACTOR shall target and/or serve any specific populations the OCDB, Youth Council, and/or U.S. Department of Labor (U.S. DOL) identify as special or priority populations.
 4. Access to services shall also be provided for eligible fourteen (14) through sixteen (16) year old individuals through referrals to partner agencies and non-WIOA programs as applicable.
 - a. CONTRACTOR agrees to adopt policies to ensure access for all young adults including those with special needs such as those with literacy deficits; physical or learning disabilities; limited English language proficiency, and substance abuse.
- D. Information and Referrals - Each participant or applicant who meets the maximum income criteria to be considered an eligible young adult shall be provided:
1. Information on the full array of applicable or appropriate services available through other eligible providers or One-Stop Partners.

2. Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.
- E. CONTRACTOR shall ensure that an applicant who does not meet the enrollment requirements of the particular program or who cannot be served:
1. Shall be referred for further assessment, as necessary and/or
 2. Referred to appropriate programs to meet the basic skills and training needs of the applicant.
 3. CONTRACTOR shall maintain tracking of the referrals made, including the individual's name, the referral made, and the date of the referral.
- F. CONTRACTOR shall ensure that each male participating in any program or activity under this Title has complied with Section 3 of the Military Selective Service Act [50 U.S.C. App. 453]. Any male who becomes eighteen (18) years of age while participating in a WIOA program must register within 30 days of his eighteenth (18th) birthday [WIOA, § 189 (h)].
- G. CONTRACTOR shall adhere to all federal, State, and OCDB policies and procedures, including but not limited to those relating to customer access, marketing strategies, service linkages, and best practices. CONTRACTOR shall work in coordination with the OCDB office.
- H. At minimum, CONTRACTOR shall provide services in English, Spanish and Vietnamese in addition to the languages that reflect the demographics of the region.

III. PERFORMANCE ACCOUNTABILITY MEASURES

- A. WIOA sets forth six (6) young adult performance measures for the WIOA Young Adult Career Program. With specific guidance pending issuance, performance reporting timelines are anticipated to include **exiters beginning within PY 2016-17** (see performance matrix in Attachment D for further details). [WIOA §116 (b)(2)(A)]
1. The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
 2. The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
 3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii) of WIOA regulations), during participation in or within 1 year after exit from the program.
 4. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
 5. The indicators of effectiveness in serving employers.

- B. CONTRACTOR shall meet or exceed required federal, State and local standards, measurements and outcomes of all funding streams included in this CONTRACT and subsequent updates. Failure to meet performance levels may be grounds for funding de-obligation.
- C. CONTRACTOR shall ensure that participant activities remain uninterrupted in accordance with service delivery requirements

IV. STAFF TRAINING AND CAPACITY BUILDING

CONTRACTOR shall develop a Staff Training / Capacity Building Plan to ensure all staff receives ongoing training and development, and up-to-date information on Federal, State and local rules, regulations, and policies.

V. SYSTEM SECURITY AND CONFIDENTIALITY

CONTRACTOR agrees to the following:

- A. That all applications and individual records related to services provided under this CONTRACT, including eligibility for services, enrollment, and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- B. That the sharing of individual and client information necessary for provision of services under this CONTRACT, i.e.: assessment; universal intake; program or training referral; job development, placement or follow-up activities; and other services as needed for employment or program support purposes, constitutes a valid use of such information.
- C. That no person or employee shall otherwise publish or disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to applicants, participants, or customers overall.
- D. That files are kept in a secure location on site and should not be removed for any reason unless authorized by COUNTY's PROJECT MANAGER.
- E. To abide by the current confidentiality provisions of respective statutes and share information necessary for the administration of programs operated through the OC-LWDA.
- F. To abide by the following Federal, State, DOL and OCDB Policy and Procedures, and/or any subsequent updates, related to Identity Theft:
 - 1. Federal Law: The Identity Theft and Assumption Deterrence Act, enacted by Congress in October 1998 (and codified, in part, at 18 U.S.C. §1028).
 - 2. State Law: Cal. Penal Code § 530.5-530.7.
 - 3. Department of Labor: Guidance on the Protection of Personal Identifiable Information (PII).
 - 4. Uniform Guidance: 2 CFR 200.303 – Safeguarding Personally Identifiable Information
 - 5. County of Orange Information Technology Usage Policy and Technology Security Policy

VI. NON-DISCRIMINATION AND GRIEVANCE PROCEDURES

- A. CONTRACTOR agrees to abide by the following State Directive and OCDB Policy and Procedure, and/or any subsequent updates, related to Equal Opportunity:
1. WSD10-1 (State)
 2. 10-OCWDA-08 (OC-LWDA)
 3. 10-OCWDA-08 Addendum #2 (OC-LWDA)
- B. CONTRACTOR agrees to abide by the following State Directive and OCDB Policy and Procedure, and/or any subsequent updates, related to Program Grievance:
1. WSD08-4 (State)
 2. 08-OCWDA-17 (OC-LWDA)
 3. 08-OCWDA-17 Addendum #2 (OC-LWDA)

VII. OPERATIONS

- A. CONTRACTOR shall be responsible to train all staff assigned to the WIOA Young Adult Career Program, including SUBCONTRACTOR(s), if any and partner agency personnel, in all program rules, regulations, policies and procedures including but not limited to eligibility, employment and training services, CalJobs, MIS, job development, targeted recruitment and completion of required forms and reports.
- B. CONTRACTOR shall be responsible to keep current on and implement all Notice of Proposed Rulemaking (NPRM) guidance, final WIOA regulations, EDD Directives and Bulletins, U.S. DOL Training and Employment Guidance Letters (TEGLs), Information Notices (TEINs), Technical Assistance Guides (TAGs), and OCDB Policies and Procedures. CONTRACTOR is held responsible for all NPRM guidance and final WIOA regulations, but of special note is Federal Register Section 681.470, 681.480, 681.600, 681.610, and 683.510 including the New Federal Uniform Guidance referenced in WSIN 14-58.
- C. CONTRACTOR shall obtain letters of agreement with partners providing in-kind or cash-match leverage. A copy of letters shall be given to the COUNTY.
- D. Service and System Operating Costs - CONTRACTOR shall establish and maintain a budget consistent with the requirements and policy of the OCDB and WIOA.
- E. Internal Monitoring – CONTRACTOR shall conduct internal monitoring of all programs funded under this CONTRACT at least on a monthly basis to ensure compliance with legislation, regulations, bulletins, directives and local policies and procedures. Internal monitoring procedures must be in writing.

Contractor shall establish and follow a standardized review methodology that will result in written reports to record findings, any needed corrective action, and due dates for the accomplishment of corrective actions.

Written results of the monthly internal monitoring and corrective action taken as a result of the internal monitoring must be available to OCDB staff, upon request. Internal monitoring will include, but is not limited to the following:

1. Review of all files to determine that eligibility criteria have been met and supporting documents have been secured.
 2. Random file review for ISP updates; case note documentation; attendance verification; ITA/WEF documentation; placement verification; supportive service documentation and delivery; post placement follow-up and post-exit services.
 3. Verification of participant's attendance and employment information.
 4. Verification of proper documentation for performance outcomes, including, but not limited to pre- and post- testing for literacy/numeracy, credentials, employment verification, supplemental data, and gaps in service delivery.
- F. Data Collection, MIS, and Reporting – CONTRACTOR shall adhere to MIS procedures for data entry, timelines and reporting requirements. Refer to the latest OCDB policies, State Information Notices and subsequent updates for complete information and guidance.
- G. CONTRACTOR shall submit timely MIS paperwork for all participant activities and necessary updates in participant information and activities for input into the data reporting system. Failure to submit timely information may result in penalties including de-obligation of funds or revocation of this CONTRACT;
1. CONTRACTOR shall use the most current templates provided by the OCDB. Incorrect and/or incomplete forms will be returned for re-submittal. All updates and corrections shall be clearly identified;
 2. CONTRACTOR shall submit forms as directed by the OCDB;
 3. CONTRACTOR shall review and approve all paperwork submitted to the OCDB;
 4. CONTRACTOR shall comply with the performance measures as defined in WIOA Section 116(b)(2)(A)(ii).
 5. CONTRACTOR shall comply with data verification requirements listed in the latest OCDB policy and any subsequent updates; and,
 6. CONTRACTOR shall immediately implement and adhere to future policy revisions and changes or enhancements in procedures and processes pertaining to MIS submission and reporting.

VIII. BUDGET

- A. CONTRACTOR shall adhere to the WIOA Young Adult approved budget as delineated in Attachment C of this CONTRACT.
- B. CONTRACTOR shall adhere to invoice procedures outlined in Information Notice 02-OCWDA-64 and Exhibit 7, and/or any subsequent updates. At the beginning of each fiscal year and with any subsequent funding increase or decrease, CONTRACTOR will be required to submit a list of personnel, their job description, salary and the full time equivalent percentage of their time that will be allocated for each funding stream. CONTRACTOR shall provide the personnel and actual percentage of their time as supporting documentation to each invoice.

- C. CONTRACTOR shall submit two originally signed copies of the monthly invoice, personnel breakdown, and operational costs breakdown by the 20th day of each month for the previous month's expenditures. CONTRACTOR shall answer any questions regarding invoices. Invoices with incorrect or disallowed costs will be returned to CONTRACTOR with an explanation.
- D. In case the CONTRACTOR has a need to adjust budget line items (without increasing their total funding allocation), CONTRACTOR shall complete all budget modification forms necessary for processing request and shall attain approval from the designated COUNTY's PROJECT MANAGER before making any changes to or invoicing differently from the budget in Attachment C under this CONTRACT. Decreases in direct client service line items (participant wages, miscellaneous client fees, and/or student supplies) will not be accepted after the end of the second quarter. Budget modifications will not be considered for processing if received more than 10 days after the end of the third quarter. No more than one budget modification request will be considered per quarter. All budget modifications must be made in compliance with Information Notice 11-OCWDA-03, and/or any subsequent updates.
- E. With the exception of information required to complete State MIS reporting requirements, if CONTRACTOR knows they will be unable to comply with required due dates for standard information requested by WIOA, the CONTRACTOR must submit a letter to the appropriate party self-documenting their inability to comply.

IX. Subaward Information

- A. Subrecipient name – South Orange County Community College District/Saddleback College
- B. Subrecipient unique entity identifier – 799534115
- C. Federal award identification number (FAIN) – AA-28305-16-55-A-6
- D. Federal award date – 4/20/2016
- E. Subaward period of performance – 07/01/2016-6/30/2017
- F. Amount of federal funds obligated by the action - \$9,858,484
- G. Total amount of federal funds obligated to the subrecipient - \$309,230
- H. Total amount of the federal award - \$10,161,714
- I. Federal award project description – provide employment and training services
- J. Name of the federal awarding agency, PET, and contact information for awarding official – DOL/EDD/County of Orange/OCDB
- K. CFDA number and name – see title page of the agreement
- L. Whether the award is R&D – No
- M. Indirect cost rate for the federal award – 9.1%

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College – Grant Subcontractor Agreement, Goodwill of Orange County

ACTION: Approval

BACKGROUND

In March 2016, SOCCCD on behalf of Saddleback College in partnership with Goodwill Industries submitted a joint grant application to the Orange County Workforce Investment Board (OCWIB). The Workforce Innovation and Opportunity Act Young Adult Career Program Grant provides workforce innovation activities for underserved young adults in the south Orange County region. As the fiscal agent, SOCCCD leads the partnership with Goodwill of Orange County. The total value of this grant is \$309,230 annually and is renewable up to five years for a total value of \$1,546,150.

STATUS

Goodwill of Orange County will provide assistance with participant case management, and job development. SOCCCD and Goodwill of Orange County developed the attached grant subcontract agreement (EXHIBIT A) to formalize the partnership, following review and advice by legal counsel.

The budget for this Workforce Innovation and Opportunity Act Young Adult Career Program Grant for FY 2016-2017 in the amount of \$309,230 is attached (EXHIBIT B). Goodwill of Orange County's portion of this budget is listed in the Consultant/Subcontract line item totaling \$138,473. Similar to Saddleback College, Goodwill will also provide one staff person related to Work Experience Focus (WEF), provide for participant wages and benefits, and direct client support services, case management, and job placement.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve the grant subcontract agreement (EXHIBIT A) for \$138,473 for FY 2016-2017 with Goodwill of Orange County for Workforce Innovation and Opportunity Act Young Adult Career Program grant assistance and case management.

A SUBCONTRACT BETWEEN
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

And

GOODWILL OF ORANGE COUNTY

Resulting from a Grant to Implement a

WIOA YOUNG ADULT CAREER PROGRAM

Between

COUNTY OF ORANGE COMMUNITY RESOURCES

And

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(Award Number 16-28-0016-Y)

The GRANT AWARD NOTICE, Award Number 16-28-0016-Y, between the County of Orange Community Resources and the South Orange County Community College District is attached to this Subcontract and are incorporated herein. Provisions noted in the Grant Award Notice, including the Request For Proposals ("RFP") Specification, the Grant Application, with all required forms, also apply to this Subcontract, are included by reference and are binding upon the Parties to this Subcontract.

i. SCOPE OF SUBCONTRACT:

- A. Contractor: South Orange County Community College District ("Contractor")
- B. Subcontractor: Goodwill of Orange County ("Subcontractor")

Contractor and Subcontractor are also referred to collectively as the "Parties" and individually as "Party."

C. Subcontract Amount:

Up to \$138,473 per fiscal year, unless otherwise determined by Contractor, will be utilized in accordance with the terms and conditions of this Subcontract. All applicable sections of the contract between Contractor and County of Orange Community Resources, as well as the information contained within the grant application to the County of Orange Community Resources written in response to RFP Bid #012-162810, apply to this Subcontract and are binding upon the Parties to this Subcontract. This sum is subject to reduction by the Contractor should the Contractor experience a reduction in funding from County of Orange Community Resources. Contractor reserves the right to adjust the scope of work and funding accordingly.

- D. Effective Date of Contract: July 1, 2016
- E. Expiration Date of Contract: June 30, 2017

II. TERMS AND CONDITIONS:

A. Description of Work:

1. Subcontractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.
2. Subcontractor shall provide **Scope of Work; Exhibit A**, as required by the above-named grant, incorporated herein and made a part hereof.

B. Deliverables (products, results, and measurable outcomes):

1. Subcontractor shall provide products, results, and measurable outcomes as detailed in the Response Section, Annual Work plan and applicable sections of the Grant Application.
2. Data for quarterly, annual and final report summarizing the outcomes of the project shall be provided.

III. CONSIDERATION

- A. In consideration of the performance by Contractor and Subcontractor in delivering this component of the grant, Contractor shall make reimbursement payments to Subcontractor of up to \$13,000 to be reimbursed no more frequently than monthly. These funds will be released based upon approved Subcontractor line item budgets, but only after the delivery of services and the submission of a detailed invoice (to be submitted no less frequently than quarterly) and time and effort reports and payroll records, including fringe benefits, for all staff paid by the grant, along with appropriate backup documentation for all costs along with invoices requesting reimbursement. Appropriate original documentation for all costs shall be maintained by Subcontractor and be made available upon request to Contractor' employees, their duly authorized representatives or agents, auditors, and state staff. These items shall be sent to the Project Director or such people designated by her. The invoice shall list payments to staff by name.
- B. Payment for the delivery of services specified shall be made upon written request of Subcontractor to the Contractor by the submission of a monthly invoice. As agreed to in advance, requests for reimbursement financial documentation must report expenses on an actual cost reimbursement basis.
 1. Contractor must receive requests for final reimbursement and support documentation for expenditures no later than July 10, 2017 to accommodate grant closeout activities.
 2. During the time period of July 1, 2016 through June 30, 2017 both Parties agree to reevaluate the progress under this Subcontract. Contractor may decrease the total amount of consideration due under this Subcontract as a result of the progress evaluation.

IV. RECORDS/AUDITS

A. Records

In accordance with WIOA YOUNG ADULT CAREER PROGRAM #16-28-0016-Y, Grant Agreement, in order to be in compliance with state requirements, the Subcontractor must maintain records regarding the use of grant funds, progress made towards grant objectives/performance, and placement and use of equipment purchased with grant funds.

1. Records regarding use of grant funds:
 - a. The Subcontractor will maintain appropriate financial records in accordance with generally accepted accounting practices.
 - b. The Subcontractor will maintain original financial documentation (invoices and receipts) on file at the Subcontractor's location and provide copies of such documentation for reimbursement or upon request of Contractor or allow Contractor, Contractor's authorized representatives or agents, auditors, or designated staff to view such records.
 - c. The Subcontractor will submit quarterly time and effort reports, along with payroll records including Fringe Benefits for each staff/faculty member paid by the grant.
2. Records regarding progress toward grant objectives/performance:
 - a. The Subcontractor will submit a Quarterly Progress Report that addresses progress made toward meeting grant objectives, equipment and other major purchases, barriers and challenges, successful achievement of program objectives and performance measures, information regarding evaluation and outcome assessment activities, and involvement with other internal or external resources used for this project.
 - b. Subcontractor agrees to cooperate with Project Evaluator and supply information and records needed to track progress.

B. Audit

1. The Subcontractor shall preserve and make available all records related to this agreement for examination by Contractor, and/or their duly authorized representatives or agents:
 - a. The Subcontractor shall retain these records for three years after the completion of the grant;
 - b. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later;
 - c. The retention period starts on the day the grantee submits its last expenditure report for that period, but not before July 1, 2017.
 - d. Any costs that, upon audit, are found to be unallowable, will be reduced from future claims for reimbursement, or shall be refunded if the agreement has expired;
 - e. Failure to comply with terms of this paragraph may lead to the termination of the Subcontract in accordance with Article X.
2. As required by California Education Code Section 84040, Contractor and Subcontractor will conduct their annual financial and compliance audit with each covering the cost for their respective audits.

V. ASSURANCES

A. Certification

1. Acceptance of this Subcontract constitutes certification that the Subcontractor is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.

2. Acceptance of this Subcontract constitutes certification that the Subcontractor is not delinquent on any federal debt.
3. Acceptance of this Subcontract constitutes certification that the Subcontractor is in compliance with sections 5151-5160 of the drug free workplace act of 1988.
4. Acceptance of this Subcontract constitutes certification that the Subcontractor is in compliance with the series 3000 of the staff diversity/affirmative action policy (in Americans with Disabilities Act [1990], Ed Code 87100, Title V, California Code of Regulations Policy Number 3010 (x).
5. Acceptance of this Subcontract constitutes certification that to the best of the Subcontractor's knowledge and belief:
 - a. No state appropriated funds have been paid or will be paid, by or on behalf of the Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, any extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
 - b. If funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with this federal grant, grant, loan, or Subcontract, the Subcontractor shall complete and submit standard form-LLL, "Disclosure form to report lobbying," in accordance with its instructions.
 - c. The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) that all subrecipients shall certify and disclose accordingly.
 - d. Subcontractor agrees to notify Contractor immediately if there is any change of status in V.A.1., 2., 3., 4. or 5. above.

VI. PROGRESS RECORDS

1. Records regarding progress toward grant objectives/performance:
 - a. The Subcontractor will submit a Quarterly Progress Report that addresses progress made toward meeting grant objectives, barriers and challenges, successful achievement of program objectives and performance measures, information regarding evaluation and outcome assessment activities, and involvement with other internal or external resources used for this project.
 - b. Subcontractor agrees to cooperate with Project Evaluator and supply information and records needed to track progress.

VII. REPORTING SCHEDULE

- A. Subcontractor shall submit quarterly progress reports and quarterly data collected as required by the grant to the Contractor by no later than 20 working days after the quarter ends. Quarter end dates shall be September 30, December 31, March 31, and June 30.

VIII. PRIOR APPROVAL

A. The following shall constitute deviations from the original intent of the WIOA YOUNG ADULT CAREER PROGRAM #16-28-0016-Y, Grant and/or from the application submitted by Contractor and its Subcontractor, in response to the Bid #012-162810 Request for Proposal (RFP) and will require prior written approval from the County of Orange Community Resources, as stated in 16-28-0016-Y Grant Agreement.

1. Changes in project scope, activities or budget;
2. Costs not specified in the budget;
3. Changes in key personnel;
4. Sub-awarding or contracting out work that was not described in the application.

B. Both Parties agree that authority and/or approval to make other changes or deviations from the original proposal submitted to County of Orange Community Resources shall be as specified and allowable in the contract between County of Orange Community Resources and Contractor and in the provisions listed on the Grant Award Notice, and incorporated herein by reference.

IX. DESIGNATION OF PERSONNEL

A. All inquiries and reports regarding this subcontract should be directed to Contractor's point of contact:

Contractor

Name: Debra Fitzsimons
Title: Vice Chancellor
Contractor: South Orange County Community College District
Address: 28000 Marguerite Parkway
City, State, Zip: Mission Viejo, CA 92692
Telephone: 949-582-4664
Email: dfitzsimons@socccd.edu

B. All inquiries and reports regarding this subcontract should be directed to Subcontractor's point of contact:

Subcontractor

Name: Frank Talarico
Title: President & CEO
Contractor: Goodwill of Orange County
Address: 410 N. Fairview
City, State, Zip: Santa Ana, CA 92703
Telephone: 714-547-6308
Email: frankt@ocgoodwill.org

Legal Notices to:

Name: Frank Talarico
Title: President & CEO
Contractor: Goodwill of Orange County
Address: 410 N. Fairview
City, State, Zip: Santa Ana, CA 92703

C. Subcontractor will inform the Contractor of all personnel changes.

X. SUSPENSIONS AND TERMINATION OF FUNDS

Pursuant to a mutual understanding that the terms of this Subcontract do not encumber the implementation of award number 16-28-0016-Y, as granted by the County of Orange Community Resources for the explicit purposes of this project, either Party may suspend or terminate this Subcontract upon thirty (30) days written notice, when at any time in either Party's determination, the other Party to this Subcontract violates or departs from the terms and conditions of this Subcontract; or If the program would not be achieved by continuance of the existing contract; or if the Subcontractor fails to submit the reports required under this Subcontract according to the established schedule. Termination of this Subcontract, however, will not invalidate commitments or obligations properly incurred by the Subcontractor prior to the date of termination that cannot be cancelled.

XI. DISPUTES

All claims, disputes, and other matters in question between the Contractor and Subcontractor arising out of or relating to this Subcontract or the breach thereof shall be addressed in the following manner. The Parties shall enter into good faith negotiations to reach an equitable settlement. If a good faith settlement cannot be reached, the Parties may agree to select a method of dispute resolution other than litigation, such as arbitration, mediation, mini-trial, or other method of alternative dispute resolution. In the event that the Parties are unable to agree on a method of dispute resolution other than litigation, suit may be brought in a court located nearest the District office involved in the suit. Should it be necessary for either Party to initiate legal proceedings to resolve disputes arising out of or relating to this Subcontract, the prevailing Party shall be entitled to receive from the other Party all costs and expenses, including reasonable attorney's fees, incurred in such proceedings. Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Subcontract, the performance of any work, the delivery of any material, the payment of any moneys to Subcontractor, or otherwise, Subcontractor agrees that it will not directly or indirectly stop or delay the work directed by Contractor, or any part thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy, or question is or may be subject to litigation or other form of dispute resolution.

XII. INDEMNIFICATION

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

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

Subcontractor's obligations under this section XII shall survive the termination of this Agreement.

XIII. INSURANCE

Subcontractor agrees to maintain, during the performance of Description of Work and Deliverables covered by this Subcontract, through a combination of self-insurance, insurance and liability coverages from a joint powers agreement, and for a period of not less than one (1) year following the expiration of this Subcontract, at its sole expense, the following insurance coverages: (i) Commercial General Liability insurance naming Contractor as an Additional Insured, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (ii) Professional Liability insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Automobile Liability with combined single limit on One Million Dollars (\$1,000,000) per accident; (iv) Workers' Compensation insurance as required by law; and (v) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence.

Subcontractor shall deliver Certificates of Insurance and Additional Insured Endorsements evidencing the required coverages to the Contractor, which shall be subject to the Contractor's approval for adequacy of protection, including the satisfactory character of any Insurer, including a Best's rating of not less than A-VII and an admitted carrier in the State of California. Certificates of insurance and Additional Insured Endorsements *must be returned with signed Agreement* or no later than ten (10) days prior to the effective date of this Subcontract. If requested by the Contractor, a certified copy of the actual policies with appropriate Endorsement(s) and other documents shall be provided to the Contractor.

All policies required by this Subcontract shall provide that Contractor shall be given thirty (30) days' notice of each expiration or cancellation thereof or reduction of the coverage provided thereby.

XIV. ANTI-KICKBACK

The anti-kickback act of 1986 was passed to deter subcontractors from making payment for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this Subcontract, the Subcontractor agrees to comply with the following regulations: FAR 3.502 and FAR 52.203.7.

XV. ACKNOWLEDGEMENT OF GRANT SUPPORT

WIOA YOUNG ADULT CAREER PROGRAM #16-28-0016-Y Grant Agreement requires that all products and deliverables, including documents, published materials, and multimedia presentations, shall be approved by the Project Monitor prior to distribution. In addition, all products and deliverables shall:

- A. Contain the Grant number and dollar amount of the Grant and Subcontracts relating to the preparation of such documents, in a separate section of such document or written report;
- B. Contain a statement indicated that the total Grant amount represents compensation for multiple documents or written reports, when multiple documents or written reports are the subject or product of the Grant;
- C. Reference the WIOA YOUNG ADULT CAREER PROGRAM #16-28-0016-Y and the specific funding source; and
- D. Include the phrase, "Funded in part by the WIOA YOUNG ADULT CAREER PROGRAM #16-28-0016-Y."

XVI. FEDERAL, STATE, AND LOCAL TAXES

Except as may be otherwise provided in this Subcontract, the Subcontractor price includes all applicable Federal, State, and local taxes and duties.

XVII. COMPLIANCE WITH LAWS AND REGULATIONS / GOVERNING LAW

Subcontractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement, including all applicable provisions for subcontractor monitoring of federal funding awards. This contract shall be governed by and construed in accordance with the laws of the State of California. Venue shall reside in Superior Court, County of Orange.

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

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

IN WITNESS WHEREOF, both Parties agree.

CONTRACTOR
 BY: _____
 Authorized Representative
 Print
 Name Debra Fitzsimons
 Print
 Title Vice Chancellor
 Date
 Board Meeting
 Date of Approval

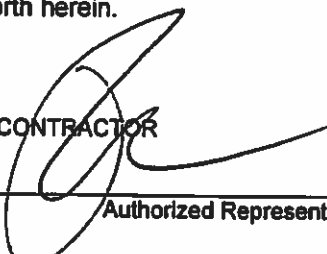
SUBCONTRACTOR
 BY: 
 Authorized Representative
 Print
 Name Frank Talarico
 Print
 Title President & CEO
 Date 10/18/16
 Social Security #
 Or Federal Tax ID # 95-1644018

EXHIBIT A

Subcontract with South Orange County Community College District

Scope of Work

See Attached Agreement

Initial
Date 10-27-16

CONTRACT # 16-28-0016-Y
BETWEEN
COUNTY OF ORANGE
AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT DBA SADDLEBACK COLLEGE
FOR
WIOA YOUNG ADULT CAREER PROGRAM
(Activity)

Please Refer to Page 116 for a Description of work to be performed Following is a cost breakdown

Budget Summary

		In School	Out of School	Total
PROGRAM	Operations Activities:			
	Salaries			\$ -
	Salaries Related to WEF Component*	\$ 8,550.00	\$ 73,240.00	\$ 81,790.00
	Benefits			\$ -
	Benefits Related to WEF Component*	\$ 1,500.00	\$ 18,800.00	\$ 20,100.00
	Operations Related Activities Subtotal	\$ 10,050.00	\$ 91,840.00	\$ 101,890.00
	Direct Client Related Activities:			
	Participant Wages and Benefits (WEF)	3,000.00	\$ 23,394.00	\$ 26,394.00
	Direct Client Related Activities Subtotal	\$ 3,000.00	\$ 23,394.00	\$ 26,394.00
	Program Subtotal	\$ 13,050.00	\$ 115,234.00	\$ 128,284.00
ADMINISTRATION	Administration:			
	Indirect Administration	1,005.00	\$ 9,184.00	\$ 10,189.00
	Administration Subtotal	\$ 1,005.00	\$ 9,184.00	\$ 10,189.00
	Grand Total	\$ 14,055.00	\$ 124,418.00	\$ 138,473.00

*Salaries and Benefits Related to WEF (Work Experience Focus) component shall be defined as staffing costs for development and management of WEF activities. WEF activities shall be defined as summer employment opportunities and other work experience opportunities available throughout the year pre-apprenticeship program, internships and job shadowing, and on-the-job training opportunities.

Direct Client Related Activities shall be defined as *Participant Wages and Benefits (WEF), Participant Supportive Services, Participant Incentives/Stipends, OJT (WEF) Pre-Apprenticeships/Job Shadowing (WEF), and Other Participant Activities.

Attachment C
WIOA Young Adult Cost Reimbursement Agreement
July 1, 2016 through June 30, 2017
Saddleback College - Region 8

Budget Summary

I. Administration and Program Overview

		In School	Out of School	Total
PROGRAM	Operations Activities:			
	Salaries	\$ -	\$ 41,784.00	\$ 41,784.00
	Salaries Related to WEF Component*	\$ -	\$ -	\$ -
	Benefits	\$ -	\$ 20,666.00	\$ 20,666.00
	Benefits Related to WEF Component*	\$ -	\$ -	\$ -
	Facilities ¹	\$ -	\$ -	\$ -
	Lease Termination	\$ -	\$ -	\$ -
	Communications ²	\$ -	\$ 5,000.00	\$ 5,000.00
	Equipment ³	\$ -	\$ 2,688.00	\$ 2,688.00
	Supplies ⁴	\$ 2,000.00	\$ 5,000.00	\$ 7,000.00
	Travel/Mileage	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
	Consultant/Subcontract	\$ 14,055.00	\$ 124,418.00	\$ 138,473.00
	Operations Related Activities Subtotal	\$ 18,055.00	\$ 202,556.00	\$ 220,611.00
	Direct Client Related Activities:			
	Participant Wages and Benefits (WEF)			\$ -
	Participant Supportive Services	2,600.00	\$ 13,017.00	\$ 15,617.00
	Participant Incentives / Stipends		\$ 6,000.00	\$ 6,000.00
OJT (WEF)	3,000.00	\$ 23,394.00	\$ 26,394.00	
Pre-Apprenticeships/Job Shadowing (WEF)	3,000.00	\$ 23,394.00	\$ 26,394.00	
Other Participant Activities ⁵		\$ 6,000.00	\$ 6,000.00	
Direct Client Related Activities Subtotal	\$ 8,600.00	\$ 71,805.00	\$ 80,405.00	
Program Subtotal	\$ 26,655.00	\$ 274,361.00	\$ 301,016.00	
ADMINISTRATION	Administration:			
	Indirect Administration	400.00	\$ 7,814	\$ 8,214
	Audit Fees			\$ -
	Administration Subtotal	\$ 400.00	\$ 7,814	\$ 8,214
	Grand Total	\$ 27,055.00	\$ 282,175	\$ 309,230

¹ Facilities = Rent, Maintenance, Utilities, Insurance, IT services

² Communications = Telephone, Publishing, Marketing, Printing, Meetings/Conferences/Job Fairs, Professional Memberships, Subscriptions

³ Equipment purchases: all equipment purchases must be pre-approved by the County

⁴ Supplies = Office Supplies, Postage

⁵ Other Participant Activities = Participant Workshop Supplies, Training Costs, Career Exploration Events & Conferences

*Salaries and Benefits Related to WEF (Work Experience Focus) component shall be defined as staffing costs for development and management of WEF activities. WEF activities shall be defined as summer employment opportunities and other work experience opportunities available throughout the year, pre-apprenticeship program, internships and job shadowing, and on-the-job training opportunities. A minimum of 30% of the overall contract amount requested must be budgeted aggregately in the line items marked WEF.

Direct Client Related Activities shall be defined as "Participant Wages and Benefits (WEF), Participant Supportive Services, Participant Incentives/Stipends, OJT (WEF), Pre-Apprenticeships/Job Shadowing (WEF), and Other Participant Activities. A minimum of 25% of the overall contract amount requested must be budgeted aggregately in the Direct Client Related Activities line items."

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College Auto Shop Equipment, Award of Bid No. 2059, Mohawk Resources, Ltd.

ACTION: Approval

BACKGROUND

The Saddleback College Technology and Applied Science Department requires new, state of the art auto shop equipment to train students for their Tire Industry Association certification.

STATUS

On December 6 and 13, 2016, SOCCCD ran a newspaper advertisement requesting bids for Saddleback College Auto Shop Equipment, Bid No. 2059. Additional marketing efforts included posting the bid on the district website and notifying six prospective suppliers. Five bids were received (EXHIBIT A), on December 21, 2016. The lowest bid meeting all specification requirements was submitted by Mohawk Resources, Ltd. of Amsterdam, NY (EXHIBIT A) in the amount of \$103,554.24. Saddleback College staff reviewed the bids and recommends approval.

Funds are available in Saddleback College's general fund.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees award Bid No. 2059 for Saddleback College Auto Shop Equipment to Mohawk Resources, Ltd. in the amount of \$103,554.24.

**BID NO. 2059
AUTO SHOP EQUIPMENT
SADDLEBACK COLLEGE
January 23, 2017**

SUPPLIERS

AMOUNT

***Mohawk Resources,Ltd
Amsterdam, NY**

\$103,554.24

**O'Reilly Auto Equipment
Springfield, MO**

\$106,915.68

**Factory Motor Parts
Fullerton, CA**

\$107,904.13

**Alpha Omega Enterprises, Inc.
Chatsworth, CA**

\$115,313.60

**Hunter Engineering Co.
Tustin, CA**

\$120,147.80

***RECOMMENDED AWARD**

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College and Irvine Valley College: Revised 2017-2018
Instructional Material/Laboratory Fees

ACTION: Approval

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 to augment and revise instructional material and laboratory fees for 2017-2018. Irvine Valley College had no changes to instructional material and laboratory fees for 2017-2018. The proposed revised fees for Saddleback College for 2017-2018 are presented in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for Saddleback College for 2017-2018, as presented in Exhibit A.

SADDLEBACK COLLEGE
2017-2018 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee		Purpose
			Current	Proposed	
<u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u>					
ENV 18	144150.10	Intro to Ecology	9.00	0.00	Removal of Fee
MFG 200	433650.00	Intro to Rapid Prototyping Technology	30.00	50.00	Model/Support Materials for Prototyping Machines
MFG 202	433716.00	Industrial Materials	70.00	0.00	Removal of Fee
MFG 205	450174.00	Silicone and Urethane Mold Making	30.00	50.00	Silicone/Urethane Casting Supplies
MFG 206	450175.00	Resin and Foam Casting	30.00	50.00	Resin/Foam Casting Supplies
MFG 207	433758.00	CNC Computer Numerical CNTRL PRG I	0.00	20.00	Aluminum/Brass for Projects
MFG 208	433758.00	CNC Computer Numerical CNTRL PRG II	0.00	20.00	Aluminum/Brass for Projects
HORT 7	18150.00	Introduction to Landscape Design	10.00	7.00	Vellum
HORT 106	430837.00	Landscape CAD- Fundamentals	15.00	0.00	Removal of Fee
HORT 109	429443.00	Introduction to Planting Design	0.00	10.00	Vellum, Coloring Markers
FASH 131	198263.00	CAD Patternmaking with Tukatech	200.00	45.00	Dotted Pattern Paper, Plotter Color Toner
<u>BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT</u>					
NO CHANGES					
<u>COMM. ED., EMERITUS INSTITUTE & K-12 PARTNERSHIPS</u>					
ART 31XA	970577.00	Beginning Intarsia (EI)	0.00	15.00	Gemstone Cutting Supplies
ART 31XB	970579.00	Intermediate Intarsia (EI)	0.00	15.00	Gemstone Cutting Supplies
ART 61XA	972550.00	Beginning Lapidary (EI)	0.00	15.00	Gemstone Cutting Supplies
ART 61XB	972545.00	Intermediate Lapidary (EI)	0.00	15.00	Gemstone Cutting Supplies
<u>FINE ARTS</u>					
ART 78	992323.00	Beg. Life Sculpture	45.00	55.25	Sculpture Clay
ART 175	108070.00	Metal Casting	45.00	60.25	Clay, Wax, Foundry
PHOT 50	992343.00	Digital Photography	35.00	39.00	Printer Ink
PHOT 51	429799.00	Intro Photoshop & Digital Imaging	35.00	39.00	Printer Ink
PHOT 55	174040.00	Digital Photography II	35.00	39.00	Printer Ink
PHOT 152	431627.00	Inter. Photoshop & Digital Imaging	35.00	39.00	Printer Ink
PHOT 154	992706.00	Alternative Digital Processes	35.00	39.00	Printer Ink
PHOT 156	992345.00	Digital Photography III	35.00	39.00	Printer Ink
PHOT 157	992707.00	Studio Lighting	35.00	39.00	Printer Ink
PHOT 167	431630.00	Creative Photographic Lighting	35.00	39.00	Printer Ink
PHOT 190	174140.00	Special Problems in Photography	35.00	39.00	Printer Ink
PHOT 200	431628.00	Portraiture Photography	35.00	39.00	Printer Ink
<u>HEALTH SCIENCES & HUMAN SERVICES</u>					
HSC 222	386380.00	CPR Healthcare Providers	5.00	15.00	Price Increase of Mask
HSC 223	386400.00	CPR Healthcare Renewal	5.00	15.00	Price Increase of Mask
HSC 226	386425.00	ADV Cardiac Life Support	10.00	15.00	Price Increase of CPR Card
HSC 227	430827.00	Pediatric ADV Life Support	10.00	15.00	Price Increase of CPR Card
N 174	639300.00	Women's Health Nursing	12.00	14.00	Price Increase of Nursing Kit
N 245	644053.00	IV Therapy Tech Nursing	99.00	106.00	Price Increase of Nursing Kit
<u>KINESIOLOGY & ATHLETICS</u>					
IA 1	668010.00	Men's Football	150.00	175.00	Game Day Equipment and Apparel
KNES 53	680030.00	Intro. to Athletic Training	5.00	0.00	Removal of Fee (<i>Only for Online Course</i>)

SADDLEBACK COLLEGE
2017-2018 Revised Laboratory Fees

LIBERAL ARTS

No Changes

MATHEMATICS, SCIENCE & ENGINEERING

No Changes

SOCIAL & BEHAVIORAL SCIENCES

No Changes

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
2/3/17	Science Lecture Series 2016/17	Dr. Michelle Thaller	Alien Oceans: The Habitable Worlds of our Solar System and Beyond	ASG Funds – Honorarium of up to \$2000
3/3/17	Science Lecture Series 2016/17	Dr. Edwin Schauble	Using Stable Isotopes to Measure Ancient Temperatures	ASG Funds – Honorarium of up to \$1500
4/7/17	Science Lecture Series 2016/17	Dr. Stacy Sims	Exercise: Nutrition and Hydration. Women are Not Small Men	ASG Funds – Honorarium of up to \$3500

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
5/26/17	Commencement 2017 Anissa Heard-Johnson	Dr. Howard Gilman	Commencement Keynote Speaker	\$750 ASIVC Funds

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Student Out of State Travel
ACTION: Approval

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

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

Out of State Student Travel
1/ 23 /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
American Criminal Justice Association – Lambda Alpha Epsilon (ACJA-LAE) 2017 National Conference at the Doubletree Hotel Austin, TX	3/26/17 to 4/1/17	IVC Chi Tau Epsilon (XTE) Administration of Justice Co- Curricular Club	6	2	\$170	\$18,188	\$19,208	ASIVC and XTE Foundation Account	IVC

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

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

ACTION: Approval

BACKGROUND

On August 22, 2016 the Board of Trustees approved \$355,000 from basic aid for the Faculty and Staff Email Infrastructure Refresh project, which includes internet and email filtering technology software and service.

District IT has determined that an up to date internet email filtering technology is needed to address email based threats. District IT determined Mimecast as suitable technology for our environment.

The State of Arizona, in association with the National Association of State Procurement Officials/Western States Contracting Alliance (NASPO/WSCA), has awarded Master Price Agreement No. ADSP016-130651 to SHI International, Corp. The State of California approved the usage of this agreement effective October 12, 2016 to run through April 7, 2018, in accordance with State of California Participating Addendum No. 7-16-70-36.

STATUS

District IT staff requested three quotes from authorized resellers for the procurement of the internet and email filtering technology software and services. The low quote was received from SHI International, Corp. for an amount of \$240,000 using the NASPO/WSCA Master Price Agreement No. ADSP016-130651.

The NASPO/WSCA contract and the California Participating Addendum have been reviewed and approved for use by the OCDE Legal Counsel and are available for review in the Facilities and Planning and Purchasing department.

Basic aid funds for this project are available in the FY 2016-2017 Faculty and Staff Email Infrastructure Refresh project.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve the use of WSCA/NASPO Contract and Master Price Agreement No. ADSP016-130651 awarded by the State of Arizona and approved for usage by the State of California, pursuant to the California Participating Addendum No. 7-16-70-36 and approve procurement of Internet and Email Filtering Technology Software and Service from SHI International, Corp., for an amount of \$240,000.

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratification

BACKGROUND

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

STATUS

For the current reporting period ending December 31, 2016 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period ended December 31, 2016

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$127,705
2000	Classified Salaries	\$31,844	
3000	Fringe Benefits		\$45,446
4000	Books and Supplies	\$178,883	
5000	Other Operating Expenses & Services		\$107,665
6000	Capital Outlay	\$80,244	
7000	Other Outgo		\$10,155
Total Transfers - General Fund		<u>\$290,971</u>	<u>\$290,971</u>
Total Transfers		<u>\$290,971</u>	<u>\$290,971</u>

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No 17-02 to Amend
FY 2016-2017 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

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

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

General Fund

Disabled Student Programs & Services (DSPS) at Saddleback College	(\$58,485)
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$7,361
CalWORKs at Saddleback College	\$72,119
Foster and Kinship Care Education at Saddleback College	(\$4,649)
Prop 39 Automation Controls at Irvine Valley College	\$14,000
Prop 39 STEM Computing at Saddleback College	\$50,000
NSF Level Up at Saddleback College	\$299,981
Total Increase to the General Fund	<u>\$380,327</u>

Total Budget Amendment

\$380,327

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 17-02 to amend the FY 2016-2017 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 17-02

January 23, 2017

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$380,327 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2016-2017 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

<u>General Fund</u>		
<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8100	Federal Revenue	\$ 307,342
8600	State Revenue	8,985
8800	Local Revenue	64,000
		<hr/>
		\$ 380,327
		<hr/>
<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 102,079
2000	Classified Salaries	18,085
3000	Fringe Benefits	24,893
4000	Books and Supplies	23,325
5000	Other Operating Expenses and Services	207,945
6000	Capital Outlay	4,000
		<hr/>
		\$ 380,327
		<hr/>
	Total Budget Amendment	\$ 380,327
		<hr/>

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: December 2016 – January 2017 Change Orders/ Amendments

ACTION: Ratification

BACKGROUND

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

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A.	<u>McCarthy Building Companies, Inc.</u> Advanced Technology and Education Park IVC First Building Project – Construction Services Change Order No. 2 – For revisions to the general contractor's contract. SOCCCD	\$0	16,344,752.00
B.	<u>T and D Communications, Inc.</u> South Orange County Community College District – District-wide Air Blow Fiber Project – Construction Services Change Order No. 6 – For revisions to the general contractor's contract. SOCCCD	\$0	\$723,438.51
C.	<u>Alternative Delivery Solutions, LLC</u> Saddleback College Access Control, Phase 1 Project – Design-build Consultant Services Amendment No. 1 – For revisions to the consultant's contract. SOCCCD	\$0	\$232,310.00
D.	<u>Saddleback Beauty Academy</u> Vocational Cosmetician Educational Services Agreement– Amendment No. 1 – For revisions of management services point of contact person. Saddleback College	\$0	\$215,000.00

E.	<u>Saddleback Beauty Academy</u> Vocational Cosmetology Educational Services Agreement– Amendment No. 1 – For revisions of management services point of contact person. Saddleback College	\$0	\$215,000.00
F.	<u>Western Audio Visual</u> Saddleback College Board Room Audio Visual Project – Construction Services Change Order No. 1 – For project revisions to the general contractor's contract. SOCCCD	(\$23,817.00)	\$165,765.14

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ATEP IVC First Building Project
Board Change Order No. 2

January 23, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 2 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
17	Design-Build Contractor	McCarthy Building Companies, Inc.		\$16,285,000.00	\$59,752.00	\$0.00	\$16,344,752.00	15
		20401 SW Birch Street Newport Beach, CA 92660	TOTAL	16,285,000.00			16,344,752.00	15

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	11/18/2016	Revise Articles 11.5 and Articles 11.6.1 and 11.6.2 of the General Conditions as they relate to Owner carried Builder's Risk in lieu of Design Build Entity.	by District	reviewed	\$0.00	0
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	0

South Orange County Community College District
 District-wide Air Blow Fiber Project
 Bid #318D
 Board Change Order No. 6
 January 23, 2016

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
318D	General Contractor	T and D Communications, Inc.		\$658,089.00	\$65,349.51	\$0.00	\$723,438.51	187
		12102 Severn Way Riverside, CA 92503	TOTAL	658,089.00			723,438.51	187

COR No.	Date	Description	Requested	Status	Amount	Time Extension
N/A	11/16/2016	No cost, time extension due to delay in multi-mode fiber cabling	by District	reviewed	\$0.00	60
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	60

**AMENDMENT No. 1
TO THE DESIGN-BUILD CONSULTANT SERVICES AGREEMENT
ACCESS CONTROL PHASE 1 PROJECT
AT SADDLEBACK COLLEGE**

November 15, 2016

THIS AMENDMENT shall modify the original agreement dated October 25th, 2016 by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and ALTERNATIVE DELIVERY SOLUTIONS, LLC, 24396 Tropicana Place, Laguna Niguel, CA 92677 hereinafter referred to as "VENDOR".

WHEREAS, Article 7 of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of the parties by written modification only; and

WHEREAS, Article 2 of the original agreement provides for a draft schedule prepared by the Design-Build entity as an attachment; that a kick-meeting be conducted with the DISTRICT; services to be provided include approval or pay requests; and

WHEREAS, Article 6 requires workers compensation and employers liability insurance, and;

WHEREAS, Attachment A identifies the Overview as Phase III.

NOW, THEREFORE, the parties agree as follows:

Article 2 shall read:

1. Deletion of the requirement for a draft schedule (paragraph 1)
2. Change kick-meeting to "kickoff meeting" (paragraph 6c)
3. Services to be provided include "approval of pay requests, etc." (paragraph 8b)

Article 6 shall read:

1. Delete the requirement for workers' compensation and employers' liability insurance (paragraph 2a)

Attachment A shall read:

ATTACHMENT A – OVERVIEW OF PHASE IV – DESIGN AND CONSTRUCTION

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

“DISTRICT”

South Orange County Community College District

“VENDOR”

Alternative Delivery Solutions, LLC

By: 
Dr. Debra L. Fitzsimons
Acting Chancellor

By: 
Robert J. Hartung
President

Date: DEC -7 2016

Date: 11/11/16

**AMENDMENT NO. 1
TO VOCATIONAL COSMETOLOGY EDUCATION SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE**

THIS AMENDMENT No. 1 entered into on December 15, 2016, shall modify the Vocational Cosmetology Education Services Agreement dated October 1, 2015, (“AGREEMENT”) by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT” and Lankay International dba Saddleback Beauty Academy, hereinafter referred to as “CONTRACTOR”.

WHEREAS, Article 1 of the AGREEMENT establishes that if CONTRACTOR’S management services point of contact is replaced with another person, the name and contact information for this person will be provided within one week of this change; and

WHEREAS, Article 2, Section 2.2.d requires instructors performing services under this AGREEMENT to be employed by the CONTRACTOR and enter into an “AGREEMENT for Teaching Services;” and

WHEREAS, CONTRACTOR has identified a change in management contact and a designated instructor in the AGREEMENT as identified herein; and

WHEREAS, SADDLEBACK COLLEGE has reviewed these changes and accepts the changes; and

WHEREAS, CONTRACTOR is revising its address for AGREEMENT notices.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree to modify the AGREEMENT as follows:

1. Article 1.11 shall be replaced by the following:

Management Services. CONTRACTOR’S management services shall be provided by Kayla Takano. Contact information for Kayla Takano will be provided to Saddleback College’s identified contact who will act as the single point of contact between CONTRACTOR and Saddleback College. If Kayla Takano is replaced with another person, the name and contact information for this person will be provided within one week of this change.

2. Pursuant to Article 2, Section 2.2.d of the AGREEMENT, certain employees of CONTRACTOR must be designated as instructors for purposes of this AGREEMENT. Instructor, Thuy Minniti, is no longer employed by CONTRACTOR and therefore, may no longer be designated as an instructor. Therefore, the Teaching Agreement entered into

Amendment No. 1 to Vocational Cosmetician Education Contract for Saddleback College
Page Two

pursuant to Article 2, Section 2.2.d on September 9, 2015, with Thuy Minniti is hereby terminated.

3. Article 11.13 shall be replaced by the following:

Communications between the parties shall be sent to the following addresses:

<p>DISTRICT Dr. Debra L. Fitzsimons Vice Chancellor, Business Services</p> <p>South Orange County</p> <p>Community College District 28000 Marguerite Parkway Mission Viejo, CA92692 <u>dfitzsimons@socccd.edu</u></p>	<p>CONTRACTOR Kayla Takano</p> <p>CEO Saddleback Beauty Academy 23565 Moulton Parkway # B Laguna Hills, CA 92653</p>	11/5/2017
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All other references in the AGREEMENT to “23565 Moulton Parkway # A” are changed to “23565 Moulton Parkway # B.”

4. There are no other changes to the AGREEMENT.

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

“DISTRICT”
South Orange Community College District

“CONTRACTOR”
Lankay International, INC. dba Saddleback
Beauty Academy

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

By: [Signature]
Kayla Takano
CEO

**AMENDMENT NO. 1
TO VOCATIONAL COSMETICIAN EDUCATION SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE**

THIS AMENDMENT No. 1 entered into on December 15, 2016, shall modify the Vocational Cosmetician Education Services Agreement dated October 1, 2015, (“AGREEMENT”) by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT” and Lankay International dba Saddleback Beauty Academy, hereinafter referred to as “CONTRACTOR”.

WHEREAS, Article 1 of the AGREEMENT establishes that if CONTRACTOR’S management services point of contact is replaced with another person, the name and contact information for this person will be provided within one week of this change; and

WHEREAS, Article 2, Section 2.2.d requires instructors performing services under this AGREEMENT to be employed by the CONTRACTOR and enter into an “AGREEMENT for Teaching Services;” and

WHEREAS, CONTRACTOR has identified a change in management contact and a designated instructor in the AGREEMENT as identified herein; and

WHEREAS, SADDLEBACK COLLEGE has reviewed these changes and accepts the changes; and

WHEREAS, CONTRACTOR is revising its address for AGREEMENT notices.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree to modify the AGREEMENT as follows:

1. Article 1.11 shall be replaced by the following:

Management Services. CONTRACTOR’S management services shall be provided by Kayla Takano. Contact information for Kayla Takano will be provided to Saddleback College’s identified contact who will act as the single point of contact between CONTRACTOR and Saddleback College. If Kayla Takano is replaced with another person, the name and contact information for this person will be provided within one week of this change.

2. Pursuant to Article 2, Section 2.2.d of the AGREEMENT, certain employees of CONTRACTOR must be designated as instructors for purposes of this AGREEMENT. Instructor, Thuy Minniti, is no longer employed by CONTRACTOR and therefore, may no longer be designated as an instructor. Therefore, the Teaching Agreement entered into

Amendment No. 1 to Vocational Cosmetician Education Contract for Saddleback College
Page Two

pursuant to Article 2, Section 2.2.d on September 9, 2015, with Thuy Minniti is hereby terminated.

3. Article 11.13 shall be replaced by the following:

Communications between the parties shall be sent to the following addresses:

DISTRICT
Dr. Debra L. Fitzsimons
Vice Chancellor, Business
Services

South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA92692
dfitzsimons@socccd.edu

CONTRACTOR
Kayla Takano

CEO
Saddleback Beauty
Academy
23565 Moulton Parkway#B
Laguna Hills, CA 92653

1/5/2017

All other references in the AGREEMENT to "23565 Moulton Parkway # A" are changed to "23565 Moulton Parkway # B."

4. There are no other changes to the AGREEMENT.

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

"DISTRICT"
South Orange Community College District

"CONTRACTOR"
Lankay International, INC. dba Saddleback
Beauty Academy

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

By: Kayla Takano
Kayla Takano
CEO

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Board Room Audio Visual Project
Saddleback College
Board Change Order No. 1
January 23, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO NO. 1 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (Cal. days)
2041	General Contractor	Western Audio Visual		\$189,582.14	\$0	-\$23,817	\$165,765.14	0
		1592 N. Batavia Street Suite 2, Orange, CA 92867	TOTAL	189,582.14			165,765.14	0

	Date	Description	Requested	Status	Amount	Added Cal. Days
	12/6/2016	Presentation Switcher Changes	By District	Approved	-\$2,035	0
	12/6/2016	Broadcast Switcher and Monitor Changes	by Integrator		-\$11,014	0
	12/6/2016	Camera Model Changes	by Integrator		-\$4,981	0
	12/6/2016	Audio Processing Changes	by Integrator		-\$3,029	0
	12/6/2016	Wireless Microphone Changes	by Integrator		-\$1,276	0
	12/6/2016	Display Changes	By District		-\$780	0
	12/6/2016	Monitor Changes	By District		\$1,121	0
	12/6/2016	Control System	by Integrator		-\$1,823	0
		TOTAL			(\$23,817)	0

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Purchase Orders and Checks
ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders over \$5,000 amounting to \$2,206,899.34 and an additional 414 purchase orders below \$5,000 amounting to \$320,216.12 for a combined total of \$2,527,115.46 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 1,549 checks in the amount of \$18,509,997.55 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

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



South Orange County Community College District

Purchase Order Ratification (Supplier)

November 22, 2016 through January 4, 2017

<u>PO Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P178095	Aardvark Clay and Supplies	Drying/Heating System for Ceramics	5,697.00
P178074	Aardvark Clay and Supplies	Kiln for ceramics	5,500.20
P177991	Ad Club Advertising Service	Advertising for Chancellor Search	43,000.00
P177865	Albertsons Purchase Advantage Card	Grocery Cards for Saddleback SEP	30,542.50
P177906	Allsteel, Inc. c/o Quality Office Furnishings	Furniture for IVC DSPS	18,126.29
P177884	Allsteel, Inc. c/o Quality Office Furnishings	IVC CEC/Outreach Furniture	15,613.47
P178029	American Association of Community Colleges	American Association of Community Colleges Membership	17,547.00
P177737	Apple Computer, Inc.	MacBooks & iMacs for the SCVets Center	15,454.80
P178010	Apple Computer, Inc.	MacBooks for the SC Vets Center	9,121.80
P178119	Apple Computer, Inc.	Mac Pro and iPad Air for IVC Marketing and VPAS	5,600.00
P177615	ASE Pest & Weed Supplies	Tank Sprayer	6,289.23
P177732	AVID Center	Avid Membership fee for FY2016/2017	5,400.00
P178120	Barobo, Inc.	Supplies for C-STEM-RoboPlay Bundles	14,889.55
P177916	Barobo, Inc.	Supplies for C-STEM-Robot Kits	6,200.72
P177907	Best Buy	Echo Smartpens	6,479.46
P177880	Best Buy	Echo Smartpens	5,167.80
P177587	Carolina Biological Supply	BID 331- Chemistry IVC Glassware	5,048.57
P177909	CCS Presentation Systems, Inc.	Audio Visual Equipment for IVC Classroom Upgrades	22,161.76
P177887	CDW Government LLC	Laptops and Carts for IVC Student Life	166,502.40
P178037	CDW Government LLC	IVC Computer Refresh BSTIC 214	125,067.24
P178035	CDW Government LLC	Virtual Machines for IVC Desktop Refresh	28,620.00
P177710	CDW Government LLC	Laptops for ATEP	26,396.14
P178011	CDW Government LLC	Laptops for SC VETS Department	11,098.00
P178122	CDW Government LLC	Computers for IVC Counseling	10,585.08
P177800	CDW Government LLC	Laptops and Desktops SC VETS Center	7,749.84
P177581	CDW Government LLC	IVC Technology Ugrades	5,682.11
P177590	Chemglass Life Sciences, LLC	BID 331- Chemistry IVC Glassware	7,627.95
P177716	CI Solutions	Supplies for SC Campus ID Card Machine	5,595.40
P177621	Colorado Time Systems	SC Aquatics Timing System Equipment	5,568.76
P177883	Connection	Monitors for IVC Desktop Refresh	9,202.52
P178006	CPP, Inc.	Career Testing	7,517.50
P177882	Dell Marketing	Dell PowerEdge for IVC Server Room	5,708.56
P177802	Dept Industrial Relations Office of Self-Insurance Plan	Assessment for FY 2016-2017	16,002.37
P178069	Eplus Technology, Inc.	Artico Intelligent Archive NAS Appliance	64,587.44
P177912	Eplus Technology, Inc.	Equipment for Wireless Access Point Project - Phase 1	19,418.40
P177866	Eplus Technology, Inc.	Cisco Network Device and Accessories for the VETS Center	6,177.60
P177588	Fisher Scientific Company, LLC	BID 331- Chemistry IVC Glassware	19,102.01
P177771	Grace Training Supply	Grace Kits for Nursing Students	11,611.20
P177770	Grace Training Supply	Grace Kits for Nursing Students	7,717.20
P178012	Granicus, Inc.	District Board Room Software	10,190.60
P177619	Heart Rate, Inc.	SC KNES Equipment	13,062.60
P177626	Herc Rentals Inc.	Genie TZ-34/20 Towable Vehicle	28,576.80
P178034	Medical Shipment, LLC	Med. Asst. Student Material Fees/Supplies Spring 2017	6,302.75
P177911	Microsoft Store	5 Microsoft Surface Pro 4 for SC Matriculation	6,949.68
P178056	Optiv Security, Inc.	District-wide Network Security Firewall Refresh Project.	699,146.64
P177979	Paper 360, Inc.	Stores White Paper	41,186.88
P177790	Pasco Scientific	Equipment for IVC Physical Sciences Lab	36,070.96
P177624	PMW Associates	Tuition Fee for Strategic Police Planning POST Plan III Workshop	5,500.00
P178026	Quality Office Furnishings, Inc.	IVC DSPS Furniture	6,188.51
P177585	Quark Enterprises, Inc.	BID 331- Chemistry IVC Glassware	17,065.81
P178007	Queen Beach Printers, Inc.	SC Financial Aid Mailer	10,265.00
P177617	Ralphs Grocery Company Controller's Office	Food Cards for SC SEP	21,042.50
P177738	Ralphs Grocery Company Controller's Office	Food Cards for SC SEP	19,712.50
P177601	S & B Foods Catering Division	Meal Cards for IVC EOPS	5,000.00
P177618	Saddleback Bookstore	Textbook Cards for SC SEP	200,000.00
P177860	Saddleback Bookstore	Transportation Cards for SC SEP	25,350.00
P177828	Saddleback Warehouse	Paper for IVC Duplicating Center	8,206.05
P177966	Scantron Corporation	Scanners and Scan Tools for SC Matriculation	22,879.96
P177635	Quality Office Furnishings, Inc.	Sabbatical Leave Bonds 2016-2017	16,800.00
P178068	Quark Enterprises, Inc.	Laptops for SC Science Building	51,289.20
P178070	Queen Beach Printers, Inc.	Ink for SC Vets Center	7,777.88
P177754	Sehi Computer Products	Copier/Printers for SC Vets Center	6,286.71
P178064	Smith-Sharpe Fire Brick Supply	Shelving for ceramics	6,640.52



South Orange County Community College District

EXHIBIT A
Page 2 of 2

Purchase Order Ratification (Supplier)

November 22, 2016 through January 4, 2017

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P177620	Sorinex Exercise Equipment, Inc.	SC KNES Replacement Equipment	9,481.45
P177589	Spectrum Chemical Mfg. Corporation	BID 331- Chemistry IVC Glassware	8,878.80
P177910	Spinitar Presentation Products, Inc.	Hitachi Projectors and Lenses for SC	11,944.76
P178009	Spinitar Presentation Products, Inc.	Projection and accessories for SC Vets Center	8,020.76
P177988	Topspin Sports	Scoreboards for the IVC Tennis courts	6,174.52
P177612	Varsity Image	SC Basketball Gym Scoring Table	5,908.10
P177870	Veritiv Operating Company	SC Maintenance Equipment	14,993.85
P177591	VWR International, Inc.	BID 331- Chemistry IVC Glassware	32,876.18
P177757	Ward's Science	IVC GEOG Supplies and Equipment.	6,971.50
P177731	Xerox Corporation	Photocopier for SC Matriculation	11,426.40
P178073	YBP Library Services	YBP book orders for SC	8,341.41
P178067	YBP Library Services	YBP book orders for SC	5,012.19
Total Purchase Orders Over \$5,000			2,206,899.34
414 Purchase Orders Under \$5,000			320,216.12
TOTAL PURCHASE ORDERS			2,527,115.46



South Orange County Community College District

Purchase Order Ratification (Amount)

November 22, 2016 through January 4, 2017

<u>PO</u>	<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
	P178056	Optiv Security, Inc.	District-wide Network Security Firewall Refresh Project.	699,146.64
	P177618	Saddleback Bookstore	Textbook Cards for SC SEP	200,000.00
	P177887	CDW Government LLC	Laptops and Carts for IVC Student Life	166,502.40
	P178037	CDW Government LLC	IVC Computer Refresh BSTIC 214	125,067.24
	P178069	Eplus Technology, Inc.	Artico Intelligent Archive NAS Appliance	64,587.44
	P178068	Quark Enterprises, Inc.	Laptops for SC Science Building	51,289.20
	P177991	Ad Club Advertising Service	Advertising for Chancellor Search	43,000.00
	P177979	Paper 360, Inc.	Stores White Paper	41,186.88
	P177790	Pasco Scientific	Equipment for IVC Physical Sciences Lab	36,070.96
	P177591	VWR International, Inc.	BID 331- Chemistry IVC Glassware	32,876.18
	P177865	Albertsons Purchase Advantage Card	Grocery Cards for Saddleback SEP	30,542.50
	P178035	CDW Government LLC	Virtual Machines for IVC Desktop Refresh	28,620.00
	P177626	Herc Rentals Inc.	Genie TZ-34/20 Towable Vehicle	28,576.80
	P177710	CDW Government LLC	Laptops for ATEP	26,396.14
	P177860	Saddleback Bookstore	Transportation Cards for SC SEP	25,350.00
	P177966	Scantron Corporation	Scanners and Scan Tools for SC Matriculation	22,879.96
	P177909	CCS Presentation Systems, Inc.	Audio Visual Equipment for IVC Classroom Upgrades	22,161.76
	P177617	Ralphs Grocery Company Controller's Office	Food Cards for SC SEP	21,042.50
	P177738	Ralphs Grocery Company Controller's Office	Food Cards for SC SEP	19,712.50
	P177912	Eplus Technology, Inc.	Equipment for Wireless Access Point Project - Phase 1	19,418.40
	P177588	Fisher Scientific Company, LLC	BID 331- Chemistry IVC Glassware	19,102.01
	P177906	Allsteel, Inc. c/o Quality Office Furnishings	Furniture for IVC DSPS	18,126.29
	P178029	American Association of Community Colleges	American Association of Community Colleges Membership	17,547.00
	P177585	Quark Enterprises, Inc.	BID 331- Chemistry IVC Glassware	17,065.81
	P177635	Quality Office Furnishings, Inc.	Sabbatical Leave Bonds 2016-2017	16,800.00
	P177802	Dept Industrial Relations Office of Self-Insurance Pl	Assessment for FY 2016-2017	16,002.37
	P177884	Allsteel, Inc. c/o Quality Office Furnishings	IVC CEC/Outreach Furniture	15,613.47
	P177737	Apple Computer, Inc.	MacBooks & iMacs for the SCVets Center	15,454.80
	P177870	Veritiv Operating Company	SC Maintenance Equipment	14,993.85
	P178120	Barobo, Inc.	Supplies for C-STEM-RoboPlay Bundles	14,889.55
	P177619	Heart Rate, Inc.	SC KNES Equipment	13,062.60
	P177910	Spinitar Presentation Products, Inc.	Hitachi Projectors and Lenses for SC	11,944.76
	P177771	Grace Training Supply	Grace Kits for Nursing Students	11,611.20
	P177731	Xerox Corporation	Photocopier for SC Matriculation	11,426.40
	P178011	CDW Government LLC	Laptops for SC VETS Department	11,098.00
	P178122	CDW Government LLC	Computers for IVC Counseling	10,585.08
	P178007	Queen Beach Printers, Inc.	SC Financial Aid Mailer	10,265.00
	P178012	Granicus, Inc.	District Board Room Software	10,190.60
	P177620	Sorinex Exercise Equipment, Inc.	SC KNES Replacement Equipment	9,481.45
	P177883	Connection	Monitors for IVC Desktop Refresh	9,202.52
	P178010	Apple Computer, Inc.	MacBooks for the SC Vets Center	9,121.80
	P177589	Spectrum Chemical Mfg. Corporation	BID 331- Chemistry IVC Glassware	8,878.80
	P178073	YBP Library Services	YBP book orders for SC	8,341.41
	P177828	Saddleback Warehouse	Paper for IVC Duplicating Center	8,206.05
	P178009	Spinitar Presentation Products, Inc.	Projection and accessories for SC Vets Center	8,020.76
	P178070	Queen Beach Printers, Inc.	Ink for SC Vets Center	7,777.88
	P177800	CDW Government LLC	Laptops and Desktops SC VETS Center	7,749.84
	P177770	Grace Training Supply	Grace Kits for Nursing Students	7,717.20
	P177590	Chemglass Life Sciences, LLC	BID 331- Chemistry IVC Glassware	7,627.95
	P178006	CPP, Inc.	Career Testing	7,517.50
	P177757	Ward's Science	IVC GEOG Supplies and Equipment.	6,971.50
	P177911	Microsoft Store	5 Microsoft Surface Pro 4 for SC Matriculation	6,949.68
	P178064	Smith-Sharpe Fire Brick Supply	Shelving for ceramics	6,640.52
	P177907	Best Buy	Echo Smartpens	6,479.46
	P178034	Medical Shipment, LLC	Med. Asst. Student Material Fees/Supplies Spring 2017	6,302.75
	P177615	ASE Pest & Weed Supplies	Tank Sprayer	6,289.23
	P177754	Sehi Computer Products	Copier/Printers for SC Vets Center	6,286.71
	P177916	Barobo, Inc.	Supplies for C-STEM-Robot Kits	6,200.72
	P178026	Quality Office Furnishings, Inc.	IVC DSPS Furniture	6,188.51
	P177866	Eplus Technology, Inc.	Cisco Network Device and Accessories for the VETS Center	6,177.60
	P177988	Topspin Sports	Scoreboards for the IVC Tennis courts	6,174.52
	P177612	Varsity Image	SC Basketball Gym Scoring Table	5,908.10



South Orange County Community College District

EXHIBIT B
Page 2 of 2

Purchase Order Ratification (Amount)

November 22, 2016 through January 4, 2017

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P177882	Dell Marketing	Dell PowerEdge for IVC Server Room	5,708.56
P178095	Aardvark Clay and Supplies	Drying/Heating System for Ceramics	5,697.00
P177581	CDW Government LLC	IVC Technology Ugrades	5,682.11
P178119	Apple Computer, Inc.	Mac Pro and iPad Air for IVC Marketing and VPAS	5,600.00
P177716	CI Solutions	Supplies for SC Campus ID Card Machine	5,595.40
P177621	Colorado Time Systems	SC Aquatics Timing System Equipment	5,568.76
P178074	Aardvark Clay and Supplies	Kiln for ceramics	5,500.20
P177624	PMW Associates	Tuition Fee for Strategic Police Planning POST Plan III Wor	5,500.00
P177732	AVID Center	Avid Membership fee for FY2016/2017	5,400.00
P177880	Best Buy	Echo Smartpens	5,167.80
P177587	Carolina Biological Supply	BID 331- Chemistry IVC Glassware	5,048.57
P178067	YBP Library Services	YBP book orders for SC	5,012.19
P177601	S & B Foods Catering Division	Meal Cards for IVC EOPS	5,000.00
Total Purchase Orders Over \$5,000			2,206,899.34
414 Purchase Orders Under \$5,000			320,216.12
TOTAL PURCHASE ORDERS			2,527,115.46



South Orange County Community College District

EXHIBIT C
Page 1 of 1

Check Ratification

November 22, 2016-January 4, 2017

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	1,289	11,853,201.60
07 IVC Community Education	7	10,422.61
09 SC Community Education	40	136,643.55
12 Child Development	17	210,435.71
40 Capital Outlay	122	5,849,333.13
68 Self Insurance	5	18,213.95
71 Retiree Benefit	2	382,357.16
95 SC Associated Student Government	15	7,112.48
96 IVC Associated Student Government	52	42,277.36
Total	1,549	18,509,997.55

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: November and December 2016 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$88,300 for equipment, supplies and maintenance projects. During November and December 2016, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

<u>Ellucian</u> Software License and Maintenance Agreement- For the license and maintenance of SEVIS Database management software for colleges to meet federal reporting requirements for F-1 visa students from 12/1/2016 to 11/30/2021. District Services	\$85,786.00
<u>LANAIR Group, LLC</u> Software License and Hardware Support Agreement- For the renewal of license and equipment support of Dell/Compellent, a data storage system, from 12/1/2016 to 11/30/2019. Irvine Valley College	\$76,938.21
<u>Terra Pave</u> Construction Service Agreement- For the repair of parking lot 4 from 11/24/2016 to 1/8/2017. Irvine Valley College	\$67,900.00
<u>Strata Information Group</u> Independent Contractor Agreement- For consulting services to facilitate Business Process Analysis (BPA) Workshops focusing on student-related processes from 9/1/2016 to 6/30/2017. District Services	\$51,520.00
<u>FTI Consulting, Inc.</u> Independent Contactor Agreement- For providing real estate transaction and financial advisory services on special projects from 9/21/2016 to 3/21/2017. District Services	\$50,000.00

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

<u>Los Angeles Trade-Technical College</u> Grant Agreement- For educating future workforce in improving energy efficiency and creating clean energy jobs from 12/8/2016 to 3/1/2017. Irvine Valley College	\$50,000.00 (Revenue)
<u>Schneider Electric</u> Service and Maintenance Agreement- For the maintenance of cooling units used by the District Data Center from 11/18/2016 to 11/17/2019. District Services	\$48,213.39
<u>Paradigm, Inc.</u> Professional Services Agreement- For producing diplomas and certificates for IVC students from 11/30/2016 to 11/30/2019. Irvine Valley College	\$43,500.00
<u>Arroyo Trabuco Golf Club</u> Independent Contractor Agreement- For facility use for men's and women's golf team from 3/1/2016 to 6/30/2018. Saddleback College	\$40,000.00
<u>Dmoorecreative</u> Independent Contractor Agreement (Amend #2)- No cost extension of video production services from 12/31/2016 to 6/30/2017 with total contract remaining at \$39,750. Saddleback College	\$39,750.00
<u>RT Contractor Corp.</u> Construction Service Agreement- For the installation of wall guards at Learning Resources Center from 12/1/2016 to 3/1/2017. Saddleback College	\$36,500.00
<u>Parsons Brinckerhoff, Inc.</u> Construction Service Agreement- For labor compliance services for ATEP-IVC First Building Project from 12/9/2016 to 4/9/2018. District Services	\$31,163.00
<u>Blue Tiger, Inc. Consulting</u> Independent Contractor Agreement- For custom designing a data collection, compliance and program evaluation package from 1/2/2017 to 6/30/2017. Saddleback College	\$30,000.00
<u>Granicus, Inc.</u> Professional Services Agreement- To upgrade video recording software system, used for live and on-demand webcasting of board of trustees meetings, from 1/1/2017 to 12/31/2017. District Services	\$30,000.00
<u>Altaware</u> Software Maintenance and Support Agreement- For the renewal of ForeScout, a wireless access network controller, used by the Technology Services Department from 10/9/2016 to 10/8/2017. Irvine Valley College	\$29,400.00

<u>TAIT & Associates, Inc.</u> Professional Services Agreement- For land surveyor services for the Parking Lot Phase 1A and Solar Shade Project at Irvine Valley College from 12/2/2016 to 6/30/2018. District Services	\$27,300.00
<u>University of Central Florida</u> Sub-Grant Agreement (Amend #3)- For the no cost extension of the National Center for Optics and Photonics Education (OP-TEC) sub-agreement term from 8/31/2016 to 8/31/2017 for a total contract remaining at \$25,000. Irvine Valley College	\$25,000.00
<u>Covoc Corporations</u> Construction Service Agreement- For window blind installation services and repair from 11/17/2016 to 2/17/2017. Irvine Valley College	\$24,949.95
<u>Expert Window Coverings, Inc.</u> Construction Service Agreement- For window blind installation services in Sciences Building from 11/1/2016 to 2/1/2017. Saddleback College	\$24,700.00
<u>Fish Window Cleaning</u> Professional Services Agreement- For campus-wide window cleaning services from 12/19/2016 to 1/19/2017. Irvine Valley College	\$24,125.00
<u>TAIT & Associates, Inc.</u> Consultant Service Agreement- For land surveyor services for the Health Center-Concession Project at Irvine Valley College from 12/1/2016 to 6/30/2018. District Services	\$23,200.00
<u>Administrative Software Applications, Inc.</u> Software Subscription Agreement (Amend #1)- For the upgrade of a registration services software used by Adult Education of \$1,575 from 1/1/2017 to 6/30/2017 for a revised contract total of \$18,175. Saddleback College	\$18,175.00
<u>Emcor Services Mesa Energy Systems</u> Maintenance Service Agreement- For the annual preventative maintenance services of HVAC from 11/19/2016 to 1/3/2017. Irvine Valley College	\$18,049.00
<u>Day & Nite Doors, Inc.</u> Construction Service Agreement- For fire-door repair services from 11/30/2016 to 12/30/2016. Irvine Valley College	\$17,362.00
<u>Pali Retreat</u> Facility Use Agreement- For Student Government Leadership Retreat and Training in Running Springs, CA from 1/27/2017 to 1/29/2017. Irvine Valley College	\$17,320.00

<u>TAIT & Associates, Inc.</u> Professional Services Agreement- For land surveyor services for Parking Lot 9 Project at Saddleback College from 12/2/2016 to 6/30/2018. District Services	\$16,500.00
<u>The Vinewood Company, LLC</u> Architectural Services Agreement- For Division of the State Architect (DSA) Inspection Services for Fine Arts HVAC seismic bracing from 12/19/2016 to 1/30/2017. District Services	\$15,808.00
<u>Precision Concrete Cutting</u> Construction Service Agreement- For campus-wide American Disability Act (ADA) barrier removal services from 11/7/2016 to 12/7/2016. Irvine Valley College	\$15,353.52
<u>New Vision Construction</u> Construction Service Agreement- For insulation and soundboard installation services in Village 5 from 12/15/2016 to 3/15/2017. Saddleback College	\$15,201.00
<u>UCLA Conference Center</u> Facility Use Agreement- For Great Teachers Seminar Retreat at UCLA from 1/11/2017 to 1/13/2017. Saddleback College	\$15,040.00
<u>Network Kinection, LLC</u> Independent Contractor Agreement- For employer outreach services and assistance in identifying potential employment opportunities for students from 10/1/2016 to 10/1/2017. Saddleback College	\$15,000.00
<u>Purple Communications</u> Independent Contractor Agreement- For interpreting services for hearing impaired students from 12/1/2016 to 11/30/2017. Saddleback College	\$15,000.00
<u>Parsons Brinkerhoff</u> Construction Service Agreement- For labor compliance services for the ATEP Site Utilities and Infrastructure Phase 1 Project from 12/9/2016 to 4/9/2018. District Services	\$14,968.00
<u>CCS Presentation Systems</u> Independent Contractor Agreement- For audio visual system installation services in Room B230 from 12/15/2016 to 6/30/2017. Irvine Valley College	\$14,000.00
<u>CDW-G</u> Software License Agreement- For subscription of Struxureware, a data center management software, used by the Technology Service Department from 12/9/2016 to 12/9/2017. Irvine Valley College	\$13,035.68

<u>C.E.M. Lab Corp, Inc.</u> Consultant Services Agreement- For geotechnical testing and special inspection consulting services for Campus Backup Generator project from 12/1/2016 to 6/1/2017. Irvine Valley College	\$13,918.00
<u>New Vision Construction</u> Construction Service Agreement- For construction services to divide existing roof access area in Administration & Governance Building from 12/1/2016 to 3/1/2017. Saddleback College	\$13,751.55
<u>EMD Millipore</u> Maintenance Service Agreement- For maintenance services of deionized water system in Life Sciences Building from 11/17/2016 to 12/1/2017. Irvine Valley College	\$13,737.43
<u>Meridian IT, Inc.</u> Software License Agreement- For subscription of VMWare AirWatch, a virtualization software for mobile device management, from 12/1/2016 to 12/1/2017. Saddleback College	\$12,155.06
<u>Andrew Gomez</u> Independent Contractor Agreement (Amend #1) - For additional graphic editing services for college Career Matrix handbook of \$850 for a revised contract total of \$10,850. Irvine Valley College	\$10,850.00
<u>Nabih Houssef & Associates</u> Construction Service Agreement- For structural engineering services for the IVC Performing Arts Center from 12/9/2016 to 2/9/2017. District Services	\$10,300.00
<u>Discovery Cube Orange County</u> Facility Use Agreement- For IVC Fundraising Event on 3/11/2017. Irvine Valley College- Foundation	\$10,000.00
<u>Foundation of California Community Colleges</u> Sub-Grant Agreement- For hosting events to encourage student voter registration, education and participation in an effort to support the California Community College Civic Impact Project from 12/2/2016 to 6/30/2017. Saddleback College-Foundation	\$10,000.00 (Revenue)
<u>PrestoSports</u> Professional Services Agreement (Amend #1)- To extend Athletics website hosting services from 9/1/2016 to 8/31/2019. Irvine Valley College	\$9,250.00
<u>Southland Instruments Inc.</u> Independent Contractor Agreement- For maintenance and repair services of microscopes from 12/15/2016 to 6/30/2017. Irvine Valley College	\$8,592.00

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

<u>Mark Snyder Electric</u> Construction Service Agreement- For solar inverter replacement services in PE200 from 12/1/2016 to 1/1/2017. Irvine Valley College	\$8,011.50
<u>Penhall Rentals</u> Independent Contactor Agreement- For providing construction equipment rental services from 11/7/2016 to 6/30/2017. Irvine Valley College	\$8,000.00
<u>Tire Industry Association (TIA)</u> Independent Contractor Agreement- For instructor training in professional automobile and light truck technician classes for the Certified Automotive Tire Service (ATS) program from 1/1/2017 to 6/30/2017. Saddleback College	\$8,000.00
<u>Wente Vineyards Restaurant and Event Center</u> Facility Use and Catering Services- For State grant funded Real Estate Education Center Spring Conference in Livermore, CA on 4/14/2017. Saddleback College	\$7,500.00
<u>Watry Design, Inc.</u> Independent Contractor Agreement- For providing ATEP parking analysis from 10/21/2016 to 3/31/2017. District Services	\$7,250.00
<u>J. Harmon Construction Inc.</u> Field Service Agreement-For Dyno exhaust stack installation services in TAS Swing Space Building from 1/15/2017 to 4/4/2017. Saddleback College	\$7,225.00
<u>Employment Development Department</u> Standard Agreement– To provide employment counts of exiting participants in the Trade Adjustment Assistance Community College and Career Training program from 9/1/2016 to 6/30/2017. Saddleback College	\$6,808.84
<u>Krossover Intelligence, Inc.</u> Independent Contractor Agreement- For online sports video uploading, editing, and analysis of men’s and women’s basketball teams from 11/1/2016 to 10/31/2018. Saddleback College	\$6,000.00
<u>Avalon Tent and Party</u> Independent Contractor Agreement (Amend #1)- For additional event equipment rental service of \$2,500 for a revised contract total of \$5,000. Irvine Valley College	\$5,000.00
<u>Red Hawk Fire & Security</u> Independent Contractor Agreement- For annual fire safety services from 11/19/2016 to 6/31/2017. Irvine Valley College	\$5,000.00

<u>Orkin</u> Professional Services Agreement- For termite treatment services in Campus Police and Culinary Arts-Village 3 buildings from 12/12/2016 to 2/28/2017. Saddleback College	\$4,800.00
<u>Pacific Coachways Charter Services, Inc.</u> Professional Services Agreement- For transportation services for student Leadership Development & Training Retreat from 1/27/2017 to 1/29/2017. Irvine Valley College-ASIVC	\$4,526.00
<u>Ideal Data Solutions, Inc.</u> Independent Contractor Agreement- For data processing and filing services for 1099 form on Magnetic Media for 2016 tax year from 1/1/2017 to 12/31/2017. District Services	\$4,500.00
<u>CRI Electric Inc.</u> Field Service Agreement- For electrical services in TAS Swing Space Building from 12/15/2016 to 3/15/2017. Saddleback College	\$4,350.00
<u>Fernando Vasquez</u> Independent Contractor Agreement- For sound design and engineering services for The Nutcracker and Theatre Arts Spring 2017 musical from 12/12/2016 to 4/17/2017. Saddleback College	\$4,200.00
<u>Vital Link Orange County</u> Independent Contractor Agreement- For serving as the payment provider to non-IVC educators, participants of IVC Career Technology Education (CTE) Educator Externship, from 11/11/2016 to 12/15/2016. Irvine Valley College	\$4,200.00
<u>Weatherproofing Technologies, Inc.</u> Construction Service Agreement- For roof repair and maintenance services in A300 from 11/28/2016 to 12/28/2016. Irvine Valley College	\$4,130.00
<u>DoubleTree by Hilton Torrance-South Bay</u> Facility Use Agreement- For accommodation for Common Assessment Initiative (CAI) Professional Development Work Group from 3/2/2017 to 3/3/2017. Saddleback College	\$4,000.00
<u>LCS Constructions, Inc.</u> Field Service Agreement- For inspection and preventative maintenance services for chemical fume hoods from 1/2/2017 to 6/30/2017. Irvine Valley College	\$4,000.00
<u>College Center Network, Inc.</u> Subscription Agreement (Amend #1)- A no cost extension for subscription to College Central Network, a job posting site where students can access job postings and other resources, from 11/1/2016 to 10/31/2018 for a total contract Remaining at \$3,828.84. Irvine Valley College	\$3,828.84

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

<u>Haitbrink Asphalt Paving Inc.</u> Construction Service Agreement- For asphalt patching and sealing services in Fine Arts from 11/15/2016 to 1/15/2017. Saddleback College	\$3,750.00
<u>ACM Lighting Services</u> Field Service Agreement- For softball field lighting replacement services from 12/1/2016 to 3/1/2017. Saddleback College	\$3,678.50
<u>Parsons Brinckerhoff</u> Consulting Agreement- For labor compliance services for wireless access point installation project from 12/5/2016 to 4/5/2017. Saddleback College	\$3,435.00
<u>Ev Stanton</u> Independent Contractor Agreement (Amend #1) - For additional theatre design service of \$100 for a revised contract total of \$3,100. Saddleback College	\$3,100.00
<u>Barkshire Laser Leveling, Inc.</u> Independent Contractor Agreement- For laser leveling services of campus baseball field from 11/1/2016 to 6/30/2017. Saddleback College	\$3,000.00
<u>Greg Pettit</u> Educational Services Agreement- For community education presenter in lean practitioner courses from 1/17/2016 to 6/8/2018. Saddleback College	\$3,000.00
<u>KROQ-FM/ CBS Radio</u> Independent Contractor Agreement- For radio advertisements on KROQ-FM to promote Spring 2017 enrollment from 1/2/2017 to 1/9/2017. Saddleback College	\$3,000.00
<u>T3 Motion, Inc.</u> Independent Contractor Agreement- For repair service of T3 motion unit, an electric standup vehicle, from 10/25/2016 to 6/30/2017. Irvine Valley College	\$3,000.00
<u>Oak Creek Golf Club</u> Facility Use and Catering Service Agreement- For IVC Leadership Retreat in Irvine, CA on 11/30/2016. Irvine Valley College	\$3,000.00
<u>L2L Consulting</u> Independent Contractor Agreement- For providing a workshop to increase team effectiveness for division employees from 11/28/2016 to 6/30/2017. Saddleback College	\$2,974.15
<u>Los Golondrinas Mexican Food</u> Independent Contractor Agreement- For catering service for college event on 12/7/2016. Saddleback College	\$2,927.90

<u>New Vision Construction</u> Construction Service Agreement- For floor repair services in Campus Police Department from 12/15/2016 to 3/15/2017. Saddleback College	\$2,910.00
<u>CDW-G</u> Software License agreement- For license subscription of Fourwinds, a digital content managing software, used in Business Sciences and Technology Innovation Center from 12/1/2016 to 12/1/2017. Irvine Valley College	\$2,860.62
<u>CRI Electric Inc.</u> Construction Service Agreement- For installation service of outlet in Sciences Building from 11/15/2016 to 2/15/2017. Saddleback College	\$2,565.00
<u>Daniel O. Michael</u> Independent Contractor Agreement- For consultation services to connect with local biotech companies and organizations on behalf of the BioLink Depot program from 11/14/2016 to 5/17/2017. Irvine Valley College	\$2,500.00
<u>CRI Electric Inc.</u> Construction Service Agreement- For E-power circuit installation service in Student Services Center from 11/15/2016 to 2/15/2017. Saddleback College	\$2,430.00
<u>Astronics Test Systems</u> Educational Services Agreement- For customized Microsoft Outlook training for Astronics Test System, Inc. employees from 12/7/2016 to 12/8/2016. Saddleback College	\$2,160.00 (Revenue)
<u>Southland Instruments, Inc.</u> Independent Contractor Agreement- For annual maintenance and repair services of the microscopes for Geology Department from 1/1/2017 to 6/30/2017. Irvine Valley College	\$2,021.00
<u>Parsons Brinckerhoff, Inc.</u> Construction Service Agreement- For labor compliance services for Board Audio Visual Project from 12/19/2016 to 1/23/2017. District Services	\$1,800.00
<u>David Lutch</u> Independent Contractor Agreement- For game worker services at athletic events from 10/24/2016 to 5/31/2017. Saddleback College	\$1,000.00
<u>DoubleTree by Hilton Irvine Spectrum</u> Facility Use Agreement- To accommodate accreditation site team executives to review the Paralegal Program for certification on 12/4/2016. Irvine Valley College	\$2,000.00

<u>Sam Fulton</u> Independent Contractor Agreement- For game worker services at athletic events from 8/25/2016 to 5/31/2017. Saddleback College	\$2,000.00
<u>Coast Community College District</u> Independent Contractor Agreement- For serving as the registration payment provider for the Orange County Cyber Patriot Program from 11/14/2016 to 12/20/2016. Irvine Valley College	\$1,950.00
<u>North Orange County Community College District</u> Independent Contractor Agreement- For serving as the registration payment provider for the Orange County Cyber Patriot Program from 11/15/2016 to 11/30/2016. Irvine Valley College	\$1,950.00
<u>ARTstor</u> Software License Agreement- For subscription renewal of ARTstor, a digital library management software, used by the Library from 12/12/2016 to 12/12/2017. Irvine Valley College	\$1,910.00
<u>NetSupport Incorporated</u> Software License Agreement- For subscription renewal of NetSupport School, a screen activity monitoring software used for instruction, from 1/1/2017 to 12/31/2017. Irvine Valley College	\$1,612.26
<u>John Spiers</u> Educational Services Agreement- For community education in finance, business and entrepreneurship courses from 1/1/2016 to 6/30/2018. Irvine Valley College	\$1,592.50
<u>Barkshire Laser Leveling</u> Construction Service Agreement- For laser leveling services of baseball infield from 11/15/2016 to 12/15/2016. Irvine Valley College	\$1,500.00
<u>Lake Washington Institute of Technology</u> Independent Contractor Agreement- For travel expenses for industry partners to develop a 2-year Associate Degree Program in Photonics Technology from 11/30/2016 to 12/9/2016. Irvine Valley College	\$1,500.00
<u>Premier Fitness Services</u> Independent Contractor Agreement (Amend #1)- For additional repair services of \$844.44 and to extend service term from 11/18/2016 to 6/30/2017 for a revised contract total of \$1,344.44. Irvine Valley College	\$1,344.44
<u>Phoenix Group</u> Independent Contractor Agreement- To extend warranty for handheld citation equipment used by Campus Police Department from 11/18/2016 to 11/18/2019. Irvine Valley College	\$1,307.60

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

<u>Quality Office Furnishings</u> Independent Contractor Agreement- For furniture design service for Disabled Students Programs & Services (DSPS) Office from 11/10/2016 to 12/10/2016. Irvine Valley College	\$1,296.00
<u>Bruce A. Stevens</u> Independent Contractor Agreement- For piano tuning and repair services for Music Department from 11/29/2016 to 6/30/2017. Saddleback College	\$1,250.00
<u>Computerland of Silicon Valley</u> Software Subscription Agreement- For subscription of SmartView Calculator used by the Math Department, from 12/6/2016 to 12/6/2017. Irvine Valley College	\$1,200.00
<u>Vortex Industries Inc.</u> Construction Service Agreement- For repair service of roll-up door at Learning Resource Center entrance from 12/15/2016 to 3/15/2017. Saddleback College	\$1,194.00
<u>Masters Notary Academy</u> Educational Services Agreement- For community education in notary/loan courses from 1/17/2016 to 6/30/2018. Irvine Valley College	\$1,050.00
<u>VFS Fire & Security Services</u> Independent Contractor Agreement (Amend #1)- For additional fire alarm repair service of \$620 for a revised contract total of \$1,050. District Services	\$1,050.00
<u>New Vision Construction</u> Construction Service Agreement- For repair services in Child Care Center from 8/15/2016 to 11/15/2016. Saddleback College	\$1,006.68
<u>Accommodating Ideas, Inc.</u> Independent Contractor Agreement- For sign language interpreting services from 12/1/2016 to 6/30/2017. Irvine Valley College	\$1,000.00
<u>Linguabee</u> Independent Contractor Agreement- For sign language interpreting services from 12/2/2016 to 6/30/2017. Irvine Valley College	\$1,000.00
<u>Miguel A. Munoz, Jr.</u> Independent Contractor Agreement- For game worker services at athletic events from 8/25/2016 to 5/31/2017. Saddleback College	\$1,000.00
<u>Quick Caption</u> Independent Contractor Agreement- For sign language interpreting services from 12/1/2016 to 6/30/2017. Irvine Valley College	\$1,000.00

<u>Total Concept Integration, Inc.</u> Software License Agreement- For subscription of NewTek Advanced Edition Educational Software Bundle, a downloadable virtual reality software used for Perkins Grant activities, from 12/2/2016 to 12/2/2017. Saddleback College	\$995.00
<u>Lightning Tools</u> Software License Agreement- For subscription renewal of Social Squared 2010 Software Assurance, a SharePoint add on software, used by the Technology Services Department from 12/9/2016 to 12/9/2017. Irvine Valley College	\$998.00
<u>Community Publications, LLC DBA Sorbet-A SoCal Senior Publication</u> Independent Contractor Agreement- For advertising in the Easy Rider Transportation Resource Guide from 12/2/2016 to 11/27/2017. Saddleback College	\$950.00
<u>Pascal</u> Independent Contractor Agreement- For catering services for Feast of Lights event on 12/4/2016. Saddleback College	\$900.00
<u>Costume Theatre Inventory Resources</u> Software Agreement- An inventory software used to record theater equipment and costumes from 12/15/2016 to 12/14/2017. Irvine Valley College	\$881.20
<u>Like-Nu Concrete Magic</u> Construction Service Agreement- For light pole and base repair services from 11/1/2016 to 2/1/2017. Saddleback College	\$875.00
<u>Shaylene Garber</u> Independent Contractor Agreement- For theater technician services for The Nutcracker performance from 12/12/2016 to 12/19/2016. Saddleback College	\$870.00
<u>FileMaker</u> Software License Agreement- For subscription renewal of FileMaker, a custom application software, used by the Technology Services Department from 12/9/2016 to 12/9/2017. Irvine Valley College	\$859.00
<u>Scannx</u> Software Subscription Agreement- For subscription renewal of Scannx, a book scanner software, used in the Student Success Center from 1/22/2017 to 1/21/2018. Irvine Valley College	\$850.00
<u>CDW-G</u> Software License Agreement- For license subscription renewal of TechSmith Software Bundle, a screen capture, recording and video editing software, from 9/23/2016 to 9/23/2017. District Services	\$816.35

<u>Ronald Gable</u> Educational Services Agreement- For community education in retirement courses from 1/17/2016 to 6/30/2018. Irvine Valley College	\$735.00
<u>Communications General Corporation</u> Independent Contractor Agreement- For frequency measurement service to monitor KSBR's FCC compliance from 11/1/2016 to 6/30/2017. Saddleback College	\$702.00
<u>Hyun Shil Kim</u> Independent Contractor Agreement- For guest artist, violinist, to perform in the Feast of Lights Concert from 12/2/2016 to 12/4/2016. Saddleback College-Foundation	\$680.00
<u>CDW-G</u> Software License Agreement- For license renewal of Fourwinds, a digital content player, used throughout campus to display contents on screens from 11/1/2016 to 10/31/2017. Irvine Valley College	\$664.63
<u>B&H Photo</u> Software License Agreement- For software subscription of KOLOR, a video-stitching software, from 12/1/2016 to 12/1/2017. Saddleback College	\$649.00
<u>Jackie Strobel</u> Independent Contractor Agreement- For providing intermediate Microsoft Outlook training to Astronics Test Systems, Inc. employees on 12/7/2016 and 12/8/2016. Saddleback College	\$640.80
<u>Gary Cato</u> Independent Contractor Agreement- For officiating services for the Athletics Department for softball home games and tournaments from 11/24/2016 to 6/30/2017. Saddleback College	\$600.00
<u>Russ Joseph</u> Independent Contractor Agreement- For officiating services for the Athletics Department for softball home games and tournaments from 11/24/2016 to 6/30/2017. Saddleback College	\$600.00
<u>Yu Chien Lin</u> Independent Contractor Agreement- For guest artist, percussionist, to perform in the Feast of Lights Concert from 12/2/2016 to 12/4/2016. Saddleback College-Foundation	\$595.00
<u>Phoenix Group</u> Independent Contractor Agreement- For hardware maintenance and software support for handheld citation equipment from 11/1/2016 to 6/30/2017. Irvine Valley College	\$592.00

<u>Antoinette Brown</u> Independent Contractor Agreement- For providing presentation to the participants of IVC Career Technology Education (CTE) Educator Externship, from 11/28/2016 to 12/6/2016. Irvine Valley College	\$500.00
<u>Johnny Gonzalez</u> Independent Contractor Agreement- For coordinating students in Cyber Patriot program from 12/9/2016 to 12/15/2016. Irvine Valley College	\$500.00
<u>Tinh Tran</u> Independent Contractor Agreement- For providing presentation to the participants of IVC Career Technology Education (CTE) Educator Externship, from 11/28/2016 to 12/6/2016. Irvine Valley College	\$500.00
<u>Nettie's Party Pals</u> Independent Contractor Agreement- For providing animal therapy for end of the semester celebration on 11/30/2016. Irvine Valley College- ASIVC	\$500.00
<u>New Vision Construction</u> Construction Service Agreement- For door threshold repair services in Health Science Building from 11/1/2016 to 1/31/2017. Saddleback College	\$500.00
<u>Balsamiq</u> Software License Agreement- For subscription of myBalsamiq, a project management assistance software, used by the Technology Service Department from 12/9/2016 to 12/9/2017. Irvine Valley College	\$490.00
<u>Matlab</u> Software License Agreement- For subscription of Matlab, Simulink and Symbolic Library, large data management software used for engineering program, from 12/9/2016 to 12/9/2017. Irvine Valley College	\$478.00
<u>John Spiers</u> Educational Services Agreement- For community education in import/export business courses from 1/17/2016 to 6/30/2018. Irvine Valley College	\$475.00
<u>Rhinoceros</u> Software License Agreement- For subscription of Rhino 5, an industrial design modeling software, used by the Engineering Program from 12/9/2016 to 12/9/2017. Irvine Valley College	\$390.00
<u>Voices for All</u> Educational Services Agreement- For community education in voiceover courses from 1/17/2016 to 6/30/2018. Irvine Valley College	\$367.50

<u>Cal Building Systems</u> Field Service Agreement- For fire safety monitoring service in ATEP from 1/1/2017 to 6/30/2017. Irvine Valley College	\$360.00
<u>Cal Building Systems</u> Field Service Agreement- For fire safety monitoring service from 1/1/2017 to 6/30/2017. Irvine Valley College	\$360.00
<u>Xerox</u> Professional Services Agreement- For fax equipment removal and relocation services on 2/17/2016 and 2/18/2016. Irvine Valley College	\$325.00
<u>Morteza Reza Abedi</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 3/3/2017. Saddleback College	\$300.00
<u>Robert L. Maller</u> Educational Services Agreement- For community education in ham radio courses from 1/17/2017 to 6/30/2018. Irvine Valley College	\$300.00
<u>Adrienne Geffen</u> Independent Contractor Agreement- For guest artist, clarinet player, to perform in the Wind Ensemble Concert on 12/8/2016. Saddleback College-Foundation	\$255.00
<u>Betty Whyte</u> Independent Contractor Agreement- For guest artist, flutist, to perform in the Wind Ensemble Concert on 12/8/2016. Saddleback College-Foundation	\$255.00
<u>Brian Woodworth</u> Independent Contractor Agreement- For guest artist, bassoon player, to perform in the Wind Ensemble Concert on 12/8/2016. Saddleback College-Foundation	\$255.00
<u>Claire Viki Bertram</u> Independent Contractor Agreement- For guest artist, oboe player, to perform in the Wind Ensemble Concert on 12/8/2016. Saddleback College-Foundation	\$255.00
<u>Mark Lilenthal</u> Independent Contractor Agreement- For guest artist, horn player, to perform in the Wind Ensemble Concert on 12/8/2016. Saddleback College-Foundation	\$255.00
<u>Matthew Caffrey</u> Independent Contractor Agreement- For guest artist, clarinet player, to perform in the Wind Ensemble Concert on 12/8/2016. Saddleback College-Foundation	\$255.00

<u>Craig Richey</u> Independent Contractor Agreement- For guest artist to provide a master piano class for Music Department on 11/17/2016. Irvine Valley College	\$250.00
<u>Hyunjoo Choi</u> Independent Contractor Agreement- For guest artist to provide a master piano class for Music Department on 11/17/2016. Irvine Valley College	\$250.00
<u>Matthew White</u> Independent Contractor Agreement- For lighting and sound system test and set-up for Psychology Seminar on 11/20/2016. Irvine Valley College	\$250.00
<u>Avalon Tent & Party</u> Independent Contractor Agreement- For college event equipment rental service on 12/7/2016. Saddleback College-Foundation	\$236.78
<u>CPP.com</u> Software License Agreement- For license to CPP SkillsOne.com, an administrator website to access online assessments, from 12/21/2016 to 12/21/2017. Saddleback College	\$195.00
<u>Avalon Tent & Party</u> Independent Contractor Agreement- For equipment rental service for Feast of Lights event on 12/4/2016. Saddleback College-Foundation	\$192.49
<u>Judyn Huang</u> Independent Contractor Agreement- For adjudicator services for the Music Department Concerto Competition on 12/10/2016. Saddleback College-Foundation	\$180.00
<u>Gloria Liu Traulle</u> Independent Contractor Agreement- For adjudicator services for the Music Department Concerto Competition on 12/10/2016. Saddleback College-Foundation	\$180.00
<u>Linda Rose Linnebach</u> Independent Contractor Agreement- For adjudicator services for the Music Department Concerto Competition on 12/10/2016. Saddleback College-Foundation	\$180.00
<u>Archana Jain</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 11/11/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Faten Sakallah</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00

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

<u>Ibeth Jaime Aguilar</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Kimberly Hermans</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Nga Hoang Le</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Robert Hays</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Tinh Tran</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Trisa Albright</u> Independent Contractor Agreement- For attending Cyber Patriot orientation session then sharing information with high school staff and students from 12/9/2016 to 12/15/2016. Irvine Valley College	\$150.00
<u>Radio Computing Services</u> Software License Agreement- For license renewal of an announcement scheduling software, Linker, for KSBR and OCRockRadio.com from 9/1/2016 to 8/31/2017. Saddleback College	\$108.00
<u>Radio Computing Services</u> Software License Agreement- For license renewal of an announcement scheduling software, Selector, for KSBR and OCRockRadio.com from 11/1/2016 to 10/31/2017. Saddleback College	\$108.00
<u>John Jung</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 2/3/2017. Saddleback College	\$100.00

<u>Kyle Taylor</u> Independent Contractor Agreement- For game worker services at athletic events from 10/25/2016 to 10/31/2016. Saddleback College	\$100.00
<u>TechSmith</u> Software License Agreement- For subscription renewal of SnagIt, a screen capture software, used by the Technology Services Department from 12/15/2016 to 12/15/2017. Irvine Valley College	\$22.47
<u>AOI College of Languages</u> Memorandum of Understanding- For accepting admissions for students of AOI College of Languages to IVC. Irvine Valley College	\$0.00
<u>Cabrillo College</u> Facility Use Agreement- For Common Assessment Initiative Professional Development Regional Meeting in Aptos, CA on 2/24/2017. Saddleback College	\$0.00
<u>Cabrillo College</u> Affiliation Agreement- For co-sponsoring the Common Assessment Initiative Professional Development Regional Meeting in Aptos, CA on 2/24/2017. Saddleback College	\$0.00
<u>Cal State University, Dominguez Hills</u> Affiliation Agreement- For providing various programs in Health Sciences and Human Services Programs, required for clinical internship experiences for Saddleback students. Saddleback College	\$0.00
<u>CHA Hollywood Medical Center, L.P.</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for medical lab technician students. Saddleback College	\$0.00
<u>Chapman University</u> Affiliation Agreement- For student admission requirements to transfer from Irvine Valley College to Chapman University from 12/5/2016 to 6/30/2019. Irvine Valley College	\$0.00
<u>Clarus Corporation</u> Advertising Agreement- For mobile advertising services from 1/17/2017-2/4/2017. Irvine Valley College	\$0.00
<u>County of Orange</u> Affiliation Agreement- For administrator services for the Workforce Innovation and Opportunity Act (WIOA) funds that provide entry into the labor force in Orange County from 8/1/2016 to 6/30/2019. Saddleback College	\$0.00

<u>Echo360, Inc.</u> Software subscription Agreement- For trial use of Echo360 Active Learning Platform, an instructional software from 1/17/2017 to 3/17/2017. Saddleback College	\$0.00
<u>ILSC Education Group</u> Memorandum of Understanding- For accepting admissions for students of ILSC Education Group, who have completed English language proficiency requirement. Irvine Valley College	\$0.00
<u>FLS International</u> Memorandum of Understanding- For accepting admissions for students of FLS International, who have completed English language proficiency requirement. Irvine Valley College	\$0.00
<u>Irvine Unified School District</u> Affiliation Agreement- For partnering to develop and implement a College Physics course for students. Irvine Valley College	\$0.00
<u>J. Frank Arguello, MD</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for administrative and clinical medical assistant students. Saddleback College	\$0.00
<u>JR Johnson, MD., Inc.</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for administrative and clinical medical assistant students. Saddleback College	\$0.00
<u>Orange County Global Medical Center, Inc.</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for students in Nursing/Health Sciences, HIT, Medical Laboratory Technology, and Paramedics. Saddleback College	\$0.00
<u>417 Recovery</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for students finishing a "Certificate of Achievement" in Alcohol & Drug Studies, Community-Based Correction, Human Services Generalist and Mental Health Worker. Saddleback College	\$0.00
<u>Sheer Recovery</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for students finishing a "Certificate of Achievement" in Alcohol & Drug Studies, Community-Based Correction, Human Services Generalist and Mental Health Worker. Saddleback College	\$0.00

<u>Southern California Acupuncture</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for Administrative and Clinical Medical Assistant students. Saddleback College	\$0.00
<u>Tustin Unified School District</u> Memorandum of Understanding- For developing and implementing Early College Pathway, a program that provides qualified Beckman High School students to complete the first 2 years of college during the 4 years of high school study. Irvine Valley College	\$0.00
<u>University Enterprises, Inc.</u> Affiliation Agreement- To administer student assistance programs that provide work experience for Saddleback students to enhance their educational and career goals. Saddleback College	\$0.00

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: CCCT Board of Directors Nomination

ACTION: Approval

BACKGROUND

The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members, including a non-voting Student Trustee Director, and meets five times a year.

STATUS

From January 1 through February 15, 2017, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by each District Board of Trustees who are members of CCCT, and each District may nominate only members of its board. Each nominee must have consented to be nominated, and only one Trustee per District may serve on the Board. During the election period between March 10 and April 25, 2017, each member District will have one vote for each vacancy on the CCCT board who will serve three-year terms. For 2017, nine persons will be elected to the board; seven incumbents are eligible to run for re-election, and two seats are vacant due to trustees that are no longer serving at the district level. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 7, 2017, and the President of the CCCT board will administer the Oath of Office at the June 16-17, 2017 meeting in Sacramento.

RECOMMENDATION

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nomination(s) for transmittal to the CCCT office as shown in Exhibit A.



Date: December 6, 2016
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Larry Galizio, President & CEO, Community College League of California
Subject: CCCT Board Election - 2017

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

Nominations for membership on the CCCT board will be accepted from **January 1 through February 15, 2017**. Nominations are to be made by member district boards of trustees, and each district may nominate only members of its own board.

Each nominee must be a local community college district trustee (other than the student trustee) and must have consented to the nomination. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nomination Form mailed to the League office, and *please use only these forms*. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed and/or electronically mailed materials will **not** be accepted.

The election of members of the CCCT board will take place between March 10 and April 25, 2017. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected for three-year terms. No CCCT board member shall serve more than three (3) full terms consecutively.

For 2017, nine persons will be elected to the CCCT board. There are seven incumbents eligible to run for re-election and two vacancies due to trustees that are no longer serving at the district level.

Election results will be announced at the CCCT annual conference in May. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference (May 7, 2017), and the President of the CCCT board will administer the Oath of Office at the June 16-17, 2017 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Agnes Lupa (916-245-5038 or agnes@cclleague.org) at the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)
Official Nominating Form
Official Biographical Sketch Form
Official Statement of Candidacy
CCCT Board Roster
CCCT Terms



**CCCT BOARD
NOMINATION FORM
2017**

Must be returned to the League office **postmarked no later than February 15, 2017**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:
**CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811**

The governing board of the _____ Community
College District nominates _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2017**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____ (home) _____ (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

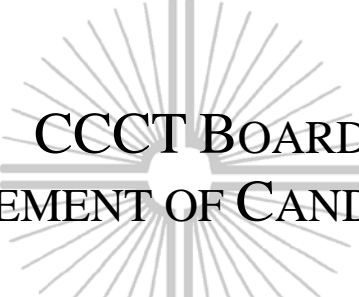
Offices and Committee Memberships Held on Local Board: _____

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) _____

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

OTHER



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2017** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**



**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2016-17 BOARD ROSTER**

SALLY BIGGIN
Redwoods CCD

PAMELA HAYNES
Los Rios CCD

STEPHEN BLUM
Ventura County CCD

ANDRA HOFFMAN
Los Angeles CCD

KENNETH BROWN
El Camino CCD

LOUISE JAFFE
Santa Monica CCD

LAURA CASAS
Foothill DeAnza CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

SUSAN KEITH
Citrus CCD

JANET CHANIOT
Immediate, Past-President
Mendocino-Lake CCD

JIM MORENO
2nd Vice President
Coast CCD

DON EDGAR
Sonoma County CCD

DOUGLAS OTTO
President
Long Beach CCD

ADRIENNE GREY
West Valley-Mission CCD

ANN RANSFORD
1st Vice President
Glendale CCD

CY GULASSA
Peralta CCD

BETTY SANTOS
Student Member
Mt. San Antonio CCD

JERRY HART
Imperial CCD

BRENT HASTEY
Yuba CCD

LINDA WAH
Pasadena CCD

CCCT BOARD TERMS (2017-2019)

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected/Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
2017	III.	Blum	2014	2017	2
	III.	Casas	2011	2017	1
	III.	Castellanos	2011	2017	1
	III.	Grey	2014	2017	2
	III.	Haynes	2014	2017	2
	III.	Hoffman	2016	2017	3
	III.	Moreno	2011	2017	1
2018	I.	Chaniot	2009	2018	1
	I.	Edgar	2015	2018	2
	I.	Hastey	2015	2018	2
	I.	Vacancy (Jones B)	2008	2018	0
	I.	Otto	2009	2018	0
	I.	Ransford	2012	2018	1
2019	II.	Wah	2013	2019	1
	II.	Biggin	2013	2019	1
	II.	Vacancy (Gulassa)	2010	2019	0
	II.	Hart	2010	2019	0
	II.	Jaffe	2009	2019	0
	II.	Keith	2013	2019	1
	II.	Brown	2016	2019	2
	II.	Figueroa	2016	2019	2
* Board member is unable to seek reelection due to three-term limit.					

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee James Wright was absent from the board meeting on December 12, 2016 due to family matters.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 17-01 (Exhibit A) authorizing payment to Trustee Wright who was absent from the December 12, 2016 meeting of the Board of Trustees.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT
FROM BOARD MEETING**

RESOLUTION 17-01

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

WHEREAS, on December 12, 2016, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee James Wright could not be present at the meeting; and
WHEREAS, it was determined that Trustee Wrights' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Wright shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, December 12, 2016.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College, PE 200 Gym Bleacher Replacement Project, Award of Bid No. 2058, Marjani Builders, Inc.

ACTION: Approval

BACKGROUND

On June 17, 2013, the Board of Trustees approved a scheduled maintenance project through basic aid for the Saddleback College Gym Bleacher Replacement project with a 50% college match requirement.

Saddleback College has determined a need to replace the PE 200 gym bleachers.

STATUS

On November 22 and 29, 2016, SOCCCD ran a newspaper advertisement requesting bids for the PE 200 Gym Bleacher Replacement project. The request for bids was also posted on the district web site. On November 30, 2016, six bidders attended the mandatory job walk. Four bids were received (EXHIBIT A) on December 15, 2016. The lowest bid meeting all specifications was submitted by Marjani Builders, Inc. of Mission Viejo, CA, in the amount of \$669,000 (EXHIBIT A). District staff has reviewed the bids and recommends approval.

Basic aid funds are available in the approved project budget of \$ 725,000 and from the Saddleback College general fund to address the 50% match for scheduled maintenance.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees award Bid No. 2058, Saddleback College PE 200 Gym Bleacher Replacement project and approve the agreement (EXHIBIT B) with Marjani Builders, Inc. in the amount of \$669,000 with an effective date of January 24, 2017.

BID NO. 2058
PE 200 GYM BLEACHER REPLACEMENT PROJECT
SADDLEBACK COLLEGE

January 23, 2017

<u>CONTRACTORS</u>	<u>AMOUNT</u>
*Marjani Builders, Inc. Mission Viejo, CA	\$669,000
New Dynasty Construction Co. Tustin, CA	\$734,742
JRH Construction Company, Inc. Irvine, CA	\$781,722
PCN3, Inc. Los Alamitos, CA	\$785,000
*RECOMMENDED AWARD	



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**CONSTRUCTION SERVICES AGREEMENT
PE 200 Gym Bleacher Replacement Project**

Marjani Builders, Inc.

January 24, 2017 – August 13, 2017

THIS AGREEMENT, dated the 24th day of January, 2017, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Marjani Builders, Inc., 26091 Ravenna Road, Mission Viejo, CA 92692, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as P.E. 200 Gym Bleacher Replacement Project according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, all prequalification forms submitted pursuant to Public Contract Code Section 20651.5, if any, Non-collusion Declaration, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, CONTRACTOR'S Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, PE 200 Gym Bleacher Replacement Project, Bid No. 2058

and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Six Hundred Sixty-Nine Thousand and 00/100 Dollars (\$669,000).

4. The work shall be commenced on the date of the DISTRICT'S Notice to Proceed and shall be completed within Two Hundred and One (201) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand and 00/100 Dollars(\$1,000) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

8. Hold Harmless and Indemnification. Contractor shall defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and CONTRACTOR'S subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The CONTRACTOR'S and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Construction Manager, Inspector, the State of California and their officers, employees,

agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act (“ADA”).

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT’S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	
\$2,000,000	

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

Waiver of Subrogation

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

Additional Insured Endorsement Requirements.

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The

CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR'S expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

11. Prevailing Wages. Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein: (1) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.); and (2) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

12. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Alexander Marjani, whose title is President, is authorized to act for and bind the corporation.

13. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

14. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

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

“DISTRICT”
South Orange County Community College District

“CONTRACTOR”
Marjani Builders, Inc.

By: _____
Dr. Debra L Fitzsimons, Interim Chancellor

By: _____
Signature

Print Name

Title

Date:_____

Date:_____

CONTRACTOR'S License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College Communication Arts Renovation Project, KSBR Radio Station Remodel, Award of Bid No. 2056, Patriot Contracting and Engineering, Inc.

ACTION: Approval

BACKGROUND

On June 25, 2012 and August 22, 2016, the Board of Trustees approved \$3,839,073 from basic aid for the Saddleback College Communication Arts Renovation project, which includes the relocation of the KSBR Radio Station to the first floor of the LRC.

STATUS

On November 16 and 22, 2016, SOCCCD ran a newspaper advertisement requesting bids for the Saddleback College Communication Arts Renovation project, KSBR Radio Station Remodel. The request for bids was also posted on the district web site. On November 29, 2016, eleven bidders attended the mandatory job walk. Three bids were received on December 15, 2016. The lowest bid meeting all specification requirements was submitted by Patriot Contracting and Engineering, Inc. of Yorba Linda, CA, in the amount of \$1,294,000 (EXHIBIT A). District staff has reviewed the bids and recommends approval.

Basic aid funds are available in the approved project budget of \$3,839,073.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees award Bid No. 2056, Saddleback College Communication Arts Renovation project, KSBR Radio Station Remodel, and approve the agreement (EXHIBIT B) with Patriot Contracting and Engineering, Inc. in the amount of \$1,294,000, with an effective date of January 24, 2017.

BID NO. 2056
COMMUNICATION ARTS RENOVATION PROJECT
KSBR RADIO STATION REMODEL
SADDLEBACK COLLEGE

January 23, 2017

<u>CONTRACTORS</u>	<u>AMOUNT</u>
*Patriot Contracting and Engineering, Inc. Yorba Linda, CA	\$1,294,000
Dalke & Sons Construction, Inc. Riverside, CA	\$1,478,480
**Tovey/Shultz Construction, Inc. Lake Elsinore, CA	\$961,849
*RECOMMENDED AWARD	
** DETERMINED NON-RESPONSIVE	



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**CONSTRUCTION SERVICES AGREEMENT
Saddleback College Communication Arts Renovation Project
KSBR Radio Station Remodel**

Patriot Contracting and Engineering, Inc.

January 24, 2017 – June 23, 2017

THIS AGREEMENT, dated the 24th day of January 2017, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Patriot Contracting and Engineering, Inc., 22601 La Palma Avenue, Suite 100, Yorba Linda, CA 92887, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as KSBR Radio Station Remodel according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, all prequalification forms submitted pursuant to Public Contract Code Section 20651.5, if any, Non-collusion Declaration, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, CONTRACTOR'S Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer,

Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Million Two Hundred Ninety-Four Thousand and 00/100 Dollars (\$1,294,000).

4. The work shall be commenced on the date of the DISTRICT'S Notice to Proceed and shall be completed within One Hundred and Fifty Days (150) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand and 00/100 Dollars (\$1,000) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case

of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

8. Hold Harmless and Indemnification. Contractor shall defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.
- (b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.
- (c) Any dispute between Contractor and CONTRACTOR'S subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or

satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The CONTRACTOR'S and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT'S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion	

or limitation in an
amount not less than

\$2,000,000

Excess Liability Insurance (Contractor only)
\$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

Waiver of Subrogation

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

Additional Insured Endorsement Requirements.

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then

pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR'S expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

11. Prevailing Wages. Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein: (1) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.); and (2) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

12. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that _____, whose title is _____, is authorized to act for and bind the corporation.

13. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

14. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

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

“DISTRICT”

“CONTRACTOR”

South Orange County Community College District

Patriot Contracting and Engineering, Inc.

By: _____
Dr, Debra L Fitzsimons, Interim Chancellor

By: _____
Signature

Print Name

Title

Date: _____

Date: _____

CONTRACTOR’S License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees

FROM: Dr. Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Irvine Valley College, Naming of New College Entrance Road to be Called Laser Way

ACTION: Approval

BACKGROUND

According to Board Policy 1500, it is within the legal purview of the Board of Trustees to name campus buildings and other facilities based upon information provided by the Chancellor, following an appropriate nomination and review process.

STATUS

The new College entrance road for Irvine Valley College extends from Barranca Parkway to the College's existing perimeter road. The new entrance is expected to be open for use in early spring 2017.

The College followed the shared governance process in determining the name of the new entrance road. The college president offered the opportunity to contribute potential names to the college community using a survey located on "Inside IVC". The Strategic Planning and Accreditation Council (SPAC) met to consider the name suggestions and through consensus agreed to recommend approval of the name Laser Way for the entrance road.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the name Laser Way for the new Irvine Valley College entrance road from Barranca Parkway.

Item Submitted By: *Dr. Glenn R. Roquemore, President*
CM Brahmhatt, Acting Vice Chancellor, Business Services

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Change Order No. 6, Solpac Construction, Inc. dba Soltek Pacific Construction Company

ACTION: Approval

BACKGROUND

On January 25, 2016 the Board of Trustees approved a \$7,317,766 Energy Services agreement with Solpac Construction Inc. dba Soltek Pacific Construction Company for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project. The Board of Trustees approved Change Orders No. 1 through 5 equaling \$286,383 are on this month's agenda for a new contract total of \$7,604,149.

STATUS

The required modifications contained in Change Order Request No. 6 are described in EXHIBIT A. Approval of Change Order No. 6 will result in an increase of \$404,555 for a revised contract total of \$8,008,704.

Basic aid funds are available in the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project budget of \$9,800,000.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve Board Change Order No. 6 (EXHIBIT A) for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project and authorize staff to execute the corresponding change order with Solpac Construction, Inc., dba Soltek Pacific Construction Company, resulting in an increase of \$404,555, for a revised contract amount of \$8,008,704.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 Fine Arts HVAC Upgrade Interior Renovation Project at Saddleback College
 Board Change Order No. 6

January 23, 2017

Bid #	DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2041	General Contractor	Solpac Construction, Inc. (dba Soltek Pacific Construction Company)	\$7,317,766	\$286,383	\$404,555	\$8,008,704	0
		2424 Congress Street, San Diego, CA 92110	TOTAL	7,317,766		8,008,704	0

COR No.	Date	Description	Requested	Status	Amount	Added Cal. Days
21	12/6/2016	Air Handling Units 26 & 27 Revisions	Errors and Omissions	Approved	\$44,721	0
39	12/15/2016	Various Storefront Anchorage Revisions	Unforeseen	Approved	\$5,442	0
47	12/16/2016	Demolish Existing, Abandon Pipe	Unforeseen	Approved	\$3,707	0
58	1/9/2017	Circle City Time and Material for Week ending 5/29/16	Unforeseen	Approved	\$7,916	0
65	12/16/2016	Remove Existing Pipe Insulation	Unforeseen	Approved	\$7,305	0
86	1/9/2017	Fire Alarm System Repair	By District	Approved	\$34,489	0
89	12/16/2016	Modify Trim at Ceilings and Door Openings, Finish Drywall	Errors and Omissions	Approved	\$16,095	0
129	12/16/2016	Room 202, Re-do Soffit, Extend Existing Walls	Errors and Omissions	Approved	\$4,631	0
140	1/9/2017	Replace Additional Pipe Supports	By College	Approved	\$57,964	0
165	12/16/2016	Room 11, Add Drywal to Accommodate Ceiling Installation	Unforeseen	Approved	\$6,423	0
167	1/9/2017	Provide Condensate Pipe in Five Locations	Errors and Omissions	Approved	\$16,717	0
173	12/16/2016	Add Chilled and Hot Water Flex Connections at HVAC Units	By District	Approved	\$9,554	0
178	1/9/2017	Circle City Time and Material for Week ending 7/10/16	Unforeseen	Approved	\$511	0
204	12/6/2016	Paint Additional Doors and Frames	By District	Approved	\$0	0
242	12/16/2016	Roof Piping Seismic Supports	Errors and Omissions	Recommended	\$183,035	0
252	1/9/2017	Room 206, Casework Revision for Sink	By District	Approved	\$4,136	0
253	2/9/2017	Room 209, Casework Revision Adding Two Cabinets	By District	Approved	\$1,909	0
		TOTAL			\$404,555	

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Academic Year 2017-2018 Non-Resident Tuition Fees for Foreign & Out-Of-State Students

ACTION: Approval

BACKGROUND

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per FTES for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The District may also set this fee below the calculated fee, but no less than the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year non-resident tuition fee is \$211 per unit.

Pursuant to Education Code Section 76141, a district may also charge nonresident students a capital outlay fee. Revenue derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section is limited by the following: 1) the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding year; or 2) 50% of the 2016-2017 nonresident tuition fee adopted pursuant to EC 76140. The current fiscal year capital outlay fee is \$65 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to charge non-resident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of: the actual cost of processing an application and other documentation required by the federal government, or \$100, which may be deducted from the tuition fee at the time of enrollment. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year application fee is \$54.

STATUS

The District rate for the 2017-2018 academic year may be established under one of seven prescribed options: the statewide average cost; the District average cost; the District average cost with 10% or more noncredit FTES; fee of a contiguous district; a rate that is no more than the District average cost but no less than statewide average cost as shown in EXHIBIT A, Non-Resident Tuition Fee Worksheet; highest years statewide average tuition; and no more than 12 comparable states' average tuition.

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

The statewide rate, representing the average statewide projected cost of education students is \$234 per semester unit; the calculated District rate is \$256 per semester unit; and the highest years statewide average tuition is \$234. The additional amount for capital outlay that can be levied under ECS 76141 is \$74 per semester unit. The actual document processing application fee has been calculated at \$72 as shown in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt a 2017-2018 academic year non-resident tuition fee of \$256 per semester unit based on the "District average cost" option. It is further recommended to increase the capital outlay fee authorized by ECS 76141 to the calculated \$74 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by ECS 76142.

**California Community Colleges
2017-18 NONRESIDENT FEES WORKSHEET**

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2017-18 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2015-16 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$8,024,141,296	\$185,921,846	\$
B. Annual Attendance FTES (Recal 2015-16)	1,186,716	25,162	\$
C. Average Expense of Education per FTES (A ÷ B)	\$6,762	\$7,389	\$
D. U.S. Consumer Price Index Factor (2 years)	x 1.038	x 1.038	x 1.038
E. Average Cost per FTES for Tuition Year (C x D)	\$7,019	\$7,670	\$
F. Average Per Unit Nonresident Cost – Semester (Qtr)	\$234 (\$156)	\$256	\$
G. Highest year Statewide average – Semester (Qtr)	\$234 (\$156)	\$234	\$
H. Comparable 12 state average – Semester (Qtr)	\$425 (\$283)	\$425	\$

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident and nonresident students; Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2012-13 through 2015-16 is \$234 per semester unit or \$156 per quarter unit (2015-16).

Option 7. The average of the nonresident tuition fees of public community colleges in 2015-16 of no less than 12 states comparable to California in cost of living is \$397 per semester unit or \$265 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

The district governing board at its January 23, 2017 meeting adopted a **nonresident tuition fee** of \$ 256 per semester unit.

Basis for adoption is (*place an X in one box only*).

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input checked="" type="checkbox"/> | 2. District average cost, per column 2. |
| <input type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input type="checkbox"/> | 4. Contiguous district. _____ . (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2015-16 (\$234 per semester unit; \$156 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to any nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2015-16 \$ 56,157,613
- b. FTES for 2015-16 25,162
- c. Capital outlay expense per FTES (*line a divided by line b*) \$ 2,232
- d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) \$ 74

OR

- 2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2017-18 Nonresident Student Capital Outlay Fee (not to exceed the *lesser* of line d **OR** 50% of adopted 2017-18 Nonresident Tuition Fee) \$ 74

The district governing board at its January 12, 2017 meeting adopted a **nonresident capital outlay fee** of \$ 74 per semester unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2017, please submit a copy of this report by February 15, 2017 to:

California Community Colleges Chancellor's Office
Fiscal Services Unit (attn. Michael Yarber)
1102 Q Street,
Sacramento, CA 95811-6549 FAX (916) 323-8245

District: South Orange County Community College District

Contact Person: CM Brahmhatt

Phone Number & email: 949-582-4664/ cbrahmhatt@socccd.edu

**2017/18
Capital Outlay Fee Calculation *
E.C.S. 76142**

A. Total Capital Outlay 2015-2016	\$ 56,157,613
B. FTES for 2015-2016	25,162
C. Foreign Student Charge per Academic Year (A / B)	\$ 2,232
D. Calculated 2017/18 Capital Outlay Fee, per unit (C / 30)	\$ 74
E. Capital Outlay Fee, per unit Recommended **	\$ 74

**2017/18
Application Fee Calculation
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2015/16 (per CCFS-311, A.C. 6200)	\$ 3,598,569
B. FTES for 2015-2016	25,162
C. Student cost per academic year (A / B)	\$ 143
D. Calculated 2017/18 Application fee, per semester (C / 2)	\$ 72
E. Application fee, per semester Recommended **	\$ 54

Comparison of Non-Resident Fees

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018***</u>
Non-Resident Tuition	\$ 193	\$ 200	\$ 211	\$ 256
Capital Outlay Fee	\$ 21	\$ 42	\$ 65	\$ 74
Application Fee	\$ 54	\$ 54	\$ 54	\$ 54

* This portion of the Ed Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to ANY nonresident student - except for "AB 540" students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged only to nonresidents that were citizens and residents of a foreign country.

*** SUGGESTED 2017/18 FEES

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

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

ACTION: Review and Study

BACKGROUND

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

STATUS

Five board policies are presented to the Board of Trustees for review and study. The new language to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on January 12, 2017 for review and recommendation to the Chancellor.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees accept for review and study the board policies as shown in EXHIBIT A.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3950
BUSINESS

UNMANNED AIRCRAFT SYSTEMS

The operation of unmanned aircraft systems (UAS), including drones, shall be limited to instructional use only. UAS are regulated by the Federal Aviation Administration (FAA) and relevant state law.

The District will establish an administrative regulation to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy. In addition, the FAA may fine the District and individuals who violate the law. The District shall establish policies and procedures to ensure that students and staff comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems.

References:

Code of Federal Regulations, Title 14, Parts 1, 21, 36, 45, 47, 48, 61, 91, & 107

U.S. Code 49 U.S.C Section 44704

Public Law 112-95, Title III, Subtitle B – Unmanned Aircraft Systems

FAA Modernization and Reform Act of 2012

BOARD POLICY**4101.1**SOUTH ORANGE COUNT
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

**FACULTY SALARY CLASSIFICATION CHANGES AND
INITIAL CLASSIFICATION PLACEMENT**

Units of credit accumulated by academic personnel as a result of approved graduate study may be used for 1) initial salary class placement; and 2) transferring from one salary class to another. Such credit must be upper division or graduate courses taken at an accredited college or university. (See No. 2.a. and b. below.)

Methods and regulations determining initial classification placement and for changing an employee's salary classification shall be as follows:

1. Official verification of coursework taken shall be completed and/or degree conferred by August 1st for the fall semester and 1st business day of the spring calendar year in January for the spring semester. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources.
2. Courses taken shall be those approved by the conferring institution for graduate credit. Further all courses shall be within the faculty member's primary assignment. Exceptions to this are as noted below.
 - a. Lower division courses and upper division courses which do not count toward graduate credit must be approved by the Vice President of Instruction/ Vice President of Student Services prior to enrollment in order to be accepted for salary credit. It is the employee's responsibility to secure such approvals prior to enrolling in the course. No more than nine (9) of the units used for a change of salary class may be lower division units under any circumstances.
 - b. Course work taken outside the faculty member's primary assignment must be approved by the Vice President of Instruction/Vice President of Student Services prior to enrolling in the course.
3. All transcripts that show evidence of course work taken toward a change of salary class must be on file with the Office of Human Resources no later than ~~October 15~~August 1st for column advancement for the Fall semester and January 3rd for column advancement for the Spring semester of the academic year in which the salary classification is to become effective.
4. A grade of "C" or higher must be earned in all course work accepted for salary classification credit. A pass/fail course must be noted as "pass," and a credit/non-credit course must be noted as "credit" on the transcript.

*Reference:**SOCCCD Academic Master Agreement*

Adopted: 2-25-74	Revised: 4-10-89
Revised: 2-24-75	Technical Update: 4-26-99
Revised: 7-11-77	Revised: 12-16-13
Revised: 6-10-85	Revised:

BOARD POLICY

4203

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL/HUMAN RESOURCES

SICK LEAVE FOR EDUCATIONAL ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Employees who are not members of a collective bargaining unit shall be entitled to a leave of absence for personal illness or injury with full salary at the rate of one (1) day for each month served. Credit for a leave of absence need not be accrued prior to the taking of such leave by the employee. The leave of absence may be taken at any time during the year. However, a new Educational Administrator/ Classified Management employee of the district shall not be eligible to take more than six (6) days or the proportionate amount to which the employee may be entitled ~~under Education Code Section 88191~~ until the first day of the calendar month after the completion of six (6) months of service with the district. Sick leave that is not used during any fiscal year shall be allowed to accumulate from year to year.

Reference:

Calif. Ed. Code, Section 88191, 88207- 4(b)

Adopted: 9-29-69
Revised: 7-10-73
Revised: 4-10-89

Technical Update: 4-26-99
Revised: 12-06-10

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5515
STUDENTS

TRANSFER CENTER

The South Orange County Community College District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility population for which special focus and support should be given.

Each College President in consultation with the College Vice President for Student Services shall assure that a transfer center plan is implemented that identifies appropriate target student populations, including students with disproportionate impact, is designed to increase the transfer applications of underrepresented students, and complies with laws and regulations.

Reference:

Title 5, Section-5102756000 et seq.;
Education Code Section 66720-66744

BOARD POLICY

5520

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

SHOWER FACILITIES FOR HOMELESS STUDENTS

The Chancellor shall ensure procedures are established that are necessary to make on-campus shower facilities available to any homeless student who is currently enrolled in coursework, is current with enrollment fees, and is in good standing with the district.

References:

Education Code Section 76011

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Academic Personnel Actions – Regular Items
ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibits A and B are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the academic personnel actions as shown in Exhibits A and B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. COUSINEAU, MARY, is to be employed as Nursing Instructor (Substitute), Pos #P0004458, Health Sciences and Human Services, Saddleback College, effective January 10, 2017. Approximate Salary Placement: Range II, Step 1. This is a full-time, temporary, substitute assignment, per Education Code 87481, for Esther Gravis, who is on leave.
- b. PECK, PARIS, is to be employed as Counselor (Generalist), Pos #P0009493, Counseling Services, Saddleback College, effective January 3, 2017. Approximate Salary Placement: Range III, Step 1. This is a new position approved by the Board of Trustees on June 27, 2016. (Exhibit B, Attachment 1)
- c. RACHMAN, JENNIFER, is to be employed as Counselor (Generalist), Pos #P0009494, Counseling Services, Saddleback College, effective January 3, 2017. Approximate Salary Placement: Range III, Step 4. This is a new position approved by the Board of Trustees on June 27, 2016. (Exhibit B, Attachment 2)
- d. TOSCANO, LAURA, is to be employed as Counselor (Generalist), Pos #P0009495, Counseling Services, Saddleback College, effective January 3, 2017. Approximate Salary Placement: Range III, Step 1. This is a new position approved by the Board of Trustees on June 27, 2016. (Exhibit B, Attachment 3)
- e. TUOMINEN-LENNY, KATHY, is to be employed as Counselor (Generalist), Pos #P0010601, Counseling Services, Saddleback College, effective January 3, 2017. Approximate Salary Placement: Range III, Step 1. This is a new position approved by the Board of Trustees on December 12, 2016. (Exhibit B, Attachment 4)

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
¹ Accomando, John	PhD/Italian	Italian/SC	5	01/22/17
¹ Berman, Robin	MA/Mathematics	Mathematics/SC	5	01/17/17
Black, Patricia	MBA/Exec.Mgmt.	Health Info Tech/SC	2	01/17/17
Boyer, Luz	AA/Education	Automotive/SC	1	01/17/17
² Brown, Timi	MA/Physical Education	Kinesiology/IVC	2	01/17/17
Cha, Joseph	MA/Anthropology	Anthropology/SC	2	01/17/17
Chen, Chaochen	MA/Anthropology	Anthropology/IVC	2	01/17/17

¹ CalSTRS Retiree. Rehired after 180-day, STRS-required waiting period.

² Current NBU Employee

A. NEW PERSONNEL APPOINTMENTS

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Christiansen, Trevor	MFA/Art	Art/SC	2	01/17/17
Dunham, Kari	MFA/Art	Art/IVC	3	01/17/17
Eaton, George	MBA/Business	Computer Science/SC	2	01/17/17
Eversaul, Julie	MS/Nutritional Science	Nutrition/SC	2	01/17/17
Gault, Thomas	EdD/TESL	ESL/IVC	5	01/17/17
² Gronnerud, Kathleen	MA/History	History/SC	2	01/17/17
Gullota, Elizabeth	MS/Nursing	Nursing/SC	2	01/17/17
Howell, Brian	MS/Special Education	DSP&S/SC	2	01/17/17
Hyland, Brittany	PhD/Physics	Physics/SC	5	01/17/17
Kemble, Steven	MA/Geography	Geography/IVC	2	01/17/17
Kiklowicz, Rachelle	BA/Theatre	Interior Design/SC	1	01/17/17
² Lowery, Mark	BA/Music	Music/IVC	1	01/17/17
Mazor, Marya	MFA/Directing	Theatre Arts/SC	5	01/17/17
Miller, Rachel	MA/TESOL	Adult ESL/IVC	2	01/17/17
Moodian, Margaret	EdD/Organization Lead	Tutor/IVC	5	11/01/16
Moscatti, Anthony	PhD/Environ. Science	Astronomy/SC	5	01/17/17
Ng, Alan	MA/TESOL	Adult ESL/IVC	2	01/17/17
² Nguyen, Thinh	MFA/Art	Emeritus/IVC	2	01/17/17
Olayele, Brittany	MA/TESOL	Adult ESL/IVC	2	01/17/17
² Phelps, Kelicia	MA/TESOL	ESL/IVC	3	01/17/17
Sabrin, Shaheed	MA/TESOL	Adult ESL/IVC	2	01/17/17
Schierhold, Barbara	BA/Liberal Arts	Interior Design/SC	1	01/17/17
Schuster, Ann	MFA/Drawing	Art/IVC	2	01/17/17
² Stillman, Denise	BA/Communication	Foods/SC	1	01/17/17
Strobel, Jacqueline	MA/Education	CIM/SC	2	01/17/17
Tang, Aubrey	MA/Comp. Literature	English/IVC	2	01/17/17
Tener, Andrea	MA/TESOL	ESL/SC	2	01/17/17
Teregis, Tracy	MA/Special Education	Learning Disability/SC	2	01/17/17
Ward, Patrick	MS/Geography IS	Geography/IVC	2	01/17/17
Zigmont, Sarah	MA/Biochemistry	Chemistry/IVC	2	01/17/17

EQUIVALENCY

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

A. NEW PERSONNEL APPOINTMENTS

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Baldwin, Natalie	BA/Dance	Theatre Arts/SC	1	01/17/17

Equivalency is based on a Bachelor of Arts degree in Dance from California State University, Fullerton. Ms. Baldwin has an extensive background in dance, dance education, and choreography. This includes choreography for theatre arts summer productions, as well as other college dance departments and dance companies. She has a background in various styles of dance including ballet, jazz, lyrical, hip hop, and others. She will be team teaching and acting as the choreographer for the Department of Theatre Arts Spring production of "Once Upon a Mattress".

Blythe, Trevor	MBA/Business	Geography/IVC	2	01/17/17
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Equivalency is based on a Bachelor of Science Degree in Environmental Studies, which included many courses in Geography, as well as his professional experience in several environmental and sustainability businesses. In addition, Mr. Blythe completed his MBA with an emphasis in Sustainability, which is a core topic for the course(s) he will be teaching.

Dumais, Claudine	EdD/Education	Child Dev./IVC	5	01/17/17
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Equivalency is based on a Bachelor's Degree in Early Childhood Education from Concordia University, Montreal, Canada and a Master of Arts Degree in Educational Leadership from San Diego State University. Ms. Dumais' work as the coordinator of a preschool and school readiness program is extensive and includes re-accreditation by the National Association for the Education of Young Children (NAEYC), coordination of a Child Study Team at the preschool level, as well as getting a district fee-based preschool center licensed (Title 22). She also oversaw a State Preschool/Pre-kindergarten and Family Literacy Program and served as a California Preschool Learning Foundations trainer.

Foltz, Eric	BA/Geography	Geography/IVC	1	01/17/17
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Equivalency is based on a Bachelor of Arts degrees in Geography and Political Science and completion of all graduate coursework in Geography. Mr. Foltz has many years of teaching experience in his role as a public affairs personnel in the US Army. He is also a published photo-journalist; this asset is invaluable in the geography classroom where real-world examples of his travels can be used to enhance key concepts and themes in geography courses. Mr. Foltz also has military and civilian teaching experience.

A. NEW PERSONNEL APPOINTMENTS

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Jarvis, Robin	BSN/Nursing	Nursing/SC	1	01/17/17

Ms. Jarvis is currently enrolled in the online Master’s in Nursing Education Program at Walden University, Minneapolis. Her expected graduation date for her MSN is December 2017. She holds a BSN from the University of Wisconsin, Oshkosh and has nearly 20 years of experience as a Surgical Technician (1999-2004) and a Perioperative Nurse (2005-Present). Ms. Jarvis has a Certification in Nursing-Operating Room (CNOR) and a Surgical Services Educator Certificate. She is also a member of the Association of Operating Nurses (AORN), Orange County Chapter. As such, she is an author and reviewer for AORN.

Journey, Jessica	BA/Communications	Speech/Forensics/IVC	1	01/17/17
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Equivalency is based on an earned Bachelor’s degree in Communications Studies from Biola University, La Mirada, and current enrollment in a Master of Arts program at California State University, Fullerton. She expects to complete her Master’s degree in Communication Studies with an emphasis in Interpersonal and Organizational Communication in January 2017.

Keller, John David	BA/Drama	Theatre Arts/SC	1	01/17/17
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Equivalency is based on a Bachelor’s Degree in Drama and experience in directing and acting in plays at South Coast Repertory, a Tony Award winning theatre. Mr. Keller has also directed “A Christmas Carol” for the South Coast Repertory for the past 37 years; before this, he worked on Broadway.

³ Sim, Alec	PhD/Physics	Engineering/IVC	6	01/17/17
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Equivalency is based on Engineering Research course at IVC being a 2 unit, non-articulated general science based course. Given the flexible nature of the curriculum, the course requires an instructor with knowledge of specific scientific material related to engineering and the elements of its design which can be tested, analyzed, and refined using student input. Dr. Sim’s outstanding history of research within the field of Physics and his close association with the NASA based Prandtl Mars glider project, makes him an excellent candidate to lead students in such a project based learning environment. Professor Sims’ PhD level education in Applied Physics and knowledge of not only teaching control systems, but developing and testing complex analytical equipment such as LabView, confirms his ability to lead engineering students in the highly valuable Prandtl project. Finally, his history of successfully assisting in previous ENGR100 courses related to similar topics displays his capacity to manage the course effectively and with high student satisfaction.

³ Alec Sim has been a full-time, tenure track Physics Instructor at Irvine Valley College since August 13, 2012.

A. NEW PERSONNEL APPOINTMENTS

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Tomlinson, Chris	MA/Divinity	Radio/TV/Film/SC	3	01/17/17

Equivalency is based on a Bachelor of Arts Degree in Radio/TV/Film from California State University, Fullerton. Mr. Tomlinson has worked as production assistant for Cox Communications Channel 3 and lighting director for Saddleback Church. He also has experience in creating video production curriculum for students attending the church.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College faculty members be compensated as indicated below for the 2016/2017 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Bennett, Michael	Chair, Special Services	1,658.75	01/13/17-05/22/17
Copeland, Gabe	High School Dance Day	50.00	12/02/16-12/02/16
French, Jules	Facilitator, Forensics (1 st half sem.)	3,317.50	01/10/17-05/26/17
Gervais, Michel	Dance Choreography	1,050.00	08/22/16-12/02/16
Jankovic, Teresa	Dance Dept. Outreach	2,050.00	08/22/16-12/02/16
Jones, Monik	High School Dance Day	100.00	12/02/16-12/02/16
Neesen, Bill	Facilitator, Forensics (2 nd half sem.)	3,317.50	01/10/17-05/26/17
Swenson, Sarah	Dance Choreography	2,050.00	08/22/16-12/02/16
Total for Month: General Fund/IVC		13,593.75	
2016-2017 IVC FISCAL YEAR TOTAL TO DATE		\$427,537.88	

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 Amount (\$)</u>	<u>Effective Date</u>
Brady, Ken	Co-Chair, Accreditation STD 1	1,327.00	01/17/17-05/25/17
Brady, Ken	Co-Chair, Accreditation STD 4	1,327.00	01/17/17-05/25/17
Inlow, Lisa	Co-Chair, Fam & Consumer/Foods	2,156.38	01/13/17-05/26/17
Langrell, Jenny	Co-Chair, Accreditation STD 2	1,327.00	01/17/17-05/25/17
Seaman, Carolyn	Online Education Plan	599.40	12/01/16-12/18/16
Total for Month: General Fund/SC		\$6,736.78	
2016-2017 SC FISCAL YEAR TOTAL TO DATE		\$572,385.32	

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>Amount (\$)</u>	<u>Effective Date</u>
Akhavan, Susan	AESL Faculty Coordinator	9,618.37	01/17/17-05/25/17
Appleman, Jack	CTE Educator Externship	500.00	11/23/16-12/15/16
Bridges, Stephanie	Participant, WR399 Project	500.00	08/22/16-12/19/16
Carnie, Henry	ELEVATE AAPI Project Support	1,500.00	08/15/16-12/19/16
Castroconde, Miriam	ELEVATE AAPI Project Support	1,000.00	08/15/16-12/19/16
Dingman, Jamie	Participant, WR399 Project	500.00	08/22/16-12/19/16
Dunsmore, Pamela	Participant, WR399 Project	500.00	08/22/16-12/19/16
Goward, Barbara	Participant, WR399 Project	500.00	08/22/16-12/19/16
Huggett, Danelle	Participant, WR399 Project	500.00	08/22/16-12/19/16
Johnson, Jeffrey	Participant, WR399 Project	500.00	08/22/16-12/19/16
Johnson, Shauna	Participant, WR399 Project	500.00	08/22/16-12/19/16
Kaminsky, Rebecca	Coordinator, WR399 Project	1,766.66	01/17/17-05/26/17
Kil, Joon	ELEVATE AAPI Project Support	1,500.00	08/15/16-12/19/16
Knoll, Melissa	ELEVATE AAPI Project Support	1,500.00	08/15/16-12/19/16
Knoll, Melissa	Coordinator, WR201 Project	1,078.92	08/22/16-12/16/16
Meyer, Kurt	Participant, WR399 Project	500.00	08/22/16-12/19/16
Nguyen, Tuan	ELEVATE AAPI Project Support	500.00	08/15/16-12/19/16
Noroozi, Zahra	NSF iUSE Engr. Program Dev.	2,654.00	09/01/16-12/19/16
Powell, Laura	Participant, WR399 Project	500.00	08/22/16-12/19/16
Schmitendorf, A.	Participant, WR399 Project	500.00	08/22/16-12/19/16
Serpas, Summer	Curriculum Director, WR399 Project	700.00	01/17/17-05/26/17
Tanriverdi, Fawn	EOPS-CARE Faculty Coord.	3,442.00	01/17/17-05/26/17
Vaught, Karen	Participant, WR399 Project	500.00	08/22/16-12/19/16
Williams, Sherry	Participant, WR399 Project	500.00	08/22/16-12/19/16
Ybaben, Carrie	Participant, WR399 Project	500.00	08/22/16-12/19/16
Zarei, Anahita	NSF iUSE Program Outreach	2,654.00	09/01/16-12/19/16
Zia, Ayesha	Participant, WR399 Project	500.00	08/22/16-12/19/16
Total for Month: Categorical/Non-General Fund/IVC		\$35,413.95	
2016-2017 FISCAL YEAR TOTAL TO DATE/IVC		\$322,960.87	

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>Amount (\$)</u>	<u>Effective Date</u>
Benschop, Joanne	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Boustani, Ladi	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Boustani, Ladi	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Bravo, Adam	Music Tutoring for Student	375.00	08/22/16-12/18/16
Brunner, Janelle	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Brunner, Janelle	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Butorac, Terrie	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Chandler, Meghan	BSI Project ITL Participation	79.92	10/21/16-10/21/16

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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>Amount (\$)</u>	<u>Effective Date</u>
Chandler, Meghan	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Desopo, Camille	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Do, Tu	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Do, Tu	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Gates, Alana	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Gates, Alana	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Ghanbarpour, C.	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Ghanbarpour, C.	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Ghanbarpour, C.	Week of Workshops Facilitator	100.00	01/10/17-01/13/17
Giron, Michelle	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Gliadkovsky, Kirill	Music Tutoring for Two Students	1,125.00	08/22/16-12/18/16
Golden, Jennifer	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Golden, Jennifer	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Gonzalez, Sara	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Goss, Debbie	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Goss, Debbie	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Goulding, Carrie	BSI Teaching Develop'l Writing	79.92	10/28/16-10/28/16
Goulding, Carrie	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Gregory, Eric	BSI Teaching Develop'l Writing	79.92	10/28/16-10/28/16
Gross, Cindy	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Hannibal, Jeff	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Hayter, Catherine	BSI Coord. Developmental Writing	599.40	08/22/16-12/19/16
Hayter, Catherine	BSI Develop'l Writing Workshop	79.92	10/28/16-10/28/16
Hayter, Catherine	BSI PLC HS Student Success	391.61	11/01/16-11/30/16
Heffner, Jessica	BSI Strategies for Dvlp Writing	79.92	10/28/16-10/28/16
Hoggatt, Michael	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Hoggatt, Michael	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Hoggatt, Michael	Student High Engagement Wkshop	119.88	12/05/16-12/09/16
Huft, Justin	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
Hughes, Luther	Music Tutoring for Student	750.00	08/22/16-12/18/16
Hughes, Melissa	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Hughes, Melissa	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Hurtado, Alejandra	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Hurtado, Alejandra	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Jenkins, Tina	BSI Project ITL Participation	119.88	10/21/16-10/21/16
Kihyet, Connie	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Kihyet, Connie	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Lewis, Dawn	BSI PLC Student Success Visits	1,990.01	08/22/16-12/16/16
Lively, Brian	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Lively, Brian	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Long, Erin	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Macasaet, Katrina	BSI Project ITL Participation	79.92	10/21/16-10/21/16

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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>Amount (\$)</u>	<u>Effective Date</u>
Major, Nicole	Week of Workshops Facilitator	100.00	01/10/17-01/13/17
Mamoon, Safiah	Project Director IDRC Grant	12,907.08	06/01/16-08/12/16
Mamoon, Safiah	Project Director IDRC Grant	5,194.80	08/22/16-11/30/16
Marchioni, Rachel	SSSP Counseling Institute	119.88	12/01/16-12/16/16
McCarthy, Mary	SSSP Counseling Institute	119.88	11/01/16-11/30/16
McCarthy, Mary	SSSP Counseling Institute	119.88	12/01/16-12/30/16
McGirr, Julie	ESL CAI Work Group	1,008.80	07/14/16-08/14/16
McGirr, Julie	ESL CAI Work Group	399.60	08/16/16-11/16/16
McMurtrey, Megan	BSI Teaching Develop'1 Writing	79.92	10/28/16-10/28/16
Medling, Jane	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Montoya, Jesus	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Montoya, Jesus	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Murray, Pete	BSI Teaching & Learning Inst.	79.92	10/21/16-10/21/16
Murray, Pete	BSI Project ITL Participation	119.38	11/18/16-11/18/16
Paige, Monique	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Paige, Monique	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Pinter, Gerald	Music Tutoring for Student	750.00	08/22/16-12/18/16
Pires, Marcelo	Week of Workshops Facilitator	100.00	01/10/17-01/13/17
PlascenciaCarrizosa,B	Week of Workshops Facilitator	100.00	01/10/17-01/13/17
Rasch, Kaylan	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Roman, Selene	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Roman, Selene	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Roman, Selene	Week of Workshops Facilitator	100.00	01/10/17-01/13/17
Shaw, Katherine	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Sorensen, Cindy	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Toscano, Laura	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Tuccinardi, Kristin	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Vargas, Arlene	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Wang, Caitlin	Week of Workshops Facilitator	100.00	08/16/16-08/19/16
Watt, Deb	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Watt, Deb	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Weaver, Christopher	BSI Teaching Develop'1 Writing	79.92	10/28/16-10/28/16
Weiss, Elizabeth	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Williams, Jake	BSI PLC HS Student Success	1,900.01	11/01/16-11/30/16
Wilson, Steven	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Wilson, Steven	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Wolfe, Marianne	SSSP Counseling Institute	119.88	11/01/16-11/30/16
Wolfe, Marianne	SSSP Counseling Institute	119.88	12/01/16-12/16/16
Wood, Debra	BSI Project ITL Participation	79.92	10/21/16-10/21/16
Wood, Debra	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Zemanek, Erika	BSI Project ITL Participation	79.92	11/18/16-11/18/16
Total for Month: Categorical/Non-General Fund/SC		\$35,163.73	
2016-2017 FISCAL YEAR TOTAL TO DATE/SC		\$281,357.99	

D. AUTHORIZATION TO ELIMINATE AND REPLACE ACADEMIC POSITION AND/OR POSITION NUMBER

1. ENGINEERING TECHNOLOGY INSTRUCTOR, Pos #P0008012, Academic Faculty position, School of Mathematics, Computer Science, and Engineering, Irvine Valley College, seeks authorization to eliminate this full-time position from its staff complement, effective January 5, 2017. This position is being replaced with Mathematics Instructor, Pos #P0010706. (Pos #P0008012 was approved by the Board of Trustees on March 28, 2016.)

E. WORKLOAD BANKING

1. MILLER-WHITE, SHERRY, ID #1277, Sociology Instructor, Pos #P0001627, Division of Social and Behavioral Sciences, Saddleback College, is requesting a banked workload leave for the Spring Semester 2017, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2015-2018, in compliance with the Workload Banking Program.

F. RESCIND REQUEST FOR REDUCED WORKLOAD

1. MCCULLOUGH, DIANA, ID #007354, Counselor (Generalist/Articulation), Pos #P002555, School of Guidance and Counseling, Irvine Valley College, has requested to rescind her request to participate in a reduction in teaching contract to 50% workload beginning the academic year 2016-17 in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2015-2018, effective August 15, 2016. (Reduced workload request has been approved by the Board of Trustees on September 26, 2016.)

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. HAYWARD, CRAIG, ID #18748, Director of Research, Planning, and Accreditation, Pos #P0004630, Office of Research, Planning, and Accreditation, Irvine Valley College, resignation effective December 31, 2016. Payment is authorized for any compensated time off. (Start date: June 18, 2012)

ATTACHMENT 1

NAME: PARIS PECK

POSITION: Counselor (Generalist)
Counseling Services
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.A. Counseling Psychology
National University
La Jolla, CA

B.S. Communication
California Polytechnic University
Pomona, CA

EXPERIENCE:

Ms. Peck has worked as a community college counselor for the past four years and at Saddleback College since 2014 in variety of counseling roles, including veterans and generalist counselor, the allied health/TAACCT Grant, IT Pipeline, and OCWIB Grant counselor. Ms. Peck has also served as a counselor-panelist for the *Southern California Community College Veterans Counselor Training* at Saddleback College 2016. In addition, to Saddleback College, Ms. Peck has worked at multiple community colleges as a counselor and instructor, most recently working in the capacity of full-time counselor at Mira Costa College. She has developed curriculum and taught counseling courses with a focus on academic, career, and vocational planning. She has also developed and led a wide variety of workshops focused on student success over the course of her counseling career.

ATTACHMENT 2

NAME: JENNIFER RACHMAN

POSITION: Counselor (Generalist)
Counseling Services
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.S. Counseling
California State University
Long Beach, CA

B.S. Vocational Industrial Education
Pennsylvania State University
State College, PA

EXPERIENCE:

Ms. Rachman has been a Part-time Counselor and Instructor since January 2000 at Saddleback College. As a Generalist Counselor she worked with many diverse student populations in special programs, such as CalWORKs Mentor Program, New Student Orientation, Probation, Financial Aid, English as a Second Language, and Outreach. As a Transfer Center Counselor for the last 12 years, she became highly experienced in complicated transfer and articulation issues. Ms. Rachman has provided academic, career, and personal counseling, as well as teaching courses in counseling, women's studies, honors, career, vocational and academic planning, student success, study skills, and human relationships. Her experience expanded in 2015 to Orange Coast College as the Career Technical Education Outreach Counselor providing CTE Transition support. In this position, she participated in CTE regional and department advisory boards, as well as college and high school classroom visits and presentations. In addition, her CTE work lead her to a position as a Counseling Consultant in OC Pathways and SB 1070 grant projects, she led a team of counselors to further the implementation of best practices for regional orientation, pathways development and the collaboration between K-12 and Community College counselors.

In 2016, at Coastline College, Ms. Rachman coordinated a project to better serve the incarcerated student population. The population represents nearly a fourth of the student population and requesting Student Education Plans by mail only. The project provided each student with counseling and a Student Education Plan within one week, cutting the previous waiting time of three to four months.

CERTIFICATES:

- Career Counseling Certificate, CSU Long Beach

PROFESSIONAL AFFILIATIONS:

- Member of the South Orange County Community College District Faculty Association (SOCCDFEA)
- Member of California Teachers Association (CTA)
- Coast Community College Association (CCCA)

HONORS/AWARDS:

- Saddleback College Certificate of Appreciation – Transfer Center (2014)

ATTACHMENT 3

NAME: LAURA TOSCANO

POSITION: Counselor (Generalist)
Counseling Services
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.A. Counseling
Webster University
Irvine, CA

B.S. Human Development
Hope International University
Irvine, CA

A.A. Human Services
Saddleback College
Mission Viejo, CA

EXPERIENCE:

Ms. Toscano has been an adjunct International, Generalist, Transfer, CalWORKs, EOPS, and Re-Entry Counselor at Saddleback College since 2014. She has participated in the High School Partnership and Freshman Advantage Programs and has taught Counseling 100 (formally APSY 189) courses at Junipero Serra and Mission Viejo high schools. Ms. Toscano contributes to the success of a diverse and multicultural student population through academic, career, and personal counseling.

Prior to her work as an adjunct Counselor, Ms. Toscano compiled a wealth of experience and knowledge working in Student Services at Saddleback College since 1994, having held several positions such as: Senior Matriculation Specialist, Admission and Records Specialist, ESL Outreach Facilitator, and Financial Assistant Specialist Aide. She understands firsthand the personal sacrifices and obstacles, emotional stress, and social pressures that a large percentage of our college students encounter.

Ms. Toscano is a product of Saddleback College, received her Associates Degree in Human Services, then continued her academic journey receiving a Bachelor's Degree in Human Development from Hope International University and her Master's Degree in Counseling from Webster University.

LICENSES AND CERTIFICATES:

- Human Service Generalist Certificate, Saddleback College
- Mentor and Prevention Specialist Certificate, Saddleback College

PROFESSIONAL AFFILIATIONS:

- Member of the South Orange County Community College District Faculty Association

ATTACHMENT 4

NAME: KATHY TUOMINEN-LENNEY

POSITION: Counselor (Generalist)
Counseling Services
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.S.W. Social Work
California State University
Long Beach, CA

B.A. English Literature
University of Notre Dame
South Bend, IN

EXPERIENCE:

Kathy Tuominen-Lenney has been a part-time counselor and instructor in the General Counseling/EOPS/CARE and CalWORKs departments at Saddleback College for the past 12 years. She began as a community college intern at Saddleback College in 2003. She has also worked as a counselor for the Independent Adoption Center (IAC), providing individual and group counseling from 1998-2004.

LICENSES AND CERTIFICATES:

- Licensed Clinical Social Work License

PROFESSIONAL AFFILIATIONS:

- Member, California Teachers' Association

HONORS/AWARDS:

- Southern California Writers' Conference Award, Best Memoir- 2012

TO: Board of Trustees
FROM: Debra Fitzsimons, Interim Chancellor
RE: SOCCCD: Classified Personnel Actions – Regular Items
ACTION: Approval

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A.

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. ARMSTRONG, CECIL is to be employed as Performing Arts Center Operations Manager, Pos. #P0004253, Performing Arts Center, School of the Arts, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 40 hours per week, 12 months per year, effective January 3, 2017. This is a replacement for Karen Martin.
- b. BUETTNER, MELANIE is to be employed as Assistant Director of Marketing and Creative Services, Pos. #P0009156, Office of Marketing and Creative Services, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 10, Step 1, 40 hours per week, 12 months per year, effective January 9, 2017. This position was approved by the Board of Trustees on May 16, 2016.
- c. KERWIN, WILLIAM is to be employed as Director of Economic and Workforce Development, Pos. #P0007017, School of Advanced Technology and Education Park, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 19, Step 3, 40 hours per week, 12 months per year, effective January 9, 2017. This position was approved by the Board of Trustees on October 26, 2016.
- d. LEE, HANNAH is to be employed as Laboratory Technician, Chemistry, Pos. #P0009416, School of Life and Physical Sciences, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 122, Step 2, 40 hours per week, 12 months per year, effective January 3, 2017. This is a position was approved by the Board of Trustees on June 27, 2016.
- e. OH, JULIA is to be employed as Accompanist, Pos. #P0004299, School of the Arts, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 126, Step 1, 20 hours per week, 10 months per year, effective January 17, 2017. This is a replacement for Anne Shin.
- f. RICHTER, HERBERT is to be employed as Workday HCM and Finance Enterprise Resource Planning Program Manager, Categorical, Pos. #P0009854, Office of Business Services, District Services, Academic and Classified Administrator and Manager Salary Schedule Range 18, Step 5, 40 hours per week, 12 months per year, effective January 3, 2017. This position was approved by the Board of Trustees on April 25, 2016, with employment contingent upon funding by Workday project funds.
- g. VALDERRAMA, JAMES is to be employed as Laboratory Technician, Life and Physical Sciences, Pos. #P0006672, School of Life and Physical Sciences, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 40 hours per week, 12 months per year, effective January 4, 2017. This position was approved by the Board of Trustees on August 24, 2015.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

h. WU, STACY is to be employed as Administrative Assistant, Pos. #P0009566, Risk Management, Office of Business Services, District Services, Classified Bargaining Unit Salary Schedule Range 121, Step 4, 29 hours per week, 12 months per year, effective December 12, 2016. This position was approved by the Board of Trustees on July 18, 2016.

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/ Step</u>	<u>Start Date</u>
Hernandez, Madeline	Senior Administrative Assistant/SC	26.45	12/01/16-06/30/17
Smith, Susan	Financial Aid Specialist/SC	25.17	11/28/16-06/30/17

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2016/2017** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate \$)</u>	<u>Start/End Date</u>
Bui, Charlie	Project Specialist/IVC	16.00	11/15/16-06/30/17
Calabrese, Daniel	Project Specialist/SC	15.00	11/01/16-06/30/17
Cannon, Kevin	Project Specialist/SC	15.00	11/01/16-06/30/17
Crowder, Yvette	Project Specialist/SC	15.00	11/14/16-06/30/17
De Angelo, Lissa	Project Specialist/SC	14.00	11/15/16-06/30/17
Gittelsohn, Ilya	Project Specialist/SC	15.00	11/01/16-06/30/17
Lee, Roy	Project Specialist/SC	50.00	11/01/16-06/30/17
Mora, Felicia	Project Specialist/IVC	21.00	11/17/16-06/30/17
Olamendi, Esmeralda	Project Specialist/SC	13.50	11/01/16-06/30/17
O'Neill, Chelsea	TMD Aide/IVC	15.00	10/20/16-06/30/17
Preble, Lisa	TMD Aide/IVC	18.00	10/21/16-06/30/17
Rubio, Maria	Project Specialist/IVC	25.00	11/21/16-06/30/17
Serrano, Joshua	TMD Aide/IVC	10.50	10/27/16-06/30/17

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2016/2017** academic year.

<u>Name</u>	<u>Start/End Date</u>
Asturias, Amira Ann	10/31/16-06/30/17
Camia, Janah	11/09/16-06/30/17
Carlson, James	11/28/16-06/30/17
Carlson, Roger	11/01/16-06/30/17
Chalati, Shaam	11/09/16-06/30/17

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2016/2017** academic year.

<u>Name</u>	<u>Start/End Date</u>
Foster, Hugh	11/09/16-06/30/17
Heidari, Koosha	11/09/16-06/30/17
Hosseini, Ava	11/22/16-06/30/17
Kadonoff, Stephan	11/09/16-06/30/17
Kaiser, Candace	10/21/16-06/30/17
Kelley, Sarah	11/16/16-06/30/17
Khan, Aadil	10/31/16-06/30/17
Mafnas, Marian	10/31/16-06/30/17
Miller, Kevin	11/10/16-06/30/17
Moralez, Antonio	11/09/16-06/30/17
Ontiveros, Edgar	11/10/16-06/30/17
Pollard, Jacob	11/16/16-06/30/17
Rabay, Christian	11/16/16-06/30/17
Rizk, Irene	11/15/16-06/30/17
Shabakesaz, Pauniz	11/22/16-06/30/17
Smith, Te'Veannah	11/17/16-06/30/17
Suterman, Alexis	10/31/16-06/30/17
Veneracion, Hana	01/01/17-06/30/17
Wheeler, Taylor	11/09/16-06/30/17
Wheeler, Taylor	12/01/16-06/30/17

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2016/2017** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Ash, Andrew	Clinical Skills Specialist/SC	15.00	09/15/16-06/30/17
Dinh, Helen	Tutor/IVC	14.00	11/10/16-06/30/17
Ehyaeeghodraty, Navid	Tutor/IVC	12.00	10/15/16-06/30/17
Gronnerud, Kathleen	Tutor/SC	12.00	01/17/17-06/30/17
Heto, Prince	Tutor/SC	12.00	11/15/16-06/30/17
Hoffski, James	Model/SC	25.00	10/01/16-06/30/17
Lowery, Mark	Community Ed. Presenter/IVC	10.50	11/08/16-06/30/17
Nguyen, Thinh	Community Ed. Presenter/IVC	10.50	01/19/17-06/30/17
Oshiro, Gail	Interpreter IV/IVC	35.00	10/24/16-06/30/17
Sarabia, Rodolfo	Clinical Skills Specialist/SC	20.00	10/21/16-06/30/17
Zhara, Sarah	Tutor/IVC	12.50	11/14/16-06/30/17

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Schedule Range 121, Office of International Student Program, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 24, 2017.
2. PROGRAM OUTREACH SPECIALIST, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 131, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 24, 2017. Employment in this categorical position is contingent upon funding by revenue from the Adult Education program.
3. STUDENT EQUITY PROGRAM MANAGER, CATEGORICAL, Academic and Classified Administrator and Manager Salary Schedule Range 9, Division of Transfer, Career and Special Programs and Services, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement effective January 24, 2017. Employment in this categorical position is contingent upon funding by the Student Equity program.

C. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. DONELSON, SUSAN, ID #017475, Director of Foster and Kinship Care Program, Categorical, Pos. #P0005023, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 5, 32 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College is to be employed as Associate Director of Adult Education, Categorical, Pos. #P0009594, Academic and Classified Administrator and Manager Salary Schedule Range 8, Step 5, 40 hours per week, 12 months per year, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College, effective January 17, 2017. This position was approved by the Board of Trustees on July 18, 2016.
 - b. KIM, BRIAN, ID #017698, Accounting Specialist, Pos. #P0004242, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College is to be employed as Senior Accounting Specialist, Pos. #P0005188, Classified Bargaining Unit Salary Schedule Range 131, Step 5, 40 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College, effective December 5, 2016. This is a replacement for Diana Walker.
 - c. LEATHERMAN, MARY, ID #019447, Dispatcher/Records, Pos. #P0004782, Classified Bargaining Unit Salary Schedule Range 119, Step 4, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College is to be employed as Dispatcher Lead, Pos. #P0004721, Classified Bargaining Unit Salary Schedule Range 123, Step 3, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, effective January 3, 2017. This is a replacement for Sandra Theriault.

C. CHANGE OF STATUS - Continued

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- d. MIAN, SARAH, ID #021936, Human Resources Assistant, Pos. #P0003669, Classified Bargaining Unit Salary Schedule Range 121, Step 3, 40 hours per week, 12 months per year, Office of Human Resources, District Services is to be employed as Senior Human Resources Specialist, Pos. #P0003516, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, Office of Human Resources, District Services, effective January 3, 2017. This is a replacement for Maria Feoktistova.

D. OUT OF CLASS ASSIGNMENTS

1. IRVINE VALLEY COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Orlando, Karen	Director of Annual Giving/Development	18/1	40	12/01/2016

2. SADDLEBACK COLLEGE returned the following permanent Classified Bargaining Unit employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Bartirromo, Jeanise	Administrative Assistant	121/6	40	01/03/2017

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. HOWARD, MICHAEL, ID #018718, Custodian, Pos. #P0007019, Office of Physical Plant, Irvine Valley College, conclusion of employment effective December 16, 2016. Payment is authorized for any compensated time off. (Probationary Start date: March 14, 2016)
2. MARRIOTT, DAVID, ID #022150, Laboratory Technician, Automotive Technology, Pos. #P0004407, Division of Advanced Technology and Applied Sciences, Saddleback College, conclusion of employment effective December 14, 2016. Payment is authorized for any compensated time off. (Probationary Start date: July 5, 2016)
3. DE LA O, EDWARD, ID #018541, Grants Analyst, Pos. #P0004282, Grants and Contracts, Office of College Fiscal Services, Saddleback College conclusion of employment effective January 2, 2017. Payment is authorized for any compensated time off. (Start date: January 3, 2012)
4. RYNNING, JAMES, ID #004283, Senior Laboratory Technician, Performing Arts, Pos. #P0002143, School of the Arts, Irvine Valley College conclusion of employment effective January 3, 2017. Payment is authorized for any compensated time off. (Start date: August 23, 1994)

F. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Advanced Technology and Applied Sciences, Saddleback College

Alvarado, Joseline	Cowart, Michael	Gardner, Sasha
Gonzales, Alfredo	La, Ha	Moeller, Kyle
Quintero, Edward	Sylvia, Brandon	Williams, Catherine
Young, William		

Fine Arts and Media Technology, Saddleback College

Bhalani, Arti	Byrd-Cabelka, Cady	Byrd, Steffan
Friess, Elizabeth	Friess, Natalie	Grimm, Nolan

Fine Arts and Media Technology, Saddleback College

Hall, Elyse	Hall, Irena	Hall, Madison
Howe, Bailey	Howe, Teresa	Johnson, Lorraine
Johnson, Madeline	Kramer, Deborah	Kramer, Lauren
Mokler, Andrea	Mokler, Morgan	Nguyen, Cally
Nguyen, Sara	Nicklin, William	Robinson, Riley
Stanton, Ev	Steines, Allyson	Steines, Claire
Toole, Shelly	Toole, Sydney	Wiederker, Christine
Wiederker, Sydney		

Guidance and Counseling, Irvine Valley College

Dominguez, Cristian	Macias, Luis
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Humanities and Languages, Irvine Valley College

Monden, Hiroki	Okada, Toko	Wang, Taemi
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Life and Physical Sciences, Irvine Valley College

Dauley, Jack	Harris, Leslie	Itoh, Joanna
Itoh, Shigeto		

The Arts, Irvine Valley College

Grigsby, Angelica

Transfer, Career and Special Programs, Saddleback College

Patino, Jorge

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: 2017-2018 Bonded Sabbatical Recommendations

ACTION: Approval

BACKGROUND

Under the authority of Article XXVI, Section H, of the Academic Employee Master Agreement, thirty-nine (39) semesters are available for sabbatical leave during the 2017-2018 academic year. According to Article XXVI, Section I, Subsection A, of the Academic Employee Master Agreement, sabbaticals are allowed for the professional enhancement of the faculty member, which shall benefit the faculty member, his/her college, students, and/or the District. Sabbatical applications and supporting information are reviewed and evaluated by the SOCCCD District-wide Sabbatical Committee, comprised of faculty and administrators representing the colleges and district services.

STATUS

The SOCCCD District-wide Sabbatical Committee, chaired by Dr. Tony Huntley, Professor, Mathematics, Science and Engineering, Saddleback College, and Dr. David P. Bugay, Vice Chancellor, Human Resources & Employer/Employee Relations, met and reviewed all requests from faculty for sabbatical leaves during the 2017-2018 academic year. Using the criteria of Article XXVI of the Academic Employee Master Agreement, the committee voted to recommend fourteen (14) faculty members listed in Exhibit A for sabbatical leaves during the 2017-2018 academic year. Exhibit A identifies the faculty member and provides a brief description of the proposed project. Four (4) applicants requested a full academic year sabbatical leave; three (3) requested sabbatical leave for Fall Semester 2017 and seven (7) requested sabbatical leave for Spring Semester 2018; totaling eighteen (18) semesters of leave. Budget planning will reflect provisions to accommodate sabbatical participant teaching loads.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve bonded sabbatical leave during the 2017-2018 academic year for the recommended faculty members shown in Exhibit A.

Item Submitted by: *David P. Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

South Orange County Community College District
2017-2018 Sabbatical Committee Recommendations

BRITTANY ADAMS
Humanities/History
Irvine Valley College
Fall 2017

TITLE: Pacific and Atlantic History in Early America

GOALS and OBJECTIVES:

1. To research the current historiography of early American history. In the years since I have completed my graduate study (2011), various new works have been published that focus upon the importance of Spanish, French, and Dutch settlement in the Americas in addition to the well-researched influence of English societies.
2. To better understand the impact of trans-oceanic trade on the development of early American colonies and early America.
3. To apply this research to my teaching at Irvine Valley College so that my students have access to the most recent information in the field so that their experiences would be on par with current scholarship at our transfer institutions.

ACTIVITIES:

I plan read current scholarship regarding the above topics and then synthesize this research and revise 10-15 lectures for History 20, a core general education course that I teach most frequently (this is the course that I consistently interact with the most students as it is a highly in-demand transfer course for both UC/CSU). In producing these new lectures, I plan to generate new PowerPoints with both visuals and interactive media (if available) that could be used in both my traditional classroom or online.

PRODUCTS:

1. Annotated bibliography of 15 to 20 journal articles and history books that can be shared with colleagues.
2. 10-15 lecture outlines that will be used for teaching History 20 along with new PowerPoints with visuals and original text that can be used for in person or online courses.
3. A compilation of primary source documents and images that can be used to supplement or replace a reader for History 20 made available to students in either printable PDF or web-based compilation of sources (available format will depend on research and ADA compliance).

DEVON J. BRADLEY

Life Sciences & Technologies/Biology
Irvine Valley College
Spring 2018

TITLE: Living Laboratories: Utilizing the Environmental and Educational Resources of the University of California Natural Reserve System

GOALS and OBJECTIVES:

1. Survey the environmental and educational resources available through the network of sites that are part of the UC Natural Reserve System and synthesize these resources for student use.
 - a. Prepare a student "field guide" to the natural history, basic ecology, and dominant flora and fauna of no less than 10 UC Natural Reserves and create interactive maps.
2. Develop a model for the utilization of the resources of the UC Natural Reserve System that supports and expands upon our existing biology, environmental studies, and field studies programs.
 - a. Prepare an "instructor handbook" for the utilization of UC Reserves for community college courses and field trips.
3. Enhance my breadth and depth of knowledge of California natural history and California's diverse habitats and ecosystems.
 - a. Refresh and enhance my knowledge of California natural history through observation, literature review, and species documentation.

ACTIVITIES:

I plan to travel to no less than 10 UC Natural Reserves across the state of California to map and document the biological resources of UC Natural Reserves; create student natural history "field guides" for each reserve for use on field courses and field trips; map and document the physical resources of UC Natural Reserves in order to develop "instructor handbooks" that address the logistics of reserve utilization and highlight the available resources.

PRODUCTS:

1. Student "field guides" on the natural history, ecology, flora and fauna, and points of interest of representative California ecosystems at no less than 10 UC Reserves.
2. Instructor guides that address logistics and feasibility of utilization UC Reserves for field courses and field trips and that map the physical resources.
3. Documentation of plant and animal diversity across California's quintessential ecosystems, made available through images and biodiversity documentation websites (i.e. iNaturalist).

LINDA M. CALL, DNP, MSN, RN

Health Science & Human Services, Nursing Program
Saddleback College
AY 2017-2018

TITLE: Developing an International Service-Learning Study-Abroad Course for Saddleback College Nursing Students

GOALS and OBJECTIVES:

1. Develop a service-learning study-abroad course based upon and in cooperation with the International Service Learning's (ISL) study abroad programs for nursing students in Central and South America.
2. Determine government regulations that pertain to U.S. nursing students studying in Belize.
3. Discover the health needs and culture of the local peoples of Belize and other ISL locations.
4. Create professional relationships with representatives at ISL, the Belize ISL team, and representatives at the health clinic in Hopkins Village, Belize; establish contacts with local community health care leaders.
5. Determine logistical details and cost regarding travel, housing, and clinical placement of nursing students, and student liability coverage.
6. Evaluate the Belize ISL program learning potential for students.
7. Take the following course offered through ISL: "Strengthening Cultural Competence in a Global Health Context", to prepare myself for the future course.
8. Create: *Study Abroad Course for Nursing Students* and submit to curriculum committee.
9. Create a sabbatical project video presentation for staff development week of Fall 2018.
10. Present the sabbatical project video to the California Nursing Student Association local chapter.

ACTIVITIES:

In the fall of 2017, I will begin my sabbatical by conducting a literature search to determine best practice for international service learning. I will collaborate with Judy Kreig (former SC graduate and founder of Hopkins Village Health Clinic in Belize) and with Dr. Terry Whitt to create an action plan for service learning in Hopkins Village. I will collaborate with nursing program colleagues regarding shared objectives for service learning in Belize. I will travel Hopkins Village to evaluate the potential learning activities. In the spring, I will return to Belize to evaluate the ISL program. During both experiences I will determine logistics and cost for the study abroad course. All activities will be logged in written, photographic and video form. I will create a study abroad course and submit a course proposal to Saddleback College's Curriculum committee. I will create a video of my sabbatical and present the video during flex week of 2018 and to our local chapter of California Nursing Students Association.

PRODUCTS:

1. Manuscript/log documenting activities conducted and information gained during project
2. Curriculum for study abroad course
3. Video presentation of experience

BROOKE CHOO

Student Success Center/Languages & Learning Resources
Irvine Valley College
Spring 2018

TITLE: Development of a Comprehensive Tutor Training Program Available Districtwide

GOALS and OBJECTIVES:

1. Research current practices in tutor training at other colleges.
2. Develop a thorough tutor handbook.
3. Develop a comprehensive video catalog of tutor training videos.
4. Determine a textbook and compile a reader of articles related to best practices in tutoring.
5. Develop tutor training learning outcomes and assessment measures for the outcomes.
6. Create and populate a Blackboard shell with the tutor training content.
7. Compile a list of open source online resources that tutors will utilize with student tutees.
8. Develop a certificate of completion so that tutors can list the training on their resumes/CVs.
9. Present during flex week, distribute it to the other LRC Coordinators at IVC & Saddleback.

IVC's Student Success (SSC) Center serves over 3,000 of IVC's students for over 15,000 tutorial sessions annually. The SSC employs about 50 tutors of varying educational backgrounds and prior tutoring experience and training. These tutors come and go as they transfer to universities, so there is always a need for training new tutors as hiring is ongoing. In order to provide the best quality tutoring possible to IVC students, a thorough tutor training and professional development curriculum is warranted. Some tutors have never tutored before, and other tutors are experienced but could benefit from additional professional development opportunities to acquire additional skills. This sabbatical project intends to develop a comprehensive tutor training program that will be used to improve skills not only in the SSC's tutors, but tutors at any of IVC's other four Learning Resource Centers (LRC), as well as by Saddleback's LRC and any tutors at our sister college. The sharing of these training materials with Saddleback will benefit the learning of students in the entire district.

ACTIVITIES:

Provide summary overview of activities.

- Research current practices at other colleges. Compile a reader. Determine a textbook.
- Outline scripts for videos to be recorded. Develop a Blackboard shell.
- Film lectures and role plays on tutor training topics and close caption.
- Compile a list of online resources. Add to website. Complete the tutor training handbook.
- Finish captioning the videos. Develop tutor training learning outcomes and assessment measures for the outcomes. Create a certificate that could be awarded.
- Present during FLEX week. Distribute the materials to the other IVC and SC LRC Coordinators.

PRODUCTS:

1. Series of training videos hosted on MediaSite available to all LRC Coordinators in the District.
2. Tutor training handbook, reader of selected articles and dedicated textbook.
3. Blackboard shell will be populated with the training materials and learning outcomes.
4. SSC website will list open source online resources available to students to support their learning.
5. Certificate of completion will be available.

KERRY CRABB

Kinesiology and Athletics/Kinesiology
Saddleback College
Spring 2018

TITLE: Development, Organization, and Implementation of a Year Round Strength and Conditioning Program for Community College Athletes

GOALS and OBJECTIVES:

1. Evaluation of current programs at Saddleback College with regards to facilities, equipment and staffing.
2. Examination of strength programs at various collegiate levels including: Community College, NCAA Division I, Division II, and Division III levels.
3. Examination of strength programs that have like resources.
4. Examine nutritional components of effective weight management and training supplementation for athlete performance.
5. Identify any required facility needs or improvements necessary for program implementation.
6. Identify any possible additional equipment or material needs for program implementation.
7. Establish a plan to acquire future facilities and equipment.

ACTIVITIES:

The activities to be conducted during this study will include online research into current training protocols for athletes, visits to specified college and university campuses, meetings with college directors and coordinators for strength and conditioning in athletics, as well as meetings with Saddleback College faculty members

PRODUCTS:

1. The study will result in the production of a report detailing the most current models and framework for effective year round training for community college athletes. This report will include a guidelines for in-season, post-season, and off-season training cycles, as well as the requisite facilities, equipment and materials necessary for instruction of this program. This report will be presented to the Kinesiology & Athletics Division faculty during flex week.
2. This study will result in the production of a strength training manual which will be presented to the Kinesiology & Athletics Division faculty during flex week, and a hard copy will be delivered to the Kinesiology & Athletics Division office.

KIRILL GLIADKOVSKY

Fine Arts & Media Technology
Saddleback College
AY 2017-2018

TITLE: New piano CD/DVD recording and creation of new piano/organ transcriptions of orchestral works

GOALS and OBJECTIVES:

1. Record a CD/DVD of piano music of Vienna Piano School composers
2. Present a public recital of the Viennese school's composers at Saddleback College
3. Create, arrange and publish two new piano/organ transcriptions of orchestral works by Mussorgsky and Rachmaninoff

ACTIVITIES:

Provide summary overview of activities. 1st semester - Settle in Vienna, Austria, research Viennese piano school performance practices, learn and record the CD/DVD repertory, present a piano recital at Saddleback after completion of sabbatical. 2d semester - write two new piano/organ transcriptions of major orchestral works by composers Rachmaninoff and Mussorgsky.

PRODUCTS:

1. CD/DVD with music of Beethoven, Brahms, Schubert
2. Piano Recital at Saddleback with CD/DVD repertory
3. Two new piano/organ transcriptions, available to Saddleback College students and faculty and for publishing

JENNIFER HEDGECOCK

Liberal Arts/English
Saddleback College
Spring 2018

TITLE: The Shadow in the Glass: Cultural Reflections of the Medusa on the Other Side of the Mirror

GOALS and OBJECTIVES:

1. To research Renaissance Art through the 20th century that concentrates on images of the Medusa.
2. To conduct interviews with artists and other scholars specializing in the study of artists whose work I am including in my project.
3. To finish my manuscript demonstrating the mythological transformation of the Medusa from Greek Literature to the 21st Century.
4. Submit my completed manuscript to editors for peer review, and revisions.
5. Incorporate any relevant feedback from these sources.
6. Produce a slideshow presentation that will be given during Flex Week, Fall 2018.
7. To present my material at the Modern Language Association in January 2018.
8. To write and publish one or two scholarly articles on my research as per copyright laws will allow.

The title of this study alludes to a sense of awe of the woman lurking behind the mirror. The mirror becomes an important mechanism that reveals an image reflected back that no one else can look at or see. The traditional myth of the Medusa portrays her as both victim and predator, and we see how these myths continue to shape our culture. But it is important to understand how these interpretations continue to emerge, shaping and transforming new definitions of women today. For example, Nan Goldin's work, exhibited at the MOMA in New York City last August, presents a voyeuristic exploration of universal concerns that figuratively transcribe women into the Medusa myth. Viewing one of Goldin's most photographed subjects, Cookie Mueller, compels the gaze which metaphorically involves danger. This study argues that the threat of danger encourages the viewer to stare, seeking "something" . . . but what exactly? My analysis and outcomes will explore this threat of danger that encourages the viewer to stare, seeking something unknown. This work will have applications to classroom teaching and cross- disciplinary collaboration and add (through professional articles and presentations) to a deeper understanding of this Medusa trope.

ACTIVITIES:

Between May 2017 and August 2017 (prior to my sabbatical), I will research archival material, requiring me to travel to the Frye Museum (Munich), the Royal Museums of Fine Art of Belgium (Brussels), the Uffizi Museum (Florence), the d'Orsay Museum (Paris), and the Chicago Institute of Art. I will also spend about a month in New York City, interviewing artist and photographer, Nan Goldin, and the friends and family of Cookie Mueller. Between January and August 2018, my actual sabbatical leave, I will complete the manuscript, interpreting the field research, drawing new conclusions following up on material that may have been left out, revising and editing the manuscript, and sending it out for publication.

PRODUCTS:

1. Completed manuscript of my project by May 21, 2018. This manuscript will also be submitted to my publisher, Routledge.
2. Body of pedagogical materials that will be posted on a website for the perusal of my students.
3. PowerPoint presentation (Flex Week Fall 2018).
4. Presentations and class lessons/activities for students to learn how history, art and literature transform old myths and shape the myths of the future.

JUNE MCLAUGHLIN

Business Sciences/Business Law/Paralegal Program
Irvine Valley College
Spring 2018

TITLE: Legal Assistant/Paralegal Computer Technology and Electronic Research textbook and Instructor's Manual

GOALS and OBJECTIVES:

1. Create a current, usable textbook with instructor resources that accurately reflects what is currently being done.
2. Provide a textbook that addresses some of the soft skills deficits.
3. Provide a textbook that addresses in depth and detail the ethical issues raised by growing reliance on technology in the legal field.

ACTIVITIES:

Analyze current books for gaps.

Create a textbook, PowerPoint presentations and Instructor's Manual.

PRODUCTS:

1. Textbook
2. Instructor's Manual
3. PowerPoint presentations for each chapter

JUNE MILLOVICH

Social & Behavioral Sciences Child Development & Educational Studies
Saddleback College
Spring 2018

TITLE: Child Development and Education Articulation and Transfer: Opportunities for Improvement and Expansion

GOALS and OBJECTIVES:

1. Review ASSIST, CSU online catalogs, standards for professional preparation, and printed documents, to create a collection of lower and upper division course offerings and program options from each CSU that has a baccalaureate program applicable to careers in child development, early childhood education, and elementary teacher preparation.
2. Use the information collected to:
 - a. Identify opportunities for course to course articulation in the disciplines of child development, early childhood education, and education/teacher preparation for the articulation officer to put forward upon completion of the project.
 - b. Identify opportunities for increased alignment subsequent to project completion.
 - c. Develop reference materials for students

The purpose of this project is to improve and expand articulation and improve transfer opportunities for Child Development and Education students pursuing baccalaureate degrees to meet the requirements of careers working with children. I will identify the existing articulation agreements and transfer pathways between Saddleback and CSUs throughout the state who have programs in Child Development, Early Childhood Education, and Liberal Studies degrees with Child Development, Early Childhood Education, and or Teacher Preparation tracks then identify opportunities to comprehensively increase course to course articulation and close gaps in program alignment especially in relationship to the new standards for certification of early care and education professionals in development by the CA Commission on Teacher Credentialing (CTCC), the new Child and Adolescent ADT degree, and the standards for professional preparation for K-12 teachers implemented by the CCTC in 2015.

ACTIVITIES:

January: Organize/Develop data collection filing system
February: Research and catalog Child Development pathways and articulation opportunities
March: Research and catalog Early Childhood Education pathways and articulation opportunities.
April: Research and catalog K-12 pathways and articulation opportunities
May: Finalize articulation request list to give to Articulation Officer; Finalize list of opportunities for increased alignment and/or program development; Finalize resource binder for child development, early childhood education, and K-12 education preparation

PRODUCTS:

1. A comprehensive list of course-to-course articulation requests.
2. A future project list related to course offerings and program options between Saddleback and each CSU that has a program applicable to careers in early childhood education and elementary teacher preparation.
3. Binders (hard copy and e) for the presentation of existing opportunities for Saddleback early childhood education and education students to each possible CSU. Development of web page will be done in collaboration with Mike Sauter, and/or current compliance technician.

JEDREK MULARSKI

Social & Behavioral Sciences/History
Saddleback College
Fall 2017

TITLE: Digital History: Theory, Practice, and Instruction

GOALS and OBJECTIVES:

1. Overarching Goal: To bring the Saddleback History Department in line with evolving demands and expectations in our discipline by building faculty proficiency and by expanding student instruction in the rapidly growing sub-field of Digital History. (Digital history is the use of digital media to further historical analysis, presentation, research and instruction).
2. To update and improve my instructional effectiveness by developing personal expertise in theory, practice, and instruction of Digital History. Also, to update and improve the instructional effectiveness of History Department faculty by strengthening faculty background in Digital History theory, practice, and instruction.
3. To update and improve student instruction in the History Department by integrating Digital History instruction into History Department offerings.

ACTIVITIES:

I will undertake an in-depth study of Digital History to acquire expertise in this sub-field. As part of this study, I will review scholarly articles, Digital History archives, and current classes offered in Digital History at other universities in order to build expertise in Digital History theory, practice, and instruction. Additionally, I will undergo technical training through Coursera and The Programming Historian in web-design and in the digital presentation of historical data. Based on my study of Digital History (see Activity #1), I will develop a library of resources on Digital History. I will make this library available to Saddleback and IVC History faculty in order to present them with options for building their background in Digital History and for integrating digital history into their courses. Using resources at the Faculty Center for Student Success, I will design and produce a video tutorial that introduces students to Digital History theory, research, and methodology.

PRODUCTS:

1. Library of faculty resources on Digital History: This library will include a diverse range of faculty resources on Digital History. It will serve as a resource for faculty who wish to develop a background in Digital History and for faculty who wish to integrate Digital History into their courses.
2. Video tutorial that introduces students to Digital History theory, research, and methodology: This video tutorial will introduce students to the sub-field of Digital History and provide them with a fundamental understanding of what Digital History is and how it can play an important role in their historical studies. The video may be used either as an integrated component of specific history courses or as a stand-alone tutorial for students planning to take history courses. It also will serve as a springboard by which I will make digital history instruction, research, and student projects part of courses that I teach, and it will provide a basis upon which digital history may be integrated as a curricular component across the History Department and the humanities.

KATHERINE T. SCHMEIDLER

Life Sciences & Technologies/Anatomy/Zoology
Irvine Valley College
Spring 2018

TITLE: A Survey of Frequency and Sizes of Sutural (Wormian) Bones In Skulls of the Paris Catacombs

GOALS and OBJECTIVES:

1. Survey skulls in the Paris Catacombs to establish a baseline of frequency and size distribution of sutural bones in this population.
2. Identify patterns of sutural bone distribution, if any, in a population with only subtle distinctions of genealogy.
3. Further personal professional growth in my chosen academic field.

ACTIVITIES:

As comprehensive a survey as possible of accessible skulls in the Paris Catacombs will be accomplished. Depending on the permissions granted, photographic images of the posterior view of as many skulls as possible will be collected for analysis. If photography is not permitted, tally will be done on site. The number of Wormian bones in each observed skull and their sizes will be tallied, along with record of the cemetery area in which they were found. Every effort will be made to do an exhaustive survey of each cemetery area accessed, rather than tallying a few skulls from more different areas, even though the same total number might be counted, so that the indicated comparisons can be analyzed. As many skulls will be tallied as time and permissions will allow. These data will be assessed to develop a baseline dataset for number and size distribution of Wormian bones in this population. Further analysis will be undertaken if the data warrant.

PRODUCTS:

1. Large data set of Wormian bone size and number distribution in the populations of French parishes or villages in the vicinity of Paris, and possibly Napoleonic war dead.
2. Materials for Human Anatomy Bio 11 and Bio 200 presentations on sutural bones and gross anatomical investigatory approaches.
3. Possible presentation at one or more professional conferences.

DANIEL SCOTT

Business Sciences/Accounting/Business Management
Irvine Valley College
AY 2017-2018

TITLE: Develop instructional support resources for international business education, international internship, and international employment opportunities for Irvine Valley College students

GOALS and OBJECTIVES:

1. To surface information about potential international education, employment, and internship opportunities for Irvine Valley College students.
2. To develop instructional materials, e.g. lessons, scenario examples, presentation inserts, etc., that support global contextualization for business and entrepreneurship courses at Irvine Valley College.
3. To explore the strong international education and business connections between Southern California and Shanghai, China.

ACTIVITIES:

This research will include fieldwork residency in an expatriate community within the Pudong region of Shanghai, China. This research project includes the following proposed elements:

- Literature and program review of International and global business education.
- Conduct and transcribe interviews of U.S. expatriates working in Shanghai, China.
- Conduct and transcribe interviews of company representatives seeking expatriate workers.
- Survey and data collection of IVC international student population.
- Develop curriculum module for global business education.
- Acquire additional documentation on demographics and economics through the municipal records, local libraries, and other archival sources.
- Present workshop: Preparing for expatriate opportunities

PRODUCTS:

1. Curriculum modules that can be incorporated within existing business courses.
2. A written guide providing information to help students prepare for successful expatriate experiences in Shanghai, China.
3. PowerPoint or Prezi presentation on research and results to share in community forums and lectures.
4. Case study, illustrations, photographs, and slideshow inserts for use in course instructional content.

BASIL SMITH

Liberal Arts/Humanities/Philosophy
Saddleback College
AY 2017-2018

TITLE: Moral Skepticism: Arguments, Criticisms, and Compromises

GOALS AND OBJECTIVES:

1. To finish my manuscript on moral skepticism (for the book called *Moral Skepticism*), which encompasses philosophy, psychology, and neuroscience, which will be suitable, at least, for Phil 1 and Phil 15.
2. Attend and contribute to specific ethics conferences, such as the American Philosophical Association, which will allow me to exchange key ideas with experts working in relevant areas.
3. Produce PowerPoints for *Moral Skepticism*, and merge their content into my Phil 1 and Phil 15 ones.
4. Write and produce Podcasts on ethics, often bringing in guests, such as noteworthy scholars from around the area.
5. Create a website for ethics, which will include a vast amount of materials.

ACTIVITIES:

- Continual researching/reading relevant articles and books in philosophy, psychology, and neuroscience.
- Write and revise *Moral Skepticism*.
- Attend the APA and other conferences, so as to interact with scholars working on similar subjects.
- Compile the information for, design, and construct PowerPoints to reflect the chapters of the manuscript.
- Write scripts for Podcasts, arrange guests (e.g. noteworthy ethicists), and perform them.
- Design website, and compile academic and pedagogical materials for it.

PRODUCTS:

1. Manuscript "Moral Skepticism: Arguments, Criticisms, and Compromises," which should be about 300 pages or so.
2. Pedagogical materials: PowerPoints, Podcasts, and website.

WILLIAM STEVENSON

Liberal Arts/English Composition
Saddleback College
Fall 2017

TITLE: Reading and Writing for College Success

GOALS and OBJECTIVES:

1. To research materials to be used in a composition textbook that address the large percentage of students attending college who are underprepared for college-level writing.
2. To develop and refine manuscript chapters that address writing strategies, which include readings that contextualize themes of reading, writing, college life, and student success, so students learn how to be successful college students at the same time they learn how to read and write at the college level.
3. To complete a book manuscript so that it is ready to be submitted for publication.

ACTIVITIES:

1. Conduct research to identify new materials to include on research, paragraph development, and grammar in context.
2. Research to find current readings that address the themes of reading, writing, and college success, which also include examples of writing strategies.
3. Incorporate a research exercise after each reading on the same topic.
4. Add a "Grammar in Context" section to each chapter.
5. Continue to revise and edit chapters for content, purpose, and audience.

PRODUCTS:

1. A completed manuscript ready for presentation for publication.
2. A body of materials for teaching composition to students who are underprepared for college-level reading and writing.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: District-wide American with Disability Act (ADA) Transition Plan

ACTION: Information

BACKGROUND

On June 22, 2015, the Board of Trustees allocated basic aid funding for a district-wide American with Disabilities Act (ADA) transition plan. The Federal government enacted the Rehabilitation Act of 1973 and the ADA in 1990. Title II of the ADA applies to State and local government entities and requires that persons with disability be provided with an equal opportunity to benefit from government programs, services and activities. ADA transition plans were required as of 1991. The plan includes proposed facility renovations, a time line for completion and estimated costs. On February 22, 2016, the Board of Trustees approved the district-wide ADA Transition Plan Consultant Services Agreement with Cordoba Corporation to develop a district-wide plan in consultation with district-wide representatives. An executive summary of the plan is presented in EXHIBIT A.

STATUS

This evening district and college representatives will present the district-wide American with Disabilities Act (ADA) Transition Plan. They will discuss the applicable Federal and State regulations, processes undertaken to develop the plan and ongoing efforts to address barriers to accessibility.

South Orange Coast Community College District ADA Transition Plan – Executive Summary

Prepared by: Cordoba Corporation

I. Introduction

Under **federal law**, where structural modifications are required to achieve program accessibility with respect to individuals with disabilities, a public entity employing fifty (50) or more persons **must develop a transition plan** (28 CFR § 35.150 (d)).

II. SOCCCD Transition Plan Development

A. Field Survey - Data Collection

Teams of surveyors conducted the assessment on **all three SOCCCD campus** facilities (ATEP, IVC and Saddleback College) and exterior site areas from April through July 2016. All work was conducted in accordance **with all federal and state mandates** (ref 1991 ADAAG, as adopted into the 1994 ADA Standards (1991/1994 ADAS), 2004 ADAAG, as adopted into the 2010 ADA Standards (2010 ADAS), and the 2013 CBC, Chapter 11B).

B. Input and Report Production - Data Analysis

The assessment team used its proprietary ADA assessment **database** to generate interactive survey reports for use in creating the SOCCCD Transition Plan. The database identifies barriers in a customizable report format, allowing for **convenient sorting** of recorded information by location, type, severity, priority, and related categories.

ADA transition plans are living documents that require continuous updating. Moving forward, this database will be used as a tracking tool by District staff to sort items into project groups to be continually implemented and updated under selected capital construction projects or under the District's general maintenance projects.

C. Prioritization - Federal Guidelines

Prioritization is mandated under federal ADA Title II regulations. To facilitate developing barrier removal priorities, each identified issue was classified in accordance with the following guidelines: *“A public accommodation is urged to take measures to comply with the barrier removal requirements of this section in accordance with the following order of priorities.”* - Source: Federal Department of Justice Priorities - 28 CFR 36.304(c)

Priority 1 – Access into Facilities – 28 CFR 36.304(c)(1)

Priority 2 – Program Areas – 28 CFR 36.304(c)(2)

Priority 3 – Restroom Facilities – 28 CFR 36.304(c)(3)

D. SOCCCD Prioritization

As a best practice, the SOCCCD assessment team, along with District Staff, provided further prioritization based on severity of existing safety hazard.

E. Public Outreach - Exceeded Federal Mandates (Ref Title II, Section 35.105(b) of the ADA)

All public entities are required to undertake a “Self Evaluation”. This public input process at SOCCCD exceeded federal and state mandates. This process included documenting the comments of persons with disabilities and those representing disability service organizations, in particular Disabled Student Programs and Services (DSPS) personnel at each of SOCCCD’s three campuses (ATEP, IVC & Saddleback College). Public Outreach was accomplished as summarized below:

- A community outreach public forum was held at Saddleback College on September 13, 2016 and at Irvine Valley College (IVC) on September 14th. A notice of the workshop was published on the District’s website, via email and posted flyers at all three campuses.
- During the month of September & October 2016, the District also received emailed comments and recommendations from the disabled and non-disabled student population, which are included in the final transition plan.

III. Final SOCCCD Transition Plan – Information Board Review Only (Approval not required)

A. Board Review

The field surveys, data input, report generation, and public outreach incorporation assembled into the final transition plan will be on file at District headquarters and will complete SOCCCD’s due diligence to comply with all federal mandates.

B. District Implementation - Identify and Remove Barriers Based on Existing Resources

A deliberate approach which maximizes existing District resources and that will include incorporation of the District’s Master Plan while ensuring campus safety and accessibility will commence immediately.

The final SOCCCD Transition Plan (which includes Public Forum comments and emails) is available for public review in the SOCCCD District office on the Saddleback College campus, at 28000 Marguerite Parkway, Mission Viejo, CA 92692, (949) 582-4500. The designated point of contact for all ADA and Transition Plan issues is Brandye D’Lena, Executive Director of Facilities Planning and Purchasing.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

BOARD OF TRUSTEES MEETING
JANUARY 23, 2017

PRESENTERS: MARK SCHOEPPNER AND CORDOBA CORPORATION



ACCESSIBILITY REGULATIONS

- **Americans with Disabilities Act of 1990**
 - **ADA Title II, Subtitle A** (Publicly Funded State and Local Government Services) – All Programs, activities & services provided or operated by or for public entities.
- **California Building Standards Codes (Title 24)**
- **Unruh Act (1968)** - Updated in 1993 to make a violation of the ADA, a violation of California civil rights law
- **California Assembly Bill (AB) 2222** – Broadens Federal ADA's definition of physical and mental disability Accessibility Regulations

No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

*-- Federal ADA Title II
Regulation 28 CFR 35.130(a)*



A.D.A. TITLE II: COMPLIANCE

Designate a Responsible Employee



Provide Notice of ADA Requirements



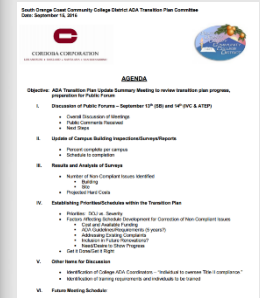
Establish a Grievance Procedure



Conduct a Self-Evaluation



Develop a Transition Plan



5 action steps



ADA TRANSITION PLAN DEVELOPMENT

Physical Assessments

Planning Strategies

Implementation





A.D.A. COMMITTEE INVOLVEMENT



Thank you for serving!

Ardith Lynch	<i>Saddleback College, DSPS Coordinator/Counselor</i>
Brandye D'Lena	<i>Executive Director, Facilities Planning and Purchasing</i>
Carol Hilton	<i>Saddleback College, Vice President, Administrative Services</i>
Davit Khachatryan	<i>Irvine Valley College, Vice President, Administrative Services</i>
Debra Fitzsimons	<i>Vice Chancellor of Business Services</i>
Elizabeth Cipres	<i>Irvine Valley College, Dean, Counseling Services</i>
Ettie Graham	<i>Director of HR, Employee Relations & Compliance</i>
Jeffrey Hurlbut	<i>Irvine Valley College, Director, IVC Facilities</i>
James Rogers	<i>Saddleback College, Asst. Director Facilities, Capital Projects</i>
John Ozurovich	<i>Saddleback College, Sr. Director of College Facilities</i>
Juan Avalos	<i>Saddleback College, Vice President of Student Services</i>
Linda Fontanilla	<i>Irvine Valley College, Vice President of Student Services</i>
Georgina Guy	<i>Saddleback College, Dean, Transfer, Career and Special Programs</i>
Judy Henmi	<i>Irvine Valley College, Counselor DSPS</i>
Maureen Oliver	<i>Risk Manager</i>
Mark Schoeppner	<i>Construction Manager</i>
Sara Sperazza	<i>District Workers' Compensation and Safety Manager</i>



PROCESS OF SOCCCD ADA TRANSITION PLAN

- ✓ **Surveyed** 1.1 Million SF of facilities and exterior areas, 3 campuses
- ✓ Conducted **Public Outreach Meetings** at both Saddleback College and Irvine Valley College
- ✓ Developed a **database of non-compliant items**
- ✓ **Identified issues** addressed by existing and planned construction projects
- ✓ **Prioritized** projects and scheduled by phase





ADA TRANSITION PLAN CATEGORIES



- Path of Travel, Ramps, Elevators, Stairs
- Doors, Gates, Signage
- Toilet, Bathing and Showering Facilities
- Entrances and Exits
- Parking, Curbs, Ramps, Passenger Loading Zones
- Alarms
- Classrooms, Laboratories, Large Assembly
- Drinking Fountains
- Dressing, Fitting and Locker Room

Sample selection, not a complete listing



ADA TRANSITION PLAN DEVELOPMENT



District Wide Summary
 SOCCCD Accessibility Inventory ADA Assessment
Facility Report with Photos
 Campus 2 - Saddleback : Facility ID: # 25 - LIBRARY AND LRC

Author: Schoeppner, M

Keynote 41



Location:
Room 115

Photo#
9147

Field Condition	
19 - Signage - The raised characters on this sign are not accompanied by California Grade 2 Braille (i.e., the dots within each cell are domed and spaced 1/10" o.c.)	1991 ADAAG 4.30.4
Existing Condition:	2004 ADAAG 703.3.1; Fig. 703.3.1
	2013 CBC 11B-703.3.1; 11B-Fig. 703.3.1
	Other -

Classification	
DOJ Location Type:	1
Use:	GS
Severity:	D
Level of Difficulty	Low to Moderate

Corrective Action
418C - Replace Sign - Replace signage.
Additional Comments:

Costs and Funding	
Qty ...Of:	2 EA
Total Cost	\$1,000
Funding Received	\$0

Implementation	
ADA Project#:	_ TBD
Priority:	Phase 3
Planned Completion	6/30/2025
Status Not Complete As of	01/10/2017
Reported By	

Status Update (check one)
 Completed = In Progress = Not Complete = As of _____ By _____



ADA TRANSITION PLAN DEVELOPMENT



SOCCCD Accessibility Inventory ADA Assessment Facility Report with Photos

Campus 3 - Irvine Valley : Facility ID: # 02 - SOCIAL SCIENCES/ A-200

Author: Schoeppner, M

Keynote 7



Location: Men's Restroom
 Photo # 70802

Field Condition

14 - Rooms and Spaces - Wall-mounted object(s) with leading edges between 27 and 80" from the floor project more than 4" into the pathway. (Wall mounted objects with leading edges at or below 27" may project any amount as long as the required clear width of an accessible route is not reduced.)

Existing Condition: Paper towel dispenser: 7-1/4" deep, 44" AFF.

1991 ADAAG	4.4.1
2004 ADAAG	307.2; Fig. 307.2
2013 CBC	11B-307.2; 11B-Fig. 307.2
Other	-

Corrective Action

294C - Relocate Dispenser - Relocate existing dispenser on an accessible route. Patch and repair wall substrate and finishes, to match adjacent undisturbed surfaces.

Additional Comments:

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$120
Funding Received	\$0

Status Update (check one)

Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type:	3
Use:	GS
Severity:	A
Level of Difficulty	Low to Moderate

Implementation

ADA Project #:	_TBD
Priority:	Phase 1
Planned Completion	6/30/2019
Status	Not Complete As of 12/06/2016
Reported By	



FEDERAL DEPARTMENT OF JUSTICE PRIORITIES - 28 CFR 36.304(c)

"A public accommodation is urged to take measures to comply with the barrier removal requirements of this section in accordance with the following order of priorities."

Priority 1 – **Access into Facilities** – 28 CFR 36.304(c)(1)

Priority 2 – **Program Areas** – 28 CFR 36.304(c)(2)

Priority 3 – **Restroom Facilities** – 28 CFR 36.304(c)(3)



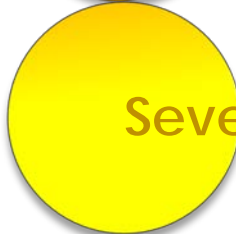
PRIORITIES BASED UPON SEVERITY



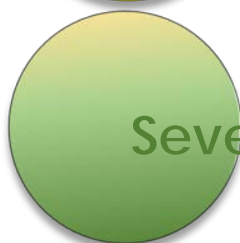
Severity A – Safety Hazard



Severity B – Severe or Complete Barrier to Access



Severity C – Partial Barrier to Access



Severity D – Minor Code Deviation



PHASE 1 TARGET PROJECTS

- Severity A or Safety Hazards
- Door adjustments
- Projects currently planned for the three year timeframe of Phase 1
- ¼ of Exterior Issues
- All ATEP items
- Access issues in buildings planned for renovations to be corrected within that project





PHASE 2-4 TARGET PROJECTS

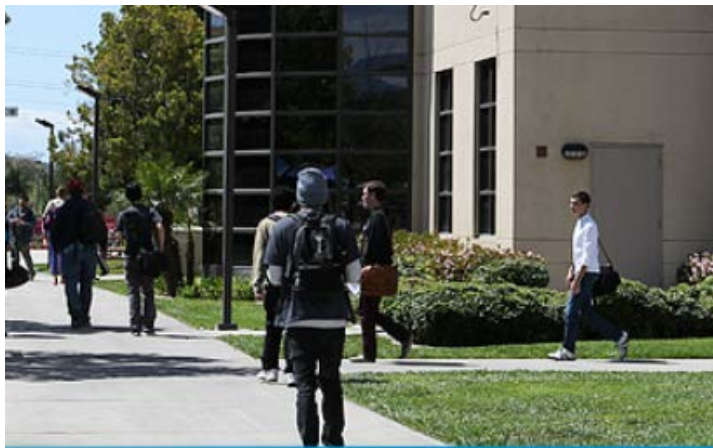
- Everything else including projects currently planned for the three year timeframe of Phases 2-4
- ¼ of Exterior Issues per phase
- Distribution of remaining to balance expense





RESULTS OF THE PHYSICAL ASSESSMENT EFFORT

- Correction efforts prioritized and scheduled in four, three-year phases
- Barriers range from maintenance issues to **capital projects**; i.e. loose floor mats and cracked sidewalks to excessive ramp slopes and expensive door improvements.





SOCCCD ADA TRANSITION PLAN SUMMARY

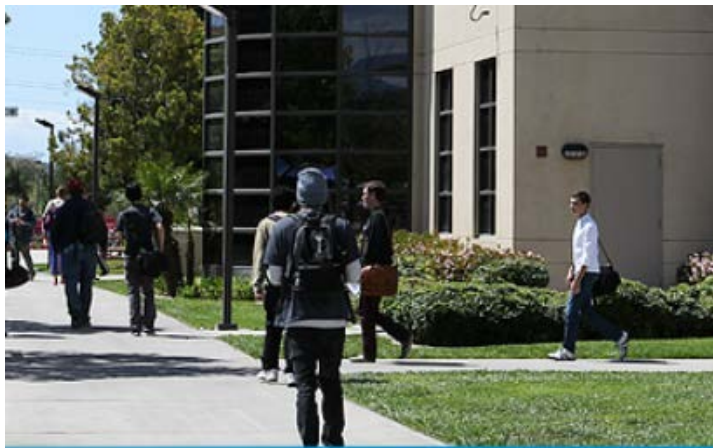
Field Survey - Data Collection

Input and Report Production - Data Analysis

Prioritization - Federal, State, and Local Guidelines

Public Outreach - Exceeded Federal Mandates

Final ADA Transition Plan





ON-GOING IMPLEMENTATION

- Repair and replace building components per accessibility requirements.
- Adjust doors and gates per opening requirements.
- Grind sidewalks and on-site pavement that restricts access.
- Ensure that all replacement parts are compliant.
- Ensure products – park furnishing, restrooms accessories, etc. – are installed per ADA/CBC specifications.
- Ensure that tables and chairs are available for persons with disabilities in assembly areas .
- Ensure prompt repairs to automatic and power-assist doors.



DISTRICT-WIDE PLANNING

- Capital Improvement Committee
 - Education and Facilities Master Plan
 - Five Year Construction Plan
 - Scheduled Maintenance
- Basic Aid Allocation Resource Committee
- Basic Aid Distribution Recommendation to the Board of Trustees



Basic Aid Allocation Recommendation Committee (BAARC)

Purpose of the Committee:

This governance committee is charged with implementing the BP-3110 and AR-3110-Basic Aid Allocation Process and utilizes plans developed by other District-wide Committees and Councils. The Basic Aid Allocation recommendations follow the Annual Basic Aid Allocation Cycle which parallels the SOCCCD annual budget development process.

2018-2019 Five Year Plan
 South Orange County Community College District
 February 22, 2016

EXHIBIT A
 Page 1 of 1

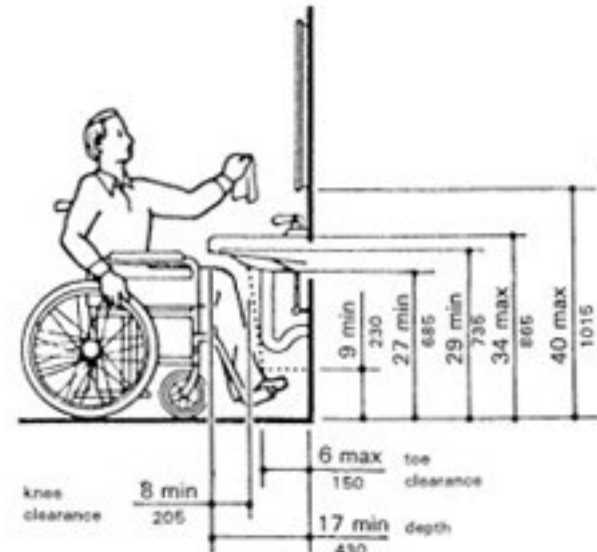
2015 Priority	2016 Priority	Project Title	Campus	Occupy Date	Status
2	1	SCIENCES BUILDING-Under Construction	Saddleback College	2015/2016	Locally Funded or Future
3	2	ATEP- DEMOLITION OF SELECTED BUILDINGS-Phased demolition	Irvine Valley College	2016/2017	Locally Funded or Future
4	3	NEW IRVINE VALLEY ENTRANCE-Bid/Award	Irvine Valley College	2016/2017	Locally Funded or Future
	4	FINISH SADDLEBACK ENTRANCE AND INTERIOR	Saddleback College	2016/2017	Locally Funded or Future
5	5	REPAIR AND MAINTENANCE	Saddleback College	2017/2018	Locally Funded or Future
7	6	REPAIR AND MAINTENANCE	Irvine Valley College	2016/2017	Locally Funded or Future
6	7	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
23	8	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
13	9	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
8	10	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
9	11	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
10	12	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
14	13	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
16	14	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
19	15	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	16	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	17	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	18	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	19	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	20	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	21	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	22	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	23	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	24	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	25	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	26	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	27	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	28	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	29	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	30	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	31	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future
	32	REPAIR AND MAINTENANCE	Irvine Valley College	2018/2019	Locally Funded or Future





QUESTIONS & ANSWERS

SOCCCD AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN



TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Information

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
12/7/16	BGS 235	Scott Fredrickson	Event Sponsored by Business Club.	Jacqueline Kanter, Adriana Avilez Alejandro, and Mounir Said	Helping College Students Understand Credit and the Things that Affect their Finances

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
2/13/17 4:00-5:00 pm	BSTIC 101	Bennet Tchaikovsky	Accounting Society Club	Diane Harkey	Community College Professional Career

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of December 31, 2016, total estimated Basic Aid receipts are \$686.8M and total approved projects are \$672.9M as shown in EXHIBIT A. The balance of \$13.9M is the reserve for unrealized tax collections and returned funds available for distribution.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the FY 2016-2017 Basic Aid allocation from the December, 2016 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
January 23, 2017**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2012 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>2015/16 Actual</i>	<i>Balance Remaining for 2016/17</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	215,824,007	204,979,374	1,138,731	8,530,728	1,110,446	59,462	5,266
CAPITAL PROJECTS							
ATEP Building Demolition (2007)	13,700,000	2,294,413	109,025	1,744,947	2,741,440	22,998	6,787,177
ATEP First Building Phase 3A (2011)	26,300,000	-	-	761	336,973	1,985,988	23,976,278
ATEP Operating Budget* (2006)	14,231,115	10,905,745	564,290	579,960	622,701	110,430	1,447,990
ATEP Site Development (2013)	8,500,000	-	693,427	681,207	986,687	1,054,743	5,083,935
ATEP Staffing, Equipment, Program Development (2007)	891,611	829,159	7,785	14,204	2,026	-	38,437
ATEP Utilities/Infrastructure Phase I (2016)	9,475,000	-	-	-	-	547,695	8,927,305
IVC A200 Success Center (2014)	505,005	-	-	-	-	-	505,005
IVC A400 Bldg Remodel (2011)	13,013,000	28,153	608,333	953,102	5,695,412	2,218,447	3,509,553
IVC B200 Classroom Wing & Labs (2015)	400,000	-	-	-	-	4,257	395,743
IVC B400 Labs and Entrance Controls (2015)	410,000	-	-	-	1,600	4,333	404,067
IVC Defects Performing Arts Center (2014)	1,400,000	-	-	2,611	54,736	-	1,342,653
IVC Design and Install Entrance from Barranca (2003)	2,850,000	240,974	25,074	67,052	38,525	92,072	2,386,303
IVC Fine Arts Building (2008) - State Delay, Future Project request	2,516,017	61,278	-	-	-	-	2,454,739
IVC Health Center/Concessions Building (2016)	5,738,000	-	-	-	-	-	5,670,867
IVC Life Sciences Project (2004)	2,490,000	153,475	693,544	2,416,169	(1,120,532)	14,207	333,138
IVC New Parking Lot (2013)	6,755,000	-	-	-	-	18,950	6,736,050
IVC Performing Arts Center Waterproofing (2013)	470,000	-	-	-	-	-	470,000
IVC Upgrade Exterior & Entries to B300 (2013)	680,000	-	-	-	-	-	680,000
SC Building Repairs - LRC Comm Arts Renovation (2013)	3,839,073	-	12,320	14,990	1,702,050	102,627	2,007,085
SC Building Repairs - ATAS Building (2003)	20,545,313	261,604	167,292	405,643	86,693	332,307	19,291,774
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687	-	124,917	519,146	1,532,643	7,435,103	637,879
SC Central Plant/CoGen Upgrade (2015)	750,000	-	-	-	12,503	731,041	6,456
SC Data Center Project (2016)	1,000,000	-	-	-	-	-	1,000,000
SC Digital Security Access (2015)	650,000	-	-	-	-	650,000	-
SC Fine Arts HVAC, Interior Improvements, Outdoor Theater (2016)	-	-	-	-	-	-	-
SC Fine Arts HVAC Renovation (2013)	9,800,000	-	2,754	76,091	216,891	5,173,241	4,331,023
SC Fire Alarm System (2015)	500,000	-	-	-	-	-	500,000
SC Golf Driving Range Net Replacement (2005)	300,000	126,050	42,520	-	-	3,550	127,880
SC LRC Defects (2015)	750,000	-	-	-	-	8,272	741,728
SC New Gateway Building (2013) (Match)	2,826,817	-	-	-	-	-	2,826,817
SC Sciences Building (M/S/E annex) (2003)	67,358,346	2,128,162	295,740	7,324,533	28,145,264	20,710,561	8,754,086
SC SME Building Renovation (2016)	750,000	-	-	-	-	-	750,000
SC Stadium and Site Improvements (2008)	39,525,000	218,441	1,464	107,278	145,814	347,766	38,704,237
SC PE 200 and 300 Interior Renovation (2014)	1,000,000	-	-	-	-	54,351	945,649
SC PE 400 and 500 Renovation (2014)	800,000	-	-	-	-	-	800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000	-	10,710	3,495	2,438	11,889	721,468
CAPITAL PROJECTS TOTAL	271,718,984	17,247,452	3,359,197	14,911,189	41,203,863	41,701,961	153,295,321
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000	-	-	1,830	5,289	-	267,882
IVC Lighting & Walkways (2013)	795,055	-	-	332,278	170,531	6,750	285,496
IVC SM B100 Roof & HVAC (2015)	493,350	-	-	-	-	-	493,350
IVC Sports Facilities (2012)	342,600	-	702	43,312	30,565	29,488	238,533
SC 12KV Elec Distr Repair (2014)	200,000	-	-	-	70,189	81,120	48,691

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
January 23, 2017**

Project Description	Approved Amount	1999/2012 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Actual	Balance Remaining for 2016/17
SC Central Plant (2013)	750,000	-	61,780	23,875	109,072	440,085	115,188
SC HVAC PE 100 (2014)	800,000	-				-	800,000
SC PE200 Bleacher Repairs (2014)	725,000	-			2,841	88,099	634,060
SC PE Complex (2013)	500,000	-				-	500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	4,881,005	-	62,482	401,295	388,487	645,541	3,383,200
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334	-	648,198	843,987	1,913,336	306,537	537,276
Campus Desktop Refresh (2015)	1,500,000	-			-	1,398,967	101,033
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600	-			35,906	109,832	307,862
SOCCCD Automated Password Reset & Single Sign-On Assess (2015)	115,600	-				-	115,600
SOCCCD Awards Management System (2013)	500,000	-	303,641	154,230		-	42,129
SOCCCD Blackboard Plug-ins (2013)	150,000	-	2,000		15,400	30,950	101,650
SOCCCD Classroom Technology and Audio Visual Refresh (2016)	3,500,000	-			-	125,602	3,374,398
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000	-				8,113	726,887
SOCCCD Data Backup and Disaster Recovery (2016)	900,000	-				782,479	117,521
SOCCCD Degree Audit/MAP Upgrade (2013)	1,594,720	-	230,118	396,373	222,358	233,714	512,157
SOCCCD District IT Back Office Automation (2016)	210,000	-				69,488	140,512
SOCCCD District-wide Automatic Email Archive (2015)	165,000	-			80,752	67,527	16,721
SOCCCD District-wide Hardware Refresh (2014)	505,000	-		484,919	4,414	3,651	12,016
SOCCCD District-wide Network Security (2015)	369,895	-			322,157	40,960	6,778
SOCCCD District-wide Network Security Firewall Refresh (2016)	820,000	-					820,000
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000	-			832,393	105,650	11,957
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658	-	446,032	3,460,657	2,243,712	410,194	424,063
SOCCCD Enterprise Backup Solution (2014)	150,000	-		24,933		92,416	32,651
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000	-	31,386			7,500	111,114
SOCCCD Faculty and Staff Email Infrastructure Refresh (2016)	355,000	-					355,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	14,177,000	16,131	150,433	1,971,236	5,586,580	3,506,054	2,946,565
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500	-				-	54,500
MySite Help System	20,000	-	420	5,946		878	12,757
Unified Communications System	50,000	-	14,400				35,600
IT Contingency	907,328	-	31,800	32,800		-	842,728
SOCCCD IT Basic Aid Projects (2013)	977,328	-	46,620	38,746	-	878	891,085
SOCCCD IT Projects SC/IVC/APEP Instruct & Student Svc (2010)	8,744,770	7,317,901	888,629	136,099	11,747	131,573	258,821
SOCCCD Master Calendar Integration (2014)	300,000	-		58,500	677	-	240,823
SOCCCD Matriculation SEP System (2013)	100,000	-	332			99,668	-
SOCCCD MySite Message Customization (2014)	150,000	-			143,917	5,181	902
SOCCCD MySite Security (2014)	302,000	-		47,280	164,662	67,732	22,326
SOCCCD New Library System (2014)	100,000	-		21,909	62,088	10,897	5,106
SOCCCD New Student Print Solution (2016)	238,921	-				124,115	114,806
SOCCCD Online Tutoring, SI, Office Hours, Appointments (2016)	201,000	-				5,199	195,801
SOCCCD Positive Attendance Hours (2016)	198,000	-				-	198,000
SOCCCD Predictive Analytics (2013)	250,000	-	54,052		62,515	68,615	64,818
SOCCCD Refresh MDF and IDF (2016)	1,000,000	-			-	195,340	804,660
SOCCCD Server and Storage Scheduled Maintenance (2016)	925,000	-			-	316,411	608,589
SOCCCD Student Early Alert System (2016)	226,800	-				-	226,800
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000	-				-	600,000
SOCCCD Student Information System Enhancement (2013-2015)	8,140,800	-	1,047,013	1,720,024	1,379,858	1,544,979	2,448,926

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
January 23, 2017**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2012 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>2015/16 Actual</i>	<i>Balance Remaining for 2016/17</i>
SOCCCD Student Success Dashboard (2014)	550,000	-		52,324	382,882	107,632	7,162
SOCCCD Support Multiple Prerequisites (2015)	302,400	-			12,584	150,559	139,257
SOCCCD System Testing and Stability (2016)	377,000	-				46,465	330,535
SOCCCD Tableau for Data Visualization (2016)	270,000	-				192,434	77,566
SOCCCD Unified Student ID Card (2016)	452,000	-				-	452,000
SOCCCD Waitlist Modification (2014)	514,600	-		249,920		-	264,681
SOCCCD Wireless Coverage Expansion (2015)	738,000	-			30,452	7,649	699,899
SOCCCD Wireless Upgrade (2016)	1,907,990	-					1,907,990
SOCCCD Workday Big Data (2016)	170,000	-				-	170,000
SOCCCD Workday Student BPA Sessions (2016)	227,800	-				73,482	154,318
SOCCCD Workday Student Influencer Program (2016)	375,000	-				15,211	359,789
IT PROJECTS TOTAL	66,928,716	7,334,032	3,848,454	9,661,137	13,508,390	10,463,654	22,113,048

OTHER ALLOCATIONS							
SOCCCD Design/Build Specialty Consultant (2013)	525,000	13,300	91,725		66,635	95,962	257,378
SOCCCD Dist Union Offices (2014)	162,750	-			29,115	3,742	129,893
SOCCCD District-wide ADA Physical Access Transition Plan (2016)	840,000	-				283,949	556,051
SOCCCD District-wide Mapping (2015)	400,000	-				-	400,000
SOCCCD District-wide Parking Study (2016)	200,000	-				164,194	35,806
SOCCCD District-wide Sustainability/Energy Planning (2016)	240,000	-				6,453	233,547
SOCCCD District-wide Tech Consultant for Capital Constr (2016)	460,000	-					460,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000	-		145,830		10,263	193,907
SOCCCD DSA Project Close Out (2013)	400,000	-	12,256	14,334	6,940	13,926	352,543
SOCCCD Educational Facilities Master Plan (2016)	500,000	-					500,000
SOCCCD Facilities Software System (2013)	1,129,000	-	309,248	65,550	37,326	475,948	240,928
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000	-		3,040		-	206,960
SOCCCD Insurance Deductibles (2014)	400,000	-		100,000	100,000	100,000	100,000
SOCCCD Lease/Leaseback Consultant (2013)	425,000	-	8,531	9,265		-	407,204
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	835,000	267,394	100,578	110,074	106,955	111,686	138,312
SOCCCD Legal Counsel Facility Related Issues (2013)	1,100,000	-	35,073	2,804	36,405	17,878	1,007,841
SOCCCD Pension Rate Stabilization Program (2016)	27,100,000	-				14,500,000	12,600,000
SOCCCD Pre-Planning and Investigation (2015)	255,000	-			3,343	29,087	222,570
SOCCCD Trustee Election/General Election Expense (2004 - present)	3,348,988	1,398,988	354,083	-	389,456	-	1,206,461
SOCCCD Retiree Benefits (2001 - present)	74,677,683	38,017,938	18,489,745	3,520,000	-	3,600,000	11,050,000
OTHER ALLOCATIONS TOTAL	113,558,421	39,697,620	19,401,240	3,970,898	776,174	19,413,088	30,299,401

BASIC AID PROJECT TOTALS	672,911,133	269,258,478	27,810,105	37,475,247	56,987,360	72,283,706	209,096,236
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Commitments	380,742,189	70,406,108	54,193,413	45,306,580	61,387,393	60,875,451
Cumulative Commitments	380,742,189	451,148,297	505,341,710	550,648,290	612,035,682	672,911,133
Receipts	433,256,612	46,888,399	43,788,270	51,659,425	52,672,948	58,510,948
Cumulative Receipts	433,256,612	480,145,011	523,933,281	575,592,706	628,265,654	686,776,602
Cumulative Expenses	269,258,478	297,068,584	334,543,831	391,531,191	463,814,898	672,911,133
Uncommitted Basic Aid Funds	163,998,134	183,076,427	189,389,450	184,061,515	164,450,756	13,865,469

<i>Change from December 2016 Report:</i>	<i>Approved Amount</i>						
Total Change from December 2016 Report	-	-	-	-	-	-	-

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
January 23, 2017

CAPITAL IMPROVEMENT PLANNING

The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was complete December 2011 and that report includes an evaluation of education needs that measured planning for facilities to meet current and future needs. The 2011 EFMP report is available at the district website: http://www.socccd.edu/about/about_planning.html. The next EFMP process is scheduled for FY 2016-2017.

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

Project Description: This project is a new three story building of 51,197 assignable square feet (ASF), 81,980 gross square feet (GSF) dedicated to the Sciences programs. The Biology, Chemistry, Marine Science, Geology, Physics and Astronomy programs will all be relocated from the existing Math Science Building. The space vacated within the existing Math Sciences Building will remain inactive until funds are available for a separate capital outlay project that will reconstruct the space into additional mathematics and general instructional classroom space. The new Sciences Building, located adjacent to the Student Services Center, will consist of primarily lab classroom and support space with some lecture classroom space and offices.

Start Preliminary Plans	April 2011	Award Construction Contract	Nov 2013
Start Working Drawings	March 2012	Complete Construction	June 2016
Complete Working Drwngs	Jan 2013	Advertise for FF&E	Nov 2015
DSA Final Approval	June 2013	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

	Original	Revision	Total
Project Budget:	\$52,234,000	\$ 8,308,000	\$67,358,000
District Funding Commitment:	\$15,670,000	\$51,688,000	\$67,358,000

Anticipated State Match:	\$36,564,000	(\$36,564,000)	\$0
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Status: *Closed:* DSA Close Out and Certification.

In Progress: *First year warranty work. Minor corrections underway.*

Recently Completed: *Final payment application paid.*

Focus: Continuing to address minor building issues.

2. STADIUM AND SITE IMPROVEMENT

Project Description: The existing stadium will be replaced with a new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and 9-lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	March 2014	Award Design/Build Contract	Aug 2016
Start Working Drawings	Sept 2016	Complete Construction	Jan 2019
Complete Working Drwngs	March 2017	Advertise for FF&E	N/A
DSA Final Approval	Sept 2017	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 3/24/08, 6/23/14, 6/22/15. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015 the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of RDA and Promenade income of \$22,705,000.

	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: Schematic Design: *100% Complete.*

In Progress: Transitioning *from schematic design to design development.*

Recently Completed: College approval of *schematic design drawings.*

Focus: Arrange preliminary meeting with Division of the State Architect (DSA) in *January. RFPs for building enclosure and commissioning consultants for the project. Pull planning workshop to focus on project schedule.*

3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

Project Description: This project is a renovated two story building of 29,425 assignable square feet (ASF), 36,601 gross square feet (GSF). The Technology & Applied Sciences building was completed in 1991 and as early as 1992 there were reports of slab distress. This project will replace the first floor slab with a structural mat slab, upgrades the mechanical and electrical systems, replaces the exterior plaster and reinstalls mission roof tiles. The project includes instruction and support space renovation throughout including spaces for Architecture, Drafting, Environmental Studies, Electronics, Automotive, and Graphic Arts programs.

Start Preliminary Plans	July 2005	Award Construction Contract	March 2017
Start Working Drawings	Sept 2011	Complete Construction	Sept 2018
Complete Working Drwngs	Dec 2013	Advertise for FF&E	Oct 2017
DSA Final Approval	Dec 2016	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, 6/23/2014, and 8/22/2016. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On February 28, 2011, the Board approved \$6,799,055. On August 27, 2012, the Board approved \$5,977,945. On October 25, 2013, the Board approved reassignment of funds of \$8,523,000 for the Saddleback College Sciences Building. On June 23, 2014 the Board restored funding of \$8,523,000 and an additional \$2,702,000. On August 22, 2016, the Board approved an additional \$3,110,000 to fully fund the project.

	Original	Revision	Total
Project Budget:	\$ 8,755,055	\$ 11,789,945	\$20,545,000
District Funding Commitment:	\$ 8,755,055	\$ 11,789,945	\$20,545,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 1,956,000	\$18,589,000	\$20,545,000

Status: *The Board of Trustees approved a project pause to consider alternate building approaches.*

In Progress: *On Hold.*

Recently Completed: *On hold for review on DSA submittal.*

Focus Issue: *Staff and division considering alternate building approach. Evaluating program, overall scope, budget and schedule to determine how best to meet project needs.*

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

Project Description: This project modified classrooms in the village and added a new one story building of 10,173 assignable square foot (ASF), 12,000 gross square footage (GSF) transportation / maintenance building in lot 1 for interim use by the automotive department. The project creates temporary housing for the Architecture, Drafting, Environmental Studies, Electronics, Automotive, and graphic Arts programs during the renovation of the TAS building. The new transportation/ maintenance building will be used by the maintenance department when the TAS Renovation project is complete.

Start Preliminary Plans	May 2012	Award Construction Contract	Feb 2015
Start Working Drawings	Aug 2012	Complete Construction	Mar 2016
Complete Working Drwngs	July 2014	Advertise for FF&E	Sept 2015
DSA Final Approval	Dec 2014	DSA Close Out	July 2016

Budget Narrative: Budget reflects Board agenda action on 8/27/2012, 6/17/13 and 6/23/2014. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, and June 23, 2014 the Board approved additional funding of \$3,714,000 and \$729,000 respectively.

	Original	Revision	Total
Project Budget:	\$ 5,807,000	\$ 4,443,000	\$10,250,000
District Funding Commitment:	\$ 5,807,000	\$ 4,443,000	\$10,250,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 5,807,000	\$ 4,443,000	\$10,250,000

Status: *Construction Phase: Closed. DSA Certified/ Exhaust fan installed.*

In Progress: *Occupied.*

Recently Completed: *Exhaust fan installation.*

Focus: *This project is closed and will be removed from future reports.*

5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

Project Description: This project addresses the Fine Arts complex and replaces existing HVAC units and controls with new energy efficient systems, and interior improvement, a Performing Arts lobby expansion and a new canopy at the exterior patio.

Start Preliminary Plans	July 2012	Award Construction Contract	Jan 2016
Start Working Drawings	Jan 2014	Complete Construction	Sept 2016
Complete Working Drwngs	Nov 2014	Advertise for FF&E	May 2016
DSA Final Approval	Sept 2015	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 5/21/2012, 6/17/13, 6/22/2015 and 6/27/2016. On May 21, 2012, the Board approved \$1,000,000. On June 17, 2013, the Board approved additional funding of \$3,950,000. On June 22, 2015 the Board approved additional funds of \$2,750,000. On June 27, 2016, the Board approved \$2,100,000 necessary to fully fund project in advance of basic aid request cycle.

	Original	Revision	Total
Project Budget:	\$1,000,000	\$6,7000,000	\$7,700,000
District Funding Commitment:	\$1,000,000	\$6,700,000	\$7,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,000,000	\$6,700,000	\$7,700,000

Status: Construction Phase: 99% Complete.

In Progress: Final punch list. Obtain DSA approval for fire panel upgrade in order to accommodate fog machine use in productions.

Recently Completed: *Installation* of seismic bracing and thermal expansion loops at chilled water & hot water lines.

Focus: Resolve change orders. Close out & training.

6. GATEWAY PROJECT

Project Description: This proposed project will construct a new three story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This building, located west of the existing Health/Sciences building, will collocate and expand student services currently dispersed at opposite ends of the campus. In addition, this project will reduce/remove the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drwngs	Pending	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014 and 8/22/2016. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. The District revised the funding commitment from 30 to 50 percent of state supportable costs to increase project competitiveness for state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$ 1,612,000	\$44,479,000
District Funding Commitment:	\$12,814,000	\$ 9,425,500	\$22,239,500
Anticipated State Match:	\$30,053,000	\$ (7,813,500)	\$22,239,500
Basic Aid Allocation:	\$ 1,545,115	\$ 1,281,702	\$ 2,826,817
Unallocated Amount:			\$41,652,183

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in November's election.

In Progress: State Chancellor's office submittal review for second year funding. Clarification anticipated around January by State as to the size of a bond release in the first year.

Recently Completed: Five Year Plan, Initial Project Proposals and Final Project Proposals (one each per college) submittal to state.

Focus: Projects statewide compete for funding using an objective, established point allocation system. The Gateway project has been evaluated for state funding since 2008 with no money assigned due to lack of funding. Current enrollments have resulted in reduced points and the project is less competitive than required to successfully compete for funding in the first round of distribution. Two additional funding rounds are projected to

follow in two successive years. However, there is recent speculation that the Governor will not release the bonds as designed, rather by using a more gradual release of bond/ funds over a longer period of time.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Project Description: This project provided a new two story building of 31,275 assignable square feet (ASF), 58,625 gross square feet (GSF) dedicated to Performing Arts. It includes a performing arts auditorium with stage, a black box theater, faculty offices, classroom lab space and various support areas for Fine and Applied Arts. The project was complete and occupied in early 2007 using a multiple prime contract delivery method.

Start Preliminary Plans	Dec 2003	Award Construction Contract	Jan 2006
Start Working Drawings	April 2004	Complete Construction	June 2007
Complete Working Drwngs	Dec 2004	Advertise for FF&E	Jan 2007
DSA Final Approval	Aug 2005	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor’s Office FUSION report FY 2003-2004 and FY 2007-2008.

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
District Funding Commitment:	\$16,304,000	\$ 2,837,000	\$19,141,000
Anticipated State Match:	\$14,472,000	\$0	\$14,472,000
Basic Aid Allocation:	\$ 1,832,000	\$17,309,000	\$19,141,000

Status: Close Out: The final Notice of Completion was filed on September 24, 2007. Original Architectural firm is re-engaged to address pending items.

In Progress: One change order is in the review process, and must be closed to arrive at DSA close out. Structural Engineer *reviewing* the final change order issue.

Recently Completed: Resolved addenda and five change orders.

Focus: DSA Close-Out Consultant is engaged to work with the DSA to complete this effort.

2. LIFE SCIENCES PROJECT

Project Description: This project is a new two story building of 19,584 assignable square feet (ASF) and 30,267 gross square feet (GSF). The Life Science programs were relocated from the A-400 building. The vacated building was demolished to make way for a new facility that will house Liberal Arts programs. The Life Sciences building, located on the south east portion of the Sciences Quad, consist primarily of lab classrooms and support space with some lecture classroom space and offices.

Start Preliminary Plans	Nov 2008	Award Construction Contract	April 2011
Start Working Drawings	April 2010	Complete Construction	March 2014
Complete Working Drwngs	June 2010	Advertise for FF&E	Sept 2013
DSA Final Approval	Dec 2010	DSA Close Out	May 2014

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000 with all overage returned to basic aid upon reimbursement.

	Original	Revision	Total
Project Budget:	\$24,861,000	\$ (4,371,000)	\$20,490,000
District Funding Commitment:	\$ 7,468,000	\$ (546,000)	\$ 6,922,000
Anticipated State Match:	\$17,393,000	\$ (3,825,000)	\$13,568,000
Basic Aid Allocation:	\$ 1,113,000	\$ 5,809,000	\$ 6,922,000

Status: Warranty: Final "first year discovery" items to be completed by end of the fiscal year. First year discovery projects include items discovered by the end users that are unrelated to warranty issues and that have been identified as necessary to have a fully operational facility.

In Progress: Combining of "First Year Discovery" project with a college project to elicit a better contractor response. Anticipated bid in March 2017 for a summer execution.

Recently Completed: Draft of combined package with college project.

Focus: Completion of "first year discovery" items. Final closeout of project budget.

3. BARRANCA ENTRANCE

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	Feb 2010	Award Construction Contract	May 2016
Start Working Drawings	March 2011	Complete Construction	<i>Feb 2017</i>
Complete Working Drawings	March 2011	Advertise for FF&E	N/A
DSA Final Approval	Dec 2012	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

	Original	Revision	Total
Project Budget:	\$2,850,000	\$0	\$2,850,000
District Funding Commitment:	\$2,850,000	\$0	\$2,850,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$0	\$2,850,000

Status: Construction Phase: *75% Complete*. 95% of submittals have been reviewed. Inspection coordination with the City of Irvine and Irvine Ranch Water District is continuing.

In Progress: *Traffic signal pole foundation and power installation underway*. Signal connection under Southern California Edison review *resulting in one month delay in completion*.

Recently Completed: *Irrigation and landscaping complete*.

Focus: Traffic signal power connection from Southern California Edison is critical. Coordination is continuing.

4. LIBERAL ARTS BUILDING PROJECT

Project Description: This project is a new two story building of 16,896 assignable square feet (ASF) and 27,787 gross square feet (GSF). The Social & Behavioral Science, Humanities & Languages, and Co-Curricular programs will be relocated from various campus locations. The Liberal Arts building, located at the northwest portion of the "A" quad, consist primarily of classrooms, a few labs and offices and gathering spaces at first and second floor lobby.

Start Preliminary Plans	May 2012	Award Construction Contract	July 2014
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Start Working Drawings	Jan 2013	Complete Construction	Aug 2016
Complete Working Drwngs	Dec 2013	Advertise for FF&E	Feb 2016
DSA Final Approval	June 2014	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$11,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

	Original	Revision	Total
Project Budget:	\$ 3,004,951	\$10,008,949	\$13,013,000
District Funding Commitment:	\$ 3,004,951	\$10,008,949	\$13,013,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 1,000,000	\$12,013,000	\$13,013,000

Status: Construction Phase: 100% complete. Substantial completion reached on July 29, 2016.

In Progress: Final Pay application review.

Recently Completed: Punch list, warranty and M&O Manuals provided, final furniture install.

Focus: Final Pay application review.

5. FINE ARTS PROJECT

Project Description: The proposed project will construct a new complex of three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand space for the Fine Arts department. Art, Art History, Music and Dance instruction will be relocated from laboratories currently housed across a number of different buildings on campus. The Fine Arts building, located south west of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Following occupancy space will be vacated within the B-100, B-300 and A-300 buildings setting the stage for future renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/23/2014 and 8/22/2016. On June 23, 2014, the Board approved 795,000. On August 22, 2016, the Board approved \$1,659,739. The district revised the funding commitment from 30 to 50 percent of State supportable costs to increase project competitiveness for state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,703,000	\$ 2,053,000	\$37,756,000
District Funding Commitment:	\$10,562,000	\$ 8,316,000	\$18,878,000
Anticipated State Match:	\$25,141,000	\$ (6,263,000)	\$18,878,000
Basic Aid Allocation:	\$795,000	\$1,659,739	\$ 2,454,739
Unallocated Amount:			\$35,301,261

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in November’s election.

In Progress: State Chancellor’s office submittal review for anticipated second year funding. Clarification anticipated around January by State as to the size of a bond release in the first year.

Recently Completed: Five Year Plan, Initial Project Proposals and Final Project Proposals (one each per college) submittal to state.

Focus: Projects statewide compete for funding using an objective, established point allocation system. The Fine Arts project has been evaluated for state funding since 2006 with no money assigned due to lack of funding. Current enrollments have resulted in reduced points and the project is less competitive than required to successfully compete for funding in the first round of distribution. Two additional funding rounds are projected to follow in two successive years. However, there is recent speculation that the Governor will not release the bonds as designed, rather using a more gradual release of funds over a longer period of time.

6. PARKING LOT PHASE IA AND SOLAR SHADE PROJECT

Project Description: This project includes development of a 135,000 square feet of lighted parking lot creating 400 additional parking spaces. The project proposes to include photovoltaic panels supported on parking canopies designed to generate up to one megawatt of solar power. The Photovoltaic System is to be integrated with the campus electrical system and interconnected with the local utility grid.

Start Preliminary Plans	Jan 2017	Award Construction Contract	Aug 2017
Start Working Drawings	Mar 2017	Complete Construction	Mar 2018
Complete Working Drwngs	Apr 2017	Advertise for FF&E	Oct 2017
DSA Final Approval	Jul 2017	DSA Close Out	Jul 2018

Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015 and 8/22/2016. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$3,745,000	\$6,755,000
District Funding Commitment:	\$3,010,000	\$3,745,000	\$6,755,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$ 3,745,000	\$6,755,000

Status: Programming and Planning phase: 80% complete. Integration of Solar Shade Structure scope.

In Progress: Development of Design-Build project criteria is continuing including an assessment of demand versus proposed solar capacity.

Recently Completed: Kickoff meeting with criteria architect and user group. Preliminary parking lot layout is complete.

Focus: Development of Design-build project criteria and Design-build RFQ & P documents.

7. HEALTH CENTER/CONCESSION PROJECT

Project Description: This project is a new one story building of an estimated 2,553 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building which will free space for renovation to meet the increased counseling requirements. The new Heath Center/ Concession building, located adjacent to athletics fields will consist of student support services, offices, restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015.

Original	Revision	Total
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Project Budget:	\$5,200,000	\$ 538,000	\$5,738,000
District Funding Commitment:	\$5,200,000	\$ 538,000	\$5,738,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 400,000	\$5,338,000	\$5,738,000

Status: Programming and Planning phase: 80% Complete.

In Progress: *Prequalification of Design Build teams is underway.*

Recently Completed: *Request for Qualifications for Design Build teams issued.*

Focus: Completion of Project Criteria and *development of Design-build RFP documents.*

ATEP

1. ATEP DEMOLITION

Project Description: This project is for demolition of the facilities and infrastructure of the former Tustin Marine Corps Air Station is required to facilitate the development of the ATEP site. This project was undertaken in a number of phases, six are complete, with one additional required after the land exchange between the County and SOCCCD is complete. The schedule below reflects the most recently completed phase.

Start Preliminary Plans	Jul 2013	Award Construction Contract	Nov 2014
Start Working Drawings	Jul 2013	Complete Construction	Jul 2015
Complete Working Drawings	Apr 2014	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

	Original	Revision	Total
Project Budget:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
District Funding Commitment:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 7,000,000	\$ 6,700,000	\$13,700,000

Status: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: Negotiations with the City and the Navy to transfer county land to district so the last phase of demolition can be completed.

Recently Completed: Land exchange between District and the County of Orange.

Focus: Adhere to various regulatory requirements specific to maintenance of the ATEP site. Complete County land exchange.

2. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 30,000 gross square feet (GSF) building dedicated to technical and applied sciences and economic development. The automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, alternative robotics classes, and the testing center will be located from the existing ATEP classrooms and from the IVC campus with some spaces representing expansion. The space vacated at the ATEP campus will terminate the temporary lease with the City of Tustin. The space vacated at the IVC campus at the A300 and B300 building will become available to meet additional curriculum needs. The new ATEP IVC First Building, located in the north east portion of the ATEP campus, will consist of primarily lab classrooms and support spaces, with some lecture classroom space, offices and student support services. The project includes 50kV of solar electric power and will be a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award Construction Contract	June 2015
Start Working Drawings	July 2015	Complete Construction	Dec 2017
Complete Working Drwngs	March 2016	Advertise for FF&E	Aug 2017
DSA Final Approval	Sept 2016	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/15 and 8/22/2016. On February 28, 2011, \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds approved on 6/23/14. On June 22, 2015 the Board approved additional funds of \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The College has elected to use Irvine Valley College RDA equaling \$1,400,000.

	Original	Revision	Total
Project Budget:	\$23,000,000	\$ 3,300,000	\$27,700,000
District Funding Commitment:	\$23,000,000	\$ 3,300,000	\$27,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$21,450,000	\$ 4,850,000	\$26,300,000
College Contribution:	\$0	\$ 1,400,000	\$ 1,400,000

Status: Construction phase: 6% complete.

In Progress: Building foundations and under slab utility installation.

Recently Completed: Site grading and foundation preparation.

Focus: Final review of project Audio Visual and IT components and begin furniture selection process. *Review change order for unforeseen underground concrete and piping. Evaluation of rain impacts on project schedule.*

3. ATEP – UTILITIES AND INFRASTRUCTURE

Project Description: This project is a utilities and infrastructure project required to support construction of the ATEP IVC First Building as well as support future development. Utility and infrastructure construction will be phased with phase 1 including the site utility infrastructure, utility laterals to offsite points of connection and development of vehicular, bicycle and pedestrian circulation. This phase 1 utility and infrastructure project will address improvements at the north east and a small central portion of the ATEP campus.

Start Preliminary Plans	Oct 2015	Award Construction Contract	Oct2016
Start Working Drawings	Nov 2015	Complete Construction	Dec2017
Complete Working Drawings	Mar 2016	Advertise for FF&E	N/A
DSA Final Approval	Jun 2016	DSA Close Out	Jan 2018

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$0	\$7,000,000
District Funding Commitment:	\$7,000,000	\$0	\$7,000,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$0	\$7,000,000

Status: Construction phase: 3% complete

In Progress: *Demolition of old parking lot, safe-off of site lighting electrical, rough grading.*

Recently Completed: *Contractor mobilization to site.*

Focus: Construction coordination between Infrastructure, IVC First Building and City of Tustin Victory Road contractors. *Review contract impact relative to utility re-sizing by Irvine Ranch Water District (IRWD).*

DISTRICT WIDE

1. DISTRICTWIDE SUSTAINABILITY/ ENERGY PLAN

Project Description: This project develops a Sustainability/Energy Plan to support the colleges’ plans for future sustainability/energy projects and to assist with the development of the ATEP site. Additionally, the study 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. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	Pending	Start Report Development	Pending
Start Research/Analysis	Pending	Complete Report	Pending
Complete Research/Analysis	Pending	Final Report	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015. On August 22, 2016, the Board approved \$40,000.

	Original	Revision	Total
Project Budget:	\$200,000	\$40,000	\$240,000
District Funding Commitment:	\$200,000	\$40,000	\$240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$40,000	\$240,000

Status: Award is recommended at this November Board meeting.

In Progress: Identification of college committees.

Recently Completed: Agreement has been awarded.

Focus: Identification of college committee members and scheduling of Sustainability Plan development meetings.

2. ADA TRANSITION PLAN

Project Description: This project includes site accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in developing Americans with Disabilities Act (ADA) Transition Plans. The project includes assessment of barriers to access, summary of costs for remediation, implementation schedules with prioritization and standard drawings for remediation methods. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	Mar 2016	Start Report Development	May 2016
Start Research/Analysis	Mar 2016	Complete Report Development	Sep 2016
Complete Research/Analysis	Jul 2016	Final Report	Oct 2016

Budget Narrative: Budget reflects Board action on 6/22/2015. On June 27, 2016, the Board approved \$440,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$440,000	\$840,000
District Funding Commitment:	\$400,000	\$440,000	\$840,000
Anticipated State Match:	\$	\$	\$
Basic Aid Allocation:	\$400,000	\$440,000	\$840,000

Status: ADA Transition Plan is complete.

In Progress: Finalizing training agendas from campus staff.

Recently Completed: ADA Transition Plan is complete.

Focus: Scheduling staff training to manage Transition Plan database, project planning and basics of accessible construction.

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Notes

- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
 - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor’s Office database for Capital Outlay.)
 - The “Revisions” column for the State Match category includes changes due to escalation and changes that may have occurred to the state’s percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The “Revisions” column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
 - The Unassigned category identifies an underfunded budget.

- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through December 31, 2016 (EXHIBIT A). A review of current revenues and expenditures for FY 2016-2017 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of December 31, 2016

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 59,340,815	59,340,815	59,340,815	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,232,583	4,896,745	904,045	18.46%
State Sources	8600-8699	46,456,156	49,277,358	27,406,384	55.62%
Local Sources	8800-8899	224,530,310	224,605,490	128,065,667	57.02%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		275,219,049	278,779,593	156,376,096	56.09%
INCOMING TRANSFERS	8980-8989	4,107,009	4,107,009	2,507,038	
TOTAL SOURCES OF FUNDS		\$ 338,666,873	342,227,417	218,223,949	63.77%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 86,730,335	87,631,984	42,211,452	48.17%
Other Staff Salaries	2000-2999	54,253,223	54,634,546	21,302,702	38.99%
Employee Benefits	3000-3999	50,476,683	50,719,258	21,765,774	42.91%
Supplies & Materials	4000-4999	7,659,548	7,164,701	1,786,901	24.94%
Services & Other Operating	5000-5999	30,037,802	32,202,799	10,514,287	32.65%
Capital Outlay	6000-6999	16,595,642	16,672,503	2,476,650	14.85%
Payments to Students	7500-7699	1,046,089	1,704,259	1,060,140	62.21%
Total Expenditures		\$ 246,799,322	250,730,050	101,117,906	40.33%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 750,000	750,000	250,000	33.33%
Basic Aid Transfers Out	7300-7399	56,129,557	56,129,557	17,260,000	30.75%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		56,879,557	56,879,557	17,510,000	30.78%
TOTAL USES OF FUNDS		303,678,879	307,609,607	118,627,906	38.56%
ENDING FUND BALANCE		\$ 34,987,994	34,617,810	99,596,043	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 13,865,469	13,865,469		
Reserve for Economic Uncertainties		14,122,525	12,705,329		
College Reserves for Economic Uncertainties		7,000,000	8,047,012		
TOTAL RESERVES		\$ 34,987,994	34,617,810		

NOTE: As of December 31, 2015 actual revenues to date were **63.74%** and actual expenditures to date were **32.35%** of the revised budget to date.

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of December 31, 2016

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 15,808,203	15,808,203	15,808,203	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 100,636,449	100,636,449	57,229,136	56.87%
Restricted Budget Allocation		28,755,407	29,235,875	16,843,307	57.61%
Total Revenue		129,391,856	129,872,324	74,072,443	57.03%
INCOMING TRANSFERS 8980-8989		3,302,005	3,302,005	229,247	
TOTAL SOURCES OF FUNDS		\$ 148,502,064	148,982,532	90,109,893	60.48%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		\$ 54,263,994	54,692,174	25,284,724	46.23%
Other Staff Salaries 2000-2999		27,571,323	27,604,819	10,578,662	38.32%
Employee Benefits 3000-3999		28,347,162	28,458,488	12,176,048	42.79%
Supplies & Materials 4000-4999		5,434,219	4,685,819	1,105,355	23.59%
Services & Other Operating 5000-5999		13,670,310	14,293,115	5,002,598	35.00%
Capital Outlay 6000-6999		11,020,064	10,735,153	1,008,136	9.39%
Payments to Students 7500-7699		694,992	1,012,964	688,634	67.98%
Total Expenditures		\$ 141,002,064	141,482,532	55,844,157	39.47%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		0	0	0	
Transfers Out 7300-7399		\$ 500,000	500,000	250,000	50.00%
Other Transfers 7400-7499		0	0	0	
Total Other Uses		500,000	500,000	250,000	50.00%
TOTAL USES OF FUNDS		141,502,064	141,982,532	56,094,157	39.51%
LOCATION OPERATING BALANCE		\$ 7,000,000	7,000,000	34,015,736	
RESERVES					
Reserve for Economic Uncertainties		\$ 7,000,000	7,000,000		

NOTE: As of December 31, 2015 actual revenues to date were **59.04%** and actual expenditures to date were **37.84%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of December 31, 2016

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		6,619,666	6,619,666	6,619,666	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 60,296,673	60,296,673	34,255,891	56.81%
Restricted Budget Allocation		15,087,393	18,118,916	9,994,548	55.16%
Total Revenue		75,384,066	78,415,589	44,250,439	56.43%
INCOMING TRANSFERS	8980-8989	610,004	610,004	147,054	
TOTAL SOURCES OF FUNDS		<u>82,613,736</u>	<u>85,645,259</u>	<u>51,017,159</u>	59.57%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	30,666,733	31,140,202	16,375,766	52.59%
Other Staff Salaries	2000-2999	17,795,118	18,147,437	7,158,604	39.45%
Employee Benefits	3000-3999	17,446,749	17,578,431	7,916,999	45.04%
Supplies & Materials	4000-4999	2,107,824	2,357,048	646,776	27.44%
Services & Other Operating	5000-5999	7,572,826	9,069,386	2,727,501	30.07%
Capital Outlay	6000-6999	5,256,193	5,614,448	1,408,537	25.09%
Payments to Students	7500-7699	351,097	691,295	371,506	53.74%
Total Expenditures		81,196,540	84,598,247	36,605,689	43.27%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	0	0	0	
Other Transfers	7400-7499	0	0	0	
Total Other Uses		0	0	0	
TOTAL USES OF FUNDS		<u>81,196,540</u>	<u>84,598,247</u>	<u>36,605,689</u>	43.27%
LOCATION OPERATING BALANCE		<u>1,417,196</u>	<u>1,047,012</u>	<u>14,411,470</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>1,417,196</u>	<u>1,047,012</u>		

NOTE: As of December 30, 2015 actual revenues to date were **59.69%** and actual expenditures to date were **39.28%** of the revised budget to date.

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly financial Status Report for SOCCCD, as of December 31, 2016 for FY 2016-2017, is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2016-2017

District: (890) SOUTH ORANGE

Quarter Ended: (Q2) Dec 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	196,304,963	211,462,493	242,408,781	231,361,216
A.2	Other Financing Sources (Object 8900)	0	0	493,350	4,107,009
A.3	Total Unrestricted Revenue (A.1 + A.2)	196,304,963	211,462,493	242,902,131	235,468,225
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,552,068	155,345,822	175,141,624	194,837,458
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	39,024,983	45,826,804	64,756,402	56,629,757
B.3	Total Unrestricted Expenditures (B.1 + B.2)	186,577,051	201,172,626	239,898,026	251,467,215
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,727,912	10,289,867	3,004,105	-15,998,990
D.	Fund Balance, Beginning	27,594,916	37,322,828	47,612,695	50,616,800
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,594,916	37,322,828	47,612,695	50,616,800
E.	Fund Balance, Ending (C. + D.2)	37,322,828	47,612,695	50,616,800	34,617,810
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20%	23.7%	21.1%	13.8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	24,960	27,822	24,927	24,927
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		75,248,807	104,539,080	93,742,375
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	81,984,046	75,248,807	104,539,080	93,742,375

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	231,361,216	231,361,216	129,475,356	56%
I.2	Other Financing Sources (Object 8900)	4,107,009	4,107,009	2,507,038	61%
I.3	Total Unrestricted Revenue (I.1 + I.2)	235,468,225	235,468,225	131,982,394	56.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	194,467,474	194,837,458	87,046,942	44.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	56,629,557	56,629,757	1,751,000	3.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	251,097,031	251,467,215	88,797,942	35.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-15,628,806	-15,998,990	43,184,452	
L	Adjusted Fund Balance, Beginning	50,616,800	50,616,800	50,616,800	
L.1	Fund Balance, Ending (C. + L.2)	34,987,994	34,617,810	93,801,252	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.9%	13.8%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**

This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

TO: Debra L. Fitzsimons, EdD, Interim Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President *GRR*

DATE: January 12, 2017

SUBJECT: **President's Report for the January 23, 2017 Board of Trustees Meeting**

IVC Business Leaders Society Holds Donation for Working Wardrobes

On December 7-8, the Irvine Valley College (IVC) Business Leaders Society, advised by Entrepreneurship and Management Professor John Russo, held a donation drive to collect men's and women's business clothing for Working Wardrobes, an organization that provides clothing to individuals in need, especially those who are seeking employment. The Business Leaders Society students collected over 200 articles of clothing to help support the organization.

IVC Student Wins National AANAPISI Scholarship

IVC accounting major and Associated Student Government (ASG) Treasurer Alvin Ng was selected as a recipient of a \$2,500 scholarship from the Asian and Pacific Islander American Scholarship Fund (APIASF) Asian American Native American Pacific Islander Serving Institution (AANAPISI). Alvin received one of 205 scholarships awarded by APIASF this year. APIASF is the nation's largest non-profit provider of college scholarships for Asian American Native American Pacific Islander students and is available to students attending APIASF AANAPISI partner campuses. Interim Dean of Liberal Arts Brooke Choo commended Alvin "for his leadership on campus through Associated Student Government (ASG) and the IVC Accounting Society and for his commitment to his peers' academic success. Through his tutoring at IVC's Student Success, Alvin has shown dedication in helping his fellow students. It is evident how much he cares for their well-being."

Spring 2017 Professional Development Week

IVC's Professional Development Week began on January 10 with breakfast and the opening session hosted by President Roquemore. President Roquemore and Interim Vice President for Instruction Chris McDonald provided an update on the 2017 accreditation report. The college's executive leadership, including President Roquemore, Interim Vice President for Instruction Chris McDonald, Vice President for Student Services Linda Fontanilla, Vice President for College Administrative Services Davit Khachatryan, Academic Senate President Katherine Schmeidler, Classified Senate President Karen Martin and ASG President Te'veannah Smith served on a panel and answered questions from those in attendance. Following the luncheon, guest speaker Sharon J. Ormond, Esq., a partner at Atkinson, Andelson, Loya, Ruud & Romo spoke on the topic of free speech on campuses.

Adopt-a-Family Holiday Celebration

On December 9, the Office of Extended Opportunity Programs and Services (EOPS) held its 31st annual Adopt-a-Family event. Approximately 200 students, their children and guests were in attendance. Toys and approximately \$2,500 in grocery gift cards were distributed to students and their children and \$3,000 in prizes were given away during the opportunity drawing. Twenty-two student families were adopted by individuals or groups of individuals. Each year, the ASG of IVC provide the funds and support for the food served at this event, helping to make it successful and special for our students and their families.

IVC Music Major Selected to the College Band Directors National Association

IVC music major Michael Salgado, tuba, was selected by the College Band Directors National Association (CBDNA) National Small Band Programs and Community Colleges Intercollegiate Band. Michael will perform in the ensemble at the CBDNA National Conference held at the University of Missouri, Kansas City in March 2017. The ensemble will be conducted by Dr. Gary Green, Emeritus Professor of Music and Director of Bands at the First School of Music at the University of Miami. Only 40% of nominees from across the nation were selected. Of the six IVC students nominated, Michael was selected. IVC has placed students in either the National or Regional CBDNA Intercollegiate Bands for the past 19 years.

IVC to Hold 30th Annual Astounding Inventions

On Saturday, January 28, approximately 2000 people will come to IVC to participate in the 30th Annual Astounding Inventions student invention competition supported by Cox Communications and sponsored by Knobbe Martens. Students from both the Irvine and Tustin Unified School Districts will compete for prizes in an elaborate science, technology, engineering and math (STEM) competition that fosters student entrepreneurship and creative thinking. This year, students are encouraged to work with the theme, "Reducing Your Carbon Footprint: Small Footprints Help Our Environment in Big Ways." For the first time, students can either submit a traditional poster or create a video to describe their project. In addition to the invention competition, there will be an Inspiration Village Center where IVC programs and local community and business partners will have booths with hands-on STEM activities.

IVC Festivus Celebration Raises Record Money to Support Student Scholarships

On December 8, IVC hosted its annual employee fundraising event titled "Festivus" to celebrate a non-commercial holiday season which raised \$2,241 to support the Employee Sponsored Scholarship awards to IVC students. Congratulations to the School of Business Sciences for winning the campus-wide competition for donating the gift soliciting the most number of tickets. A special thanks to Interim Chancellor Fitzsimons, Board President Jemal, and Trustees Milchiker and Wright for attending and presenting a toast to 2017. Thank you to Angela Mahaney, Megan Newton, Karen Orlando, June McLaughlin, Stefanie Alvarez, Lois DiAlto, Carol Danna, Amy Hunter, Tony Sidoti, Jay Elsemri Williamson, Ron Ellison, Jeff Hurlbut as well the president's office staff for their coordinating and entertaining efforts. Thank you to the campus for their participation and generous support.

IVC Speech and Debate Team Takes Home 24 Awards in December

On December 2-4, the IVC Speech and Debate Team competed in the Pacific Southwest Collegiate Forensics Association (PSCFA). This was the largest tournament in which the team competed during the fall semester, with over 60 IVC students participating in the event and competing against students from over 40 colleges and universities.

Men's Soccer Finished Strong in 2016 Season

IVC's men's soccer team finished a strong season for 2016. The Lasers reached the California Community College Athletic Association (CCCAA) Southern California Regional Final for the second straight year, finishing off the season with 16 wins, five losses and three ties. The team took second place in the Orange Empire Conference, ranked seventh in the state, and tenth in the nation. Coach Martin McGrogan and his staff named sophomore midfielder Jose Rivera the most valuable player. The staff also recognized sophomores Marcos Cervantes, Jose Gamboa, Connor Elder, Joseph Ferguson, Albert Chavez, Scott Clark and Sean Goode for their contributions to the team.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Dr. Debra L. Fitzsimons, Interim Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for January 23, 2017 Board of Trustees Meeting

President Burnett welcomed faculty, staff, and management to the spring semester with a faculty breakfast and part-time faculty dinner held on Thursday, January 12th. Topics covered included One Book, One College, Innovation and Leadership Award nominations, Saddleback College Career Pathways Promise, enrollments, and accreditation. Dr. Jeanne Harris-Caldwell presented on non-academic barriers to student success. The president's annual luncheon for classified staff will be held on February 3rd. The Accreditation Steering Committee presented information in preparation of the Accrediting Commission for Community and Junior Colleges team visit scheduled for February 27th through March 2nd.

President Burnett attended the inauguration ceremony of President-Elect Donald Trump in Washington, DC with Christopher Hargraves, director of student life, and Associated Student Government students Andrea Oliver, Lucy Hendrix, Alyssa Oliver, Anjishu Mostafa, Colet Goossens, Jeneffer Ramirez, Nathaniel Aguilar, and Rei Kamio.

President Burnett will be attending Community College League of California Legislative Conference in Sacramento on January 29th and 30th.

Office of Instruction

On January 23rd, the Jazz Faculty presented a concert featuring 100-year-old Berisford "Shep" Shepherd. On January 26th, faculty member John Huntington, baritone, presented a free concert in FA 101. On January 29th, the Keyboard Studies program presented a piano duet with Anaida Grigorian and Natalia Gubenko. They performed Tchaikovsky's *Nutcracker Suite*. Theatre Arts and Music auditions were held the end of January to cast students in upcoming plays and music performances.

Office of Student Services

Health Insurance Open Enrollment Fair - On Wednesday, January 18th from 10:00 am to 2:00 pm in the quad, Saddleback College hosted an open enrollment fair with several major health care carriers. Saddleback hosted this effort as one of 350 colleges across the nation that has joined the White House in supporting the Health Campus 2020 Challenge.

November 1st marked the beginning of open enrollment, when people can obtain health care coverage for 2017 through the health insurance marketplaces established by the Affordable Care Act. The marketplaces allow individuals to shop for and compare plans. Most HealthCare.gov consumers can find a plan for \$75 or less per month, less than the cost of a mobile phone bill.