



CERRITOS COLLEGE
BOARD BOOK

FEBRUARY 6, 2019



CERRITOS COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

CHERYL A. EPPLE BOARD ROOM
11110 ALONDRA BOULEVARD, NORWALK CA 90650

Wednesday, February 6, 2019 at 7:00 p.m.

CALL TO ORDER:

Carmen Avalos, Board President

Carmen Avalos, President
Trustee Area 2

Marisa Perez, Vice President
Trustee Area 4

Martha Camacho-Rodriguez, Board Clerk
Trustee Area 1

James Cody Birkey, Member
Trustee Area 3

Zurich Lewis, Member
Trustee Area 7

Dr. Shin Liu, Member
Trustee Area 5

Dr. Sandra Salazar, Member
Trustee Area 6

Phil Herrera
Student Trustee

Dr. Jose Fierro
President/Superintendent

Cerritos College Mission

Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Foreign language translation, sign language interpretation, materials in alternative formats and other accommodations are available to the public upon request. All requests for reasonable accommodations to participate in a Board meeting must be made at least three working days (72 hours) in advance of the scheduled meeting date. For assistance, please contact:

President's Office - 11110 Alondra Boulevard - Norwalk, California 90650
(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX

Copies of the agenda materials are available in the President's Office and are available online at
www.cerritos.edu/board

1. **Invocation**
2. **Pledge of Allegiance**
3. **Roll Call**

AGENDA ORGANIZATION

The Board of Trustees will discuss any changes in the order of agenda items. Per [Board Policy 2340](#), the order of business may be changed by consent of the Board of Trustees.

COMMENTS FROM THE AUDIENCE

(Government Code Section 54954.3)

The Board of Trustees welcomes public comment on issues within the jurisdiction of the college. Public comment request cards must be completed and returned to the secretary prior to the start of the meeting. Late arrivals will not be permitted to speak. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker.

Note: Members of the board may not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action. Also, be advised that college personnel and processes are available for further communication.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

At this time, a brief report and summary of initiatives will be given by identified constituent group leaders:

- Associated Students of Cerritos College (ASCC) President
- Faculty Senate President
- Cerritos College Faculty Federation (CCFF) President
- California School Employees Association (CSEA) President
- Association of Cerritos College Management Employees (ACCME) President

OPEN SESSION AGENDA

4. Institutional Presentation: Recognition of Retiree

The Board of Trustees will recognize Carolyn Reed, Cosmetology Assistant, for her years of dedicated service to Cerritos College.

5. Institutional Presentation: Recognition of Classified Employee of the Month

The Board of Trustees will recognize Martha Ruiz, Administrative Clerk II as Classified Employee of the Month for December 2018.

CONSENT CALENDAR ITEMS

Agenda Items 6-25 are presented as Consent Calendar Items. All items may be approved by adoption of the Consent Calendar, individually and collectively by one (1) motion. There will be no separate discussion of these items unless Members of the Board of Trustees, the public, or staff request that specific items be removed from the Consent Calendar for separate discussion and action.

6. Academic Calendar for the 2019-2020 Fiscal Year

It is recommended that the Board of Trustees approve the attached 2019-2020 Academic Calendar. There is no fiscal impact.

7. Bid No. 18P003, Performing Arts Center Re-Bid – Category 17, Painting

It is recommended that the Board of Trustees approve the award of contract for Bid No. 18P003, Performing Arts Center Re-Bid – Category 17, Painting to AJ Fistes Corporation of Long Beach, California, as the lowest responsive, responsible bidder in the amount of \$774,849 which equals the Total Base Bid Amount. Funding for this project will be allocated from the GO Bond.

8. Bid No. 18P003, Performing Arts Center Re-Bid – Category 18, General Package

It is recommended that the Board of Trustees approve the award of contract for Bid No. 18P003, Performing Arts Center Re-Bid – Category 18, General Package to Inland Building Construction Companies, Inc. of San Bernardino, California as the lowest responsive, responsible bidder in the amount of \$1,921,300.00 which equals the Total Base Bid Amount. Funding for this project will be allocated from the GO Bond.

9. Bid No. 18P003, Performing Arts Center Re-Bid – Category 19, Theatrical Rigging

It is recommended that the Board of Trustees authorize and approve Cerritos College to take the following action:

1. Reject the bid submitted by Protech Theatrical Services, Inc. of North Las Vegas, Nevada as non-responsive to the bid and contract documents for failure to comply with all mandatory requirements as detailed in the bid and contract documents; and
2. Approve the award of contract for Bid No. 18P003, Performing Arts Center Re-Bid to Wenger Corporation of Owatonna, Minnesota as the lowest responsive, responsible bidder in the amount of \$1,811,467, which equals the Total Base Bid Amount.

Funding for this project will be allocated from the GO Bond.

10. Ratification of Change Order No. 1 [Deductive Credit, Unforeseen Conditions, Owner Added Scope], (Contract No. 17P010), Suttles Plumbing and Mechanical Corporation, Performing Arts Center – Site Prep

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit, Unforeseen Conditions, Owner Added Scope] in the amount of \$37,346 for the Performing Arts Center – Site Prep project. The amount from Change Order No. 1 will be \$37,346, increasing the contract amount to \$868,436. Funding will be allocated from the GO Bond.

11. Notice of Completion for Bid No. 15P008, Campus Energy Management Systems

It is recommended that the Board of Trustees approve the Notice of Completion for Enviser of Garden Grove, California for the Campus Energy Management Systems project at Cerritos Community College District as presented. The total final contract amount was \$2,812,924 which was paid by the G.O. Bond.

12. Notice of Completion for Bid No. 15P016, Chilled Water Expansion

It is recommended that the Board of Trustees approve the Notice of Completion for Enviser of Garden Grove, California for the Chilled Water Expansion project at Cerritos Community College District as presented. The total final contract amount was \$5,367,735 which was paid by the G.O. Bond.

13. Ratification of Acceptance of Gifts

It is recommended that the Board of Trustees ratify the acceptance of gifts on behalf of Cerritos College. There is no cost to Cerritos College for the donated items.

14. Purchase Orders for the Month of December 2018

It is recommended that the Board of Trustees approve the purchase orders processed during the month of December 2018. Funding sources vary and are dependent upon the goods/services purchased.

15. Contracts for the Month of December 2018

It is recommended that the Board of Trustees approve the contracts that were processed during the month of December 2018. Funding sources vary and are dependent upon the goods/services purchased.

16. Ratification of Subgrantee Agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Advanced Transportation & Logistics in the Los Angeles and Orange County Region

It is recommended that the Board of Trustees ratify the subgrantee agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Advanced Transportation & Logistics in the Los Angeles and Orange County region. Cerritos College will receive funding in the amount of \$200,000; funding is made possible through Rancho Santiago Community College District's grant agreement with the California Community Colleges Chancellor's Office.

17. Ratification of Subgrantee Agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Business & Entrepreneurship in the Los Angeles and Orange County Region

It is recommended that the Board of Trustees ratify the subgrantee agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Advanced Transportation & Logistics in the Los Angeles and Orange County region. Cerritos College will receive funding in the amount of \$200,000; funding is made possible through Rancho Santiago Community College District's grant agreement with the California Community Colleges Chancellor's Office.

18. Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs

It is recommended that the Board of Trustees ratify the agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs. Cerritos College will receive funding in the amount of \$30,654 plus travel expenses; funding is made possible through a California State Department of Education grant received by Chabot-Las Positas Community College District.

19. Agreement with Gensler for Cerritos College's Brand Design and Implementation Services

It is recommended that the Board of Trustees approve the agreement with Gensler for the purpose of developing and implementing a new brand identity and new campus branding standards at Cerritos College. The total contract sum shall be in the amount not-to-exceed \$66,000, which includes \$60,000 for services and \$6,000 for reimbursable expenses; funding for the agreement will be allocated from the President's Innovation Fund for this expenditure.

20. Non-Resident Tuition Fee and Non-Resident Student Capital Outlay Fee for 2019-2020

It is recommended that the Board of Trustees approve the per unit non-resident tuition fee of \$265, and the per unit non-resident student capital outlay fee of \$20 for a total of \$285 for the 2019-20 Fiscal Year and including the 2019 Summer Session.

21. Quarterly Fiscal Status Report for the Quarter Ending December 31, 2018

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending December 31, 2018. This quarterly report shows a snapshot-in-time financial status of the college. There is no fiscal impact.

22. Make Budget Transfers and Budget Adjustments

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Unrestricted, Restricted General Funds ending balance; and decrease the President's Innovation Fund ending balance.

23. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350. No fiscal impact.

24. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2018-2019 Academic Year

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2018-2019 academic year and as presented on the attached list.

25. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel.

INFORMATION ITEMS

Agenda Item 26 is presented as an Information Item.

26. Information Item: Three Month Look-Ahead Schedule of RFP and RFQ Solicitations

The Board of Trustees will review the Three Month Look-Ahead Schedule of RFP and RFQ Solicitations.

ADMINISTRATIVE ITEM

Agenda Items 27-29 are presented as Administrative Items.

27. Consideration of Approval of Bond Counsel Agreement with Stradling Yocca Carlson & Rauth for Bond Counsel and Disclosure Counsel Services

It is recommended that the Board of Trustees approve the Bond Counsel Agreement with Stradling Yocca Carlson & Rauth for Bond Counsel and Disclosure Counsel services. The total contract sum shall be in the amount of \$88,000 plus reimbursable expenses; fees consist of \$65,000 per series for bond counsel and \$23,000 per series for disclosure counsel. Funding will be allocated from the GO Bond proceeds.

28. Consideration to Review the Appointment of Three Members of the Board of Trustees as Ex Officio Directors of the Cerritos College Foundation (Office of the President)

It is recommended that the Board of Trustees consider review of the appointment of trustees as ex officio directors of the Cerritos College Foundation. No fiscal impact.

29. Consideration of Approval of Change of Executive Director of Foundation & Community Advancement (Management) to Executive Director, Foundation and Institutional Advancement (Contract Administrator)

It is recommended that the Board of Trustees approve the change of the job classification and job description of Executive Director of Foundation & Community Advancement (Management), to Executive Director, Foundation and Institutional Advancement (Contract Administrator) and to revise the Contract Administrator salary schedule to add the new position. No additional financial effect. This position is budgeted in the General Fund.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

At this time, members of the Board of Trustees will provide brief reports on meetings attended on matters pertaining to their service as a representative of the Cerritos Community College District Board of Trustees pursuant to Government Code 53232.3(d).

Following the Board of Trustees, the President/Superintendent will provide an executive report which includes reports from the Vice President of Business Services, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Human Resources, and Director, College Relations, Public Affairs & Governmental Relations.

CLOSED SESSION WILL BEGIN NO LATER THAN 9:00 P.M. AND WILL LAST NO LONGER THAN 90 MINUTES

30. Consideration of Grade Grievance

31. Public Employee Discipline/Dismissal/Release (GC #54957)

- A. Case #: 92671107
- B. Case #: 36771005

32. Conference with Labor Negotiators (GC #54957.6)

- A. Agency Representatives: Dr. Adriana Flores-Church, Dr. Jose Fierro
- B. Employee Organizations:
California School Employees Association (CSEA)
Cerritos College Faculty Federation (CCFF)

33. Reconvene to Open Session

34. Adjournment

***The Next Study Session of the Board of Trustees will be held on
Wednesday, February 20, 2019 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on January xx, 2019 at 4:30 p.m., as required by law.

Dr. Jose Fierro, President/Superintendent

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

SUBJECT: Consideration of Approval of Academic Calendar for the 2019-2020 Fiscal Year

ACTION

It is recommended that the Board of Trustees approve the attached 2019-2020 Academic Calendar.

FISCAL IMPACT

There is no fiscal impact.

REPORT SUMMARY

It is the responsibility of the Office of Academic Affairs to prepare the academic calendar which shall include the number of days that define an academic year (traditionally, 175 days of instruction and evaluation), flexible calendar options, if any, processes for determining the academic calendar, and holidays, which include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (February 12 or as allowable by Education Code, Section 79020)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11 or as allowable by Education Code, Section 79020)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)
- Other holidays, including Board of Trustees-declared holidays.

In accordance to [Board Policy 4010 Academic Calendar](#), the President/Superintendent shall submit the academic calendar to the Board of Trustees for adoption after it has been prepared in consultation with the appropriate groups.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Academic Calendar for the 2019-2020 Fiscal Year



Cerritos College • Academic Calendar 2019-2020

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2020						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Legend	
	Semester/Session Start Days
	Semester/Session End Days
	Closed Campus/Holidays
	Open Campus, No Instruction

SUMMER SESSION – 2019

May 28 – August 16

May 27 Memorial Day
 July 4 Independence Day

FALL SEMESTER – 2019

August 19 – December 20

August 19 – October 18 First 9-Week Session
 September 2 Labor Day
 September 9 – December 20 15-Week Session
 October 21 – December 20 Second 9-Week Session
 November 11 Veteran's Day
 November 28 – 29 Thanksgiving Holiday
 November 30 – December 1 No Instruction
 December 14 – 20 Final Exams

SPRING SEMESTER – 2020

January 13 – May 22

January 6 – 10 Flex Week
 January 13 – March 13 First 9-Week Session
 January 20 Martin Luther King, Jr.'s Birthday
 February 3 – May 22 15-Week Session
 February 14 Lincoln's Birthday
 February 15 – 16 No Instruction
 February 17 Washington's Birthday
 March 16 – 22 Spring Recess
 March 23 – May 22 Second 9-Week Session
 May 16 – 22 Final Exams

SUMMER SESSION – 2020

May 26 – August 14

May 25 Memorial Day
 July 3 – 4 Independence Day

For more information regarding specific session/semester dates, click [Session Dates](#).

Dates are subject to renegotiation if the District adopts a compressed calendar.

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Bid No. 18P003, Performing Arts Center Re-Bid – Category 17, Painting

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 18P003, Performing Arts Center Re-Bid – Category 17, Painting to AJ Fistes Corporation of Long Beach, California, as the lowest responsive, responsible bidder in the amount of \$774,849 which equals the Total Base Bid Amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount is \$774,849. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On November 20, 2018 and November 27, 2018, Cerritos College advertised the release of Bid No. 18P003 for the re-bid of the Performing Arts Center project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College’s prequalification list were invited to provide a bid for the project. A total of thirty-two (32) prequalified contractors were contacted for this project. The project includes, but is not limited to, construction of a new LEED certified structure that is predominantly two-stories, and the associated site improvements. The Performing Arts Center will include the following: theater lobby, 400-seat theater, stage with 88’ fly tower, 200-seat black box studio, 100-seat lecture hall, recording studio, instructional and performance support spaces with theatrical audio-visual systems throughout the building. This particular bid category scope of work pertains to the Painting portion of the project work.

The bid category had a bid due date of December 13, 2018. The project was bid as a multi-prime project, whereby Cerritos College bid twenty-eight categories for various elements of the Project work. For Category 17 (Painting), a Class C-33 license was required. The construction cost estimate for the work was approximately \$550,000.

Attendance at the pre-bid conference meeting and job walk scheduled on November 30, 2018 was optional. A total of one (1) contractor attended the optional pre-bid conference and job walk meeting on November 30, 2018.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. Three (3) contractors submitted a bid for this category of the multi-prime bid.

Recommendation of award of contract was predicated on the lowest responsive, responsible bidder for the Total Base Bid Amount as stipulated in the Bid and Contract Documents. A summary of the Bid Opening Results are attached hereto detailing the responsive bid received.

Upon completion of Cerritos College's due diligence review, AJ Fistes Corporation, is the lowest responsive, responsible bidder for this project work, and acceptance of the bid is in the best interest of the District. A summary of the contractor's designated subcontractors that was submitted with their bid, as required by Public Contract Code 4100 et seq., is attached.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Bid Results for Bid No. 18P003, Performing Arts Center Re-Bid – Category 17, AJ Fistes Corporation
Designated Subcontractors Summary – AJ Fistes Corporation
Draft Contract Agreement for Bid No. 18P003 – Category 17 – AJ Fistes Corporation

Cerritos Community College District
Bid No. 18P003, Category 17 (Painting)
Project: Performing Arts Center Re-Bid
Bid Opening Results

Bid Due Date: December 13, 2018; 2:00 pm

	AJ Fistes Corporation Long Beach, CA	Wilson & Hampton Painting Contractors Anaheim, CA	Triumph Painting Riverside, CA
Base Bid Amount	\$ 724,849.00	\$ 1,049,777.00	\$ 1,248,800.00
Allowance Amount	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL BASE BID AMOUNT	\$ 774,849.00	\$ 1,099,777.00	\$ 1,298,800.00
DELTA FROM LOWEST BID		\$ 324,928.00	\$ 523,951.00

Cerritos Community College District
Bid No. 18P003 - Category 17 (Painting)
Project: Performing Arts Center Re-Bid
Designated Subcontractors Summary

AJ Fistes Corporation
Long Beach, CA

Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount
---------------------------	-----------------------	-------------	--------------	------------	------------------------	-------------------

The prime contractor will not be using any subcontractors for this project.



PROJECT: Performing Arts Center Re-Bid / BID NO.: 18P003

DATE OF CONTRACT: February 8, 2019 / CONTRACT NO.: 18P003-17

BID CATEGORY: 17, Painting

DOLLAR VALUE: \$ 774,849.00

LIQUIDATED DAMAGES: \$ 3,500 per day

CONTRACTOR: AJ Fistes Corporation

TERM: 1,061 Calendar days

TIME FOR COMPLETION: _____

AJ Fistes Corporation

Address: 2214 Atlantic Ave., Long Beach, CA 90806

Phone: 562-424-2230

Fax: 562-988-8669

AGREEMENT FORM

This Agreement is made and entered into this **8th day of February 2019**, by and between the **Cerritos Community College District** ("District") and **AJ Fistes Corporation** ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. **The Work:** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

PROJECT: **18P003, Performing Arts Center Re-Bid**
Category 17, Painting

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications, under the direction and supervision of, and subject to, the approval of the District or its authorized representative.

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **ONE THOUSAND SIXTY-ONE (1,061) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **liquidated damages per activity duration as indicated in 013200-1 Appendix A Construction Progress Documentation** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

In the event any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

The time during which the Contract is delayed for cause as hereinafter specified may extend the time of completion for a reasonable time as the District may grant. This provision does not exclude the recovery of damages for delay by either party under other provisions in the Contract Documents.

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-33 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9,

of the Business and Professions Code and in the classification called for in the Contract Documents.

13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE), and, at the discretion of the District, by the District's labor compliance program.
15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Seven Hundred Seventy-Four Thousand Eight Hundred Forty-Nine and 00/100 Dollars

(\$ 774,849.00),

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

16. **Severability:** If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

CONTRACTOR

AJ FISTES CORPORATION

By: _____

Title: President _____

Print Name: Anastasios Fistes _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Vice President of Business Services _____

Print Name: Felipe R. Lopez _____

NOTE: If the party executing this Agreement is a corporation, a certified copy of the by-laws, or of the resolution of the Board of Directors, authorizing the officers of said corporation to execute the Contract and the bonds required thereby must be attached hereto.

END OF DOCUMENT

DRAFT

Attendance at the pre-bid conference meeting and job walk scheduled on November 30, 2018 was optional. A total of one (1) contractor attended the optional pre-bid conference and job walk meeting on November 30, 2018.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. Two (2) contractors submitted a bid for this category of the multi-prime bid.

Recommendation of award of contract was predicated on the lowest responsive, responsible bidder for the Total Base Bid Amount as stipulated in the Bid and Contract Documents. A summary of the Bid Opening Results are attached hereto detailing the responsive bid received.

Upon completion of Cerritos College's due diligence review, Inland Building Construction Companies, Inc., is the lowest responsive, responsible bidder for this project work, and acceptance of the bid is in the best interest of the District. A summary of the contractor's designated subcontractors that was submitted with their bid, as required by Public Contract Code 4100 et seq., is attached.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Bid Results for Bid No. 18P003, Performing Arts Center Re-Bid – Category 18, Inland Building Construction Companies, Inc.

Designated Subcontractors Summary – Inland Building Construction Companies, Inc.

Draft Contract Agreement for Bid No. 18P003 – Category 18 – Inland Building Construction Companies, Inc.

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Bid No. 18P003, Performing Arts Center Re-Bid – Category 18, General Package
--

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 18P003, Performing Arts Center Re-Bid – Category 18, General Package to Inland Building Construction Companies, Inc. of San Bernardino, California as the lowest responsive, responsible bidder in the amount of \$1,921,300.00 which equals the Total Base Bid Amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount is \$1,921,300.00. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On November 20, 2018 and November 27, 2018, Cerritos College advertised the release of Bid No. 18P003 for the re-bid of the Performing Arts Center project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College’s prequalification list were invited to provide a bid for the project. A total of thirty-two (32) prequalified contractors were contacted for this project. The project includes, but is not limited to, construction of a new LEED certified structure that is predominantly two-stories, and the associated site improvements. The Performing Arts Center will include the following: theater lobby, 400-seat theater, stage with 88’ fly tower, 200-seat black box studio, 100-seat lecture hall, recording studio, instructional and performance support spaces with theatrical audio-visual systems throughout the building. This particular bid category scope of work pertains to the General Package portion of the project work.

The bid category had a bid due date of December 13, 2018. The project was bid as a multi-prime project, whereby Cerritos College bid twenty-eight categories for various elements of the Project work. For Category 18 (General Package), a Class B license was required. The construction cost estimate for the work was approximately \$2,000,000.

Cerritos Community College District
Bid No. 18P003, Category 18 (General Package)
Project: Performing Arts Center Re-Bid
Bid Opening Results

Bid Due Date: December 13, 2018; 2:00 pm

	Inland Building Construction Co., Inc. San Bernardino, CA	Dalke & Sons Construction, Inc. Riverside, CA
Base Bid Amount	\$ 1,721,300.00	\$ 2,993,486.00
Allowance Amount	\$ 200,000.00	\$ 200,000.00
TOTAL BASE BID AMOUNT	\$ 1,921,300.00	\$ 3,193,486.00
DELTA FROM LOWEST BID		\$ 1,272,186.00

Cerritos Community College District
Bid No. 18P003 - Category 18 (General Package)
Project: Performing Arts Center Re-Bid
Designated Subcontractors Summary

Inland Building Construction Companies, Inc.						
San Bernardino, CA						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount
Pacific Coast Cleaning, Inc.	1939 Friendship Drive, Suite E	El Cajon	CA	92020	Final Clean	\$ 110,000.00
South Coast Industrial Door, Inc.	1275 Graphite Drive	Corona	CA	92881	Coiling Doors	\$ 32,000.00
Mulvihill Enterprises, Inc.	1249 Massachusetts Avenue	Beaumont	CA	92223	Door Install	\$ 30,000.00
A Good Sign & Graphics Co.	2110 South Susan Street	Santa Ana	CA	92704	Signs	\$ 11,500.00
Kone, Inc.	12950 Alondra Blvd	Cerritos	CA	90703	Elevator	\$ 648,000.00
YTI Enterprises, Inc.	1260 S. State College Parkway	Anaheim	CA	92806	Toilet Partitions & Accessories	\$ 77,000.00
McKinley Elevator Corporation	17611 Armstrong Avenue	Irvine	CA	92614	Wheelchair Lift	\$ 100,000.00
Econo Fence, Inc.	5261 Pedley Road	Riverside	CA	92509	Fence	\$ 100,000.00



PROJECT: Performing Arts Center Re-Bid / BID NO.: 18P003

DATE OF CONTRACT: February 8, 2019 / CONTRACT NO.: 18P003-18

BID CATEGORY: 18, General Package

DOLLAR VALUE: \$ 1,921,300.00

LIQUIDATED DAMAGES: \$ 5,000 per day

CONTRACTOR: Inland Building Construction Companies, Inc.

TERM: 1,061 Calendar days

TIME FOR COMPLETION: _____

Inland Building Construction Companies, Inc.

Address: 323 South Sierra Way, San Bernardino, CA 92408

Phone: 909-884-6276

Fax: 909-889-6936

AGREEMENT FORM

This Agreement is made and entered into this **8th day of February 2019**, by and between the **Cerritos Community College District** ("District") and **Inland Building Construction Companies, Inc.** ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. **The Work:** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

PROJECT: **18P003, Performing Arts Center Re-Bid**
Category 18, General Package

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications, under the direction and supervision of, and subject to, the approval of the District or its authorized representative.

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **ONE THOUSAND SIXTY-ONE (1,061) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **liquidated damages per activity duration as indicated in 013200-1 Appendix A Construction Progress Documentation** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

In the event any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

The time during which the Contract is delayed for cause as hereinafter specified may extend the time of completion for a reasonable time as the District may grant. This provision does not exclude the recovery of damages for delay by either party under other provisions in the Contract Documents.

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type B Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the

Business and Professions Code and in the classification called for in the Contract Documents.

13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE), and, at the discretion of the District, by the District's labor compliance program.
15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

One Million Nine Hundred Twenty-One Thousand Three Hundred and 00/100 Dollars

(\$ 1,921,300.00),

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

16. **Severability:** If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

CONTRACTOR

INLAND BUILDING CONSTRUCTION
COMPANIES, INC.

By: _____

Title: Vice President _____

Print Name: Lori Hyder _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Vice President of Business Services _____

Print Name: Felipe R. Lopez _____

NOTE: If the party executing this Agreement is a corporation, a certified copy of the by-laws, or of the resolution of the Board of Directors, authorizing the officers of said corporation to execute the Contract and the bonds required thereby must be attached hereto.

END OF DOCUMENT

DRAFT

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Bid No. 18P003, Performing Arts Center Re-Bid – Category 19, Theatrical Rigging

ACTION

It is recommended that the Board of Trustees authorize and approve Cerritos College to take the following action:

1. Reject the bid submitted by Protech Theatrical Services, Inc. of North Las Vegas, Nevada as non-responsive to the bid and contract documents for failure to comply with all mandatory requirements as detailed in the bid and contract documents; and
2. Approve the award of contract for Bid No. 18P003, Performing Arts Center Re-Bid to Wenger Corporation of Owatonna, Minnesota as the lowest responsive, responsible bidder in the amount of \$1,811,467, which equals the Total Base Bid Amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount is \$1,811,467. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On November 20, 2018 and November 27, 2018, Cerritos College advertised the release of Bid No. 18P003 for the re-bid of the Performing Arts Center project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of thirty-two (32) prequalified contractors were contacted for this project. The project includes, but is not limited to, construction of a new LEED certified structure that is predominantly two-stories, and the associated site improvements. The Performing Arts Center will include the following: theater lobby, 400-seat theater, stage with 88' fly tower, 200-seat black box studio, 100-seat lecture hall, recording studio, instructional and performance support

spaces with theatrical audio-visual systems throughout the building. This particular bid category scope of work pertains to the Theatrical Rigging portion of the project work.

The bid category had a bid due date of December 13, 2018. The project was bid as a multi-prime project, whereby Cerritos College bid twenty-eight categories for various elements of the Project work. For Category 19 (Theatrical Rigging), a Class B or Class C-61 (D-34) license was required. The construction cost estimate for the work was approximately \$2,100,000.

Attendance at the pre-bid conference meeting and job walk scheduled on November 30, 2018 was optional. A total of one (1) contractors attended the optional pre-bid conference and job walk meeting on November 30, 2018.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. Four (4) contractors submitted a bid for this category of the multi-prime bid. The bid submitted by Protech Theatrical Services, Inc. of North Las Vegas, Nevada was determined to be non-responsive to the bid and contract documents because the bidder submitted the incorrect bid form documents and did not satisfactorily provide bid security.

Recommendation of award of contract was predicated on the lowest responsive, responsible bidder for the Total Base Bid Amount as stipulated in the Bid and Contract Documents. A summary of the Bid opening Results are attached hereto detailing the responsive bid received.

Upon completion of Cerritos College's due diligence review, Wenger Corporation, is the lowest responsive and responsible bidder for this project work, and acceptance of the bid is in the best interest of the District. A summary of the contractor's designated subcontractor that was submitted with their bid, as required by Public Contract Code Section 4100 et seq., is attached.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Bid Results for Bid No. 18P003, Performing Arts Center Re-Bid – Category 19, Wenger Corporation
Designated Subcontractors Summary – Wenger Corporation
Draft Contract Agreement for Bid No. 18P003 – Category 19 – Wenger Corporation

Cerritos Community College District
Bid No. 18P003, Category 19 (Theatrical Rigging)
Project: Performing Arts Center Re-Bid
Bid Opening Results

Bid Due Date: December 13, 2018; 2:00 pm

	<i>*Protech Theatrical Services, Inc North Las Vegas, NV</i>	Wenger Corp. Owatonna, MN	Trex Commercial Products, Inc. dba Staging Concepts Brooklyn Park, MN	Inland Building Construction Companies, Inc. San Bernardino, CA
Base Bid Amount	\$ 1,650,000.00	\$ 1,661,467.00	\$ 1,725,500.00	\$ 1,892,300.00
Allowance Amount	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
TOTAL BASE BID AMOUNT	\$ 1,800,000.00	\$ 1,811,467.00	\$ 1,875,500.00	\$ 2,042,300.00
DELTA FROM LOWEST BID		\$ 11,467.00	\$ 75,500.00	\$ 242,300.00

* Bid was determined to be Non-Responsive

Cerritos Community College District
Bid No. 18P003 - Category 19 (Theatrical Rigging)
Project: Performing Arts Center Re-Bid
Designated Subcontractors Summary

Wenger Corporation Owatonna, MN						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount

The prime contractor will not be using any subcontractors for this project.



PROJECT: Performing Arts Center Re-Bid / BID NO.: 18P003

DATE OF CONTRACT: February 8, 2019 / CONTRACT NO.: 18P003-19

BID CATEGORY: 19, Theatrical Rigging

DOLLAR VALUE: \$ 1,811,467.00

LIQUIDATED DAMAGES: \$ 3,500 per day

CONTRACTOR: Wenger Corporation

TERM: 1,061 Calendar days

TIME FOR COMPLETION: _____

Wenger Corporation

Address: 555 Park Drive, Owatonna, MN 55060

Phone: 507-774-8778

Fax: 507-774-8580

AGREEMENT FORM

This Agreement is made and entered into this **8th day of February 2019**, by and between the **Cerritos Community College District** ("District") and **Wenger Corporation** ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. **The Work:** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

PROJECT: **18P003, Performing Arts Center Re-Bid**
Category 19, Theatrical Rigging

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications, under the direction and supervision of, and subject to, the approval of the District or its authorized representative.

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **ONE THOUSAND SIXTY-ONE (1,061) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **liquidated damages per activity duration as indicated in 013200-1 Appendix A Construction Progress Documentation** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

In the event any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

The time during which the Contract is delayed for cause as hereinafter specified may extend the time of completion for a reasonable time as the District may grant. This provision does not exclude the recovery of damages for delay by either party under other provisions in the Contract Documents.

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-61 (D-34) Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9,

of the Business and Professions Code and in the classification called for in the Contract Documents.

13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE), and, at the discretion of the District, by the District's labor compliance program.
15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

One Million Eight Hundred Eleven Four Hundred Sixty-Seven and 00/100 Dollars

(\$ 1,811,467.00),

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

16. **Severability:** If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

CONTRACTOR

WENGER CORPORATION

By: _____

Title: CFO _____

Print Name: Joe J. McCusker _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Vice President of Business Services _____

Print Name: Felipe R. Lopez _____

NOTE: If the party executing this Agreement is a corporation, a certified copy of the by-laws, or of the resolution of the Board of Directors, authorizing the officers of said corporation to execute the Contract and the bonds required thereby must be attached hereto.

END OF DOCUMENT

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **February 6, 2019**

Agenda Item No. 10

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit, Unforeseen Conditions, Owner Added Scope], (Contract No. 17P010), Suttles Plumbing and Mechanical Corporation, Performing Arts Center – Site Prep Project</p>

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit, Unforeseen Conditions, Owner Added Scope] in the amount of \$37,346 for the Performing Arts Center – Site Prep project.

FISCAL IMPACT

The amount from Change Order No. 1 will be \$37,346, increasing the contract amount to \$868,436. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On January 17, 2018, the Board awarded a contract to Suttles Plumbing and Mechanical Corporation of Chatsworth, California for the Performing Arts Center – Site Prep project. The project was bid using a traditional single-prime/general contractor project delivery method requiring a pre-qualified contractor from Cerritos College’s pre-qualified contractor’s list. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 1 is \$37,346. The original contract amount approved by the Board was \$831,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to a deductive credit issued to the College as the existing 8” water main along the north end of the site did not require relocating. Unforeseen conditions consisted of extension of the existing east side 8” water main to provide campus infrastructure for the future buildings. A section of the gas main line and the addition of isolation valves also provided the necessary infrastructure and connectivity for the future relocation of the campus gas meter, which was also unforeseen. The owner added scope consisted of the removal of an electrical duct bank of the north side to provide a clear path for the installation of the new 6” reclaimed water main. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	February 6, 2019	\$37,346	4.5%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions – Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS

None is require beyond posting of this item on the agenda.

ATTACHMENT(S)

Change Order No. 1 to Contract No. 17P010 – Suttles Plumbing and Mechanical Corporation
 Contract No. 17P010 – Suttles Plumbing and Mechanical Corporation

Project: Cerritos College
Performing Arts Center – Site Prep

Change Order Number: 01

Contract # 17P010

To: Suttles Plumbing and Mechanical Corp.
21541 Nordhoff Street, Unit C
Chatsworth, CA 91311
Phone: (818) 718-9779
Fax: (818) 718-9799

Date: November 21, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Description: Credit Relocation of 8” Domestic Water Line along North End of Site
Reason: The existing 8” water main was not encountered and in turn did not require relocation at this time.
Benefit: Credit provided to fund other revisions and reduce costs.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Condition (Deductive Credit)

Change Amount: \$(30,328.00)

Time Extension:0 Work days

Item 1.02

Description: Extension of 8” Domestic Water Line along East Side of Site
Reason: The existing 8” water main was not encountered. As this line is to serve the main domestic and fire water services to the future building, this line was extended from Old Falcon Way to the east side of the Classroom Building
Benefit: Provides campus infrastructure required for the future building.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Condition

Change Amount: \$21,980.00

Time Extension:0 Work days

Item 1.03

Description: Reroute and Isolation of Gas Mains at Old Falcon Way
Reason: In preparation for the relocation of the campus gas meter (by Southern California Gas Company), it was determined the existing lines were not connected as expected per the as-builts and rerouting of a section of the main lines and added isolation valves were needed.
Benefit: Provides infrastructure that can be isolated and maintain connectivity of the Campus for the future relocation of the campus gas meter and site demolition for the new building.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Condition

Change Amount: \$35,997.00

Time Extension:0 Work days

Item 1.04

Description: Concrete Electrical Duct Bank Removal
Reason: Removal of a duct bank left behind by the previous building demolition of the Old Fine Arts Building.
Benefit: Provided clear path to relocate and install the new 6” reclaimed water main along the north side of the site.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Request

Change Amount: \$9,787.00

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **\$37,436.00**
TOTAL ADDITIONAL WORKING DAYS Days: 32


CONTRACT SUMMARY:

Original Contract Amount	\$	831,000.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	831,000.00
Amount of Change Order No. 1	\$	37,436.00
New Contract Sum	\$	868,436.00
Percentage of Change to Contract		4.5%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2019

Requested By:




(SIGNATURE & DATE)
SUTTLES PLUMBING AND MECHANICAL CORP.
STEPHANIE AGUILAR
PRESIDENT

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
FELIPE LOPEZ
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

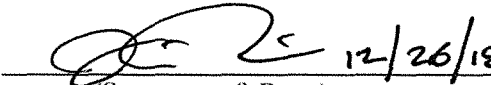


(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:



(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Performing Arts Center - Site Prep /BID NO.: 17P010

DATE OF CONTRACT: January 19, 2018 / CONTRACT NO.: 17P010

DOLLAR VALUE: \$831,000.00

LIQUIDATED DAMAGES: \$2,500 per day

CONTRACTOR: Suttles Plumbing and Mechanical Corp.

TERM: 60 Calendar days

TIME FOR COMPLETION: _____

Suttles Plumbing and Mechanical Corp.

Address: 21541 Nordhoff Street, Unit C, Chatsworth, CA 91311

Phone: 818-718-9779

Fax: 818-718-9799

AGREEMENT FORM

This Agreement is made and entered into this **19th day of January, 2018**, by and between the Cerritos Community College District ("District") and **Suttles Plumbing and Mechanical Corp.** ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. **The Work:** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

PROJECT: **17P010, Performing Arts Center – Site Prep**

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications, under the direction and supervision of, and subject to, the approval of the District or its authorized representative.

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SIXTY (60)** consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of Liquidated damages *per activity duration as indicated in 013200-1 Appendix A Construction Progress Documentation per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work.* It is hereby understood and agreed that this amount is not a penalty.

In the event any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

The time during which the Contract is delayed for cause as hereinafter specified may extend the time of completion for a reasonable time as the District may grant. This provision does not exclude the recovery of damages for delay by either party under other provisions in the Contract Documents.

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-36 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.

13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE), and, at the discretion of the District, by the District's labor compliance program.
15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Eight Hundred Thirty-One Thousand and 00/100 Dollars

(\$831,000.00),

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

16. **Severability:** If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

SUTTLES PLUMBING AND MECHANICAL CORP.

By: Stephanie Aguilar

Title: President

Print Name: Stephanie Aguilar

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: [Signature]

Title: Vice President Business Services

Print Name: Felipe R. Lopez

NOTE: If the party executing this Agreement is a corporation, a certified copy of the by-laws, or of the resolution of the Board of Directors, authorizing the officers of said corporation to execute the Contract and the bonds required thereby must be attached hereto.

END OF DOCUMENT

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **February 6, 2019**
Agenda Item No. 11

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 15P008, Campus Energy Management Systems

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Enviser of Garden Grove, California for the Campus Energy Management Systems project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$2,812,924 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Enviser on July 25, 2016. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on January 26, 2018. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Notice of Completion Recording – Enviser

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Campus Energy Management Systems, Bid No. 15P008** contract for the doing of which was heretofore entered into on the **25th of July, 2016** which contract was made with **Enviser**, contract number **15P008**, as contractor; that said improvements were completed on the **26th of January, 2018**, and accepted by formal action of the governing board of said DISTRICT on the **14th of November, 2018**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Federal Insurance Company**.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Felipe R. Lopez
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 15P016, Chilled Water Expansion
--

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Enviser of Garden Grove, California for the Chilled Water Expansion project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$5,367,735 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Enviser on February 1, 2017. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on June 18, 2018. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Notice of Completion Recording – Enviser

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Chilled Water Expansion, Bid No. 15P016** contract for the doing of which was heretofore entered into on the **1st of February, 2017** which contract was made with **Enviser**, contract number **15P016**, as contractor; that said improvements were completed on the **18th of June, 2018**, and accepted by formal action of the governing board of said DISTRICT on the **6th of February, 2019**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Federal Insurance Company**.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Felipe R. Lopez
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Acceptance of Gifts

ACTION

It is recommended that the Board of Trustees ratify the acceptance of the gifts listed below on behalf of Cerritos College.

FISCAL IMPACT

There is no cost to Cerritos College for the donated items.

REPORT SUMMARY

The following items were received on December 7, 2018.

For Use in the Automotive Department

- Two (2) 6L80 Rear-Wheel Drive Transmissions
- Three (3) 6T75 Front-Wheel Drive Transaxles

Donated by: General Motors Training Center
ATTN: Pily Angulo
4648 San Fernando Road
Glendale, CA 91204

The estimated value of the above item is \$10,000.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

None.

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of December 2018
--

ACTION

It is recommended that the Board of Trustees approve the purchase orders processed during the month of December 2018.

FISCAL IMPACT

Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY

This report of purchase orders processed during the month of December 2018 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

December 2018 – Purchase Order Report

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 1

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
12/01/18	0000070068	A		12/01/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	18-19	520.08	
				12/01/2018			0000070068				GOLDEN STAR TECHNOLOGY INC.					520.08
12/03/18	0000070069	C		12/03/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01400	01100	5210	6005000	18-19	1,050.00	
								01.0	00000.0	01900	01100	5210	6005000	18-19	1,050.00	
				12/03/2018			0000070069				BANK OF AMERICA					2,100.00
12/03/18	0000070070	C		12/03/2018	CISOA (CONFERENCE	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5210	6780000	18-19	449.00	
				12/03/2018			0000070070				CISOA (CONFERENCE REGISTRATION)					449.00
12/03/18	0000070071	C		12/03/2018	GROSSMONT - CUYAMACA COMM	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70280	5210	6190000	18-19	325.00	
				12/03/2018			0000070071				GROSSMONT - CUYAMACA COMM COLLEGE DIST					325.00
12/03/18	0000070072	C		12/03/2018	PESI	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	18-19	399.99	
				12/03/2018			0000070072				PESI					399.99
12/03/18	0000070073	C		12/03/2018	PIXSTER PHOTOBOOTH LLC	MISCELLANEOUS	Oth Instr Sup Services	01.0	00000.0	00000	01210	5810	6190000	18-19	550.00	
				12/03/2018			0000070073				PIXSTER PHOTOBOOTH LLC					550.00
12/03/18	0000070074	A		12/04/2018	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	Health Services	69.0	00000.0	00000	03310	5830	6440000	18-19	801.03	
				12/03/2018			0000070074				DIVERSIFIED BUSINESS SERVICES					801.03
12/03/18	0000070075	C		12/04/2018	REYES, JESUS	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	18-19	127.00	
				12/03/2018			0000070075				REYES, JESUS					127.00
12/03/18	0000070076	C		12/03/2018	COMMUNITY COLLEGE LEAGUE of	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	18-19	75.00	
							General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	75.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 2

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/03/2018	0000070076	COMMUNITY COLLEGE LEAGUE of CALIFORNIA							150.00	
12/03/18	0000070077	C		12/04/2018	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	51.05	
						12/03/2018	0000070077	MCKINLEY, COLLEEN							51.05	
12/03/18	0000070078	C		12/19/2018	BANK OF AMERICA	TIRES AND TUBES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	170.45	
						12/03/2018	0000070078	BANK OF AMERICA							170.45	
12/03/18	0000070079	C		12/18/2018	AMAZON	OFFICE SUPPLIES	Fine & Applied Arts	01.0	00000.0	00000	02520	4320	1051000	18-19	179.53	
						12/03/2018	0000070079	AMAZON							179.53	
12/03/18	0000070080	A		12/04/2018	FREESTYLE PHOTOGRAPHIC	OFFICE SUPPLIES	Oth Instr Sup Services	01.0	00000.0	00000	02520	4550	6190000	18-19	1,003.47	
						12/03/2018	0000070080	FREESTYLE PHOTOGRAPHIC SUPPLY							1,003.47	
12/03/18	0000070081	C		12/04/2018	MENNELLA, HILLARY	REIMBURSEMENT	Health Services	69.0	00000.0	00000	03310	4550	6440000	18-19	17.00	
						12/03/2018	0000070081	MENNELLA, HILLARY							17.00	
12/03/18	0000070082	C		12/03/2018	RODRIGUEZ, STEPHANIE	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	18-19	236.93	
						12/03/2018	0000070082	RODRIGUEZ, STEPHANIE							236.93	
12/03/18	0000070083	C		12/18/2018	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	43.76	
						12/03/2018	0000070083	AMAZON							43.76	
12/03/18	0000070084	C		12/03/2018	WALKER MIYA	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	44.64	
						12/03/2018	0000070084	WALKER MIYA							44.64	
12/03/18	0000070085	C		12/03/2018	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	274.61	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 3

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/03/2018	0000070085	MCKINLEY, COLLEEN								274.61
12/03/18	0000070086	C		12/18/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	112.22	
						12/03/2018	0000070086	AMAZON								112.22
12/03/18	0000070087	C		12/03/2018	QUESADA, DEANNA	NON-INSTRUCTIONAL SUPPLIES	Foster Care	39.6	00000.0	00000	76500	4550	1305700	18-19	68.66	
						12/03/2018	0000070087	QUESADA, DEANNA								68.66
12/03/18	0000070088	C		12/03/2018	MELTWATER NEWS US INC.	SUBSCRIPTIONS	Community Relations	01.0	00000.0	00000	03600	6310	6710000	18-19	2,520.00	
						12/03/2018	0000070088	MELTWATER NEWS US INC.								2,520.00
12/03/18	0000070090	C	1	12/14/2018	WALKER MIYA	FOOD PRODUCTS	Community Relations	01.0	00000.0	00000	03600	4550	6710000	18-19	370.43	
						12/03/2018	0000070090	WALKER MIYA								370.43
12/04/18	0000070091	C		12/04/2018	BEE EMERGENCY RESPONSE TEAM	CONTRACTED SERVICES	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5810	6550000	18-19	195.00	
						12/04/2018	0000070091	BEE EMERGENCY RESPONSE TEAM								195.00
12/04/18	0000070092	A		12/04/2018	TCB PRINTING	OFFICE SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	18-19	43.80	
						12/04/2018	0000070092	TCB PRINTING								43.80
12/04/18	0000070093	C		12/04/2018	H & E EQUIPMENT SERVICES -	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	18-19	365.12	
						12/04/2018	0000070093	H & E EQUIPMENT SERVICES - CALIFORNIA IN								365.12
12/04/18	0000070094	A		12/04/2018	AGAIN FASTER	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	706.28	
						12/04/2018	0000070094	AGAIN FASTER								706.28
12/04/18	0000070095	A		12/04/2018	GRAINGER	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	273.75	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 4

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
																273.75
12/04/18	0000070096	A		12/04/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	18-19	46,484.69	
																46,484.69
12/04/18	0000070097	C		12/04/2018	DEPARTMENT OF MOTOR VEHICLES	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4550	0960000	18-19	22.00	
																22.00
12/04/18	0000070098	C		12/04/2018	ACCJC	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5210	6720000	18-19	555.00	
																555.00
12/04/18	0000070099	A		12/04/2018	LPKF LASER & ELECTRONICS	DRAFTING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	3,359.46	
																3,359.46
12/04/18	0000070101	A		12/04/2018	MITCHELL 1	MISCELLANEOUS	Automotive District	01.0	00000.0	00000	02600	6310	0960000	18-19	549.50	
								01.0	00000.0	00000	00000	9330	0000000	18-19	549.50	
																1,099.00
12/04/18	0000070102	A		12/04/2018	OPUS USA INC	MISCELLANEOUS	Automotive District	01.0	00000.0	00000	02600	5610	0960000	18-19	2,792.25	
								01.0	00000.0	00000	00000	9330	0000000	18-19	2,792.25	
																5,584.50
12/04/18	0000070103	A		12/04/2018	GALCO INDUSTRIAL ELECTRONICS	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	246.08	
																246.08
12/04/18	0000070104	A		12/05/2018	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	21.90	
																21.90

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 5

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
12/04/18	0000070105	C		12/05/2018	ULINE	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4550	0960000	18-19	427.31	
						12/04/2018	0000070105	ULINE								427.31
12/04/18	0000070106	A		12/04/2018	TLM, INC	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	5810	0986000	18-19	295.00	
						12/04/2018	0000070106	TLM, INC								295.00
12/05/18	0000070107	A		12/05/2018	MITCHELL 1	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	18-19	341.64	
						12/05/2018	0000070107	MITCHELL 1								341.64
12/05/18	0000070108	A	1	12/06/2018	AUTOMATION DIRECT	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	192.70	
						12/05/2018	0000070108	AUTOMATION DIRECT								192.70
12/05/18	0000070109	C		12/05/2018	GRAINGER	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	2,211.72	
						12/05/2018	0000070109	GRAINGER								2,211.72
12/05/18	0000070110	C		12/05/2018	MSC INDUSTRIAL DIRECT, CO INC	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	266.74	
						12/05/2018	0000070110	MSC INDUSTRIAL DIRECT, CO INC								266.74
12/05/18	0000070111	C		12/05/2018	RAN GRAPHICS	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	291.94	
						12/05/2018	0000070111	RAN GRAPHICS								291.94
12/05/18	0000070112	C		12/05/2018	ALLISON MECHANICAL, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	18-19	13,144.00	
						12/05/2018	0000070112	ALLISON MECHANICAL, INC.								13,144.00
12/05/18	0000070113	C		12/05/2018	JOHNSON CONTROLS FIRE	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	18-19	3,306.50	
						12/05/2018	0000070113	JOHNSON CONTROLS FIRE PROTECTION LP								3,306.50
12/05/18	0000070114	C		12/05/2018	COULTAS, STEVEN	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	500.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 6

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/05/2018			0000070114									500.00
12/05/18	0000070115	C		12/05/2018	SCHOLASTIC BOOKS FAIR	BOOKS	Child Development	01.3	00000.0	00000	70770	4320	6920000	18-19	608.10	
				12/05/2018			0000070115									608.10
12/05/18	0000070116	C		12/05/2018	HYATT REGENCY, SACRAMENTO	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70310	5210	6190000	18-19	808.43	
				12/05/2018			0000070116									808.43
12/07/18	0000070117	C		12/18/2018	BANK OF AMERICA	MISCELLANEOUS	Automotive	01.1	00000.0	00100	02600	4325	0960000	18-19	52.63	
				12/07/2018			0000070117									52.63
12/07/18	0000070118	A		12/18/2018	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	562.51	
				12/07/2018			0000070118									562.51
12/07/18	0000070119	A		12/07/2018	DYNATRONICS CORP	INSTRUCTIONAL SUPPLIES	Physical Therapy	01.1	00000.0	00100	02530	4325	1222000	18-19	337.28	
				12/07/2018			0000070119									337.28
12/07/18	0000070120	A		12/18/2018	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	38.87	
				12/07/2018			0000070120									38.87
12/07/18	0000070121	A		12/07/2018	ALL AMERICAN TROPHY	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	114.98	
						MISCELLANEOUS		01.3	00000.0	00000	77380	5810	6190000	18-19	16.43	
				12/07/2018			0000070121									131.41
12/07/18	0000070123	C		12/08/2018	BRUSTEIN & MANASEVIT, PLLC	BOOKS	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	18-19	104.90	
				12/07/2018			0000070123									104.90
12/07/18	0000070124	P		12/07/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Film Making	01.0	00000.0	00000	02520	4320	1057000	18-19	77.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 7

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
																77.00
				12/07/2018			0000070124	AMAZON								
12/07/18	0000070125	A		12/08/2018	AMERICAN PRINTING HOUSE FOR THE	BOOKS/SUPPLIES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	18-19	348.21	
				12/07/2018			0000070125	AMERICAN PRINTING HOUSE FOR THE BLIND								348.21
12/07/18	0000070126	C		12/08/2018	CASTRO, MONICA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	135.39	
				12/07/2018			0000070126	CASTRO, MONICA								135.39
12/07/18	0000070127	C		12/08/2018	R.A.D. SYSTEMS	LICENSE/FEES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	350.00	
				12/07/2018			0000070127	R.A.D. SYSTEMS								350.00
12/07/18	0000070128	C		12/18/2018	AMAZON	BOOKS	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	18-19	425.74	
				12/07/2018			0000070128	AMAZON								425.74
12/07/18	0000070129	C		12/08/2018	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70280	4550	6190000	18-19	457.29	
				12/07/2018			0000070129	MCKINLEY, COLLEEN								457.29
12/07/18	0000070130	C		12/08/2018	NORTH STAR ELECTRONICS	REPAIRS - OTHER	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	169.00	
				12/07/2018			0000070130	NORTH STAR ELECTRONICS								169.00
12/07/18	0000070131	C		12/08/2018	SAMY 'S CAMERA	LABORATORY SUPP/EQUIP	Computer Graphics	01.1	00000.0	00100	02520	4325	1030200	18-19	290.65	
				12/07/2018			0000070131	SAMY 'S CAMERA								290.65
12/07/18	0000070132	C		12/08/2018	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	187.70	
				12/07/2018			0000070132	MCKINLEY, COLLEEN								187.70
12/07/18	0000070133	P		12/10/2018	AMAZON	COMPUTER SUPP/EQUIP	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	28.98	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 9

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/07/2018	000070142	AMAZON								25.17
12/07/18	0000070143	C		12/08/2018	FRANTONE'S PIZZA	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	18-19	270.95	
						12/07/2018	0000070143	FRANTONE'S PIZZA								270.95
12/07/18	0000070144	A		12/07/2018	RAN GRAPHICS	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	287.56	
						12/07/2018	0000070144	RAN GRAPHICS								287.56
12/07/18	0000070145	C		12/08/2018	PAZ, RICARDO	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	18-19	1,300.23	
						12/07/2018	0000070145	PAZ, RICARDO								1,300.23
12/07/18	0000070146	C		12/08/2018	RODGER'S CATERING	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07001	73460	4550	6730000	18-19	171.92	
						12/07/2018	0000070146	RODGER'S CATERING								171.92
12/07/18	0000070147	C		12/08/2018	WANG, LYNN	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	18-19	159.04	
						12/07/2018	0000070147	WANG, LYNN								159.04
12/07/18	0000070148	A		12/08/2018	TCB PRINTING	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	18-19	31.76	
						12/07/2018	0000070148	TCB PRINTING								31.76
12/07/18	0000070149	C		12/08/2018	CAFE N STUFF	FOOD PRODUCTS	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	18-19	469.46	
						12/07/2018	0000070149	CAFE N STUFF								469.46
12/07/18	0000070150	C		12/08/2018	MONTEVIRGEN, ALEXIS S.	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5230	6730000	18-19	356.11	
						12/07/2018	0000070150	MONTEVIRGEN, ALEXIS S.								356.11
12/07/18	0000070151	C		12/08/2018	PARKER, ANN	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5230	6730000	18-19	581.94	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 10

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/07/2018	0000070151		PARKER, ANN							581.94
12/07/18	0000070152	C		12/08/2018	YU, ZHANJING	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5230	6730000	18-19	400.00	
						12/07/2018	0000070152		YU, ZHANJING							400.00
12/08/18	0000070153	A		12/11/2018	MURGUIA, STEPHANIE	OFFICE SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	18-19	54.74	
						12/08/2018	0000070153		MURGUIA, STEPHANIE							54.74
12/08/18	0000070154	C		12/11/2018	PARKER & COVERT, L.L.P.	MISCELLANEOUS	Human Resources	01.0	00000.0	00100	05100	5730	6730000	18-19	4,000.00	
						12/08/2018	0000070154		PARKER & COVERT, L.L.P.							4,000.00
12/08/18	0000070155	C		12/11/2018	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	Human Resources	01.0	00000.0	00100	05100	5730	6730000	18-19	9,704.30	
						12/08/2018	0000070155		ATKINSON, ANDELSON, LOYA, RUUD							9,704.30
12/08/18	0000070156	A		12/11/2018	DIVERSIFIED BUSINESS SERVICES	UNIFORMS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	18-19	568.83	
						12/08/2018	0000070156		DIVERSIFIED BUSINESS SERVICES							568.83
12/08/18	0000070157	C		12/18/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Student Activities	01.0	00000.0	00000	03300	5210	6451000	18-19	735.00	
						12/08/2018	0000070157		BANK OF AMERICA							735.00
12/08/18	0000070158	C		12/10/2018	DOUBLETREE BY HILTON	CONFERENCE AND TRAVEL	Student Activities	01.0	00000.0	00000	03300	5210	6451000	18-19	798.68	
						12/08/2018	0000070158		DOUBLETREE BY HILTON JACSONVILLE RIVERFR							798.68
12/08/18	0000070159	C		12/18/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Student Activities	01.0	00000.0	00000	03300	5210	6451000	18-19	333.60	
						12/08/2018	0000070159		BANK OF AMERICA							333.60
12/10/18	0000070160	C		12/10/2018	PADILLA, EDUARDO	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	4550	6190000	18-19	300.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 11

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/10/2018			0000070160									300.00
12/10/18	0000070161	P		12/10/2018	AMAZON	MISCELLANEOUS	Counseling	01.3	00000.0	03008	73460	7610	6300000	18-19	328.80	
				12/10/2018			0000070161									328.80
12/11/18	0000070162	A		12/11/2018	CASAS NATIONAL SUMMER INSTITUTE	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72003	5210	6190000	18-19	180.00	
				12/11/2018			0000070162									180.00
12/11/18	0000070163	C		12/11/2018	PADILLA, EDUARDO	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	18-19	500.00	
				12/11/2018			0000070163									500.00
12/11/18	0000070164	C		12/11/2018	COMMUNITY COLLEGE LIBRARY	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6321	6120000	18-19	57,836.64	
				12/11/2018			0000070164									57,836.64
12/11/18	0000070165	C		12/11/2018	LAUBACHER, MATTHEW	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5230	6730000	18-19	386.73	
				12/11/2018			0000070165									386.73
12/11/18	0000070166	C		12/11/2018	HOLZGANG, AMY	NON-INSTRUCTIONAL SUPPLIES	Fiscal Operations	01.3	00000.0	00000	74500	4550	6720000	18-19	80.00	
				12/11/2018			0000070166									80.00
12/11/18	0000070167	C		12/11/2018	3PLAY MEDIA, INC.	CONTRACTED SERVICES	Human Resources	01.0	00000.0	09000	05100	5810	6730000	18-19	426.43	
				12/11/2018			0000070167									426.43
12/11/18	0000070168	C		12/11/2018	IMAGE 2000, INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5810	6722000	18-19	4,864.12	
				12/11/2018			0000070168									4,864.12
12/12/18	0000070169	A		12/19/2018	REYNER, ANNA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70720	1320	6190000	18-19	100.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 12

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change														Distrib		
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/12/2018			0000070169		REYNER, ANNA							100.00
12/12/18	0000070170	X	1	12/13/2018	OFFICE SOLUTIONS	OFFICE SUPPLIES	Dental Hygiene	01.1	00000.0	00100	02530	4325	1240200	18-19	100.52	
				12/12/2018			0000070170		OFFICE SOLUTIONS							100.52
12/12/18	0000070171	A		12/12/2018	TUCKER, JOCELYN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70720	1320	6190000	18-19	100.00	
				12/12/2018			0000070171		TUCKER, JOCELYN							100.00
12/12/18	0000070172	P		12/12/2018	BANK OF AMERICA	PLASTICS SUPP/EQUIP	Drafting & Architecture	01.0	00000.0	00000	02600	4320	0964000	18-19	199.00	
				12/12/2018			0000070172		BANK OF AMERICA							199.00
12/12/18	0000070173	C		12/12/2018	KESSELMA - JONES	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	5210	6190000	18-19	570.00	
				12/12/2018			0000070173		KESSELMA - JONES							570.00
12/12/18	0000070174	C		12/12/2018	BIXBY BRIDGE FUND LLC	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	5210	6190000	18-19	567.92	
				12/12/2018			0000070174		BIXBY BRIDGE FUND LLC							567.92
12/12/18	0000070175	C		12/12/2018	CASAS NATIONAL SUMMER INSTITUTE	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72003	5210	6190000	18-19	3,600.00	
				12/12/2018			0000070175		CASAS NATIONAL SUMMER INSTITUTE							3,600.00
12/12/18	0000070176	C		12/12/2018	SEWUP JPA	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	18-19	2,901,809.53	
				12/12/2018			0000070176		SEWUP JPA							2,901,809.53
12/12/18	0000070177	P		12/12/2018	AMAZON	BATTERIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	419.94	
				12/12/2018			0000070177		AMAZON							419.94
12/13/18	0000070178	C		12/13/2018	PARKER & COVERT, L.L.P.	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	18-19	5,257.81	
							Human Resources	01.0	00000.0	00100	05100	5730	6730000	18-19	5,861.33	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 13

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/13/2018	000070178									11,119.14
						12/13/2018	000070178									
12/13/18	0000070179	A		12/13/2018	ECONO FENCE INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6120	7100000	18-19	4,785.00	
						12/13/2018	0000070179									4,785.00
12/13/18	0000070180	A	1	12/20/2018	GOLDEN STAR TECHNOLOGY INC.	NON-INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	6450	1951000	18-19	711.76	
						12/13/2018	0000070180									711.76
12/13/18	0000070181	C		12/13/2018	FRANTONE'S PIZZA	FOOD PRODUCTS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	18-19	334.81	
						12/13/2018	0000070181									334.81
12/13/18	0000070182	A		12/13/2018	VWR INTERNATIONAL	INSTRUCTIONAL SUPPLIES	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	18-19	818.29	
						12/13/2018	0000070182									818.29
12/13/18	0000070183	C		12/13/2018	TOTAL SAFETY SOLUTIONS LLC	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	18-19	450.00	
						12/13/2018	0000070183									450.00
12/13/18	0000070184	C		12/13/2018	EXCELENCIA IN EDUCATION	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	2,000.00	
						12/13/2018	0000070184									2,000.00
12/13/18	0000070185	A		12/13/2018	KLEIN EDUCATIONAL SYSTEMS, INC	DRAFTING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6450	0900000	18-19	10,176.94	
						12/13/2018	0000070185									10,176.94
12/13/18	0000070186	P		12/13/2018	AMAZON	MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	4320	2201000	18-19	69.99	
						12/13/2018	0000070186									69.99
12/13/18	0000070187	C		12/13/2018	NORWALK CHAMBER OF COMMERCE	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	225.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 14

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib		
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt	
						12/13/2018	000070187	NORWALK CHAMBER OF COMMERCE							225.00		
12/13/18	0000070188	C		12/13/2018	SANTA FE SPRINGS CHAMBER OF	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	240.00		
						12/13/2018	0000070188	SANTA FE SPRINGS CHAMBER OF							240.00		
12/13/18	0000070189	P		12/17/2018	AMAZON	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	18-19	46.76		
						12/13/2018	0000070189	AMAZON							46.76		
12/13/18	0000070190	A		12/13/2018	1517 MEDIA	BOOKS	Library	01.0	00000.0	00000	02220	6320	6120000	18-19	76.45		
						12/13/2018	0000070190	1517 MEDIA							76.45		
12/13/18	0000070191	C		12/13/2018	TURF STAR INCORPORATED	REPAIRS - OTHER	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5640	6550000	18-19	1,189.10		
						12/13/2018	0000070191	TURF STAR INCORPORATED							1,189.10		
12/13/18	0000070192	A		12/13/2018	GEORGE YARDLEY COMPANY	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	18-19	3,375.00		
						12/13/2018	0000070192	GEORGE YARDLEY COMPANY							3,375.00		
12/13/18	0000070193	C		12/19/2018	BANK OF AMERICA	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	18-19	223.88		
						12/13/2018	0000070193	BANK OF AMERICA							223.88		
12/14/18	0000070194	C		12/14/2018	THURY, CHERYL	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.0	00000.0	00000	01210	4550	6190000	18-19	100.62		
						12/14/2018	0000070194	THURY, CHERYL							100.62		
12/14/18	0000070195	A		12/14/2018	AUTOMATION DIRECT	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	57.49		
							WELDING SUPP/EQUIP	Welding	01.0	00000.0	00000	02600	4320	0984000	18-19	267.73	
						12/14/2018	0000070195	AUTOMATION DIRECT							325.22		
12/14/18	0000070196	C		12/14/2018	QUALITY MATTERS, INC.	CONFERENCE AND TRAVEL	Instructional Office	01.0	00000.0	00000	02100	5210	6016000	18-19	300.00		

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 15

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/14/2018	0000070196									300.00
						12/14/2018	0000070197									1,835.67
12/14/18	0000070197	C		12/14/2018	MONTERO, CEZAR	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	18-19	1,835.67	
						12/14/2018	0000070197									1,835.67
						12/14/2018	0000070198									3,500.00
12/14/18	0000070198	C		12/14/2018	COMMUNITY COLLEGE SEARCH	CONTRACTED SERVICES	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	3,500.00	
						12/14/2018	0000070198									3,500.00
						12/14/2018	0000070199									215.46
12/14/18	0000070199	C		12/14/2018	T2 SYSTEMS CANADA, INC.	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	215.46	
						12/14/2018	0000070199									215.46
						12/14/2018	0000070200									842.46
12/14/18	0000070200	C		12/14/2018	WARD, DAVID	DRAMA SUPP/EQUIP	Theater	01.0	00000.0	00000	02520	4320	1055000	18-19	842.46	
						12/14/2018	0000070200									842.46
						12/14/2018	0000070201									165.54
12/14/18	0000070201	C		12/14/2018	WALTON ETTA	DRAMA SUPP/EQUIP	Theater	01.0	00000.0	00000	02520	4320	1055000	18-19	165.54	
						12/14/2018	0000070201									165.54
						12/14/2018	0000070202									201.00
12/14/18	0000070202	C		12/14/2018	DEPARTMENT OF MOTOR VEHICLES	LICENSE/FEES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	18-19	201.00	
						12/14/2018	0000070202									201.00
						12/17/2018	0000070203									2,452.50
12/17/18	0000070203	C		12/17/2018	CERRITOS COLLEGE DISTRICT	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	18-19	2,452.50	
						12/17/2018	0000070203									2,452.50
						12/17/2018	0000070204									3,437.21
12/17/18	0000070204	A		12/17/2018	ITW EAE	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	6450	0900000	18-19	3,437.21	
						12/17/2018	0000070204									3,437.21
						12/17/2018	0000070205									2,660.85
12/17/18	0000070205	A		12/17/2018	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Health	01.3	00000.0	04500	70200	6450	1200000	18-19	2,660.85	
								01.3	00000.0	04500	70200	6450	1200000	18-19	483.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 16

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/17/2018			0000070205	GOLDEN STAR TECHNOLOGY INC.								3,143.85
12/17/18	0000070206	P		12/17/2018	NEED TO ADD VENDOR	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	18-19	51.98	
				12/17/2018			0000070206	NEED TO ADD VENDOR								51.98
12/17/18	0000070207	A		12/17/2018	NATIONAL EMBLEM, INC.	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	145.42	
				12/17/2018			0000070207	NATIONAL EMBLEM, INC.								145.42
12/17/18	0000070208	A		12/17/2018	TCB PRINTING	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	18-19	31.76	
				12/17/2018			0000070208	TCB PRINTING								31.76
12/17/18	0000070209	A		12/17/2018	ITW EAE	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	18-19	338.36	
								01.3	00000.0	04700	70200	6450	0900000	18-19	3,355.08	
				12/17/2018			0000070209	ITW EAE								3,693.44
12/17/18	0000070210	A		12/17/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	18-19	15,993.88	
				12/17/2018			0000070210	GOLDEN STAR TECHNOLOGY INC.								15,993.88
12/17/18	0000070211	P		12/17/2018	AMAZON	COMPUTER SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	18-19	175.98	
				12/17/2018			0000070211	AMAZON								175.98
12/17/18	0000070212	A		12/17/2018	E&M, INC	DRAFTING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	18-19	1,122.38	
				12/17/2018			0000070212	E&M, INC								1,122.38
12/17/18	0000070213	A		12/17/2018	EAGLE TOOLS	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	6450	0900000	18-19	1,791.41	
				12/17/2018			0000070213	EAGLE TOOLS								1,791.41

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 17

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
12/17/18	0000070214	A		12/17/2018	RAN GRAPHICS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5830	6460000	18-19	771.55	
				12/17/2018			0000070214				RAN GRAPHICS					771.55
12/17/18	0000070215	C		12/17/2018	SANTOS, JUAN CARLOS	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	200.00	
				12/17/2018			0000070215				SANTOS, JUAN CARLOS					200.00
12/17/18	0000070216	A		12/17/2018	KTS NETWORK SOLUTIONS	MISCELLANEOUS	Utilities	01.0	00000.0	00000	02210	5540	6570000	18-19	6,401.00	
				12/17/2018			0000070216				KTS NETWORK SOLUTIONS					6,401.00
12/17/18	0000070217	A		12/17/2018	HAWORTH, INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	6460	6722000	18-19	2,433.80	
				12/17/2018			0000070217				HAWORTH, INC.					2,433.80
12/17/18	0000070218	A		12/17/2018	AMERICAN WELDING SOCIETY	WELDING SUPP/EQUIP	Contract Education	39.3	00000.0	00000	75130	5310	7010000	18-19	352.00	
				12/17/2018			0000070218				AMERICAN WELDING SOCIETY					352.00
12/17/18	0000070219	C		12/17/2018	APHA	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	18-19	690.00	
				12/17/2018			0000070219				APHA					690.00
12/17/18	0000070220	C		12/17/2018	CALIFORNIA PHARMACIST	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	70200	5210	6190000	18-19	995.00	
				12/17/2018			0000070220				CALIFORNIA PHARMACIST ASSOCIATION					995.00
12/18/18	0000070221	C		12/18/2018	HONORS TRANSFER COUNCIL	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	131.40	
				12/18/2018			0000070221				HONORS TRANSFER COUNCIL					131.40
12/18/18	0000070222	C		12/18/2018	CABUTO, FROYLAN	REIMBURSEMENT	Letters	01.0	00000.0	00000	02550	5830	1551000	18-19	337.00	
				12/18/2018			0000070222				CABUTO, FROYLAN					337.00
12/18/18	0000070223	A		12/18/2018	DIVERSIFIED BUSINESS SERVICES	UNIFORMS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	18-19	2,317.45	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 18

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change														Distrib		
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/18/2018			0000070223				DIVERSIFIED BUSINESS SERVICES					2,317.45
12/18/18	0000070224	C		12/18/2018	COUNTY OF LOS ANGELES	FEES, LICENSE	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	18-19	1,628.00	
				12/18/2018			0000070224				COUNTY OF LOS ANGELES					1,628.00
12/18/18	0000070225	A		12/18/2018	BANK OF AMERICA	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	5210	6722000	18-19	375.00	
				12/18/2018			0000070225				BANK OF AMERICA					375.00
12/18/18	0000070226	P		12/18/2018	NEED TO ADD VENDOR	CONFERENCE AND TRAVEL	Community Relations	01.0	00000.0	00000	03600	5210	6710000	18-19	560.00	
				12/18/2018			0000070226				NEED TO ADD VENDOR					560.00
12/18/18	0000070227	C		12/19/2018	SHERATON GRAND SACRAMENTO	CONFERENCE AND TRAVEL	Community Relations	01.0	00000.0	00000	03600	5210	6710000	18-19	405.86	
				12/18/2018			0000070227				SHERATON GRAND SACRAMENTO HOTEL					405.86
12/18/18	0000070228	P		12/19/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Community Relations	01.0	00000.0	00000	03600	5210	6710000	18-19	117.96	
				12/18/2018			0000070228				BANK OF AMERICA					117.96
12/19/18	0000070229	A		12/19/2018	CLIFFORD, STEPHEN	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	18-19	1,120.42	
				12/19/2018			0000070229				CLIFFORD, STEPHEN					1,120.42
12/19/18	0000070230	C		12/19/2018	CABUTO, FROYLAN	REIMBURSEMENT	Letters	01.0	00000.0	00000	02550	5810	1551000	18-19	403.00	
				12/19/2018			0000070230				CABUTO, FROYLAN					403.00
12/19/18	0000070231	A		12/19/2018	CAFE N STUFF	FOOD PRODUCTS	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	18-19	672.22	
				12/19/2018			0000070231				CAFE N STUFF					672.22
12/19/18	0000070232	A		12/19/2018	TCB PRINTING	PAPER PRODUCTS AND PAPERBOARD	Student Personnel	01.0	00000.0	00000	03100	4550	6450000	18-19	26.28	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 19

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/19/2018			0000070232				TCB PRINTING					26.28
12/19/18	0000070233	A		12/19/2018	INTERWORLD HIGHWAY, LLC	INSTRUCTIONAL SUPPLIES	Instructional Office	01.3	00000.0	00000	71000	6410	6016000	18-19	32,449.14	
				12/19/2018			0000070233				INTERWORLD HIGHWAY, LLC					32,449.14
12/19/18	0000070234	A		12/19/2018	AMERICA'S SOFTWARE	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	6310	3057000	18-19	995.00	
				12/19/2018			0000070234				AMERICA'S SOFTWARE CORPORATION					995.00
12/19/18	0000070235	A		12/19/2018	SAV ON INTERNATIONAL	MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	6450	2201000	18-19	1,583.53	
				12/19/2018			0000070235				SAV ON INTERNATIONAL FIXTURE CO., INC.					1,583.53
12/19/18	0000070236	A		12/19/2018	HAAS FACTORY OUTLET	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6450	0900000	18-19	3,712.05	
				12/19/2018			0000070236				HAAS FACTORY OUTLET					3,712.05
12/19/18	0000070237	A		12/19/2018	EUROCAR-BENCH SYSTEMS	AUTOBODY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6450	0900000	18-19	2,684.75	
				12/19/2018			0000070237				EUROCAR-BENCH SYSTEMS					2,684.75
12/19/18	0000070238	A		12/19/2018	CAPSA HEALTHCARE	HEALTH SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6410	0900000	18-19	6,649.53	
				12/19/2018			0000070238				CAPSA HEALTHCARE					6,649.53
12/19/18	0000070239	A		12/19/2018	HU-FRIEDY MFG. CO. LLC	DENTAL SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	207.07	
								01.3	00000.0	00000	70360	6450	0900000	18-19	5,428.59	
				12/19/2018			0000070239				HU-FRIEDY MFG. CO. LLC					5,635.66
12/19/18	0000070240	A		12/19/2018	PATTERSON DENTAL SUPPLY INC.	DENTAL SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	88.34	
				12/19/2018			0000070240				PATTERSON DENTAL SUPPLY INC.					88.34

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 20

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
12/19/18	0000070241	C		12/19/2018	NORWALK COMMUNITY	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	18-19	40.00	
				12/19/2018			0000070241				NORWALK COMMUNITY COORDINATING COUNCIL					40.00
12/19/18	0000070242	A		12/19/2018	VINTAGE KING AUDIO	MUSICAL INSTRUMENTS/SUPP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6410	0900000	18-19	7,426.14	
				12/19/2018			0000070242				VINTAGE KING AUDIO					7,426.14
12/19/18	0000070243	A		12/19/2018	GRAINGER	PLASTICS SUPP/EQUIP	Drafting & Architecture	01.1	00000.0	00100	02600	4325	0964000	18-19	580.34	
				12/19/2018			0000070243				GRAINGER					580.34
12/19/18	0000070244	A		12/19/2018	MCMaster CARR SUPPLY CO.	PLASTICS SUPP/EQUIP	Drafting & Architecture	01.1	00000.0	00100	02600	4325	0964000	18-19	198.46	
				12/19/2018			0000070244				MCMaster CARR SUPPLY CO.					198.46
12/19/18	0000070245	A		12/19/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	6450	2201000	18-19	1,530.81	
				12/19/2018			0000070245				GOLDEN STAR TECHNOLOGY INC.					1,530.81
12/20/18	0000070246	C		12/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	525.00	
				12/20/2018			0000070246				BANK OF AMERICA					525.00
12/20/18	0000070247	C		12/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	885.00	
				12/20/2018			0000070247				BANK OF AMERICA					885.00
12/20/18	0000070248	C		12/20/2018	BANK OF AMERICA	MISCELLANEOUS	General Administration	01.0	00000.0	00000	01200	5240	6006000	18-19	531.25	
				12/20/2018			0000070248				BANK OF AMERICA					531.25
12/20/18	0000070249	C		12/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	125.00	
				12/20/2018			0000070249									
							Board of Trustees	01.0	00000.0	01300	01100	5210	6005000	18-19	125.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 21

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/20/2018	0000070249	BANK OF AMERICA								250.00
12/20/18	0000070250	C		12/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	560.00	
							Board of Trustees	01.0	00000.0	02100	01100	5210	6005000	18-19	490.00	
						12/20/2018	0000070250	BANK OF AMERICA								1,050.00
12/20/18	0000070251	C		12/20/2018	SHERATON GRAND SACRAMENTO	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01400	01100	5210	6005000	18-19	608.78	
						12/20/2018	0000070251	SHERATON GRAND SACRAMENTO HOTEL								608.78
12/20/18	0000070252	C		12/20/2018	SHERATON GRAND SACRAMENTO	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	02100	01100	5210	6005000	18-19	470.42	
						12/20/2018	0000070252	SHERATON GRAND SACRAMENTO HOTEL								470.42
12/20/18	0000070254	C		12/20/2018	SHERATON GRAND SACRAMENTO	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01900	01100	5210	6005000	18-19	608.78	
						12/20/2018	0000070254	SHERATON GRAND SACRAMENTO HOTEL								608.78
12/20/18	0000070255	A		12/20/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00001	73840	6450	7100000	18-19	51,825.50	
						12/20/2018	0000070255	GOLDEN STAR TECHNOLOGY INC.								51,825.50
12/21/18	0000070256	A		12/21/2018	PATON GROUP	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	6410	0900000	18-19	13,737.21	
						12/21/2018	0000070256	PATON GROUP								13,737.21
12/21/18	0000070257	A		12/21/2018	PATON GROUP	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	6410	0900000	18-19	14,065.71	
						12/21/2018	0000070257	PATON GROUP								14,065.71
12/21/18	0000070258	C		12/21/2018	HSACCC	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	18-19	175.00	
						12/21/2018	0000070258	HSACCC								175.00

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 22

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

WEEKLY

PO Date	PO #	Stat	Change			Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib Amount	PO Amt
			Ord#	Date	Date												
12/21/18	0000070259	A		12/21/2018		DIVERSIFIED BUSINESS SERVICES	UNIFORMS	Grounds Maintenance-Re	01.0	00000.0	00000	04400	4550	6550000	18-19	2,261.02	
				12/21/2018				0000070259									2,261.02
12/21/18	0000070260	A		12/21/2018		DIVERSIFIED BUSINESS SERVICES	UNIFORMS	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	18-19	7,408.14	
				12/21/2018				0000070260									7,408.14
12/27/18	0000070261	A		12/27/2018		ADORAMA INC.	BATTERIES	Media	01.0	00000.0	00000	01220	4550	6130000	18-19	43.58	
				12/27/2018				0000070261									43.58
12/27/18	0000070262	A		12/27/2018		ARCEO, SHIRLEY	REIMBURSEMENT	School Relations	01.0	00000.0	00000	03320	4550	6493000	18-19	97.57	
				12/27/2018				0000070262									97.57
12/27/18	0000070263	A		12/27/2018		ANIXTER	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	1,209.98	
				12/27/2018				0000070263									1,209.98
12/28/18	0000070264	P		12/28/2018		AMAZON	BOOKS	Management Information	01.3	00000.0	00000	70006	4550	6780000	18-19	1,379.75	
				12/28/2018				0000070264									1,379.75
12/04/18	14P011-13	A		12/04/2018		KOURY ENGINEERING &	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	18-19	1,440,755.00	
				12/04/2018				14P011-13									1,440,755.00
12/06/18	16C0109B	C		12/06/2018		ELUMEN COLLABORATIVE	CONTRACTED SERVICES	Instructional Office	01.0	00000.0	00000	02100	6310	6016000	18-19	75,888.00	
				12/06/2018				16C0109B									75,888.00
12/14/18	17C0160A	A		12/14/2018		ABC UNIFIED SCHOOL DISTRICT	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	55,000.00	
				12/14/2018				17C0160A									55,000.00
12/06/18	17P012-01	A		12/06/2018		SOUTHERN CALIFORNIA	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	2,805,000.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 23

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						12/06/2018	17P012-01									2,805,000.00
12/14/18	17P012-02	A		12/14/2018	MCGUIRE CONTRACTING, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	12,172,000.00	
						12/14/2018	17P012-02									12,172,000.00
12/14/18	17P012-09	A		12/14/2018	MONTGOMERY HARDWARE	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	621,625.00	
						12/14/2018	17P012-09									621,625.00
12/14/18	17P012-22	A		12/14/2018	EMPYREAN PLUMBING, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	2,222,222.00	
						12/14/2018	17P012-22									2,222,222.00
12/14/18	17P012-24	A		12/14/2018	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	9,894,000.00	
						12/14/2018	17P012-24									9,894,000.00
12/14/18	18C0030	A		12/14/2018	SAN DIEGO UNIFIED SCHOOL DISTRICT	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	55,000.00	
						12/14/2018	18C0030									55,000.00
12/04/18	18C0077	A		12/17/2018	HIGH SCHOOL, INC. ACADEMIES	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	55,000.00	
						12/04/2018	18C0077									55,000.00
12/13/18	18C0102	A		12/13/2018	BRYANT, SHARON	MISCELLANEOUS	Instructional Office	39.1	00000.0	00003	79850	5110	6016000	18-19	375.00	
						12/13/2018	18C0102									375.00
12/13/18	18C0108	A		12/13/2018	STRATA INFORMATION	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02100	5110	6016000	18-19	7,000.00	
						12/13/2018	18C0108									7,000.00
12/04/18	18C0115	A		12/04/2018	ALDRICH, CHRISTINE	CONTRACTED SERVICES	Community Service Classes	39.2	00000.0	00000	02310	5810	6820000	18-19	1,000.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 24

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				12/04/2018			18C0115				ALDRICH, CHRISTINE					1,000.00
12/04/18	18C0117	A		12/04/2018	KRUSEMARK, LEEANNE	CONTRACTED SERVICES	Community Service Classes	39.2	00000.0	00000	02310	5810	6820000	18-19	1,000.00	
				12/04/2018			18C0117				KRUSEMARK, LEEANNE					1,000.00
12/06/18	18C0119	A		12/06/2018	COLLEGE NET, INC	MISCELLANEOUS	Instructional Office	01.0	00000.0	00001	02100	6310	6016000	18-19	75,000.00	
				12/06/2018			18C0119				COLLEGE NET, INC					75,000.00
12/20/18	18C0129	A		12/20/2018	MORALES, RANDAL	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	70261	5810	6190000	18-19	25,000.00	
								01.3	00000.0	00000	70360	5810	6190000	18-19	30,000.00	
								01.3	00000.0	00000	72340	5810	6190000	18-19	25,000.00	
				12/20/2018			18C0129				MORALES, RANDAL					80,000.00
12/20/18	18C0130	A		12/20/2018	MEYER-EVERHART, VENEVA	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	70261	5810	6190000	18-19	25,000.00	
								01.3	00000.0	00000	70360	5810	6190000	18-19	15,000.00	
								01.3	00000.0	00000	72340	5810	6190000	18-19	25,000.00	
				12/20/2018			18C0130				MEYER-EVERHART, VENEVA					65,000.00
12/20/18	18C0131	A		12/20/2018	PHYTORION, INC.	CONTRACTED SERVICES	Physical Property-Related	41.0	00000.0	00001	73880	5810	7100000	18-19	80,000.00	
				12/20/2018			18C0131				PHYTORION, INC.					80,000.00
12/17/18	18C0135	A		12/17/2018	WOLZINGER, RENAH	CONTRACT CONSULTANTS	Oth Instr Sup Services	01.3	00000.0	00000	76617	5810	6190000	18-19	9,800.00	
				12/17/2018			18C0135				WOLZINGER, RENAH					9,800.00
12/12/18	18C0139	A		12/12/2018	WRIGHT, KRISTINE M.	MISCELLANEOUS	Human Resources	01.3	00000.0	07005	73460	5810	6730000	18-19	300.00	
				12/12/2018			18C0139				WRIGHT, KRISTINE M.					300.00

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 25

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
12/12/18	18C0140	A		12/12/2018	INDIGENOUS CIRCLE OF WELLNESS	MISCELLANEOUS	Fiscal Operations	01.3	00000.0	00000	74500	5810	6720000	18-19	350.00	
				12/12/2018			18C0140				INDIGENOUS CIRCLE OF WELLNESS					350.00
12/20/18	18C0141	A		12/20/2018	GRACILIANO, BRYAN	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	150.00	
				12/20/2018			18C0141				GRACILIANO, BRYAN					150.00
12/04/18	18C0142	A		12/04/2018	PEREZ, FRANCISCO	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	150.00	
				12/04/2018			18C0142				PEREZ, FRANCISCO					150.00
12/12/18	18C0143	A		12/12/2018	BUSUEGO, JASON RAY	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	150.00	
				12/12/2018			18C0143				BUSUEGO, JASON RAY					150.00
12/12/18	18C0144	A		12/12/2018	GUERRERO, STEPHANIE	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	150.00	
				12/12/2018			18C0144				GUERRERO, STEPHANIE					150.00
12/21/18	18C0145	A		12/21/2018	AGUILAR, MELANY	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	150.00	
				12/21/2018			18C0145				AGUILAR, MELANY					150.00
12/12/18	18C0146	A		12/12/2018	DE LA TORRE, WENDY	MISCELLANEOUS	Instructional Office	39.1	00000.0	00003	79850	5110	6016000	18-19	300.00	
				12/12/2018			18C0146				DE LA TORRE, WENDY					300.00
12/13/18	18C0147	A		12/13/2018	VILLAVERDE, BRENDA	MISCELLANEOUS	Instructional Office	39.1	00000.0	00003	79850	5110	6016000	18-19	300.00	
				12/13/2018			18C0147				VILLAVERDE, BRENDA					300.00
12/18/18	18C0148	A		12/18/2018	CERRITOS COLLEGE FOUNDATION	MISCELLANEOUS	Staff Development	01.0	00000.0	00000	05100	4550	6750000	18-19	600.00	
				12/18/2018			18C0148				CERRITOS COLLEGE FOUNDATION					600.00

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2018 To 06/30/2019

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 26

Run Date: 12/29/2018

Run Time: 12:27:19AM

FY: 18-19

WEEKLY

PO Date	PO #	Change			Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib Amount	PO Amt
		Stat	Ord#	Date												
12/13/18	18FC0011	A		12/13/2018	STANLEY SECURITY SOLUTIONS, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65062	6130	7100000	18-19	25,332.00	
				12/13/2018			18FC0011									25,332.00
STANLEY SECURITY SOLUTIONS, INC.																
12/11/18	18FC0016	A		12/11/2018	VERNE'S PLUMBING	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	6130	7100000	18-19	17,770.00	
				12/11/2018			18FC0016									17,770.00
VERNE'S PLUMBING																
12/07/18	69431A	C		12/08/2018	VIA PROMOTIONALS INC.	MISCELLANEOUS	Counseling-Guidance	01.0	00000.0	00100	03400	4550	6310000	18-19	19.42	
				12/07/2018			69431A									19.42
VIA PROMOTIONALS INC.																
12/18/18	69884A	A		12/18/2018	BANK OF AMERICA	OFFICE SUPPLIES	Drafting & Architecture	01.0	00000.0	00000	02600	4320	0964000	18-19	100.02	
						MISCELLANEOUS		01.0	00000.0	00000	02600	4320	0964000	18-19	-15.00	
				12/18/2018			69884A									85.02
BANK OF AMERICA																
12/20/18	70140A	C		12/20/2018	BANK OF AMERICA	MISCELLANEOUS	Automotive	01.1	00000.0	00100	02600	4325	0960000	18-19	133.86	
				12/20/2018			70140A									133.86
BANK OF AMERICA																
12/07/18	APO180455	A		12/08/2018	FOLLETT BOOKSTORE #603	MISCELLANEOUS	Instructional Office	39.1	00000.0	00009	79850	4100	6016000	18-19	1,000.00	
				12/07/2018			APO180455									1,000.00
FOLLETT BOOKSTORE #603																
12/07/18	APO180456	A		12/08/2018	FOLLETT BOOKSTORE #603	MISCELLANEOUS	Instructional Office	39.1	00000.0	00009	79850	7610	6016000	18-19	1,000.00	
				12/07/2018			APO180456									1,000.00
FOLLETT BOOKSTORE #603																
12/07/18	APO180457	A		12/08/2018	FOLLETT BOOKSTORE #603	MISCELLANEOUS	Instructional Office	39.1	00000.0	00009	79850	4550	6016000	18-19	500.00	
				12/07/2018			APO180457									500.00
FOLLETT BOOKSTORE #603																

Total by District : 64360	33,109,597.47	33,109,597.47
---------------------------	---------------	---------------

End of Report LAPO009C

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts for the Month of December 2018
--

ACTION

It is recommended that the Board of Trustees approve the contracts that were processed during the month of December 2018.

FISCAL IMPACT

Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY

This report of contracts that were processed during the month of December 2018 is provided for review and approval. The items listed include contracts requiring ratification and also includes informational items (e.g., informal bids, task orders, etc.). The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

December 2018 – Contracts

**Consideration of Approval of New/Amended Contracts
for the Month of December 2018**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18C0151	Solano Community College	Subgrantee Agreement to expand the Small Business/Entrepreneurship program at Cerritos College	08/01/18	06/30/19	Income	BHSS
18C0152	Los Alamitos Unified School District - Child Dev	Cerritos College Child Development Center will provide one staff member to provide 16 hours (2 days) of professional development to employees of Los Alamitos Child Development Center.	01/01/19	03/30/19	Income	Health Occupations/ CDC
18C0153	Citrus Valley Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the Physical Therapist program	12/15/18	12/14/19	No Cost	Health Occupations/ CDC
18C0154	Eliseo Villarreal	Contractor will serve as the designated Cerritos Complete Counselor from their high school. Contractor will participate in four (4) training meetings to implement the Cerritos Complete Senior Steps at their campus for their senior class.	09/17/18	06/30/19	\$225.00	Teacher TRAC
18C0155	St. Margaret Episcopal School - CDC	Cerritos College Child Development Center will provide one staff member to provide 16 hours (2 days) of professional development to employees of the St. Margaret Episcopal School Child Development Center.	01/01/19	04/30/19	Income	Health Occupations/ CDC
18C0156	Melissa Martinez	Contractor will serve as the designated Cerritos Complete Counselor from their high school. Contractor will participate in four (4) training meetings to implement the Cerritos Complete Senior Steps at their campus for their senior class.	12/03/18	06/30/19	\$225.00	Teacher TRAC
18C0157	Fong Nguyen Tran	Contractor to provide a one (1) hour presentation based on spoken word artistry as part of the APIDA Awareness Week.	02/07/19	02/07/19	\$1,300.00	Human Resources
18C0158*						
18C0159*						

**Consideration of Approval of New/Amended Contracts
for the Month of December 2018**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18C0160	Norwalk-La Mirada Unified School District	Contractor to provide dual enrollment courses as part of the College and Career Access Pathways Partnership.	12/12/18	01/01/22	No Cost	Educational Partnerships
<p>*Contract was submitted as a separate Board item due to dollar amount and has already been approved</p> <p>** No contract was issued under this contract number</p> <p>***Pending</p> <p>****For tracking purposes only</p>						

**Consideration of Approval of New/Amended Contracts
for the Month of December 2018**

CONSTRUCTION RELATED CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18FC0016	Verne's Plumbing	Contractor to provide labor for the Project Management Trailer utility connections	12/03/18	06/30/19	\$17,770.00	Facilities
18FC0017	Mel Smith Electric	Contractor to disconnect/reconnect the electrical for the Project Management Trailer move	12/13/18	06/30/19	\$42,800.00	Facilities
15P010-06	TSG Enterprises, Inc. dba The Solis Group	Amendment No. 1 – Additional labor compliance services for the Social Science Elevator project	07/26/18	02/28/19	\$3,289.50	Facilities
C101127-88	Tilden-Coil Constructors, Inc.	Task Order No. 88 – Construction Management Fees for the Social Science Elevator project	10/19/18	Project Completion	\$8,960.00	Facilities
C101127-89	Tilden-Coil Constructors, Inc.	Task Order No. 89 – Construction Management Fees for the Parking Lot Improvements project	10/19/18	Project Completion	\$6,972.00	Facilities
<p>*Contract was submitted as a separate Board item due to dollar amount and has already been approved ** No contract was issued under this contract number ***Pending ****For tracking purposes only</p>						

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Subgrantee Agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Advanced Transportation & Logistics in the Los Angeles and Orange County Region</p>

ACTION

It is recommended that the Board of Trustees ratify the subgrantee agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Advanced Transportation & Logistics in the Los Angeles and Orange County region.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$200,000; funding is made possible through Rancho Santiago Community College District’s grant agreement with the California Community Colleges Chancellor’s Office.

REPORT SUMMARY

The District annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – NEW

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SUBGRANTEE AGREEMENT FOR THE DEPUTY SECTOR NAVIGATOR FOR ADVANCED
TRANSPORTATION & LOGISTICS IN THE LOS ANGELES AND ORANGE COUNTY REGION**

Requested by: Mr. Rick Miranda, Vice President of Academic Affairs

Purpose: Cerritos College wishes to enter into a subgrantee agreement with Rancho Santiago Community College District for acceptance of the Deputy Sector Navigator (“DSN”) for Advanced Transportation & Logistics in the Los Angeles and Orange County region.

The purpose of the governing grant (Key Talent Administration and Sector Strategy Grant, Award No. 18-207-001) is to develop, enhance, and expand quality workforce and economic educational offerings,

partnerships and/or collaboratives, and opportunities that build upon the existing regional capacity to respond to labor market needs. Rancho Santiago Community College District serves as the fiscal agent, and has obtained the grant agreement from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division, to provide fiscal management and technical support services to distribute funds within the region.

The DSN for the Advanced Transportation & Logistics sector will work in conjunction with the Sector Navigator and the Regional Consortia toward the common goal of identifying regional skill gaps in existing programs. The DSN will continue to work with employers, industry, labor organizations, educational institutions, and other pertinent organizations in the region. The DSN's objectives include, but are not limited to, working with regional partners to accomplish the following: enable workers to become more competitive in the labor market, determine short and long term skill set training needs and adjust curriculum to provide effective training, develop effective career pathways leading to living wage jobs and meeting long-term workforce needs, promote Advanced Transportation & Logistics for future initiative development, provide technical assistance to parties interested in establishing and/or developing Advanced Transportation & Logistics programs and/or incorporating components into existing curriculum, and collecting and reporting data on required accountability measures.

Period: The time period will be from November 1, 2018 through October 31, 2019.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Draft Contract No. 18C0164 – Rancho Santiago Community College District Subgrantee Agreement, Advanced Transportation & Logistics

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CERRITOS COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 29th day of October, 2018, between Rancho Santiago Community College District (hereinafter "RSCCD") and Cerritos Community College District, on behalf of Cerritos College (hereinafter "SUBCONTRACTOR"), which is hosting the **Los Angeles and Orange County Region Deputy Sector Navigator for Advanced Transportation & Logistics**. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "Key Talent Administration and Sector Strategy" grant, Prime Award #18-207-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR's workforce and economic development programs, such as Doing What Matters initiatives and Key Talent positions; and,

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to host and supervise the **Los Angeles and Orange County Region Deputy Sector Navigator for Advanced Transportation & Logistics**, which is supported by the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from November 1, 2018, through October 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of each project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit quarterly invoices based on actual expenditures. A quarterly invoice schedule will be provided to SUBCONTRACTOR that aligns with the Chancellor's Office reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Submit invoices to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Deputy Sector Navigator Selection and Hiring

The selection of the Deputy Sector Navigators (DSN) and host colleges were conducted independently. If a selected host college is different from the college identified in a selected DSN's application, the selected host college is expected to host the selected DSN. This is not to say that the host college is to forgo its processes and procedures. In the event that the host college does not agree to host the selected DSN, it must provide a written statement that explains the rationale for that decision, which will be reviewed by RSCCD and the PRIME SPONSOR to inform their efforts to resolve the situation. This occurrence may also result in changing the host college and could, therefore, impact this Agreement.

The host college will determine the process for hiring the selected DSN and will inform RSCCD and the PRIME SPONSOR about this process. RSCCD and the PRIME SPONSOR will review the process and hiring terms to ensure compliance with the expectations for the host college and DSN roles.

9. Performance

Selected DSNs and hosts are eligible for renewal for up to four years after the original award year, 2018-2019. Renewal is not automatic but will be based on performance of the Roles and Responsibilities (*see Exhibit B*). Standard performance indicators include, but are not limited to, appropriate and timely use of funds, completion of workplan activities, submission of reports in a timely manner as required by the PRIME SPONSOR, participation in required Key Talent meetings and events (e.g., Sector Navigator calls, “All-Hands” meetings, etc.), effective teamwork and collaboration with RSCCD as well as with their assigned Chancellor’s Office monitor, and progress toward achievement of outcomes and metrics pertinent to the workplan. The PRIME SPONSOR may consider other performance indicators to assess renewal eligibility. After consultation with the Chancellor’s Office assigned monitor, the PRIME SPONSOR is responsible for informing RSCCD, DSNs, and host colleges of performance expectations at the beginning of the project and as changes in performance requirements occur.

10. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

11. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority’s approval that relate to this Agreement.

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s),

shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

15. Mutual Indemnification

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

16. Termination

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

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

17. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-

criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santovo_sarah@rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Cerritos College
Title: _____
Address: 11110 Alondra Boulevard
Norwalk, CA 90650-6269
Phone: (562) 860-2451
Email: _____

Supervisor of Record for the DSN (if different from Primary Contact):

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms

and conditions included in this Agreement.

20. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.


This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: CERRITOS COMMUNITY COLLEGE DISTRICT

By: 
Name: Peter J. Hardash

By: 
Name: FELIPE R. LOPEZ

Title: Vice Chancellor
Business Operations/Fiscal Services

Title: V.P. of Business Services

Date: 10/30/18

Date: 12/10/2018

Board Approval Date: October 29, 2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: Host, Supervisor of Record, and Deputy Sector Navigator Roles and Responsibilities

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)

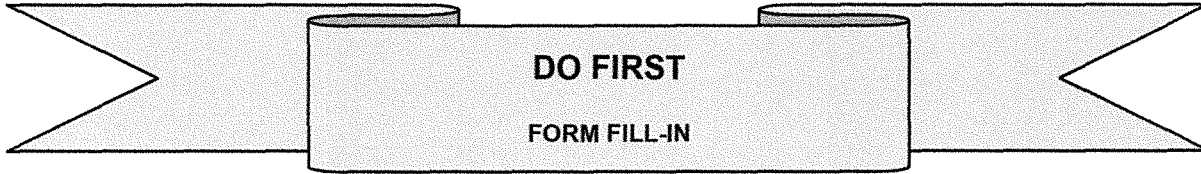
APPENDIX B

THIS FORM MAY NOT BE REPLICATED

FISCAL YEAR:	<u>2018/19</u>	(e.g. 2014/15)
RFA NUMBER:	<u>18-207</u>	(xx-xxx)
PROJECT:	<u>Deputy Sector Navigator</u>	
FUNDING SOURCE:	<u>Workforce & Economic Development Division</u>	
MATCH % REQUIRED:	<u>100%</u>	Match is required please type the percentage for the match.

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee): Cerritos CCD

COLLEGE: Cerritos College

PROJECT: Deputy Sector Navigator

FISCAL YEAR: 2018/19

RFA NUMBER: 18-207

FUNDING SOURCE: Workforce & Economic Development Division

PROJECT BUDGET: \$ 200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

COLLEGE: Cerritos College

RFA NUMBER: 18-207

CONTACT PAGE

District:	Cerritos CCD				
Address:	11110 Alondra Blvd.				
City:	Norwalk	State:	CA	Zip:	90650

District Superintendent/President <i>(or authorized designee)</i>			
Name:	Dr. Jose Fierro	Phone:	(562)860-2451x2204
Title:	President/Superintendent	Fax:	(562) 860-1104
E-mail Address:	jfierro@cerritos.edu		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	Rick Miranda	Phone:	(562)860-2451x2228
Title:	V.P. Academic Affairs/Assist. Superintendent	Fax:	(562) 467-5017
E-mail Address:	emiranda@cerritos.edu		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	Katherine Mishler	Phone:	(562)860-2451x3085
Title:	DSN-AT&L Los Angeles Region	Fax:	(562)653-7876
E-mail Address:	kmishler@cerritos.edu		

Person Responsible for Data Entry			
Name:	Katherine Mishler	Phone:	(562)860-2451x3085
Title:	DSN-AT&L	Fax:	(562)653-7876
E-mail Address:	kmishler@cerritos.edu		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Felipe Lopez	Phone:	(562) 860-2451 x2242
Title:	Vice President Business Services	Fax:	(562) 653-7818
E-mail Address:	flopez@cerritos.edu		

Person Responsible for Budget Certification			
Name:	Noorali Delawalla	Phone:	(562) 860-2451 x2266
Title:	Director, Fiscal Services	Fax:	(562) 653-7818
E-mail Address:	ndelawalla@cerritos.edu		

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000	Deputy Sector Navigator- K. Mishler (\$7834x12)	\$	94,008
		\$	-
		\$	-
		\$	-
2000	Program Facilitator (\$4608 x 12) x 33%- TBD	\$	18,248
	Program Assistant (\$3826 x 12) x 33%- TBD	\$	15,151
		\$	-
		\$	-
3000	Employee Benefits		
	DSN- K. Mishler (\$9914 H&W + 27.29% taxes)	\$	12,619
	Program Assistant (33% of H&W \$9914 + 27.29% taxes)	\$	4,165
	Program Facilitator (33% of H&W \$9914 + 27.29 taxes)	\$	4,165
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	Office Supplies	\$	5,000
		\$	-
		\$	-

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	
		\$	200,000
		\$	-

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
5000	Other Operating Expenses and Services		
	Regional Marketing Design	\$	-
	Memberships (SCR TTC \$500, MEMA \$275, ASCCA \$25, CSIMA \$600)	\$	6,000
	Travel & Hotel (2 CCCAOE	\$	1,400
	Mileage	\$	5,200
	Regional Reports (Sectors)	\$	1,800
	Publication Printing	\$	5,100
	Faculty Development	\$	5,000
	Regional Support Programs	\$	8,000
		\$	6,452
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	192,308
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	7,692
TOTAL COSTS:		\$	200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	
			200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	200,000
1000	1100 Academic Salaries, Instructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1200 Academic Salaries, Noninstructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1300 Instructional Salaries Other, Adjunct or Part-time Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1400 Non-Instructional Salaries, Other Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
2000	2100 Classified Salaries, Noninstructional (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2200 Instructional Aides, Regular Status (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2300 Classified Salaries, Noninstructional (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2400 Instructional Aides Salaries (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
3000	Employee Benefits Name / Position Title / Percentage Rate for Benefits Name / Position Title / Percentage Rate for Benefits	\$	-
4000	Supplies and Materials List type and costs: Software; Books, Magazines and Periodicals; Instructional Supplies and Materials; Noninstructional Supplies and Materials	\$	-
5000	Other Operating Expenses and Services Travel Travel and Mileage = \$ Conference Expenses = \$ College Dues and Membership Meetings Workshops Training Rents and Leases Postage Equipment repairs and Maintenance Consultant Services Subcontractors Contract Services: Name (daily/hourly rate); Identify specific service to be rendered	\$	-
6000	Capital Outlay List type and costs: 6400 Equipment with a purchase price of at least \$200 and a useful life of more than one year.	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	0
TOTAL COSTS:		\$	0

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH	
		100%	200,000
1000	Supervisor of Record Support (R. Miranda)- 3%	\$	-
		\$	5,573
		\$	-
		\$	-
2000	Salaries-Advisory Meetings, Guest Speakers, Facilities Hosting (industry support- fleet managers, analyst, industry experts)	\$	-
		\$	80,000
		\$	-
		\$	-
3000	Benefits & Taxes (estimate)	\$	-
		\$	26,600
		\$	-
		\$	-
		\$	-
4000		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH
		100%
		200,000
5000	Independent Contracts to Program/Sector	\$ -
		\$ 75,000
		\$ -
		\$ -
		\$ -
		\$ -
6000		\$ -
		\$ -
7000	Facilities (Office Space) campus support	\$ -
	(\$320/day (non profit rate) *20 days) *12	\$ 76,800
TOTAL DIRECT COSTS:		\$ 263,973
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):		
TOTAL COSTS:		\$ 263,973

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Advanced
Transportation & Logistics

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH 100%
			\$ 200,000	\$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 94,008	\$ 5,573
2000	NONINSTRUCTIONAL SALARIES	2	\$ 33,399	\$ 80,000
3000	EMPLOYEE BENEFITS	3	\$ 20,949	\$ 26,600
4000	SUPPLIES AND MATERIALS	4	\$ 5,000	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 38,952	\$ 75,000
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 76,800
TOTAL DIRECT COSTS:		8	\$ 192,308	\$ 263,973
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 7,692	
TOTAL COSTS:		10	\$ 200,000	\$ 263,973

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Rick Miranda

Title: for DSN, of Advanced Transportation & Logistics

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: Felipe Lopez

Title: Vice President Business Services

Authorized Signature: _____

Date: _____

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Work with representataives of business/industry, labor, professional trade associations, government organizations and colleges within the Los Angeles region to explore, develop, manage and maintain effective partnerships or collaboratives that enable new and incumbent workers to become more competitive in their region's labor market.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	The DSN for the Advanced Transportation & Logistics sector will work in conjunction with the Sector Navigator and the Regional Consortia for Los Angeles, in conjunction with industry partners, toward the common goal of identifying skill gaps in existing traing programs.	Assessments of training programs for new workers will be undertaken to determine the need for further development or modification of curriculum.	November 2018 - June 2019	DSN, Industry Experts
1.2	The DSN for the Advanced Transportation & Logistics sector will keep abreast of evolving trends and emerging technologies in the transportation sector, as well as that of logistics.	The DSN will revise the matrix of training needs in relation to emerging transportation technologies, including autonomous vehicle development, drone and aviation training and licensing. Outreach will be undertaken to all related training programs, at the postsecondary and secondary level.	November 2018-June 2019	DSN, Industry Experts
1.3	The DSN will work with the Sector Navigator of AT&L to investigate apprenticeship program potential for aviation and automotive industry sectors.	Potential for the development of internships within the airline industry will be examined.	March-June 2019	DSN, SN

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Work with representataives of business/industry, labor, professional trade associations, government organizations and colleges within the Los Angeles region to explore, develop, manage and maintain effective partnerships or collaboratives that enable new and incumbent workers to become more competitive in their region's labor market.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	The DSN will work to provide program development in accordance to Sector Projects in Common.	In conjunction with the stated AT&L goals aligned to sector proejects in Common, training needs will be determined for both new and incumbent workers. Emphasis on renewable energy practices and logistics will be targeted.	November 2018-June 2019	DSN, SN
1.5	Meet quarterly with the Supervisor of Record in order to assess progress in meeting sector goals and strategies.	DSN will keep the Supervisor of Record informed relative to quarterly reports, sector strategies as identified in workplan, progress in initiating certificates and pathway programs in the region.	November 2018 -June 2019	DSN, SOR
1.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 1
 Work with representataives of business/industry, labor, professional trade associations, government organizations and colleges within the Los Angeles region to explore, develop, manage and maintain effective partnerships or collaboratives that enable new and incumbent workers to become more competitive in their region's labor market.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7				
1.8				
1.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1 .
Work with representataives of business/industry, labor, professional trade associations, government organizations and colleges within the Los Angeles region to explore, develop, manage and maintain effective partnerships or collaboratives that enable new and incumbent workers to become more competitive in their region's labor market.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2
Coordinate with industry, colleges and high schools to determine short and long term skillset training needs, to adjust curriculum to incorporate into programs, and to provide effective new and incumbent worker training.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Interview and hire for the Program Assistant position to support DSN functions in relation to reporting, data, scheduling, etc.	In preparation for advancement to the position of DSN for AT&L/ L.A. region, the process to provide for a new Program Assistant will be initiated.	November 1, 2018- January 2019	DSN
2.2	Provide technical assistance to the Regional Consortia in applying labor market information, as it relates to program adoption and revision.	Participate in the development of LMI data reports, as needed	November 2018-June 2019	DSN, Industry Experts
2.3	In conjunction with content experts, determine a system of best practices to provide a base of common metrics.	Review best practices for the transportation and logistics workforce. Existing regional curriculum will be examined and evaluated based on best practices in relation to identified skill sets, industry needs, and successful workforce development models.	November 2018- March 2019	DSN, Industry Experts, and College Faculty

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2
Coordinate with industry, colleges and high schools to determine short and long term skillset training needs, to adjust curriculum to incorporate into programs, and to provide effective new and incumbent worker training.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Work with the Regional Consortia, SN and other regional DSN's within the sector to identify regional skills gaps in the logistics sector.	In conjunction with industry advisors and consortia, identify skills gaps within the region in logistics and identify curriculum and pathway programs for development.	November 2018-June 2019	DSN, Consortia, Other DSN's,SN
2.5	In keeping with Vision for Success goals, connect colleges with opportunities to enrich student success through CTE programs of study aligned to business and industry.	Colleges will be informed of student success goals, as identified in the Vision for Success initiative. DSN will facilitate faculty development to provide for programs that will increase student access to high paying jobs within the region.	November 2018- June 2019	DSN, Industry Experts, and College Faculty
2.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2
Coordinate with industry, colleges and high schools to determine short and long term skillset training needs, to adjust curriculum to incorporate into programs, and to provide effective new and incumbent worker training.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.7				
2.8				
2.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2
Coordinate with industry, colleges and high schools to determine short and long term skillset training needs, to adjust curriculum to incorporate into programs, and to provide effective new and incumbent worker training.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Work with industry, colleges and high schools to develop effective career pathways leading to living wage jobs and meeting long-term workforce needs. Promote advanced transportation technologies for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	With content experts, determine a system of best practices to provide for career pathways leading to AT&L sector employment. Expand existing practices in aviation to include expanded partnerships in providing resource development, including flight time training at local airports, and CTE pipelines.	Review best practices to provide for educational pathways that provide stackable credentials aligned to workforce needs in transportation technologies, and logistics. Provide for enhanced opportunities for student success in achieving employment through enhanced flight time mechanisms.	February - June 2018	DSN, Industry Experts
3.2	Provide technical assistance to the Regional Consortia in applying labor market information as it relates to program adoption, and/or revisions and expansions.	Participate in the development of reports, as needed, to facilitate program adoption and currency to LMI	March - June 2018	DSN
3.3	Training needs relative to transitioning skills in transportation and logistics to sustainable and renewable energy practices. Explore expansion to jobs in these careers.	Identify necessary gaps and training needs in particular to rail, metro, and logistics.	January - June 2019	DSN, Industry Experts

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Work with industry, colleges and high schools to develop effective career pathways leading to living wage jobs and meeting long-term workforce needs. Promote advanced transportation technologies for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Attend Chancellor's Office onboarding and other required meetings. Undertake quarterly Regional Consortia meetings.	Serve as a content expert to Regional Consortia and provide continuous evaluation and support to advance sector strategies.	November 2018-June 2019	DSN
3.5				
3.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Work with industry, colleges and high schools to develop effective career pathways leading to living wage jobs and meeting long-term workforce needs. Promote advanced transportation technologies for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7				
3.8				
3.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>3</u> Work with industry, colleges and high schools to develop effective career pathways leading to living wage jobs and meeting long-term workforce needs. Promote advanced transportation technologies for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Identify, develop and/or promote recognized certifications for college and appropriate high school programs to incorporate in their respective career and technical education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Determine short and long-term skill set training needs aligned to CTE pathways in the region.	Review curriculum development needs within pathway programs, both at K-12 and post secondary level.	March - June 2019	DSN, College and High School Faculty
4.2	Collaborate with K-12 to improve pipelines and CTE pathways for AT&L sector within the region.	In keeping with Chancellor's Office Guided Pathways goals, facilitate linkages with K-12 CTE programs, to provide system coordination with sector relevant programs of study.	February - June 2019	DSN
4.3	Facilitate inclusion and adoption of key skill competencies into CTE curricula, as developed per industry standard criteria.	Assist with identification of industry-standard skills competencies that should become part of sector curricula in order to enhance the quality of CTE programs. Promote development of certificate options to enhance efforts toward the adoption of Guided Pathways	February - June 2019	DSN, College Faculty

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Identify, develop and/or promote recognized certifications for college and appropriate high school programs to incorporate in their respective career and technical education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Facilitate the improvement of the career exploration process in K-12 schools. Improve communication with CTE educators relative to careers aligned to sector pathway options.	Assist CTE educators in providing early career exploration in sector pathways. Improve outreach communication and tools for student exploration in the AT&L sector.	February - June 2019	DSN, High School Counselors and Faculty
4.5	Work with the SN and Regional Consortia to implement strategies that will meet the Chancellor's Office Vision for Success goals.	Facilitate in the reduction of equity gaps across sector pathway programs through methodologies that improve gains in underrepresented students.	November 2018- June 2019	DSN, SN, Regional Consortia
4.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Identify, develop and/or promote recognized certifications for college and appropriate high school programs to incorporate in their respective career and technical education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Identify, develop and/or promote recognized certifications for college and appropriate high school programs to incorporate in their respective career and technical education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5

Coordinate with industry and college faculty to deliver professional development opportunities that ensure qualified and up to date career and technical education.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Work with the SN to identify existing programs and areas for faculty development opportunities. Enhance training in courses related to logistics.	Provide CTE teachers and faculty professional development workshops to improve sector alignment to industry needs. Expand training and information in logistics by 100%.	January - June 2019	DSN, SN
5.2	Work with the SN to identify faculty development opportunities for advanced transportation sectors, including drones, aviation, rail, automotive, and ports.	Provide CTE teachers and faculty professional development workshops to improve sector alignment to industry needs in advanced transportation.	January - June 2019	DSN, SN
5.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5

Coordinate with industry and college faculty to deliver professional development opportunities that ensure qualified and up to date career and technical education.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4				
5.5				
5.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5

Coordinate with industry and college faculty to deliver professional development opportunities that ensure qualified and up to date career and technical education.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7				
5.8				
5.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5
Coordinate with industry and college faculty to deliver professional development opportunities that ensure qualified and up to date career and technical education.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 6

Promote advanced transportation, renewable energy and logistics technology for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Establish networks among logistics entities, including ports, shippers, cargo owners, and distributors.	Through network development, identify existing issues and barriers in implementing goods and peoples movement within the Los Angeles region. Enhance initiatiave development in safety and sustainability, per Caltrans goals.	January - June 2019	DSN, Industry Experts
6.2	Promote increased awareness of logistics infrastructure, assessing career pathway potential.	In collaboration with industry experts, identify potential for curriculum development in logistics and the support structures related to transportation and trade.	January - June 2019	DSN, Industry Experts, and College Faculty
6.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 6
 Promote advanced transportation, renewable energy and logistics technology for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.4				
6.5				
6.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 6

Promote advanced transportation, renewable energy and logistics technology for future initiative development.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.7				
6.8				
6.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>6</u> Promote advanced transportation, renewable energy and logistics technology for future initiative development.
--

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7
Provide technical assistance within and outside the region to companies, community colleges, universities, and other institutions of higher learning interested in establishing and/or developing AT&L programs and or incorporating AT&L components into existing curriculum programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Collaborate with education & economic development partners to develop and publicize industry informed career pathways within the sector.	Network with other workforce development providers, Employment Training Panel, WIBS, and industry to develop and publicize career pathways leading to living wage jobs within the regional labor market.	November 2018- June 2019	DSN, Industry Experts
7.2	Utilize labor market intelligence to identify and expand CTE pathway programs of study, particularly those aligned to career lattices.	Stay informed and current on emerging industry trends, workforce gaps, and technological advancements, in order to remain proactive in workforce trends, particularly, those with transfer potential.	November 2018- June 2019	DSN
7.3	Conduct outreach to universities with articulation potential in pathway programs of study.	Identify opportunities for expanding credit-bearing CTE pathways at community colleges with linkages to UC programs of study and degrees.	November 2018- June 2019	DSN

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7
Provide technical assistance within and outside the region to companies, community colleges, universities, and other institutions of higher learning interested in establishing and/or developing AT&L programs and or incorporating AT&L components into existing curriculum programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4	A responsive plan for transitioning skills to renewable energy practices, as well as the expansion of jobs in those careers, will be undertaken.	Evaluation of training needs relative to renewable energy practices will be determined; identifying gaps in curriculum and expansion across the breadth of transportation and logistics sector.	November 2018- June 2019	DSN, College Faculty, and Industry Experts
7.5	Investigate contract education potential with regional business within the sector.	Identification of incumbent worker skill's gaps will be undertaken in the AT&L sector within the Los Angeles region. Meeting the goal of continuous skills upgrade in the workforce.	November 2018- June 2019	DSN, Industry Experts
7.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7
Provide technical assistance within and outside the region to companies, community colleges, universities, and other institutions of higher learning interested in establishing and/or developing AT&L programs and or incorporating AT&L components into existing curriculum programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.7				
7.8				
7.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7
Provide technical assistance within and outside the region to companies, community colleges, universities, and other institutions of higher learning interested in establishing and/or developing AT&L programs and or incorporating AT&L components into existing curriculum programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 8
Collect and report data on required accountability measures working with common metrics and with the statewide LaunchBoard initiative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Work with regional industry advisory bodies to identify programmatic priorities in relation to common metrics and accountability for the AT&L sector.	Will work with Long Beach Clean Cities, MEMA, and transit entities to develop programmatic priorities for the sector.	November 2018- June 2019	DSN, Industry Experts
8.2	Facilitate awareness of Guided Pathways key performance indicators among community college partners.	Support regional efforts to meet student success target goals as identified by the Chancellor's Office in the Guided Pathways initiative. Facilitate local methods toward improvement of student success outcomes through certificates, degrees, and/or transfer options.	November 2018- June 2019	DSN, High School and College Faculty
8.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 8
Collect and report data on required accountability measures working with common metrics and with the statewide LaunchBoard initiative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.4				
8.5				
8.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 8

Collect and report data on required accountability measures working with common metrics and with the statewide LaunchBoard initiative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.7				
8.8				
8.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>8</u> Collect and report data on required accountability measures working with common metrics and with the statewide LaunchBoard initiative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 9

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1				
9.2				
9.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 9

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.4				
9.5				
9.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 9

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.7				
9.8				
9.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>9</u>

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective:	<u>10</u>
------------	-----------

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.1				
10.2				
10.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 10

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.4				
10.5				
10.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 10

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.7				
10.8				
10.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective:	<u>10</u>
------------	-----------

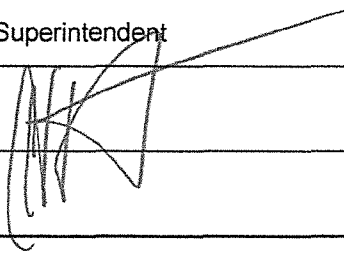
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities

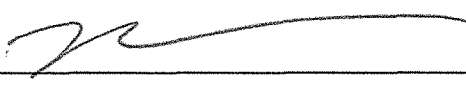
Assurances

Acknowledgment of understanding and acceptance of the roles and responsibilities of the host college, Supervisor of Record, and Deputy Sector Navigator as presented in Exhibit B.

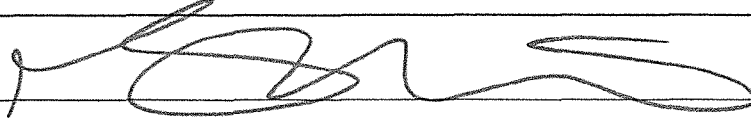
Host College Contact Certification

Print Name:	Dr. Jose Fierro, President/Superintendent
Signature :	
Date:	October 22, 2018

Supervisor of Record Certification (if different from Host College Contact)

Print Name:	Rick Miranda, Vice President Academic Affairs/Assist. Superintendent
Signature :	
Date:	October 22, 2018

Deputy Sector Navigator Certification

Print Name:	Katherine Mishler, Deputy Sector Navigator-Advanced Transportation & Logistics
Signature :	
Date:	October 19,2018

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REQUEST FOR TRANSFER OF EXPENDITURES**

TO: Accounting Department

FROM: Patricia Dunez DO/Ed Services

Date: 11/01/18

Accounting Use Only
Posting Reference: _____

Name: _____ College - Department Name: _____

NOTE: This is not a fund transfer form. Please check with the Accounting Department if you have any questions.

Please transfer: \$ 750.00 - in Expenditures

	Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
FROM / DEBIT:	13	0000	684000	53305	5235	750.00
TOTAL:						750.00 -

TO / CREDIT:	12	2185	675000	53306	5235	750.00
TOTAL:						750.00 -

Payroll Items: _____

Payroll# (ex:1A,1B) _____ Name of Employee _____ Employee ID # _____

Other items: _____

PO# _____ Check# _____ Vendor ID _____ Vendor Name _____

Reason for Transfer: _____

transfer funds back to LAOC Regional Consortium for paid GROW Conference display table 9/12/18

Requested By: Patricia S. Dunez Signature _____ 714-480-7460 Phone No. _____

Approved: _____ Disapproved: _____

Approved _____ Disapproved: _____

Approved _____ Disapproved: _____

Approved: _____ Disapproved: _____

_____ 11.1.18 Date

Administrator (not requester)

Area Vice President Date _____

VP of Administrative Svc Date _____

Resource Dev. (if needed) Date _____

Approved: _____ Disapproved: _____

_____ Date

Fiscal Services, Administrator

ACBL - GL Account Balance Inquiry GLAI - GLA Transaction Inquiry **VOUI - Voucher Inquiry**

Voucher ID : V0650150
 Status Date : 10/09/18
 Status : Reconciled

Debit : 750.00
 Credit :
 Net : 750.00

Voucher Dt: 10/02/18 Due Date: 10/02/18 Total Amt: 750.00
 Vendor ID: 1034191 Cash Disc: 0.00
 Name: 1 Santa Ana Chamber of Comme (Manual)
 Address: 1 1631 W Sunflower Ave Ste C-35 (Manual)
 Cty/ST/Zp: Santa Ana CA 92704
 AP Type: 0012 General Fund Rest Check No/Date: 0510196 10/03/18
 Bank Code: 92 District Funds Paid Amount: 750.00
 Pay Voucher: Yes Financial Exports ID:

Approvals	Dates
1 Enrique Perez	10/02/18
2	

PO No: P0053742
 Rcr Vou:
 Comments: 1 SAC RESOURCE DEV

Description		Line Items		Price	Invoice Number	Tax
		Quantity	Extended			
1	Sponsorship for	1.000	750.00	750.00	16079	
2						
Taxes/Amts			Item Total	750.00		
1					Currency	



WORK-AROUND LINE
LINE1
LINE2
LINE3

19-P0053742

NOT APPLICABLE

Santa Ana Chamber of Commerce
1631 W Sunflower Ave, C-35
Santa Ana CA 92704

714-541-5353
714-541-2238

1034191 Felomina E. Chapple SAC RESOURCE DEV
09/20/18 Not Applicable Patricia J. Carpenter Prepaid

*Sponsorship
Ret.*

750.0000	1.000 EA Each 750.00	1	Sponsorship for GROW-American Association Conference Display Table held on September 12, 2018 manned by Leila Mozaffari and Vanessa Palomares for Workforce Development Invoice #16079 Confirmation - Do not duplicate.	12_2185_675000_53306_5235
----------	-------------------------	---	---	---------------------------

Total \$750.00

PO

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Subgrantee Agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Business & Entrepreneurship in the Los Angeles and Orange County Region

ACTION

It is recommended that the Board of Trustees ratify the subgrantee agreement with Rancho Santiago Community College District for the Deputy Sector Navigator for Advanced Transportation & Logistics in the Los Angeles and Orange County region.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$200,000; funding is made possible through Rancho Santiago Community College District's grant agreement with the California Community Colleges Chancellor's Office.

REPORT SUMMARY

The District annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – NEW

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SUBGRANTEE AGREEMENT FOR THE DEPUTY SECTOR NAVIGATOR FOR BUSINESS &
ENTREPRENEURSHIP IN THE LOS ANGELES AND ORANGE COUNTY REGION**

Requested by: Mr. Rick Miranda, Vice President of Academic Affairs

Purpose: Cerritos College wishes to enter into a subgrantee agreement with Rancho Santiago Community College District for acceptance of the Deputy Sector Navigator ("DSN") for Business & Entrepreneurship in the Los Angeles and Orange County region.

The purpose of the governing grant (Key Talent Administration and Sector Strategy Grant, Award No. 18-207-001) is to develop, enhance, and expand quality workforce and economic educational offerings,

partnerships and/or collaboratives, and opportunities that build upon the existing regional capacity to respond to labor market needs. Rancho Santiago Community College District serves as the fiscal agent, and has obtained the grant agreement from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division, to provide fiscal management and technical support services to distribute funds within the region.

The DSN for the Business & Entrepreneurship sector will work in conjunction with the Sector Navigator and the Regional Consortia toward the common goal of identifying regional workforce needs in the small business sector. The DSN will continue to work with employers, industry, labor organizations, educational institutions, and other pertinent organizations in the region. The DSN's objectives include, but are not limited to, working with regional partners to accomplish the following: identify the regional workforce development and business development needs of the sector and then identify programs in alignment with those needs, collaborate with educational partners to incorporate small business and entrepreneurship into career pathways, provide professional development opportunities to update skills to reflect identified sector needs, help to expand credit and/or non-credit curriculum that support the priority and emerging sectors identified for the region, document the success of students and businesses as a result of programs and curriculum developed for the sector efforts, promote experiential/work-based learning opportunities, promote and assist colleges/regions in leveraging Strong Workforce Program project with Industry Sector Projects in Common funding, and support colleges/regions with planning and implementation of Strong Workforce Program funds.

Period: The time period will be from November 1, 2018 through October 31, 2019.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Draft Contract No. 18C0165 – Rancho Santiago Community College District Subgrantee Agreement, Business & Entrepreneurship

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CERRITOS COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 29th day of October, 2018, between Rancho Santiago Community College District (hereinafter "RSCCD") and Cerritos Community College District, on behalf of Cerritos College (hereinafter "SUBCONTRACTOR"), which is hosting the **Los Angeles and Orange County Region Deputy Sector Navigator for Business & Entrepreneurship**. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "Key Talent Administration and Sector Strategy" grant, Prime Award #18-207-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR's workforce and economic development programs, such as Doing What Matters initiatives and Key Talent positions; and,

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to host and supervise the **Los Angeles and Orange County Region Deputy Sector Navigator for Business & Entrepreneurship**, which is supported by the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from November 1, 2018, through October 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of each project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit quarterly invoices based on actual expenditures. A quarterly invoice schedule will be provided to SUBCONTRACTOR that aligns with the Chancellor's Office reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Submit invoices to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Deputy Sector Navigator Selection and Hiring

The selection of the Deputy Sector Navigators (DSN) and host colleges were conducted independently. If a selected host college is different from the college identified in a selected DSN's application, the selected host college is expected to host the selected DSN. This is not to say that the host college is to forgo its processes and procedures. In the event that the host college does not agree to host the selected DSN, it must provide a written statement that explains the rationale for that decision, which will be reviewed by RSCCD and the PRIME SPONSOR to inform their efforts to resolve the situation. This occurrence may also result in changing the host college and could, therefore, impact this Agreement.

The host college will determine the process for hiring the selected DSN and will inform RSCCD and the PRIME SPONSOR about this process. RSCCD and the PRIME SPONSOR will review the process and hiring terms to ensure compliance with the expectations for the host college and DSN roles.

9. Performance

Selected DSNs and hosts are eligible for renewal for up to four years after the original award year, 2018-2019. Renewal is not automatic but will be based on performance of the Roles and Responsibilities (*see Exhibit B*). Standard performance indicators include, but are not limited to, appropriate and timely use of funds, completion of workplan activities, submission of reports in a timely manner as required by the PRIME SPONSOR, participation in required Key Talent meetings and events (e.g., Sector Navigator calls, "All-Hands" meetings, etc.), effective teamwork and collaboration with RSCCD as well as with their assigned Chancellor's Office monitor, and progress toward achievement of outcomes and metrics pertinent to the workplan. The PRIME SPONSOR may consider other performance indicators to assess renewal eligibility. After consultation with the Chancellor's Office assigned monitor, the PRIME SPONSOR is responsible for informing RSCCD, DSNs, and host colleges of performance expectations at the beginning of the project and as changes in performance requirements occur.

10. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

11. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s),

shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

15. Mutual Indemnification

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

16. Termination

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

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

17. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-

criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Cerritos College
Title: _____
Address: 11110 Alondra Boulevard
Norwalk, CA 90650-6269
Phone: (562) 860-2451
Email: _____

Supervisor of Record for the DSN (if different from Primary Contact):

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms

criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Cerritos College
Title: _____
Address: 11110 Alondra Boulevard
Norwalk, CA 90650-6269
Phone: (562) 860-2451
Email: _____

Supervisor of Record for the DSN (if different from Primary Contact):

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms

and conditions included in this Agreement.

20. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

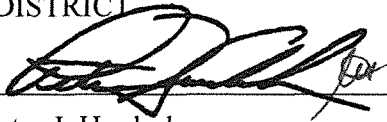
2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

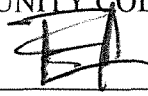
This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: 
Name: Peter J. Hardash
Title: Vice Chancellor
Business Operations/Fiscal Services
Date: 10/30/18
Board Approval Date: October 29, 2018

SUBCONTRACTOR: CERRITOS COMMUNITY COLLEGE DISTRICT

By: 
Name: Felipe R. Lopez
Title: V.P. of Business Services
Date: 12/18/2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: Host, Supervisor of Record, and Deputy Sector Navigator Roles and Responsibilities

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

FISCAL YEAR: 2018/19 (e.g. 2014/15)

RFA NUMBER: 18-207 (xx-xxx)

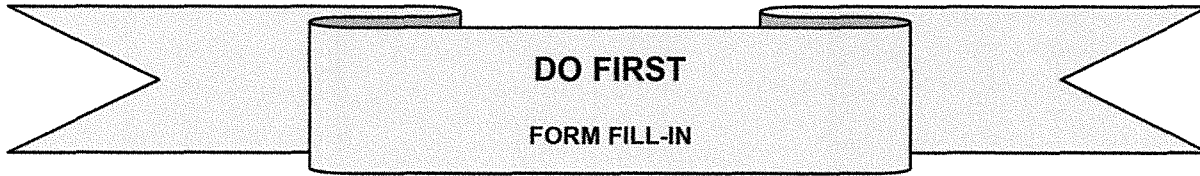
PROJECT: Deputy Sector Navigator - Business & Entrepreneurship

FUNDING SOURCE: Workforce & Economic Development Division

MATCH % REQUIRED: 100% Match is required please type the percentage for the match.

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee): Cerritos CCD

COLLEGE: Cerritos College

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

FISCAL YEAR: 2018/19

RFA NUMBER: 18-207

FUNDING SOURCE: Workforce & Economic Development Division

PROJECT BUDGET: \$ 200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business &
Entrepreneurship

COLLEGE: Cerritos College

RFA NUMBER: 18-207

CONTACT PAGE

District:	<u>Cerritos CCD</u>		
Address:	<u>11110 Alondra Blvd.</u>		
City:	<u>Norwalk</u>	State:	<u>CA</u> Zip: <u>90650</u>

District Superintendent/President <i>(or authorized designee)</i>			
Name:	<u>Dr. Jose Fierro</u>	Phone:	<u>(562)860-2451x2204</u>
Title:	<u>President/Superintendent</u>	Fax:	<u>(562)860-1104</u>
E-mail Address:	<u>jfierro@cerritos.edu</u>		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	<u>Rick Miranda</u>	Phone:	<u>(562)860-2451x2228</u>
Title:	<u>V.P. Academic Affairs/Assist. Superintendent</u>	Fax:	<u>(562)467-5017</u>
E-mail Address:	<u>emiranda@cerritos.edu</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Judy Fox</u>	Phone:	<u>(562)860-2451x7804</u>
Title:	<u>DSN- Business & Entrepreneurship/LA</u>	Fax:	<u></u>
E-mail Address:	<u>kmishler@cerritos.edu</u>		

Person Responsible for Data Entry			
Name:	<u>Judy Fox</u>	Phone:	<u>(562)860-2451x7804</u>
Title:	<u>DSN-Business & Entrepreneurship/LA</u>	Fax:	<u></u>
E-mail Address:	<u>jfox@cerritos.edu</u>		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	<u>Felipe Lopez</u>	Phone:	<u>(562) 860-2451 x2242</u>
Title:	<u>Vice President Business Services</u>	Fax:	<u>(562) 653-7818</u>
E-mail Address:	<u>flopez@cerritos.edu</u>		

Person Responsible for Budget Certification			
Name:	<u>Noorali Delawalla</u>	Phone:	<u>(562) 860-2451 x2266</u>
Title:	<u>Director, Fiscal Services</u>	Fax:	<u>(562) 653-7818</u>
E-mail Address:	<u>ndelawalla@cerritos.edu</u>		

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH 100%
			\$ 200,000	\$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 94,008	\$ 5,573
2000	NONINSTRUCTIONAL SALARIES	2	\$ 33,399	\$ 86,700
3000	EMPLOYEE BENEFITS	3	\$ 20,949	\$ 30,967
4000	SUPPLIES AND MATERIALS	4	\$ 5,000	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 38,952	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 76,800
TOTAL DIRECT COSTS:		8	\$ 192,308	\$ 200,040
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 7,692	
TOTAL COSTS:		10	\$ 200,000	\$ 200,040

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Rick Miranda

Title: for DSN of Business & Entrepreneurship

Authorized Signature: 

Date: 10/23/18

District Chief Business Officer (or authorized designee):

Name: Felipe Lopez

Title: Vice President Business Services

Authorized Signature: 

Date: 10-24-18

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business
 & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000	Deputy Sector Navigator - J. Fox (\$7,834x12) 94,008	\$	-
		\$	-
		\$	-
		\$	-
2000	Program Facilitator (\$4,608 x 12) x 33% - TBD	\$	18,248
	Program Assistant (\$3,826 x 12) x 33% - TBD	\$	15,151
		\$	-
		\$	-
3000	Employee Benefits		
	DSN - J. Fox (\$9,914 H&W + 27.29% taxes)	\$	12,619
	Program Facilitator (33% of H&W \$9,914 + 27.29 taxes)	\$	4,165
	Program Assistant (33% of H&W \$9,914 +27.29 taxes)	\$	4,165
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	Office Supplies	\$	5,000
		\$	-
		\$	-
		\$	-
		\$	-

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET		
		\$	200,000	
5000	Other Operating Expenses and Services	\$	-	
	Regional Marketing Design	\$	6,000	
	Memberships	\$	1,500	
	Travel & Hotel (2 CCCAOE)	\$	5,200	
	Mileage	\$	1,800	
	Regional Reports	\$	5,000	
	Publication Printing	\$	5,000	
	Faculty Development	\$	8,000	
	Regional Support Programs	\$	6,452	
			\$	-
			\$	-
			\$	-
			\$	-
6000	Capital Outlay	\$	-	
		\$	-	
7000	Other Outgo	\$	-	
TOTAL DIRECT COSTS:		\$	192,308	
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	7,692	
TOTAL COSTS:		\$	200,000	

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH
		100%
		200,000
1000	Supervisor of Record Support (R. Miranda) - 3%	\$ -
		\$ 5,573
		\$ -
		\$ -
2000	Salaries - Advisory Meetings, Guest Speakers, Facilities Hosting	\$ -
		\$ 86,700
		\$ -
3000	Benefits & Taxes (estimate)	\$ -
		\$ 30,967
		\$ -
		\$ -
4000		\$ -
		\$ -
		\$ -
		\$ -

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH
		100%
		200,000
5000		
6000		\$ -
		\$ -
7000	Facilities (Office Space) campus support (\$320/day (non-profit rate) @20 days) x12	\$ 76,800
		\$ -
TOTAL DIRECT COSTS:		\$ 200,040
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):		
TOTAL COSTS:		\$ 200,040

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Convene education, business, and economic development partners to identify the regional workforce development and business development needs of the Small Business Sector, and then identify programs (or set of courses) that are in alignment with those needs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	The DSN for the Business & Entrepreneurship (B&E) sector will work in conjunction with the Sector Navigator and the Regional Consortia for Los Angeles, in conjunction with industry partners, toward the common goal of identifying workforce needs in the small business sector.	Needs Assessments of regional businesses, skills gaps in the workforce, and opportunities for new development will be undertaken.	November - December 2018	DSN, Industry Experts
1.2	The DSN for Business & Entrepreneurship will keep abreast of evolving trends and in the small business sector, and keep current with LMI data reflecting potential growth development.	DSN will keep current with evolving business practices, and areas for growth potential, consistent to LMI data. Proactive market research will be undertaken to provide for informed decision-making.	November 1-June 30, 2019	DSN, Industry Experts
1.3	Outreach will be undertaken to economic development entities, regional businesses, and relevant associations to provide a network of educators and industry experts toward the goal of sector advancement.	Advisory groups, including content experts, will be developed and utilized to determine business sector needs and areas for further development.	December 1, 2018 - October 31, 2019	DSN

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 1
 Convene education, business, and economic development partners to identify the regional workforce development and business development needs of the Small Business Sector, and then identify programs (or set of courses) that are in alignment with those needs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	In keeping with the Chancellor's Office Vision for Success goals, the DSN will serve as content advisor for educators, and facilitate improved career educational opportunities for students.	The DSN will work in tandem with educators to adopt improved connectivity to regional business and industry, assisting in the development or expansion of career education programs.	January 1, 2019 - October 31, 2019	DSN, SN
1.5				
1.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 1
 Convene education, business, and economic development partners to identify the regional workforce development and business development needs of the Small Business Sector, and then identify programs (or set of courses) that are in alignment with those needs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7				
1.8				
1.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business &
Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Convene education, business, and economic development partners to identify the regional workforce development and business development needs of the Small Business Sector, and then identify programs (or set of courses) that are in alignment with those needs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2
Collaborate with education and economic development partners (including K-12, CSUs, Ucs, WIBs, Adult Education) to incorporate small business and entrepreneurship into career pathways.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Conduct a needs assessment of local businesses, particularly those that are small, independently owned enterprises, to determine practices and methodology for regional small business development.	Evaluation of best practices and training needs relative to small business development will be determined.	November 1, 2018-February 2019	DSN, Faculty, Industry Experts
2.2	Review existing programs of study, or independent courses, aligned to business and entrepreneurship.	Identify gaps in curriculum and work with faculty and CTE educators to develop, or modify, existing content to include small business and entrepreneurship into pathway offerings.	November 1, 2018-June 30, 2019	DSN, Faculty, Industry Experts
2.3	Improve linkages from K-12 CTE pathways to career pathway programs at regional colleges.	Evaluate the potential for improved pipeline development from secondary to postsecondary programs of study, particularly, focused on the existence, or development, of high school academies in business.		DSN, SN

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2

Collaborate with education and economic development partners (including K-12, CSUs, Ucs, WIBs, Adult Education) to incorporate small business and entrepreneurship into career pathways.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Provide technical assistance to the Regional Consortia in apply labor market information, as it relates to program adoption and revision.	Remain proactive in researching industry trends, evolving practices, and keeping current with LMI data, as a resource to the Consortia for decision making.		DSN, SN
2.5				
2.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 2
 Collaborate with education and economic development partners (including K-12, CSUs, Ucs, WIBs, Adult Education) to incorporate small business and entrepreneurship into career pathways.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.7				
2.8				
2.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: C

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2 .
Collaborate with education and economic development partners (including K-12, CSUs, Ucs, WIBs, Adult Education) to incorporate small business and entrepreneurship into career pathways.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Provide professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Provide a Small Business Workshop for K-12 teachers to acquaint them with the expanding needs of industry, workforce projections, focused on essential skills needed by leaders in the business community.	Provide workshop for counselors and educators to learn about the expanded skill sets required for students to succeed in today's business workforce, including: ecommerce, Gig economy, projections for automation. Include concepts of creativity and entrepreneurship as a niche that is expanding.	November 2019 - December 2019	DSN
3.2	Assess the need for updated skills among CTE faculty and teachers, particularly focused on small business and entrepreneurship sectors.	Provide updated training based upon identified need and skills gaps of current faculty and teachers to incorporate small business creation and development in their curriculum. Include gig economy concepts, workforce projects, gaps in the current workforce to be addressed, principles of entrepreneurship development.	November 1, 2018 - October 31, 2019	DSN, SN
3.3	Attend the California Community Colleges Association of Occupational Educators (CCCAOE) conference.	Attendance at two CCCAOE conferences will be undertaken (Fall and Spring) to network with CTE educators and promote sector pathway objectives.	Fall 2018 Spring 2019	DSN

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3

Provide professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Attend the National Association for Community College Entrepreneurship conference in conjunction with CTE faculty and/or deans.	Facilitate funding for 10 or more CTE educators to attend the NACCE Conference through professional development funds.	October 2019	DSN
3.5				
3.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Provide professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7				
3.8				
3.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>3</u> Provide professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.
--

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Help to expand credit, non-credit and/or not-for-credit small business and/or entrepreneurship curriculum, that support the priority and emerging sectors identified for the region.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	With faculty, help expand curriculum offerings in small business and entrepreneurship.	Expand credit and not for credit curriculum in small business and entrepreneurship, including contextualized modules, courses, programs, certificates, degrees.	November 1, 2018 - October 31, 2019	DSN, Faculty
4.2	Build pathway programs, as appropriate, in small business and entrepreneurship, based upon regional needs.	Build small business pathway programs through multiple career latices, including certificate and degree options.	November 1, 2018 - October 31, 2019	DSN, Faculty, Industry Experts
4.3	Provide incumbent worker training, based upon identified skill gaps within the small business sector.	Provide incumbent worker training to facilitate skills development as it relates to business and entrepreneurship. Align to certificate options.	September 2019 - November 2019	DSN, Faculty, Industry Experts

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4

Help to expand credit, non-credit and/or not-for-credit small business and/or entrepreneurship curriculum, that support the priority and emerging sectors identified for the region.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Develop marketing tools that expand awareness of the small business sector and the increased opportunity for entrepreneurship and resource development potential.	Market certificate programs and pathway options to local businesses, colleges and WIBs.	November 1, 2018 - October 31, 2019	DSN, SN
4.5				
4.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Help to expand credit, non-credit and/or not-for-credit small business and/or entrepreneurship curriculum, that support the priority and emerging sectors identified for the region.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u> 4 </u> Help to expand credit, non-credit and/or not-for-credit small business and/or entrepreneurship curriculum, that support the priority and emerging sectors identified for the region.
--

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5
Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector Efforts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	DSN will document the outcomes of certificates and curriculum developed in order to advance the Small Business Sector efforts.	Program outcomes will be reported through LaunchBoard, to the SN, and the Regional Consortia, with continued efforts to meet skills gaps as identified by the market.	November 1, 2018 - October 31, 2019	DSN
5.2	Data collection will include any curriculum, workshops, or training modules of incumbent workers, and contract education potential.	As stakeholders, regional businesses will be utilized as advisors to the curriculum development process, with the intent to develop customized, industry-based training packages, which are replicable across systems, including educational entities.	November 1, 2018 - October 31, 2019	DSN, SN, Industry experts, College partners
5.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5

Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector Efforts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4				
5.5				
5.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5

Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector Efforts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7				
5.8				
5.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u> 5 </u> Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector Efforts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 6
Promote Experiential/Work-based Learning Opportunities (Business Plan Pitch Competitions, Virtual Entrepreneurship, Job Readiness, Internships, Apprenticeships, Student Run Businesses, Service Learning, Job Shadowing, Mentorships, etc.)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	When possible, opportunities for internships aligned to curriculum pathways will be developed and promoted.	The DSN will explore and promote the potential for enhancing pathway development through workbased learning, and/or internship opportunities. Efforts will be undertaken to build business partner relationships with the goal of supporting student skill development.	November 1, 2018 - October 31, 2019	DSN
6.2	As part of experiential learning opportunities, provide the potential for adoption of the Virtual Enterprise Program through K-12 pathway programs.	The national Virtual Enterprise program will provide juniors and seniors an opportunity to run a virtual business, conducted through a year-long class. Students will learn hands-on business concepts and compete with other high schools across the state and nation.	January - June 2019	DSN
6.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 6

Promote Experiential/Work-based Learning Opportunities (Business Plan Pitch Competitions, Virtual Entrepreneurship, Job Readiness, Internships, Apprenticeships, Student Run Businesses, Service Learning, Job Shadowing, Mentorships, etc.)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.4				
6.5				
6.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 6
 Promote Experiential/Work-based Learning Opportunities (Business Plan Pitch Competitions, Virtual Entrepreneurship, Job Readiness, Internships, Apprenticeships, Student Run Businesses, Service Learning, Job Shadowing, Mentorships, etc.)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.7				
6.8				
6.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>6</u> Promote Experiential/Work-based Learning Opportunities (Business Plan Pitch Competitions, Virtual Entrepreneurship, Job Readiness, Internships, Apprenticeships, Student Run Businesses, Service Learning, Job Shadowing, Mentorships, etc.)
--

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7
Promote and assist colleges/regions in leveraging Strong Workforce Program projects with Industry Sector Projects in Common (ISPICs) funding.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	With Regional Consortia, identify potential regional projects to propose as Sector Projects in Common to be developed statewide.	The DSN will discuss with Regional Consortia recommendations to submit to SN and regional DSNs for potential adoption as Industry Sector Projects in Common.	December 2018	DSN, SN
7.2	Promote the programs selected to be implemented statewide as Industry Sector Projects in Common to colleges in the region.	Facilitate the implementation of industry sector projects in common to L.A. colleges with a Business and Entrepreneurship focus.	December 2018- January 2019	DSN, SN
7.3	Facilitate marketing of all regional programs developed through ISPIC funding.	Develop marketing materials and related web-page coverage to promote ISPIC regional projects to local business and industry.	January-February 2019	DSN, SN

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 7
 Promote and assist colleges/regions in leveraging Strong Workforce Program projects with Industry Sector Projects in Common (ISPICs) funding.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4				
7.5				
7.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7
Promote and assist colleges/regions in leveraging Strong Workforce Program projects with Industry Sector Projects in Common (ISPICs) funding.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.7				
7.8				
7.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>7</u> Promote and assist colleges/regions in leveraging Strong Workforce Program projects with Industry Sector Projects in Common (ISPICs) funding.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 8
Support colleges/regions with planning and implementation of Strong Workforce Program funds.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Assist colleges in the L.A. region in planning and developing local projects generated through Strong Workforce funding.	Facilitate project design based upon local/regional sector goals and projects through the NOVA application system.	November 2018-June 2019+	DSN
8.2				
8.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 8
 Support colleges/regions with planning and implementation of Strong Workforce Program funds.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.4				
8.5				
8.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 8

Support colleges/regions with planning and implementation of Strong Workforce Program funds.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.7				
8.8				
8.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business &
Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u> 8 </u> Support colleges/regions with planning and implementation of Strong Workforce Program funds.
--

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 9

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1				
9.2				
9.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 9

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.4				
9.5				
9.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 9

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.7				
9.8				
9.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>9</u>

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 10

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.1				
10.2				
10.3				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 10

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.4				
10.5				
10.6				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 10

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.7				
10.8				
10.9				

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator-Business & Entrepreneurship

DISTRICT: Cerritos CCD

COLLEGE: Cerritos College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective:	<u>10</u>
------------	-----------

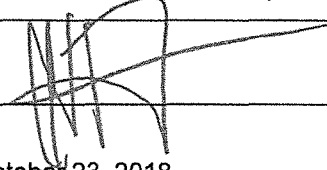
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
---	------------	----------------------	-----------	-----------------------

EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities

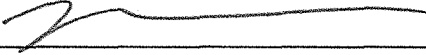
Assurances

Acknowledgment of understanding and acceptance of the roles and responsibilities of the host college, Supervisor of Record, and Deputy Sector Navigator as presented in Exhibit B.

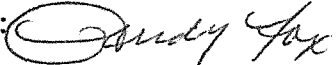
Host College Contact Certification

Print Name:	Dr. Jose Fierro, President/Superintendent
Signature :	
Date:	October 23, 2018

Supervisor of Record Certification (if different from Host College Contact)

Print Name:	Rick Miranda, Vice President Academic Affairs/Assist. Superintendent
Signature :	
Date:	October 23, 2018

Deputy Sector Navigator Certification

Print Name:	Judy Fox, Deputy Sector Navigator-Business & Entrepreneurship
Signature :	
Date:	October 18, 2018

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs
--

ACTION

It is recommended that the Board of Trustees ratify the agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$30,654 plus travel expenses; funding is made possible through a California State Department of Education grant received by Chabot-Las Positas Community College District.

REPORT SUMMARY

Cerritos College annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – NEW

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
EARLY CHILDHOOD MENTOR PROGRAMS**

Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College wishes to enter into an agreement with Chabot-Las Positas Community College District to implement Early Childhood Mentor Programs. Cerritos College will be designated as a local coordinator to recruit and select experienced child care providers and directors to be mentors, who will then be enrolled in mentor classes. This program is a support system for community child care center directors and teachers.

Period: The time period will be from August 1, 2018 through June 30, 2019.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Draft of Contract No. 18C0166 – Chabot-Las Positas Community College District Agreement

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement is being executed as of December 5, 2018, for the contract term beginning August 1, 2018, entered into by and between: the Chabot-Las Positas Community College District (CLPCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Cerritos College/Cerritos Community College District, hereinafter known as "Contractor."

This agreement is entered into through the Chabot-Las Positas Community College District Board of Trustees approval process, pursuant to its meeting on Tuesday, December 4, 2018.

Appropriation or Grant Number CN180198

RECITALS:

Whereas, the Chabot-Las Positas Community College District has applied for and has received a grant from the California State Department of Education (Resolution 06-1516) for the purposes of operating a Mentor Program; and

Whereas, the CLPCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2018 and terminate June 30, 2019 except as otherwise set forth in this agreement.
2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.
3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.
4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. **ASSIGNMENT**: Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in Dublin, California.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: District agrees to defend and indemnify and hold harmless Contractor, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of District, its Board of Trustees, officers, agents, and employees.

Contractor agrees to defend and indemnify and hold harmless District, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of Contractor, its Board of Trustees, officers, agents, and employees.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor 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 subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.


20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date specified immediately adjacent to their signatures below.

"District"

"Contractor"

By: 
Signature of ELPCCD person authorized to execute agreement

By: _____
Signature

Print Name: Ronald Gerhard

Print Name: _____

Title: Vice Chancellor of Business Services

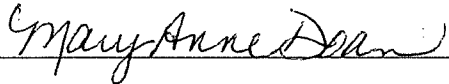
Title: _____

Date: 12/4/18

Address: _____

Date: _____

Recommended By:

Signature: 

Print Name: Mary Anne Doan

Title: Director, California Early Childhood Mentor Program

Address: 25555 Hesperian Blvd.

Hayward, CA 94545

Date: 12/3/18



Attachment A
Cerritos College/Cerritos Community College District
August 1, 2018 – June 30, 2019

Cerritos College will take the lead in the Cerritos/Rio Hondo Regional Early Childhood Mentor Program. In addition to Cerritos College, the Cerritos/Rio Hondo Regional Early Childhood Mentor Program includes one college(s): Rio Hondo College. A Regional Program requires individual contracts between each participating College/District and the Chabot-Las Positas Community College District.

A. Chabot-Las Positas Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
2. Travel expenses for the Contractor's Regional Coordinator to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
3. \$2,632 for instructional costs related to the offering of a Mentor Seminar and a Director Seminar, as described in the *Program Manual*. The Regional Coordinator may make a written request to the District for an additional \$1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the 2018-2019 contract year.
4. \$5,675 for the Contractor's Regional Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, appoint a Selection Committee, coordinate the selection process, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record, Birth to Three/FCCH Mentoring Record, Director Mentor, Director Mentoring Record, and Birth to Three/FCCH Director Mentoring Record placements. The Contractor's Coordinator may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner. Payments for those serving as Coordinators for other institutions in the Regional Program shall be allocated in the following manner:

\$500 each for the Rio Hondo College Coordinator(s)

5. Up to \$2,040 for an honorarium not to exceed \$250 per person for Selection Committee Members to meet to review applications, visit and evaluate applicants' teaching practices and classroom environment with the appropriate Harms and Clifford scale, visit and evaluate Director Mentor applicants' leadership and management skills with the *Program Administration Scale (PAS)* or the *Business Administration Scale (BAS)*, check references and make final decisions on qualified classroom Mentors and Director Mentors. Committee Members may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District.

6. \$18,153 in stipend support for 12 Mentors and all selected Director Mentors. **Selecting Director Mentors and supporting their placements with protégés is a requirement of the Mentor Program.** All stipends will be paid directly by the Chabot-Las Positas Community College District and calculated according to the formula and procedures currently described in the *Program Manual* and as may reasonably be revised by the District. Stipends are for the following purposes:
- Practicum placement(s) for mentoring practicum students placed with Mentors
 - Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors
 - Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
 - Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services
 - Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
 - In-Service Training stipends for Mentors for fulfilling the In-Service training requirements as set forth in the *Program Manual*
 - Director Mentor Placement(s) to support Director Mentors for mentoring of protégé directors
 - Director Mentoring Record Hour(s) to support Director Mentors as they meet protégé directors' and Director Mentor applicants' needs for short-term, hourly mentoring
 - Birth to Three/FCCH Director Mentoring Record Hour(s) to support Director Mentors as they offer hourly mentoring services for Infant/Toddler directors and Large Family Child Care providers
7. \$370 for materials for Mentors and Director Mentors (books, Environment Rating Scales, instructional materials, etc.) and/or printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the Chabot-Las Positas Community College District in the sole discretion of the District, or through their local college.

B. Contractor as a college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.
4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.

6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee which shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit), a representative from the local QRIS, other early childhood professionals as needed such as an R and R representative, or from an advocacy group such as the Local Planning Council, etc. The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.
9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the *Early Childhood Environment Rating Scale-Revised* (ECERS-R), the *Infant/Toddler Environment Rating Scale-Revised* (ITERS-R), the *School-Age Care Environment Rating Scale* (SACERS), and *Family Child Care Environment Rating Scale-Revised* (FCCERS-R). Training Selection Committee Members in the use of the *Program Administration Scale* (PAS) and the *Business Administration Scale* (BAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **May 1st of each contract year**.
12. Notifying all new and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation by Mentors or Director Mentors with at least 3 years of experience with the program (for leadership development purposes) of a 1-2 unit credit-optional monthly Seminar for Mentors to build a reflective community of practice to discuss issues they confront in supervising student teachers, combined with further study of supervision, leadership and mentoring skills.
17. Facilitating or arranging for facilitation on a rotating basis with Director Mentors with at least 3 years of experience with the program (for leadership development purposes) of a 1-2 unit credit-optional monthly Seminar for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.

18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that facilitators for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.

Placements and Stipend Activities

21. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
22. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
23. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
24. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
25. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
 - Director Mentor-protégé director contracts for Director placements;
 - Hourly Director Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers
26. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

27. Submitting the signed **Designation of Coordinator form** and this signed **Letter of Agreement** to the District no later than **January 3rd of this contract year**. Acknowledging that the Coordinator's stipend and any reimbursements due to the college will be withheld until these signed documents are received by the Mentor Program Office at Chabot College.
28. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner within thirty days of expenditures. Pay may be docked in the following years' **Letter of Agreement** for all late paperwork.
29. Making and enforcing deadlines with all Mentors and Mentor Directors for dates when their forms must be submitted to the Coordinator.

30. Submitting all forms approving the placement within 30 days of placement beginning.
31. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
32. Submitting all fiscal reporting to the District no later than **June 1st of each contract year.**
33. Submitting all requests for reimbursement to the District no later than **June 13th of each contract year.**
34. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely manner, and may be reflected in following years' budget.
35. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
36. Applying for and utilizing Supplemental Support Funding (for Large Area programs and/or Director Seminars) if appropriate.
37. Applying for and utilizing Innovative funding for leadership, professional development or communities of practice activities if appropriate.
38. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District. Reports are due by June 1st of the contract year.

Evaluations

39. Facilitating program evaluation.
40. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

41. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: August 1 to October 31, due **October 31st of each contract year**
 - Second Quarter: November 1 to January 31, due **January 31st of each contract year**
 - Third Quarter: February 1, to April 30, due **April 30th of each contract year**
42. Completing and submitting to the District all Annual Reporting materials on or before **June 1st of each contract year.**

Mentor Program Meetings

43. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
44. Facilitating the selection of eligible participants for the annual Mentor Institute.

Maintaining Records

45. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
46. Maintaining program data and records in archives for five years.

- C. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.
- D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
 2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.
 3. Two years of experience as a classroom teacher or family child care provider.
 4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
 5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education, a QRIS Tier Rating (where applicable), and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
 6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self-study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FCCERS-R). For those programs who have a current QRIS ECERS-R, ITERS-R, or FCCERS-R done in the last 13 months, the Harms and Clifford assessment by the Mentor Selection Committee shall be waived. For this waiver, only the QRIS assessment may be used.
 7. If the applicant has an acceptable score on the assessment referred to in Section D.6 above, and the site has a current 4 or 5 QRIS rating, and passes all the other criteria, this applicant has priority over other applicants as part of the agreement between ELCD and the California Early Childhood Mentor Program.
- E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
 2. Successful completion of a Director Mentor Information Session Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District. The Director Mentor Applicant may apply prior to attending DMI but must have completed it before mentoring can take place.
 3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for *Program Administration Scale (PAS)* or *Business Administration Scale (BAS)* review, a QRIS Tier Rating (where applicable), and references.

4. Completion of a *Program Administration Scale (PAS)* or *Business Administration Scale (BAS)* interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).
5. If the applicant participates in QRIS and has a current 4 or 5 QRIS rating, and passes all of the above criteria, this applicant has priority over all other applicants as part of the agreement between ELCD and the California Early Childhood Mentor Program.

F. Contractor agrees to provide the following resources for implementation of the program:

1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
2. Funds for program costs in excess of amounts provided in Section A of this agreement.

G. Contractor agrees that in cases where active Mentors or Director Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.

H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor. Under some circumstances a program may be put on written probationary notice for six months to one year, and a determination will be made after performance is reviewed if resources will be withdrawn.

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of the Agreement with Gensler for Cerritos College's Brand Design and Implementation Services
--

ACTION

It is recommended that the Board of Trustees approve the agreement with Gensler for the purpose of developing and implementing a new brand identity and new campus branding standards at Cerritos College.

FISCAL IMPACT

The total contract sum shall be in the amount not-to-exceed \$66,000, which includes \$60,000 for services and \$6,000 for reimbursable expenses. Funding for the agreement will be allocated from the President's Innovation Fund for this expenditure.

SERVICES – NEW

GENSLER

CERRITOS COLLEGE BRAND DESIGN AND IMPLEMENTATION SERVICES

Requested by: Ms. Miya Walker, Director of College Relations, Public Affairs & Governmental Relations

Purpose: Cerritos College wishes to enter into an agreement with Gensler to develop and implement new campus branding standards.

With several campus logos in circulation, Cerritos College seeks to unify its brand identity. In doing so, the College strives to create a sense of "oneness." As such, the College desires to develop modern branding concepts and marketing strategies.

In an effort to unify the campus with one identity and help raise its profile, Gensler proposes to assist with developing and implementing a brand identity and new campus branding standards, which includes the creation of a new college logo and refreshed seal. The services provided by the firm include, but are not limited to: leading the College through a process to develop the overall brand image and brand position (campus voice), the creation of a new logo, refreshed seal, and marketing plan which will include hosting campus-wide focus groups and survey development, developing a visual brand identity that will include a style guide and brand implementation manual, and provide deliverables that fit within the College's brand objectives.

Gensler will conduct visioning sessions that will include all campus constituent groups to determine the direction for the branding in order to develop a brand positioning document. Based on information from these initial phases, Gensler will present branding concept designs for development and approval before the implementation phase.

Period: The time period will be from February 7, 2019 through May 31, 2019.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Draft of Contract No. 18C0162, Independent Contractor Services Agreement – Gensler
Proposal Detailing Project Scope of Work Dated October 8, 2018
Rebrand Scope of Work Supplement



INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 18C0162

PARTIES AND DATE

This Agreement is made and entered into this 7th day of **February, 2019**, by and between **Cerritos Community College District** ("DISTRICT"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **Gensler** ("CONTRACTOR"), incorporated under the laws of the State of California with its principal place of business at 500 South Figueroa Street, Los Angeles, CA 90071. DISTRICT and CONTRACTOR are sometimes individually referred to as "Party" and collectively as "Parties."

RECITALS

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

WHEREAS, the work to be performed generally includes **Development New Brand Positioning and Brand Identity for the DISTRICT**, as directed by DISTRICT; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by DISTRICT, and such services are needed by DISTRICT from time to time on a limited basis; and

WHEREAS, CONTRACTOR represents that it possesses such necessary skill and expertise required, is familiar with the plans of DISTRICT, and desires to provide such services to DISTRICT on the terms and conditions set forth in this Agreement.

NOW THEREFORE, the Parties agree as follows:

1.0 SCOPE OF WORK – SERVICES TO BE PROVIDED BY CONTRACTOR

1.1 CONTRACTOR promises and agrees to furnish to DISTRICT all labor, materials, tools, equipment, services and incidental and customary work, as necessary to fully and adequately provide those services required under this Agreement. The services to be performed shall include:

1.1.1 Services as more fully detailed in CONTRACTOR'S proposal detailing Project Scope of Work dated October 8, 2018 (17 pages), including Rebrand Scope or Work supplement (3 pages), attached hereto as Exhibit "B" and incorporated herein by this reference.

1.2 CONTRACTOR shall furnish all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement at CONTRACTOR'S own expense. CONTRACTOR shall perform development of a new brand positioning and brand identity in accordance with this Agreement, current and generally accepted principles and practices of CONTRACTOR'S profession, and all applicable local, state and federal laws, rules, and regulations.

2.0 TERM.

2.1 The term of this Agreement shall begin on **February 7, 2019**, and end on **May 31, 2019**, unless earlier terminated in Section 7 of this Agreement or unless the Agreement is renewed or extended by execution of a "Cerritos Community College District Contract Amendment Form" attached hereto as Exhibit "A" and incorporated herein by this reference ("Contract Amendment Form"). CONTRACTOR shall complete the development of a new brand positioning and brand identity within the term of this Agreement. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement.

3.0 SERVICE FEES, EXPENSES, AND INVOICING

3.1 Service Fees. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement a **total Not-to-Exceed amount of SIXTY THOUSAND AND 00/100 dollars (\$60,000.00) as a Fixed Fee**. Progressive payments are allowed based upon percentage of work completed at the approval of DISTRICT's representative. DISTRICT shall reimburse CONTRACTOR for materials and supplies a **total Not-to-Exceed amount of SIX THOUSAND AND 00/100 dollars (\$6,000.00)**.

3.2 Expenses. All other direct or indirect expenses incurred by CONTRACTOR in performance of the Agreement are the responsibility of the CONTRACTOR and are considered to be included in the CONTRACTOR'S above service fees.

3.3 Invoices shall be submitted by CONTRACTOR once per month for services rendered and expenses incurred during the prior month. Invoices shall identify the billing period, Contract Number of this Agreement, CONTRACTOR'S Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and, as applicable, associated hours worked and billing rates.

3.4 No invoices will be paid unless (i) this Agreement has been signed by the CONTRACTOR and properly executed by DISTRICT and (ii) the CONTRACTOR has submitted a Department of the Treasury IRS Form W-9 to the DISTRICT'S Accounting Department, attention Accounts Payable.

3.5 At any time during the term of this Agreement, DISTRICT may request that CONTRACTOR perform Extra Work. As used herein, "Extra Work" means any work that is determined by DISTRICT to be necessary for the proper completion of any project or service under this Agreement, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. CONTRACTOR shall not perform, nor be compensated for, Extra Work without written authorization from DISTRICT.

4.0 RESPONSIBILITIES OF CONTRACTOR

4.1 Services and work performed under this Agreement shall be performed by CONTRACTOR and/or under its supervision. CONTRACTOR will determine the means, method and details of performing the services subject to the requirements of this Agreement. DISTRICT retains CONTRACTOR on an independent contractor basis and CONTRACTOR is not an employee, agent or representative of DISTRICT. CONTRACTOR retains the right to perform similar or different services for others during the term of this Agreement. CONTRACTOR understands and agrees that CONTRACTOR'S employees shall not be considered officers, employees or agents of DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of DISTRICT, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. CONTRACTOR assumes the full responsibility for CONTRACTOR'S acts or liabilities including those of CONTRACTOR'S employees or agents as they relate to the services performed under this Agreement. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes, with respect to CONTRACTOR'S employees. The DISTRICT will not withhold taxes for CONTRACTOR or CONTRACTOR'S employees or independent subcontractors. CONTRACTOR agrees to indemnify, defend and hold DISTRICT harmless from and against any and all liability arising from any failure of CONTRACTOR to pay or withhold any applicable tax when due.

4.2 CONTRACTOR is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services that are being performed under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws. DISTRICT shall provide CONTRACTOR with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. CONTRACTOR shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the services under this Agreement available to interested parties upon request, and shall post

copies at the CONTRACTOR'S principal place of business and at any project site. CONTRACTOR shall defend, indemnify and hold DISTRICT, its elected officials, officers, employees and agents free and

harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

4.3 CONTRACTOR shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out work and services under this Agreement, CONTRACTOR shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

4.4 CONTRACTOR shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. CONTRACTOR shall allow a representative of DISTRICT during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. CONTRACTOR shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

4.5 CONTRACTOR shall perform the services under this Agreement expeditiously, within the term of this Agreement. CONTRACTOR represents that it has the professional and technical personnel required to perform the services under this Agreement in conformance with such conditions. In order to facilitate CONTRACTOR'S conformance with the Schedule, DISTRICT shall respond to CONTRACTOR'S submittals in a timely manner. Upon the DISTRICT'S request, CONTRACTOR shall provide a more detailed schedule of anticipated performance to meet the relevant Schedule of Services.

4.6 CONTRACTOR has represented to DISTRICT that certain key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, CONTRACTOR may substitute other personnel of at least equal competence and experience upon written approval of DISTRICT. In the event that DISTRICT and CONTRACTOR cannot agree as to the substitution of key personnel, DISTRICT shall be entitled to terminate this Agreement, pursuant to provisions of Section 7 of this Agreement.

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Miya Walker, Director of College Relations, Public Affairs, and Governmental Relations, Cerritos Community College District** or her designee, to act as its representative for the performance of this Agreement ("DISTRICT'S Representative"). DISTRICT'S Representative shall have the power to act on behalf of the DISTRICT for all purposes under this Agreement. CONTRACTOR shall not accept direction or orders from any person other than the DISTRICT'S Representative or his or her designee.

4.8 CONTRACTOR hereby designates **Jill Wittnebel, Director, Brand Design, Gensler** or her designee, to act as its representative for the performance of this Agreement ("CONTRACTOR'S Representative"). CONTRACTOR'S Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. The CONTRACTOR'S Representative shall supervise and direct all services under this Agreement, using [his or her] best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of all services under this Agreement.

4.9 CONTRACTOR agrees to work closely with DISTRICT staff in the performance of all services under this Agreement and shall be available to DISTRICT'S staff, contractors and other staff at all reasonable times.

4.10 CONTRACTOR shall perform all services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONTRACTOR represents and maintains that it is skilled in the professional calling necessary to perform all services under this Agreement. CONTRACTOR warrants that all employees and subcontractors shall have sufficient skill and experience to perform the services assigned

to them. Finally, CONTRACTOR represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform all services required under this Agreement. As provided for in the indemnification provisions of this Agreement, CONTRACTOR shall perform, at its own cost and expense and without reimbursement from the DISTRICT, any services necessary to correct errors or omissions which are caused by the CONTRACTOR'S failure to comply with the standard of care provided for herein. Any employee of the CONTRACTOR or its

subcontractors who is determined by the DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of services under this Agreement, a threat to the safety of persons or property, or any employee who fails or refuses to perform such services in a manner acceptable to the DISTRICT, shall be promptly removed from work by the CONTRACTOR and shall not be re-employed to perform any services or work under this Agreement.

4.11 CONTRACTOR shall perform and complete all services under this Agreement within the term set forth in Section 4.5 above ("Performance Time").

4.12 CONTRACTOR shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting its work or services under this Agreement, including all Cal/OSHA requirements, and shall give all notices required by law. CONTRACTOR shall be liable for all violations of such laws and regulations in connection with such work or services. If CONTRACTOR performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the DISTRICT, CONTRACTOR shall be solely responsible for all costs arising therefrom. CONTRACTOR shall defend, indemnify and hold DISTRICT, its officials, directors, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

4.13 By executing this Agreement, CONTRACTOR verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the CONTRACTOR. CONTRACTOR also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. CONTRACTOR shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. CONTRACTOR shall maintain records of each such verification, and shall make them available to the DISTRICT or its representatives for inspection and copy at any time during normal business hours. The DISTRICT shall not be responsible for any costs or expenses related to CONTRACTOR'S compliance with the requirements provided for in Section 4.0 or any of its sub-sections.

4.14 To the same extent and under the same conditions as CONTRACTOR, CONTRACTOR shall require all of its subcontractors performing any work relating to this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 4.13.

4.15 Each person executing this Agreement on behalf of CONTRACTOR verifies that they are a duly authorized officer of CONTRACTOR, and understands that any of the following shall be grounds for the DISTRICT to terminate the Agreement for cause: (1) failure of CONTRACTOR or its subcontractors to meet any of the requirements provided for in Sections 4.13 or 4.14; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the CONTRACTOR under Section 4.14); or (3) failure to immediately remove from work any person found not to be in compliance with such requirements.

4.16 By its signature hereunder, CONTRACTOR certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the services under this Agreement.

4.17 CONTRACTOR represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

5.0 INDEMNIFICATION.

5.1 To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold DISTRICT and its Governing Board, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of CONTRACTOR, its officials, officers, employees, subcontractors or agents in connection with the performance of CONTRACTOR'S services, project or efforts undertaken pursuant to this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent CONTRACTOR'S services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR.

5.2 CONTRACTOR shall defend, with Counsel of DISTRICT'S choosing and at CONTRACTOR'S own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 5.1 that may be brought or instituted against DISTRICT or its Governing Board, officials, officers, employees, volunteers, and agents. CONTRACTOR shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. CONTRACTOR shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for DISTRICT'S attorney's fees and costs, including expert witness fees. CONTRACTOR shall reimburse DISTRICT and its Governing Board, officials, officers, employees, volunteers and agents, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONTRACTOR'S obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials officers, employees, agents, or volunteers.

6.0 INSURANCE.

6.1 CONTRACTOR shall not commence work under this Agreement until it has provided evidence satisfactory to DISTRICT that it has secured all insurance required under this section. CONTRACTOR agrees to maintain, during the performance of all services under this Agreement, and for period of not less than one year following the expiration of this Agreement, at its sole expense, the following insurance coverages with limits of not less than those designated below:

(a) **Minimum Requirements.** CONTRACTOR shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, its agents, representatives, employees or subcontractors. CONTRACTOR shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

i. **Minimum Scope of Insurance.** Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability

coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) Professional Liability Insurance; and (4) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

ii. **Minimum Limits of Insurance.** CONTRACTOR shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage; if Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit and shall specifically include blanket contractual liability, written on an occurrence basis; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; (3) *Professional Liability*: \$1,000,000 per claim; (4) *if Contractor has an employee(s), Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Practices Liability limits of \$1,000,000 per accident.

(b) **Insurance Endorsements.** The insurance policies shall contain the following provisions, or CONTRACTOR shall provide endorsements on forms approved by the DISTRICT to add the following provisions to the insurance policies:

i. **General Liability.** The general liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the services or operations performed by or on behalf of the CONTRACTOR, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by the DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

ii. **Automobile Liability.** The automobile liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the CONTRACTOR or for which the CONTRACTOR is responsible; and (2) the insurance coverage shall be primary insurance as respects DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

iii. **Workers' Compensation and Employers Liability Coverage.** The insurer shall agree to waive all rights of subrogation against DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents for losses paid under the terms of the insurance policy which arise from work performed by the CONTRACTOR.

iv. **All Coverages.** Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DISTRICT; and, (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(c) **Separation of Insureds; No Special Limitations.** All insurance required by this Agreement, except for Workers' Compensation and Employer's Liability and Professional Liability coverage, shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(d) **Deductibles and Self-Insurance Retentions.** Any deductibles or self-insured retentions must be declared to and approved by DISTRICT. If DISTRICT does not approve the deductibles or self-insured retentions as presented, CONTRACTOR shall guarantee that, at the option of DISTRICT, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects DISTRICT, its directors, officials, officers, employees and agents; or, (2) CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

(e) **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to DISTRICT.

(f) **Reporting of Claims.** CONTRACTOR shall report to DISTRICT, in addition to CONTRACTOR'S insurer, any and all insurance claims submitted by CONTRACTOR in connection with services under this Agreement.

(g) **Verification of Coverage.** CONTRACTOR shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to DISTRICT. The certificates and endorsements for each insurance policy shall be signed by a person

authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by DISTRICT before work commences. DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time.

6.2 The DISTRICT does not represent or warrant that the types or limits of insurance adequately protect CONTRACTOR'S interest or sufficiently cover CONTRACTOR'S liability exposure. Failure by CONTRACTOR to maintain the insurance coverages specified herein shall be considered a material breach of this Agreement.

6.3 Prior to commencing work, CONTRACTOR will furnish DISTRICT with properly endorsed certificates of insurance acceptable to DISTRICT which provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to DISTRICT. All certificates must be faxed or emailed, followed by a hard copy "wet ink" signed original in the mail to: Cerritos Community College District, Attn: Purchasing, 11110 Alondra Boulevard, Norwalk, CA 90650-6203.

6.4 No payments will be made to CONTRACTOR until current and complete certificate(s) of insurance are on file with the Purchasing Services Office of DISTRICT.

7.0 TERMINATION OF AGREEMENT

7.1 DISTRICT may, by written notice to CONTRACTOR, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to CONTRACTOR of such termination, and specifying the effective date thereof, not less than ten (10) business days before the effective date of such termination. Upon termination, CONTRACTOR shall be compensated only for those services which have been adequately rendered to DISTRICT, and CONTRACTOR shall be entitled to no further compensation. CONTRACTOR may not terminate this Agreement except for cause.

7.2 If this Agreement is terminated as provided herein, DISTRICT may require CONTRACTOR to provide all finished or unfinished Documents and Data and other information of any kind prepared by CONTRACTOR in connection with the performance of services under this Agreement. CONTRACTOR shall be required to provide such document and other information within fifteen (15) days of the request.

7.3 In the event this Agreement is terminated in whole or in part as provided herein, DISTRICT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

8.0 EMPLOYMENT WITH PUBLIC AGENCY. CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an

employee of another public agency for the actual time expended in the execution of the services under this AGREEMENT.

9.0 CONFLICT OF INTEREST. CONTRACTOR shall not hire any officer or employee of the DISTRICT to perform any service covered by this Agreement. CONTRACTOR affirms that to the best of CONTRACTOR'S knowledge there exists no actual or potential conflict between CONTRACTOR'S family, business, or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with DISTRICT. CONTRACTOR shall not be in a reporting relationship to a DISTRICT employee who is a near relative, nor shall the near relative be in a decision-making position with respect to CONTRACTOR.

10.0 ON-SITE ACCOMMODATIONS. DISTRICT shall provide CONTRACTOR with reasonable and customary working accommodations to support any on-site activities in the performance of CONTRACTOR'S services.

11.0 OWNERSHIP OF MATERIALS/CONFIDENTIALITY.

11.1 Originality of Services. CONTRACTOR warrants and represents that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to DISTRICT and/or used in connection with this Agreement, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any

other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services or under lawful license by any CONTRACTOR hired subcontractor.

11.2 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for DISTRICT to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by CONTRACTOR under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of DISTRICT, and shall not be used in whole or in substantial part by CONTRACTOR on other projects or services without DISTRICT'S express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, CONTRACTOR shall provide to DISTRICT reproducible copies of all Documents & Data, in a form and amount required by DISTRICT. DISTRICT reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by DISTRICT at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the CONTRACTOR is entitled under the termination provisions of this Agreement, CONTRACTOR shall provide all Documents & Data to DISTRICT upon payment of the undisputed amount. CONTRACTOR shall have no right to retain or fail to provide to DISTRICT any such documents pending resolution of the dispute. In addition, CONTRACTOR shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of services under this Agreement, and shall make copies available to DISTRICT upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, CONTRACTOR shall make a reasonable effort to notify DISTRICT and provide DISTRICT with the opportunity to obtain the documents.

11.3 Subcontractors. CONTRACTOR shall require all subcontractors to agree in writing that DISTRICT is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. CONTRACTOR represents and warrants that CONTRACTOR has the legal right to license any and all Documents & Data. CONTRACTOR makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than CONTRACTOR or its subcontractors, or those provided to CONTRACTOR by the DISTRICT.

11.4 Right to Use. DISTRICT shall not be limited in any way in its use or reuse of Documents and Data or any part of thereof at any time for purposes of any project or services under this Agreement provided that any such use not within the purposes intended by this Agreement or on a project or service other than

any project or service under this Agreement without employing the services of CONTRACTOR shall be at DISTRICT'S sole risk. If DISTRICT uses or reuses the Documents & Data on any project or service other than a project or service under this Agreement, it shall remove the CONTRACTOR'S seal from the Documents & Data and indemnify and hold harmless CONTRACTOR and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other projects or services. CONTRACTOR shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the DISTRICT upon completion, suspension, abandonment or termination. CONTRACTOR shall not be responsible or liable for any revisions to the Documents & Data made by any party other than CONTRACTOR, a party for whom the CONTRACTOR is legally responsible or liable, or anyone approved by the CONTRACTOR.

11.5 Indemnification. CONTRACTOR shall defend, indemnify and hold the DISTRICT, its directors, officials, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on any project or service by DISTRICT of the Documents & Data, including any method, process, product, or concept specified or depicted

11.6 Confidentiality. All Documents & Data, either created by or provided to CONTRACTOR in connection with the performance of this Agreement, shall be held confidential by CONTRACTOR. All Documents & Data shall not, without the prior written consent of DISTRICT, be used or reproduced by CONTRACTOR for any purposes other than the performance of services under this Agreement. CONTRACTOR shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of any project or service under this Agreement. Nothing

furnished to CONTRACTOR that is otherwise known to CONTRACTOR or is generally known, or has become known, to the related industry shall be deemed confidential. CONTRACTOR shall not use DISTRICT'S name or insignia, photographs of any project, or any publicity pertaining to any services or any project under this Agreement, in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of DISTRICT.

12.0 RECORDS ABOUT INDIVIDUALS. California law, as well as DISTRICT policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.

12.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of the DISTRICT and subject to state law and DISTRICT policies governing privacy and access to files.

12.2 CONTRACTOR shall use his or her best efforts to keep confidential any information provided by DISTRICT and marked "Confidential Information," or any oral information conveyed to CONTRACTOR by DISTRICT and followed by a written communication within thirty (30) days that said information shall be considered Confidential Information. This non-disclosure provision shall not apply to any of the following: (i) information which the CONTRACTOR can demonstrate by written records was known to CONTRACTOR prior to the effective date of this Agreement; (ii) is currently in, or in the future enters, the public domain other than through a breach of this Agreement or through other acts or omissions of CONTRACTOR; or (iii) is obtained lawfully from a third party.

13.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS. While performing any service for DISTRICT, CONTRACTOR'S employees, agents, or subcontractors shall not: (a) be under the influence of alcohol or any controlled substance, (b) use, possess, distribute, or sell illicit or unprescribed controlled drugs, drug paraphernalia, or alcoholic beverages, or (c) misuse legitimate prescription drugs.

13.1 CONTRACTOR shall advise its employees, agents, or subcontractors of this policy. Their entry onto DISTRICT'S premises or the work site constitutes consent to searches and inspections. When DISTRICT has reason to believe there has been a violation of any aspect of the drug-free workplace requirements, CONTRACTOR and its employees, agents, suppliers, subcontractors shall, when requested,

immediately submit to a search of their person, and/or lockers, lunch boxes, briefcases, purses, packages, desks, workstations, vehicles and other personal belongings available for inspection.

13.2 CONTRACTOR understands and agrees that any of its employees involved in accidents will be subject to drug and/or alcohol testing as part of the post-accident investigation.

13.3 Declining to submit to required searches and inspections may result in the termination of this Agreement and all current or future business relationships and/or visiting privileges.

14.0 DELAYS.

14.1 Delay, nondelivery, or any other failure to perform shall not be excused, unless it arises as a result of unforeseeable causes beyond the control and without the fault or negligence of CONTRACTOR and CONTRACTOR gives notice to DISTRICT within 24 hours of both the delay or nondelivery and the cause thereof and exerts reasonable efforts to mitigate the effect of same on DISTRICT to cause a complete cure of the failure in no less than five (5) working days. Delays caused by matters outside of CONTRACTOR'S control shall be excusable, and CONTRACTOR waives any other claims or entitlement for fees or compensation based on extended delays or absences hereunder

14.2 If at any time CONTRACTOR becomes aware of circumstances that may cause a delay, CONTRACTOR shall immediately give written notice of such circumstances to the DISTRICT and shall immediately take action to remedy the situation. If CONTRACTOR does not remedy the situation within a reasonable time, the DISTRICT shall have the right, directly or through CONTRACTOR, to investigate and institute action at CONTRACTOR'S expense, to prevent or mitigate any delay.

15.0 FORCE MAJEURE. Neither Party shall be in default for any failure or delay in performance hereunder when such failure or delay is the result of a force majeure, which is hereby defined as any unforeseeable event which is beyond that Party's reasonable control and without its fault or negligence. Such events may include, but are not restricted to: (a) acts of God or of the public enemy, (b) acts of government in either its

sovereign or contractual capacity, (c) strikes, lockouts or other industrial disputes, (d) riots, mutinies, civil commotion, war or war-like operations, or sabotage.

16.0 DISPUTES. All claims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement or the breach thereof shall be addressed in the following manner.

16.1 The Parties shall enter into good faith negotiations to reach an equitable settlement.

16.2 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, 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.

16.3 Should it be necessary for either Party to initiate legal proceedings to resolve disputes arising out of or relating to this Agreement, 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.

16.4 Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any work, the delivery of any material, the payment of any moneys to CONTRACTOR, or otherwise, CONTRACTOR agrees that it will not directly or indirectly stop or delay the work directed by DISTRICT, 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.

17.0 GOVERNING LAW; GOVERNMENT CODE CLAIM COMPLIANCE. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work,

disputed work, claims and/or changed conditions, CONTRACTOR must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the DISTRICT. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONTRACTOR. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONTRACTOR shall be barred from bringing and maintaining a valid lawsuit against the DISTRICT.

- 18.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** This Agreement is for the exclusive services of CONTRACTOR. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual by CONTRACTOR without the express written approval of DISTRICT.
- 19.0 CONSTRUCTION; REFERENCES; CAPTIONS.** Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not business days unless otherwise specified in this Agreement. All references to CONTRACTOR include all personnel, employees, agents, and subcontractors of CONTRACTOR, except as otherwise specified in this Agreement. All references to DISTRICT include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.
- 20.0 AMENDMENT; MODIFICATION.** No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties pursuant to a Contract Amendment Form, Exhibit "A", attached hereto and incorporated herein by this reference. DISTRICT may modify the form of the Contract Amendment Form in its sole discretion at any time prior to execution.
- 21.0 NON-WAIVER.** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 22.0 COOPERATION; FURTHER ACTS.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 23.0 ATTORNEYS' FEES.** If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other costs of such action.
- 24.0 AUTHORITY TO ENTER AGREEMENT.** CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 25.0 COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original.
- 26.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who is not signatory to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 27.0 SEVERABILITY.** If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.
- 28.0 TIME OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

29.0 ENTIRE AGREEMENT. This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both DISTRICT and CONTRACTOR.

29.1 This Agreement and any attachments or exhibits incorporated by reference are complementary and what is required by one shall be as binding as if required by all. In the case of conflict or inconsistency, this Agreement shall control over any such attachments or exhibits.

30.0 NOTICE. Any notice or demand may be served upon one Party by the other (a) by delivering it, in writing, to the other's representative at the address as set forth below, or (b) by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the other's representative at the address as set forth below, or (c) by sending a facsimile of it to the other's representative at the facsimile number set forth below.

CERRITOS COMMUNITY COLLEGE DISTRICT:

Representative: Miya Walker
Director of College Relations,
Public Affairs, and Governmental
Relations
Tel: (562) 860-2451 ext. 2292

For Notices: Cerritos Community College District
Purchasing Department
11110 Alondra Boulevard
Norwalk, CA 90650-6203

Fax: (562) 467-5020

CONTRACTOR:

Representative: _____
(Name & Title)

Tel: _____

For Notices: _____

Fax: _____

[SIGNATURES ON THE FOLLOWING PAGE]

**SIGNATURE PAGE
TO
CERRITOS COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

IN WITNESS WHEREOF, DISTRICT and CONTRACTOR have executed this Agreement on the date first written above.

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

E-mail

Tax Identification Number (EIN)

Date: _____

Date: _____

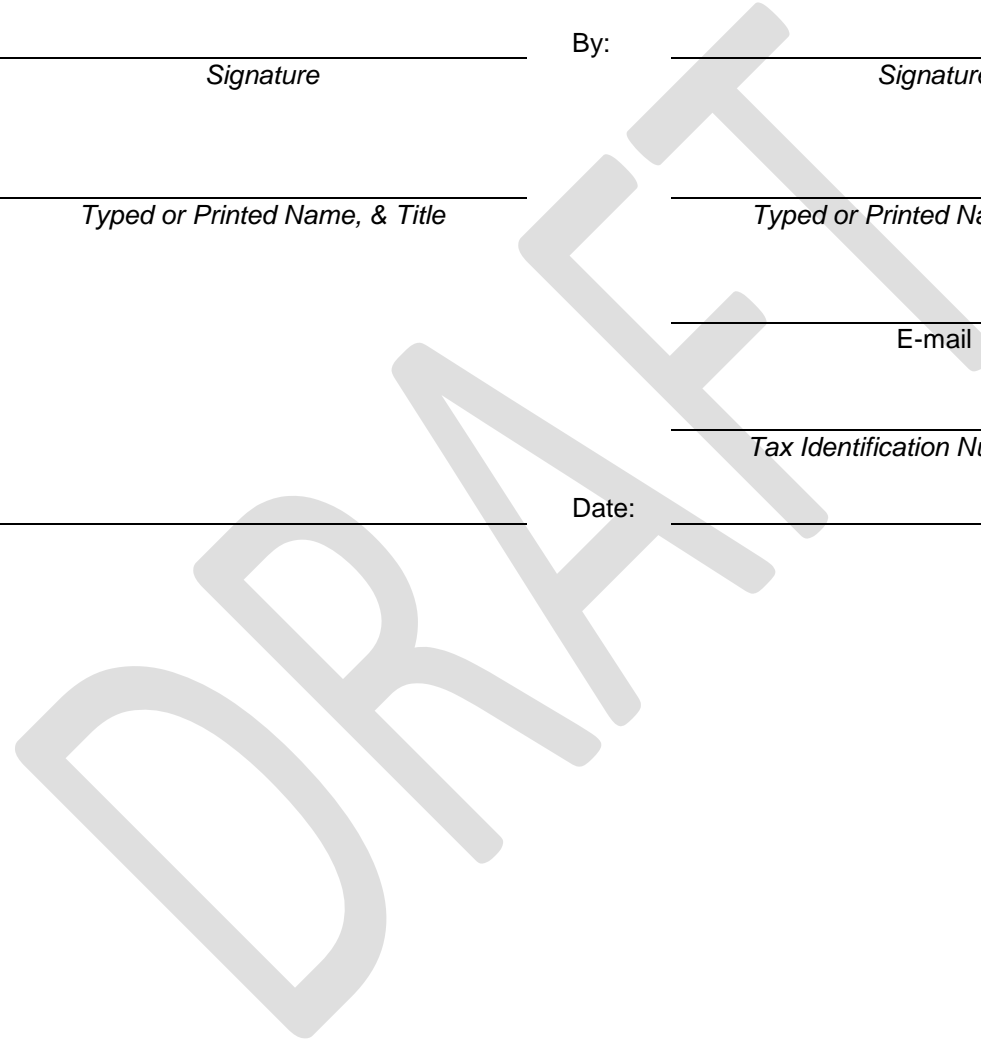


EXHIBIT "A"

**CERRITOS COMMUNITY COLLEGE DISTRICT
CONTRACT AMENDMENT FORM**

AMENDMENT NO.

To

CONTRACT NO.

The Agreement made and entered on _____, by and between the **Cerritos Community College District**, a public community college district with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650 ("DISTRICT"), and _____, a _____ organized under the laws of the state of _____ with its principal place of business at _____ ("CONTRACTOR"), is **AMENDED** on _____, as follows:

RECITALS

WHEREAS, DISTRICT and CONTRACTOR entered into that certain Independent Contractor Agreement dated _____ ("Agreement"), whereby CONTRACTOR agreed to provide certain services;

WHEREAS, DISTRICT and CONTRACTOR desire to amend the Agreement to provide for additional services;

NOW THEREFORE, the Parties agree as follows:

1. TERMS

1.1 Pursuant to Sections 2.1 and 20.0 of the Agreement, CONTRACTOR shall provide the following services: [Insert As Applicable]

1.2 Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

1.3 This Amendment may be executed in duplicative originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

1.4 Additional Terms: [Insert As Applicable]

INTENDING TO BE BOUND HEREBY, THE PARTIES EXECUTE THIS AMENDMENT AS OF THE DATE WRITTEN ABOVE:

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title



Cerritos College Rebrand Scope of Work

Theme: **ONE Campus**

Project Description

With several campus logos in circulation, Cerritos College seeks to unify its brand identity. In doing so, the College strives to create a sense of “oneness.”

Additionally, Cerritos College strives to raise its campus profile across the region. To garner the attention of potential new students and employees, the College desires to develop modern branding concepts and marketing strategies. According to the College’s 2017-2020 Strategic Plan (Goal D), the campus desires to “*Construct a consistent narrative around our identity.*” This goal also supports a reoccurring theme for “a strong brand identity” found in the 2017-2023 Cerritos College Masterplan.

In an effort to help raise its profile, Cerritos College seeks to retain a brand-marketing firm to assist the institution with developing and implementing a fresh brand identity, new campus branding standards, including the creation of a new college logo and a refreshed seal.

Scope of Work

The brand-marketing firm will:

1. Lead the College through a process to develop the overall brand image and brand position (campus voice), the creation of a new logo, a refreshed seal, and marketing plan, including hosting campus-wide focus groups and survey development.
2. Develop a visual brand identity that will include a style guide and brand implementation manual.
3. Provide deliverables that fit within the College’s brand objectives. See list on page 2.

Project Challenges

Part of the College’s challenge to advance modern trends rests in budget restraints, among other factors.

Project Budget

Approximately \$60,000 for deliverables as outlined below.

Scope of Work Criteria

Develop and recommend a cost-effective approach to meeting Cerritos College's branding needs as identified in this Scope of Work. The following criteria will be used to evaluate the following:

- Ability to stay within the budget to meet deliverables and objectives.
- Regional firm with the ability to establish a campus presence during the branding process.
- Branding development methodology used to match the needs of the College.
- Positive results of previous branding and positioning development projects.
- Expertise with large, complex institutions with multiple stakeholders, including higher education or non-profit organizations.
- Capabilities of staff and/or subcontractors assigned to the project.

Proposal Request

Please respond briefly and specifically to each of the items in the order that they appear below. Please be sure to identify the section to which any additional materials or samples are related.

Plan Outline

1. Outline of the process that the College would undergo to develop its branding strategy, including timeline and budget.
2. Samples of similar projects, including outcomes achieved for the client as result of the branding process.
3. Client references.

Immediate Deliverables

Branded Campus Templates (Interior)

Must-haves

- Brand standards and logo guide
- New standardization for Falcon Blue (currently PMS 288)
- PowerPoint templates (6)
- Internal memo template
- District letterhead
- Envelop
- Department/program letterhead
- Business card
- Brochure template
 - Department
 - General campus
- Email signature block
- Executive email templates
- General branded campus folder
- Branded "Cerritos Complete" materials (folder, fact sheet, etc.)
- New Annual Report design

- New InSight design
- Pop-Up tent template
 - Department
 - General Campus
- Table cover template
 - Department
 - General Campus
- Lapel pin
- Branded podium sign
- New Fact Sheet design
- Name badge
- Interior pop-up banners for workshops and stage displays

Nice-to-have (eventually)

Apparel

- T-shirt design
 - Department
 - General campus
- Polo shirt
 - Department
 - General campus
- Baseball caps
- Men's/women's socks
- Men's tie
- Pole flags in Falcon Square and around campus

Exterior

Conferences and Events

- Table cover
- Backdrop
- t-shirts, polo shirts

On-Campus Displays

- Step-and-repeat (backdrop)



Cerritos College Rebrand Scope of Work

Theme: **ONE Campus. ONE Voice.**

Project Description

With several campus logos in circulation, Cerritos College must unify its brand identity. In doing so, the College must create a sense of “oneness.”

Additionally, Cerritos College must raise its campus profile among other colleges across the region. To compete for the attention of potential new students and employees, the College must develop modern branding concepts and marketing strategies. According to the College’s 2017-2020 Strategic Plan (Goal D), the campus desires to “*Construct a consistent narrative around our identity.*” This goal also supports a reoccurring theme for “a strong brand identity” found in the 2017-2023 Cerritos College Masterplan.

In an effort to help raise its profile, Cerritos College seeks to retain a brand-marketing firm to assist the institution with developing and implementing a fresh brand identity, new campus branding standards, including the creation of a new college logo and a refreshed seal.

Scope of Work

The brand-marketing firm will:

1. Lead the College through a process to develop the overall brand image and brand position (campus voice), the creation of a new logo, a refreshed seal, and marketing plan, including hosting campus-wide focus groups and survey development.
2. Develop a visual brand identity that will include a style guide and brand implementation manual.
3. Provide deliverables that fit within the College’s brand objectives. See list on page 2.

Project Challenges

Part of the College’s challenge to advance modern trends rests in budget restraints, among other factors.

Project Budget

Approximately \$60,000 for deliverables as outlined below.

Scope of Work Criteria

Develop and recommend a cost-effective approach to meeting Cerritos College's branding needs as identified in this Scope of Work. The following criteria will be used to evaluate the following:

- Ability to stay within the budget to meet deliverables and objectives.
- Regional firm with the ability to establish a campus presence during the branding process.
- Branding development methodology used to match the needs of the College.
- Positive results of previous branding and positioning development projects.
- Expertise with large, complex institutions with multiple stakeholders, including higher education or non-profit organizations.
- Capabilities of staff and/or subcontractors assigned to the project.

Proposal Request

Please respond briefly and specifically to each of the items in the order that they appear below. Please be sure to identify the section to which any additional materials or samples are related.

Plan Outline

1. Outline of the process that the College would undergo to develop its branding strategy, including timeline and budget.
2. Samples of similar projects, including outcomes achieved for the client as result of the branding process.
3. Client references.

Immediate Deliverables

Branded Campus Templates (Interior)

Must-haves

- Brand standards and logo guide
- New standardization for Falcon Blue (currently PMS 288)
- PowerPoint templates (6)
- Internal memo template
- District letterhead
- Envelop
- Department/program letterhead
- Business card
- Brochure template
 - Department
 - General campus
- Email signature block
- Executive email templates
- General branded campus folder
- Branded "Cerritos Complete" materials (folder, fact sheet, etc.)
- New Annual Report design

- New InSight design
- Pop-Up tent template
 - Department
 - General Campus
- Table cover template
 - Department
 - General Campus
- Lapel pin
- Branded podium sign
- New Fact Sheet design
- Name badge
- Interior pop-up banners for workshops and stage displays

Nice-to-have (eventually)

Apparel

- T-shirt design
 - Department
 - General campus
- Polo shirt
 - Department
 - General campus
- Baseball caps
- Men's/women's socks
- Men's tie
- Pole flags in Falcon Square and around campus

Exterior

Conferences and Events

- Table cover
- Backdrop
- t-shirts, polo shirts

On-Campus Displays

- Step-and-repeat (backdrop)

FROM: _____
Dr. Jose Fierro,
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business
Services/Assistant Superintendent

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of Non-Resident Tuition Fee and Non-Resident Student Capital Outlay Fee for 2019-2020
--

ACTION

It is recommended that the Board of Trustees approve the per unit non-resident tuition fee of \$265, and the per unit non-resident student capital outlay fee of \$20 for a total of \$285 for the 2019-20 Fiscal Year and 2019 Summer Session. This represents an increase of \$15 from the 2018-19 Fiscal Year.

FISCAL IMPACT

As presented above.

REPORT SUMMARY

Education Code Section 76140 (ECS) requires each district governing board to establish the non-resident tuition fee not later than February 1ST for the succeeding fiscal year.

The tuition fee may be based on one of the following calculations:

1. The Statewide average cost, per column 1 of the attached worksheet
2. The District average cost, per column 2
3. The District average cost with 10% or more noncredit FTES, per column 3
4. The Contiguous district: (Specify district and its fee)
5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
6. Highest Years Statewide average tuition.
7. No more than 12 Comparable States' Average Tuition.

The calculated statewide expense of education is \$265 per unit non-resident tuition fee. The calculated District expense of education is \$249 per unit non-resident tuition fee. The District for the past several years has utilized the statewide expense of education as the basis for non-resident tuition when that figure was higher than the District's. The fee would be effective beginning the 2019 Summer Session for non-resident students.

In addition, Education Code, Section 76141(a), authorizes community college districts to charge non-resident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, Statutes 2009) to now charge this capital outlay fee to any non-resident student – except for AB540 students, who will continue to be exempt from this fee. AB 947 deleted the condition that a non-resident student capital outlay fee will be charged only to non-residents that were citizens and residents of a foreign country.

The amount of the non-resident capital outlay fee has to be the lesser of:

- 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 fiscal year; OR
- 50% of the 2017-18 non-resident tuition fee adopted pursuant to EC 76140. Revenue from any fee charged pursuant to this section shall be expended only for purposes of capital outlay, maintenance, and equipment.

Cerritos College is utilizing option 1 for the tuition fee.

The specified calculation for the Cerritos Community College District capital outlay fee amounts to \$133. This amount is based on the expenditures of the various construction projects that were completed in the 2017-18 fiscal year. In order for our non-resident tuition fee to be competitive and comparable to nearby districts, the college will apply \$20 of the \$100 maximum allowed to reach the total non-resident tuition fee of \$285 per unit.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

California Community Colleges Chancellor's Office Fiscal Services Memo FS18-09, dated December 21, 2018

FS18-09 Supplement 2019-20 Nonresident Fee Worksheet



TO: Chief Business Officers
Chief Instructional Officers

FROM: Wrenna Finche, Director
Fiscal Standards and Accountability Unit

RE: 2019-20 Nonresident Tuition and Capital Outlay Fees

Education Code section 76140 requires each district governing board to establish the nonresident tuition fee for the succeeding fiscal year. Recent legislation, [AB 3255](#), signed into law September 18, 2018, extended the adoption date for the nonresident tuition fee from February 1 to March 1. In this memorandum, the options, which previously have been titled Option 1 through 7, have been renamed to align with existing statutes.

Nonresident Tuition Fee

Education Code section 76140 specifies seven options to determine the nonresident tuition fee. The options are described below:

- **Option A.1 - District Average Cost**
The district expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total FTES in the preceding fiscal year.
- **Option A.2- District Average Cost with 10 Percent or More Noncredit FTES**
If noncredit FTES is equal to or greater than 10 percent of total FTES, the district expense of credit education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total credit FTES in the preceding fiscal year.
- **Option B.1 - Statewide Average Cost**
The statewide expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by statewide total full-time equivalent students (FTES) in the preceding fiscal year.
- **Option B.2 – Highest Statewide Average Cost**
The highest amount calculated pursuant to Option B.1 for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- **Option C – Contiguous District**
An amount not to exceed the fee established by the governing board of any contiguous district.

2019-20 Nonresident Fees

December 14, 2018

- Option D – Between Statewide Average Expense of Education and District Expense of Education

Fees adopted must be greater than statewide average expense of education and less than the district expense of education.

- Option E – Comparable States Average

No greater than the 2017-18 average nonresident tuition fees of public community colleges in at least 12 states comparable to California in cost of living.

As a reminder, if a district chooses to adopt Options B.2 or E, existing law requires districts to use the additional revenue generated by the increased nonresident tuition to expand and enhance services to resident students. In no event shall the admission of nonresident students come at the expense of resident enrollment.

Nonresident Capital Outlay Fee

Pursuant to Education Code section 76141, a district may charge a capital outlay fee to nonresident students, other than those with exemptions for nonresident fees pursuant to AB 540. The nonresident capital outlay fee is calculated as the lesser of (1) the district capital outlay expenditures in the preceding fiscal year divided by total FTES or (2) fifty percent of the nonresident tuition fee adopted pursuant to Education Code section 76140.

Processing Fee for Students from Foreign Countries

Education Code section 76142 states a district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) \$100. This fee may be deducted from the tuition fee at the time of enrollment.

Exemptions

There are various exemptions to the fees described above. To learn more about these exemptions, refer to [Education Code sections 76140 through 76143](#), the document titled [Residency For Tuition Purposes- General Overview \(revised September 5, 2018\)](#), and the Chancellor's Office's [Legal Opinion 04-15](#) and [Legal Advisory 18-02](#).

Tuition Fee Worksheet

The attached worksheet provides data for the computation of the nonresident tuition and capital outlay fees. This year, the worksheet has been converted to an Excel format.

Action Requested/Contact Information

Submit the attached worksheet to the Chancellor's Office by **Friday March 15, 2019** via email to fiscalstandards@cccco.edu. If you have questions about this memo, please contact fiscalstandards@cccco.edu.

ATTACHMENT: FS18-09 Supplement 2019-20 Nonresident Fee Worksheet

2019-20 Nonresident Tuition and Capital Outlay Fee Worksheet

District: Cerritos Community College District
Term: Semester

Nonresident Tuition Fee Options

A.1 District Average Cost

A.	District Expense of Education for Base Year	\$ 121,385,447
B.	District Annual Total FTES	17,032
C.	Average Expense of Education per FTES (A/B)	\$ 7,127
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	7,462
F.	Nonresident Tuition Fee per Semester Unit (E/30)	249

A.2 District Average Cost with 10 Percent or More Noncredit FTES

	Noncredit FTES percent of Total	3.1%
A.	District CREDIT ONLY Expense of Education for Base Year	
B.	Annual Attendance FTES	N/A
C.	Average Expense of Education per FTES (A/B)	N/A
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	N/A
F.	Nonresident Tuition Fee per Semester Unit (E/30)	N/A

B.1 Statewide Average Cost

A.	Statewide Expense of Education for Base Year	9,001,861,299
B.	Statewide Annual Total FTES	1,183,931
C.	Average Expense of Education per FTES (A/B)	\$ 7,603
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	7,961
F.	Nonresident Tuition Fee per Semester Unit (E/30)	\$ 265

B.2 Highest Statewide Average Cost

	Highest year of the succeeding, current, and 4 prior years.	2019-20
	Nonresident Tuition Fee per Semester Unit	\$ 265

C Contiguous District

	Contiguous District	
	Maximum Fee (Contiguous District Nonresident Tuition Fee)	
	Nonresident Tuition Fee per Semester Unit	

D Between Statewide Average Expense of Education and District Expense of Education

	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$ 265
	Maximum (District Total Expense of Education)	\$ 121,385,447
	Nonresident Tuition Fee per Semester Unit	\$ 265

E Comparable States Average

	Nonresident Tuition Fee per Semester Unit	\$ 414
--	---	--------

Nonresident Capital Outlay Fee		
A.	Capital Outlay expense for 2017-18	\$ 51,310,876
B.	FTES for 2017-18	17,032
C.	Capital outlay expense per FTES (A/B)	\$ 3,013
D.	Capital Outlay Fee per Semester Unit (C/30)	\$ 100.42
E.	Adopted 2019-20 Nonresident Tuition Fee	\$ 265
F.	50% of Adopted 2019-20 Nonresident Tuition Fee	\$ 133
G.	Maximum 2019-20 Nonresident Capital Outlay Fee (lesser of D or F)	\$ 100

**California Community Colleges
2019-20 Nonresident Tuition and Capital Outlay Fee
Cerritos Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: _____

Nonresident Tuition Fee

	Basis for Adoption (Select one)	Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 265
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is \$ 100

<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 20
-------------------------------------	--------------------------------	-------

Contact Information

Signature: _____

Name: Felipe R. Lopez

Title: Vice President of Business Services

Phone: 562-860-2451

Email: flopez@cerritos.edu

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending December 31, 2018
--

ACTION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending December 31, 2018.

FISCAL IMPACT

This quarterly report shows a snapshot-in-time financial status of the college. There is no fiscal impact.

REPORT SUMMARY

This report depicts the Year-to-Date Actuals of the unrestricted fund financial situation as of December 31, 2018 showing that revenues exceeded expenditures by \$12,136,424. In addition, the ending cash balance *excluding borrowed funds* in the Unrestricted and Restricted General Fund was a positive \$47,139,188.

Title 5 of the California Code of Regulations (CCR), Section 58310, requires California Community College Districts to report quarterly on their financial condition and to indicate any material events that occurred during the quarter. In compliance with this regulation, the District has completed form CCFS-311Q from the State Chancellor's Office (Attachment #1). The Board of Trustees must review and approve this form at a regular meeting.

Section I shows a multi-year trend of Unrestricted General Fund Revenue, Expenditure and Fund Balance.

Section II shows a multi-year trend of Annualized Attendance Full Time Equivalent Student (FTES).

Section III Total General Fund Cash Balance (Unrestricted and Restricted) compares actual cash flow over a four-year period. This information can be useful in predicting possible cash flow problems.

Section IV compares year-to-date revenues received versus expenditures.

Section V provides the Chancellor's Office with information relative to the status of negotiations.

Section VI reflects the issuance of any Tax and Revenue Anticipation Notes (TRANS), Certificates of Participation (COPS) or General Obligation Bonds (GO Bonds).

Section VII addresses any fiscal problems that the District faces in the current and subsequent year.

Attachment #2 is a graph showing the projected revenue expenditures and actual general fund cash balance.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Quarterly Financial Status Report, CCFS-311Q.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD ▼

Fiscal Year: 2018-2019

District: (810) CERRITOS

Quarter Ended: (Q2) Dec 31, 2018

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	111,747,554	107,167,331	105,182,857	115,775,648
A.2	Other Financing Sources (Object 8900)	302,294	136,124	166,380	140,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	112,049,848	107,303,455	105,349,237	115,915,648
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	90,900,144	105,089,056	107,605,950	109,774,105
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,205,872	651,546	1,668,082	1,042,004
B.3	Total Unrestricted Expenditures (B.1 + B.2)	107,106,016	105,740,602	109,274,032	110,816,109
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,943,832	1,562,853	-3,924,795	5,099,539
D.	Fund Balance, Beginning	22,241,386	27,185,218	28,748,071	24,823,276
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	22,241,386	27,185,218	28,748,071	24,823,276
E.	Fund Balance, Ending (C. + D.2)	27,185,218	28,748,071	24,823,276	29,922,815
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.4%	27.2%	22.7%	27%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	17,741	16,748	0	16,799
-----	---	--------	--------	---	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		38,771,500	45,243,189	47,139,188
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	26,308,248	38,771,500	45,243,189	47,139,188

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)	115,775,648	115,775,648	55,979,193	48.4%
I.2	Other Financing Sources (Object 8900)	140,000	140,000	101,915	72.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	115,915,648	115,915,648	56,081,108	48.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	109,774,105	109,774,105	43,405,490	39.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,042,004	1,042,004	539,194	51.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	110,816,109	110,816,109	43,944,684	39.7%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	5,099,539	5,099,539	12,136,424	
L	Adjusted Fund Balance, Beginning	24,823,276	24,823,276	24,823,276	
L.1	Fund Balance, Ending (C. + D.2) (K + L)	29,922,815	29,922,815	36,959,700	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	27%	27%		

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	Management	Academic	Classified
-------------------------	------------	----------	------------

(Specify) YYYY-YY	Permanent				Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

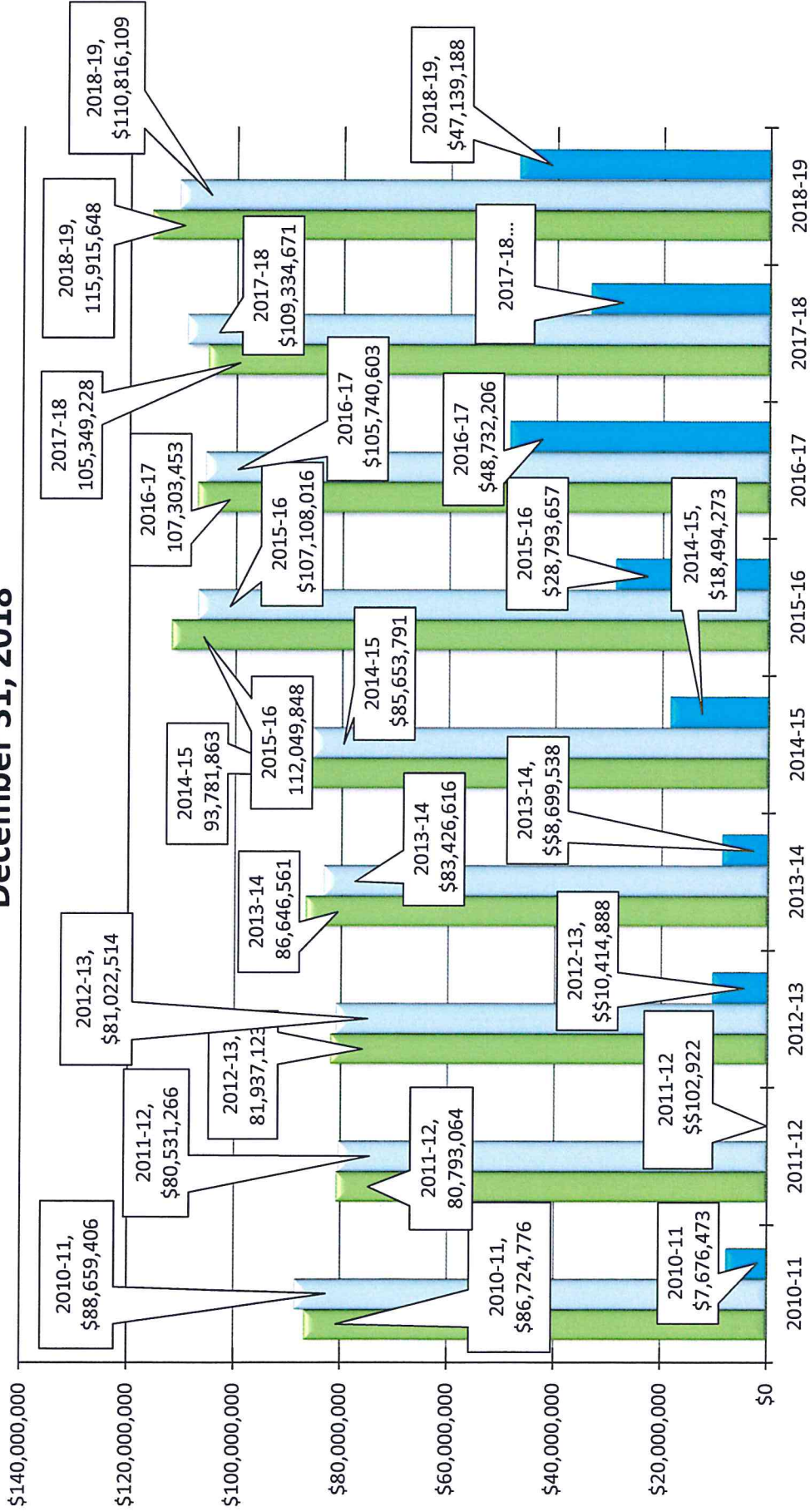
If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? NO
This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

311 FINANCIAL STATUS REPORT

December 31, 2018



■ GENERAL FUND REVENUE/OTHER FINANCING
 ■ GENERAL FUND EXPENDITURES/OTHER OUTGO
 ■ GENERAL FUND CASH BALANCE

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval to Make Budget Transfers and Budget Adjustments
--

ACTION

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented.

FISCAL IMPACT

The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Unrestricted, Restricted General Funds ending balance; and decrease the President’s Innovation Fund ending balance.

REPORT SUMMARY

Pages 1 are budget transfers between major account classifications for the Unrestricted General Funds. These transfers are self-balancing and have no effect on their ending balances.

Pages 2 is the revenue adjustments for the Strong Workforce Program - Local Year 2 Round 2; Disabled Student Programs and Services; Deputy Sector Navigator - Advance Transportation and Logistics; and Deputy Sector Navigator - Business and Entrepreneurship for allocated funds per the Chancellor’s office. These revenue adjustments have no effect on the Restricted General Fund balance. Expenditures will be adjusted correspondingly.

Pages 3 reflects expenditure budget increase for anticipated expenditures related to President’s Innovation. This adjustment will decrease the President’s Innovation Fund ending balance.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Budget Adjustment Details (3 Pages).

BUDGET TRANSFERS FOR FEBRUARY 06, 2019

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(14,000)
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS	\$	
CONTINGENCY	\$	

TOTAL

\$ (14,000)

TO

ACADEMIC SALARIES	\$	6,801
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	6,414
EMPLOYEE BENEFITS	\$	785
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER TRANSFERS OUT	\$	

TOTAL

\$ 14,000

Transfers: To cover the salary and benefits for part time counselors and adult hourlies in the Assessment Center

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

Career Services

BUDGET ADJUSTMENTS FOR FEBRUARY 06, 2019

01.3 FUND - GENERAL FUND - RESTRICTED

Revenue Budget

00000.0-00000-70460-8627-0000000 \$ 391,648

State - Strong Workforce Local Year 2 Round 2

To increase budget for the Strong Workforce Program - Local Year 2 Round 2 per the 2018-19 Chancellor's Office allocation. Expenditure budget increased to align with allocation.

00000.0-XXXX-79000-8623-0000000 \$ (62,691)

State - Disabled Student Programs and Services

To reduce budget for Disabled Student Programs and Services per the 2018-19 Chancellor's Office P1 allocation. Expenditure budget decrease to align with allocation.

00000.0-00000-76618-8652-0000000 200,000

State - Deputy Sector Navigator - Advance Transportation and Logistics

To set up budget for Deputy Sector Navigator - Advance Transportation and Logistics per the 2018-19 Chancellors' Office funding allocation. Expenditure budget increased to align with allocation

00000.0-00000-76619-8652-0000000 200,000

State - Deputy Sector Navigator - Business and Entrepreneurship

To set up budget for Deputy Sector Navigator - Business & Entrepreneurship per the 2018-19 Chancellors' Office funding allocation. Expenditure budget increased to align with allocation.

Total Revenue Budget \$ 728,957

Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: Four (4)

BUDGET ADJUSTMENTS FOR FEBRUARY 06, 2019

69.4 FUND - PRESIDENT'S INNOVATION FUND

Expenditure Budget

00000.0-00000-01200-5810-6006000	\$	<u>66,000</u>
President's Office		
To increase the budget for anticipated expenditure related to President's Innovation		

Total Expenditure Budget	\$	<u><u>66,000</u></u>
---------------------------------	----	----------------------

Fiscal Impact: Decrease to ending balance.

Number of Adjustment Requests: One (1)

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY: _____
Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

SUBJECT: Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent
--

ACTION
It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
The employees included on the attached list have given notice of their separation from employment. The Office of Human Resources Services received the notices and informed the President. The President accepted the resignations and provided written notification to each employee in accordance with Board Policy 7350.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Employee Resignations (Including Separations and Retirements) Accepted by the President

**EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND
RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350**

<u>Name</u>	<u>Department</u>	<u>Classification</u>	<u>Effective Date</u>
1) Avery, Tiffany	Cosmetology	Instructional Lab Technician III - Cosmetology	2/8/2019
2) Howard, Terry – Termination (Probation)	Facilities	Custodian	1/15/2019
3) Stafford, Nickalas – Termination (Probation)	Facilities	Custodian	1/15/2019

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY: _____
Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2018-2019 Academic Year

ACTION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2018-2019 academic year and as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund.

REPORT SUMMARY

The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

The Office of Human Resource Services has received and completed the processing of employment request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resource Services cleared the individuals for employment.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Employment of Faculty, Temporary Part-Time 2018-2019 Academic Year

FACULTY: TEMPORARY PART-TIME 2018-2019 ACADEMIC YEAR

I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Carino, Jesus	NH	Adult Education	1AB	60.43
Sevilla, Alejandro	NH	Adult Education	1AB	60.43

II. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Quade, Joyce	NH	Business Comp. Office Tech.	1AM	62.55

III. FINE ARTS/COMMUNICATIONS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Tanori, Bryan	NH	Broadcast Technology	1AB	60.43

IV. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Schmalz, Adam	NH	Culinary Arts	1AB	60.43

V. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Huang, Fuze (Mike)	RE	Mathematics	6BD	81.30
Perez, Lisa	NH	Mathematics	1AM	62.55

VI. STUDENT SERVICES - COUNSELING

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Segura, Aurora	RE	DSPS Instructor	4AM	72.98

* NH=New Hire, RE=Reemployed

** Instructors:

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bachelors, 1BM=2nd Semester-Masters, 1BD=2nd Semester-Doctorate
2AB=3rd Semester-Bachelors, 2AM=3rd Semester-Masters, 2AD=3rd Semester-Doctorate
2BB=4th Semester-Bachelors, 2BM=4th Semester-Masters, 2BD=4th Semester-Doctorate
3AB=5th Semester-Bachelors, 3AM=5th Semester-Masters, 3AD=5th Semester-Doctorate
3BB=6th Semester-Bachelors, 3BM=6th Semester-Masters, 3BD=6th Semester-Doctorate
4AB=7th Semester-Bachelors, 4AM=7th Semester-Masters, 4AD=7th Semester-Doctorate
4BB=8th Semester-Bachelors, 4BM=8th Semester-Masters, 4BD=8th Semester-Doctorate
5AB=9th Semester-Bachelors, 5AM=9th Semester-Masters, 5AD=9th Semester-Doctorate
5BB=10th Semester-Bachelors, 5BM=10th Semester-Masters, 5BD=10th Semester-Doctorate
6AB=11th Semester-Bachelors, 6AM=11th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

1CM=1st Semester-Masters, 1CD=1st Semester-Doctorate
1DM=2nd Semester-Masters, 1DD=2nd Semester-Doctorate
2CM=3rd Semester-Masters, 2CD=3rd Semester-Doctorate
2DM=4th Semester-Masters, 2DD=4th Semester-Doctorate
3CM=5th Semester-Masters, 3CD=5th Semester-Doctorate
3DM=6th Semester-Masters, 3DD=6th Semester-Doctorate
4CM=7th Semester-Masters, 4CD=7th Semester-Doctorate
4DM=>8 Semesters-Masters, 4DD=>8 Semesters-Doctorate

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY:

Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

<p>SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2018-2019 Academic Year</p>

ACTION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

REPORT SUMMARY

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human Resource Services has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resource Services has cleared the individuals for employment.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Classification	Salary Placement	Name	Effective Date	Status
Custodian (Facilities)	Classified Salary Schedule Grade 23, Step 1 (\$3,343.55/month includes 2.5% swing shift differential)	Ricardo Campos	February 11, 2019	New
Custodian (Facilities)	Classified Salary Schedule Grade 23, Step 1 (\$3,425.10/month includes 5% graveyard shift differential)	Chris Ruscheinsky	February 11, 2019	New

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2019, or 175 total workdays, whichever occurs first

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Aguilar Bastida, Rocio A.*	Economic Development	Project Specialist (Technical) Level II	\$103.85/hr	01/14/19
Bautista, Kimo Anthony	Fine Arts	Instructional Aide I	\$12.00/hr (1)	01/15/19
Brandt, Noah*	EPP	Instructional Aide I	\$12.00/hr (1)	01/17/19
Davila, Randy	SEM	Aides-General Laboratory	\$12.00/hr	01/17/19
De Guzman, Nathan	Success Center	Instructional Aide II	\$13.30/hr (1)	01/11/19
Fernandez, Giselle*	DSPS	Student Services Assistant II	\$12.34/hr	01/11/19
Florendo, Princess Lovelyn	Business/Humanities	Instructional Aide I	\$12.00/hr	01/23/19
Garces, Richard Guballa*	Financial Aid	Clerk	\$12.00/hr	01/11/19
Godoy, Christian Jude	Success Center	Instructional Aide II	\$13.30/hr (1)	01/17/19
Gonzalez, Marysol*	Adult Education	Community Education Specialist	\$30.27/hr	01/23/19
Gray, Travis Alexander	Success Center	Instructional Aide II	\$13.30/hr (1)	01/17/19
Guzman, Jonathan A.*	Adult Education	Coordinator Community Relations	\$16.42/hr	01/23/19
Hernandez, Jessica Viviana*	Financial Aid	Clerk	\$12.00/hr	01/11/19
Hughes, Areal	Admissions and Records	Student Activities Clerk	\$12.00/hr	01/11/19

* Categorically Funded

** Specially Funded

Presented to the Board of Trustees: February 6, 2019

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Jenkins, Zachary Tyler	HPEDA	Aquatics Specialist	\$12.00/hr	01/17/19
King, Sarah Christine*	DSPS	Interpreter V	\$41.02/hr	01/17/19
Lilly, Lashan Lanette*	Financial Aid	Clerk	\$12.00/hr	01/17/19
Munteanu, Mark	Success Center	Instructional Aide II	\$13.30/hr (1)	01/16/19
Om, Kareny*	DSPS	Instructional Aide II	\$13.30/hr	01/18/19
Salgado, Martin**	Economic Development	Project Specialist Tech Level 1	\$77.89/hr	01/14/19
Santiago, Dennis	Success Center	Instructional Aide II	\$13.30/hr (1)	01/17/19
Santos, Cidney*	DSPS	Student Services Assistant II (DSPS)	\$12.34/hr	01/11/19
Sholly, William	Facilities	Maintenance Mechanic	\$12.98/hr	01/10/19
Silk, Jesse	Success Center	Instructional Aide II	\$13.30/hr (1)	01/14/19
Simons, Jennifer	HPEDA	Program Assistant	\$12.00/hr	01/18/19
Tapia, Veronica	Success Center	Instructional Aide II	\$13.30/hr (1)	01/08/19
Valenzuela, Juan	Fine Arts	Program Facilitator	\$14.32/hr	01/14/19
Wallace, Johnny Jr*	Financial Aid	Clerk	\$12.00/hr	01/16/19
Zin, Wesam*	Financial Aid	Clerk	\$12.00/hr	01/11/19

III. Professional Experts are paid by stipend. Units reflect total compensation for services to be rendered during the entire Spring 2019 semester. 1 Unit equals \$1,000.

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Units Stipend</u>	<u>Cleared for Employment</u>
Baker, Brad	HPEDA	Baseball Coach	14.0 units	12/31/18
Gabayeron, Katherine	HPEDA	Women's Swim Coach	2.0 units	12/31/18
Galvan, Eric	HPEDA	Cheer Coach	6.5 units	12/31/18
Hampton, Carl	HPEDA	Track Coach	2.0 units	12/31/18
Higgins, Lloyd	HPEDA	Track Coach	4.5 units	12/31/18
Joson, Joseph	HPEDA	Men's Swim Coach	0.4 units	12/31/18
Littlejohn, Jordan	HPEDA	Men's Basketball Coach	5.1 units	12/31/18
Piordin, Ronnie	HPEDA	Baseball Coach	3.5 units	12/31/18
Rabb, Amanda	HPEDA	Women's Swim Coach	1.5 units	12/31/18
Rhone, Clarence	HPEDA	Track Coach	1.0 units	12/31/18
Walsh, Justin	HPEDA	Baseball Coach	4.0 units	12/31/18
Washington, Monte	HPEDA	Women's Basketball Coach	6.8 units	12/31/18

* Categorically Funded

** Specially Funded

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Information Item: Three Month Look-Ahead Schedule of RFP and RFQ Solicitations
--

ACTION

This item is presented for informational purposes only.

FISCAL IMPACT

Funding sources vary and are dependent upon the type of solicitation.

REPORT SUMMARY

This report of scheduled request for proposals (RFP) and request for qualifications (RFQ) for the next three months is provided for review. The report provides the RFP/RFQ number, title, release date or anticipated release date, brief description or scope of work, and the name of the requesting department.

In accordance with applicable California public procurement law and Cerritos College's procedure, a public notice advertising the solicitation and inviting proposals will be published in the College's adjudicated newspaper of general circulation, as appropriate. Additionally, other appropriate outreach efforts will be employed including, but not limited to, notifying vendors that are on the College's vendor list and posting the solicitation on the Purchasing's Department's website.

Proposals received in response to RFPs and RFQs will be evaluated by diverse panels of technically qualified individuals familiar with the subject matter of the project or equipment, as appropriate, and may include outside public sector expertise or consultants.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Three Month Look-Ahead Schedule of RFP and RFQ Solicitations

**Cerritos Community College District
Board Meeting: February 6, 2019
Three Month Look-Ahead Schedule of RFP and RFQ Solicitations**

RFP/RFQ Number	Title of RFP/RFQ	Release Date*	Description/ Scope of Work	Requestor/ Department
18P001	Architectural Services for the Student Services and Administration project	December 19, 2018	Perform the architectural services required under Title 24 of the California Code of Regulations for the complete design and approval (including incorporation of mechanical, electrical, civil, and other design disciplines as required), cost estimation, and state submittal processes in conjunction with the District's staff and District's program/construction manager for the construction of a facility for student services and administration project	Business Services
17C0023	Food and/or Concession Services	September 26, 2017	Provide food and/or concession services at designated vendor locations on campus	Student Services
18P002	Engineering Services for Measure G and Campus-Wide Facilities Projects	TBD	Conduct a request for qualifications (RFQ) solicitation process in order to establish a pool of engineering firms that will be given an opportunity to be selected to perform engineering services for a variety of bond and/or campus-wide facilities projects	Business Services
18C0138	Student Center Public Art Project	January 10 2019	The District is seeking request for qualifications (RFQs) to create a pool of qualified artist for a future request for proposals (RFP) solicitation to provide the design, creation, and installation of large facades/murals to replace five (5) separate sections of damaged, abstract tilework on the exterior of the Student Center building (on both the front and back of the structure)	Office of the President/ Superintendent and College Committee on Art in Public Spaces (CAPS)

**Cerritos Community College District
Board Meeting: February 6, 2019
Three Month Look-Ahead Schedule of RFP and RFQ Solicitations**

*Future dates are subject to change. See <http://cms.cerritos.edu/purchasing/bids-and-proposals.htm> for up-to-date information about RFP and RFQ releases.

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY: _____
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Bond Counsel Agreement with Stradling Yocca Carlson & Rauth for Bond Counsel and Disclosure Counsel Services
--

ACTION

It is recommended that the Board of Trustees approve the Bond Counsel Agreement with Stradling Yocca Carlson & Rauth (“Stradling”), for Bond Counsel and Disclosure Counsel services.

FISCAL IMPACT

The total contract sum shall be in the amount of \$88,000 plus reimbursable expenses (typically reimbursable expenses are less than \$1,000); Funding will be allocated from the cost of issuance provide from bond poceeds.

REPORT SUMMARY

The District’s current contract with Stradling has expired and wishes to continue services. Stradling has provided bond and disclosure counsel services under both Measure CC and Measure G.

SERVICES – NEW

STRADLING YOCCA CARLSON & RAUTH

BOND COUNSEL AGREEMENT FOR BOND COUNSEL AND DISCLOSURE COUNSEL SERVICES

Requested by: Mr. Felipe R. Lopez, Vice President of Business Services/Assistant Superintendent

Purpose: Cerritos College wishes to enter into a Bond Counsel Agreement with Stradling Yocca Carlson & Rauth (“Stradling”), for bond counsel and disclosure counsel services. Stradling will provide the necessary legal services in connection with the authorization, sale and consummation of the financing proceedings which include, but are not limited to, preparation of all resolutions and other legal documents necessary, preparation and consultation of the relevant tax certificates to College staff, preparation of the necessary certificates and closing documents required to accompany delivery of the Bonds, provide pertinent legal counsel, including guidance regarding investment banking and underwriting service agreements, preparation of the Preliminary and Final Official Statement, provide compliance advisement, assist in preparation for rating agency presentations, engage in negotiations with bond insurance companies, and provide all other necessary services generally expected of Bond Counsel.

Period: The time period of the agreement is from January 1, 2019 through completion of the bond program. Approximately two bond issuances remain under Measure G bond program.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Draft of Contract No. 18C0167 – Stradling Yocca Carlson & Rauth

STRADLING YOCCA CARLSON & RAUTH

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

44 MONTGOMERY STREET, SUITE 4200

SAN FRANCISCO, CA 94104

TELEPHONE 415.283.2240

FACSIMILE 415.283.2255

CALIFORNIA
NEWPORT BEACH
SACRAMENTO
SAN DIEGO
SAN FRANCISCO
SANTA BARBARA
SANTA MONICA

COLORADO
DENVER

NEVADA
RENO

WASHINGTON
SEATTLE

DAVID G. CASNOCHA
DIRECT DIAL: 415.283.2241
DCASNOCHA@SYCR.COM

BOND COUNSEL AGREEMENT

THIS AGREEMENT, entered into as of the 1st day of January, 2019 by and between the CERRITOS COMMUNITY COLLEGE DISTRICT (the “District”), a community college district duly organized and existing under and pursuant to the laws of the State of California, and the law firm of STRADLING YOCCA CARLSON & RAUTH, a Professional Corporation (“Bond Counsel”).

WITNESSETH:

WHEREAS, the District has been provided with bond counsel services in connection with the District’s \$350,000,000 Measure G voter approved a general obligation bond measure on November 6, 2012 and the issuance of general obligation bonds (the “Bonds”) authorized thereby;

NOW, THEREFORE, the District and Bond Counsel do mutually agree as follows:

1. Bond Counsel has provided the necessary legal services in connection with the authorization, sale and consummation of the financing proceedings. Such services include the following:
 - a. prepare all resolutions (of the District and Los Angeles County), and other legal documents necessary for the proper conduct of the financing proceedings;
 - b. prepare, review and explain to the District relevant tax certificates, including all rebate requirements;
 - c. prepare the arbitrage certificate, the signature and incumbency certificate and all other certificates and closing documents required to accompany delivery of the Bonds;
 - d. provide the legal opinion that the interest borne by the Bonds is excludable from Federal income taxes and State of California personal income taxes and approving in all regards the legality of all proceedings for the authorization, sale and delivery of the Bonds relating to the financing;

- e. prepare the Preliminary and Final Official Statement and advise the District as to their compliance with applicable securities laws;
 - f. deliver advice on ongoing disclosure requirements and prepare certificates and agreements required to comply with all applicable federal securities laws;
 - g. assist the District in preparing for rating agency presentations, and attend all rating agency and bond insurance company presentations in connection with the Bonds;
 - h. engage in negotiations with the bond insurance companies over the terms of any bond insurance commitment;
 - i. provide all other necessary services generally expected of Bond Counsel not listed above;
 - j. prepare and provide a complete transcript of the conduct of the proceedings necessary to accompany delivery of the Bonds; and
 - k. prepare documents of a Citizens' Oversight Committee, attend meeting of such committee and advise the District and Committee on all Proposition 39 requirements;
 - l. answer follow-up questions relating to the Bond issuance after the closing for no fee.
2. Bond Counsel shall assign primary responsibility for providing these services to David G. Casnocha and Carlos Villafuerte.

Fees

3. Payment of any bond counsel fees to Bond Counsel is contingent on the issuance of bonds. The Bond Counsel fees for bonds issued under Measure G authorization shall be \$65,000 per series of Bonds.

In addition to that fee, Bond Counsel shall be reimbursed for all out-of-pocket expenses. Out-of-pocket expenses include word processing, photocopying, travel, express mail charges and the like. If the ballot measure authorizing the bond does not receive the requisite votes, Bond Counsel shall not charge any fee for time or out-of-pocket disbursements.

As disclosure counsel Bond Counsel will prepare both the Official Statement for the Bonds and provide other services described herein. For preparation of the Official Statement, Bond Counsel shall charge a fixed fee of \$23,000 per series of Bonds. This fee for the Official Statement is in addition to the fee for acting as Bond Counsel.

4. Such aforesaid fees are payable at the time of delivery of the financing documents and consummation of the financing and are expected to be paid from the proceeds of the financing.

5. Bond Counsel warrants that no person has been employed to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the District the right to terminate this contract, or in its discretion to deduct from the Bond Counsel's fee. The foregoing rights are not intended to limit other remedies available

to the District in the event of a breach contemplated by section 5, nor is it intended to limit the right to terminate this contract to a breach contemplated by this section.

6. Bond Counsel shall not assign or transfer any interest in this contract except that claims for moneys due or to become due under the contract may be assigned to a bank, trust company, or other financial institution.

7. This Agreement shall also govern the issuance of any refunding bonds issued to refund the Bonds.

8. Bond Counsel shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status, or physical handicap. Bond Counsel shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, national origin, marital status, or physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

9. The term of this Agreement shall commence as of the date hereof and extend until termination by Bond Counsel or the District. This Agreement may be terminated by either party with or without cause following 30 days written notice of such termination.

10. It is expressly understood and agreed by both parties that Bond Counsel is an independent contractor and not an officer, agent or employee of the District.

IN WITNESS WHEREOF, the District and Bond Counsel have executed this Agreement the day and year first above written.

**STRADLING YOCCA CARLSON &
RAUTH, a Professional Corporation**

**CERRITOS COMMUNITY COLLEGE
DISTRICT**

By: _____

David G. Casnocha
Managing Shareholder

By: _____

Felipe R. Lopez
Vice President of
Business Services / Assistant Superintendent

FROM:

Dr. Jose Fierro
President/Superintendent

<p>SUBJECT: Consideration to Review the Appointment of Three Members of the Board of Trustees as Ex Officio Directors of the Cerritos College Foundation</p>
--

ACTION

It is recommended that the Board of Trustees review and consider the appointment of trustees as ex officio directors of the Cerritos College Foundation.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The Bylaws of the Cerritos College Foundation state that “no more than three (3) members of the District Board of Trustees may serve as an ex-officio director of the Foundation.” (Article VI, Section 2(B)(3))

The Board of Trustees approved the appointment of Martha Camacho-Rodriguez, Marisa Perez, and Zurich Lewis to the Cerritos College Foundation Board of Directors on March 1, 2017. Appointments may remain the same or be modified by consent of the Board of Trustees.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Memorandum of Understanding

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **February 6, 2019**

Agenda Item No. 29

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

<p>SUBJECT: Consideration of Approval of Change of Executive Director of Foundation & Community Advancement (Management) to Executive Director, Foundation and Institutional Advancement (Contract Administrator)</p>

ACTION

It is recommended that the Board of Trustees approve the change of the job classification and job description of Executive Director of Foundation & Community Advancement (Management), to Executive Director, Foundation and Institutional Advancement (Contract Administrator) and to revise the Contract Administrator salary schedule to add the new position.

FISCAL IMPACT

No additional financial effect. This position is budgeted in the General Fund.

REPORT SUMMARY

The change of this position from management to contract administrator is to provide additional level of responsibility and accountability for the success of the Cerritos College Foundation. Similar to the Vice President positions, the Executive Director, Foundation and Institutional Advancement will receive a contract to be renewed only by meeting the pre-established goals and standards. The position reports to the President/Superintendent.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Executive Director, Foundation and Institutional Advancement job description
Contract Administrator salary schedule

Cerritos College Job Description

Position: **Executive Director, Foundation and Institutional Advancement**

Summary

Plans, organizes, supervises, and evaluates the College Foundation, alumni relations, contract education, economic development, community advancement, and other programs and services that enhance external and internal community support and provide financial resources for the District. Coordinates activities and fosters productive working relationships with District divisions and departments and various public and private groups. Provides highly responsible and complex professional assistance to the President/Superintendent and the College Foundation.

Distinguishing Career Features

The Executive Director, Foundation and Institutional Advancement reports to the President/Superintendent and is responsible for the development and implementation of an aligned strategic plan that typifies effective donor cultivation and strong corporate and community relations, leading to increased giving levels that benefit the District and its stakeholders. The Executive Director, Foundation and Institutional Advancement manages all aspects of the Foundation and ensures that effective infrastructure systems are in place, including oversight of the Foundation's investment portfolio and coordinating fund disbursement. This position oversees the programs and operations of contract education, economic development, and community advancement. The Executive Director, Foundation and Institutional Advancement establishes and maintains positive relationships with donors, prospects, partners, alumni, and the Foundation Board.

Essential Duties and Responsibilities

The District

- Manages daily operations of the Foundation to ensure transparency and accountability in all aspects of the organization.
- Leads, supervises, trains, and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Provides leadership and oversight, assessment and evaluation for contract education, economic development, community advancement, including their programs, services, personnel, interagency reports, contracts and budgets.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Advocates for shared governance, collegiality, staff cohesiveness and for the core values of the District. Participates on and chairs committees, task forces, and special assignments.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the President/Superintendent.

- Works in coordination with the District's public relations and marketing functions to enhance the Foundation's image, engage the community, and generate donor support.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Performs other related duties as assigned.

Fiscal Responsibilities, Fundraising and Scholarships

- Develops and monitors budgets to maximize financial resources. Prepares an annual operating budget, in conjunction with the finance committee, for adoption by the Board of Directors of the Foundation.
- Maintains a financial accounting system for Foundation fiscal activities that complies with the District's audit rules and regulations. Maintains accurate records of all gifts and donations to the Foundation.
- Works with assigned personnel to develop investment policy; determine asset allocation; researches investments; supervises investments; track and distribute Endowment Funds in concert with the President/Superintendent and Foundation Board
- Develops, implements, and maintains a comprehensive fund-raising program which includes individual, group, and corporate giving; capital campaigns; alumni outreach; District employee outreach; planned giving; and estate planning.
- Promotes, maintains, grows, and administers scholarship programs.
- Develops and maintains systems for identification of donors and potential donors, ensures timely acknowledgement of all contributions, and maintains communication with external prospects and donors on an ongoing basis.
- Identifies and seeks grant opportunities from private and corporate foundations.
- Stays abreast of new trends and innovations in the field of fundraising and alumni relations as they relate to the area of assignment.

Foundation Board and the Strategic Plan

- Recruits, orients, trains, and manages an appointed Board of Directors used for outreach and fundraising purposes.
- Plans and attends all meetings of the Executive Board of Directors of the Foundation and all meetings of the full Foundation Board of Directors. Prepares appropriate agendas, support materials, minutes, and financial reports.
- Leads the Foundation and Board of Directors in the development and implementation of a strategic plan that aligns with the District strategic plan.
- Ensures that the Foundation's strategic plan includes a mission and short- and long-term goals, objectives, actions, timelines, and responsibilities.

Community and Alumni Relations

- Develops, leads, coordinates, and implements an alumni association.
- Conducts consistent community outreach and actively participates in chambers of commerce, service clubs, organizations, and events within and outside the District.

- Coordinates Foundation activities with representatives of various campus constituencies, alumni, members of the Foundation Board, committees, and volunteer groups.

Qualifications

Minimum Qualifications for Education and Experience

Bachelor's degree required, master's degree preferred in nonprofit management, public relations, marketing, business or public administration, or a related field. Five years of senior-level management experience with a demonstrable record of comprehensive fundraising, resource development, financial and investment management, strategic planning, public relations/communications, and employee supervision and evaluation. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

The position requires professional knowledge of:

- Written and verbal communication skills, including the ability to create effective and compelling donor materials.
- Theories, principles, and practices associated with higher education.
- Preparation and administration of large and complex budgets, allocating limited resources in a cost effective manner.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; and research and reporting methods, techniques, and procedures.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Foundation leadership, donor cultivation, campaign development, fund raising, major gift solicitation, planned giving, and event planning.
- Financial planning to recommend to the Foundation Board the services of qualified professionals in financial planning and planned giving.
- Managing, training, and leading non-profit boards and knowledge of non-profit organization legal and accounting standards.
- Marketing and public relations.

This position requires demonstrated skills in:

- Integrity, honesty, and ethics in the performance and duties of the position.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Mathematics to perform a variety of business and financial calculations.

Abilities

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the District's mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Liaison and work closely with Foundation Board members, local businesses, community, staff, faculty, and administration to enhance and support fundraising activities.
- Develop relationships with corporations that result in funding and in-kind services.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Cerritos College
Contract Management Employees
Salary Schedule
Effective Date: 2/6/19 *

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Vice President						
Academic Affairs	15,478.59	15,989.36	16,517.07	17,062.15	17,625.19	18,206.86
Business Services	15,478.59	15,989.36	16,517.07	17,062.15	17,625.19	18,206.86
Human Resources	15,478.59	15,989.36	16,517.07	17,062.15	17,625.19	18,206.86
Student Services	15,478.59	15,989.36	16,517.07	17,062.15	17,625.19	18,206.86
Executive Director, Foundation and Institutional Advancement *	9,227.00	9,536.00	9,852.00	10,180.00	10,520.00	10,871.00

Explanation:

1. Salary rates are based upon full-time assignment as a Contract Administrator. Actual salary payment shall be adjusted/prorated for service less than a full-time assignment and/or less than a full month of service.
2. The President/Superintendent may initially place a Contract Administrator on this Salary Schedule commensurate with his/her related work experience.
3. Step advancement on this Salary Schedule shall be effective July 1 of each fiscal year contingent upon: (1) the Contract Administrator shall have served a minimum of six full months at the current Step; (2) the Contract Administrator has received an annual performance rating of meeting performance standards; and, (3) approval of the President/Superintendent.

Approved by the Board of Trustees: April 5, 2017
**** Revised to add Exec Director: BOT February 6, 2019***