



**CERRITOS COLLEGE**  
**BOARD BOOK**

**APRIL 11, 2018**



**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, April 11, 2018 at 7:00 p.m.**

**CALL TO ORDER:**

Zurich Lewis, Board President

**Zurich Lewis, Board President**  
Trustee Area 7

**James Cody Birkey, Member**  
Trustee Area 3

**Dr. Shin Liu, Board Vice President**  
Trustee Area 5

**Marisa Perez, Member**  
Trustee Area 4

**Martha Camacho-Rodriguez, Board Clerk**  
Trustee Area 1

**Dr. Sandra Salazar, Member**  
Trustee Area 6

**Carmen Avalos, Member**  
Trustee Area 2

**Raul Avalos**  
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](http://www.cerritos.edu/board)

1. **Invocation**
2. **Pledge of Allegiance: Martha Camacho-Rodriguez**
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 Classified Employee of the Month**

The Board of Trustees will recognize Phally Lay, Curriculum Assistant, as Classified Employee of the Month for March 2018.

5. **Institutional Presentation: Budget Update**

The Board of Trustees will receive a budget update from Felipe Lopez, Vice President of Business Services. The presentation will also include a discussion of the proposed funding formula.

***CONSENT CALENDAR ITEMS***

Agenda Items 6-37 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. Minutes**

It is recommended that the Board of Trustees approve the minutes of the meetings from January 17, 2018 to March 21, 2018.

**7. New Courses and Programs, and Modifications to Existing Courses and Programs**

It is recommended that the Board of Trustees approve new course offerings and modifications to curriculum. There is no fiscal impact.

**8. Acceptance of a Grant from the California Community Colleges Chancellor's Office: Education Futures – Scaling Teacher Preparation Pipeline Programs**

It is recommended that the Board of Trustees approve the acceptance of the California Community College Chancellor's Office Educational Futures Grant, which will run from February 1, 2018 – December 31, 2018.

The Cerritos College Teacher TRaining ACademy (Teacher TRAC) will receive a Regional Model Grant award of \$96,670 with an augmentation of \$20,000 to serve as the Los Angeles County Regional Lead, for a total of \$116,670. This one (1) year renewable grant supports regional efforts to scale up TPP Programs in order to maximize the Chancellor's Office's impact on expanding and diversifying the teacher workforce. Where regional Strong Workforce leadership prioritized this work, and where TPP leadership and local capacity are strongest, these funds augment local resources to expand services while encouraging TPP integration into the core operations of the college. The Education Futures Initiative supports regional efforts to align systems, develop infrastructure, and disseminate resources needed for colleges to grow their own TPPs. Regional and local resources, however, are essential to the development and sustainability of any TPP program. Pending Board of Governor's approval, the performance period for the grant activities will commence February 1, 2018. Seventy-five percent (75%) of the total amount of the grant will be released upon execution of the contract, and twenty-five percent (25%) will be released when the grant is closed out at the end of the first year. Grant funds are renewable for a second year based upon performance in the first year. Reporting will be required on a quarterly basis, as follows: July 31, 2018; October 30, 2018; and December 31, 2018 (final report). A contract will be sent to Rio Hondo College from Chabot-Las Positas Community College District, the fiscal agent for the Education Futures Initiative mini-grants.

**9. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends**

It is recommended that the Board of Trustees approve individual stipends totaling \$600 for faculty mentoring for the Teacher Preparation Pipeline (TPP) Grant taking place during the Spring 2018 semester. Funds from the Teacher Preparation Pipeline Grant will be utilized for this expenditure. No general funds will be used.

**10. Embedded Tutoring Program Stipends for Fall 2017**

It is recommended that the Board of Trustees approve stipends for faculty members who participated in the Embedded Tutoring program in Fall 2017. Instructors attended training sessions and met with tutors. The coordination between classroom instructors and tutors provides integrated support for students and increases student success. General funds will not be used for these stipends. Student Equity funds will be utilized.

**11. Ratification of Change Order No. 2, (Bid No. 16P006, Category 02), Verne's Plumbing, Inc., Health and Wellness Complex**

It is recommended that the Board of Trustees approve Change Order No. 2 in the amount of \$20,032 for the Health and Wellness Complex project. The amount from Change Order No. 2 will be \$20,032, increasing the contract amount to \$2,087,764.35. Funding will be allocated from the GO Bond.

**12. Notice of Completion for Bid No. 17P007, Parking Lot Phase 2**

It is recommended that the Board of Trustees approve the Notice of Completion for Pave West, Inc. of La Habra, California for the Parking Lot Phase 2 project at Cerritos Community College District as presented. The total final contract amount was \$2,500,527 which was paid by the G.O. Bond.

**13. Notice of Completion for Contract No. 16P015, Stadium Turf Replacement**

It is recommended that the Board of Trustees approve the Notice of Completion for FieldTurf International, Inc. dba FieldTurf USA, Inc. ("FieldTurf") of Montreal, Quebec, Canada for the Stadium Turf Replacement project at Cerritos Community College District as presented. The total final contract amount was \$1,697,982 which was paid by the G.O. Bond.

**14. Resolution No. 18-0411A, Performing Arts Center Project Substantial Complexity, Authorization for Retention Exceeding 5%**

It is recommended that the Board of Trustees approve Resolution No. 18-0411A, authorizing Cerritos College to declare that the Performing Arts Center project is substantially complex and withhold retention at 10% per Public Contract Code Section 7201(b)(4) for remaining Trade Contractors. There is no cost to Cerritos College.

**15. Ratification of Acceptance of Gifts**

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

**16. Records Disposal Per Title V of the California Code of Regulations**

It is recommended that the Board of Trustees approve the disposal/destruction of records as presented per Title V of the California Code of Regulations. Cost for the destruction of the documents will be approximately \$1000.

**17. Purchase Orders for the Month of February 2018**

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

**18. Contracts for the Month of February 2018**

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

**19. Sub-Contractor Agreement with Independence High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Independence High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**20. Sub-Contractor Agreement with Mira Mesa High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Mira Mesa High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**21. Sub-Contractor Agreement with Buena Park High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Buena Park High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**22. Sub-Contractor Agreement with Davis Senior High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Davis Senior High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**23. Sub-Contractor Agreement with Castro Valley High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Castro Valley High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**24. Sub-Contractor Agreement with Schurr High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Schurr High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**25. Sub-Contractor Agreement with Apple Valley High School for the Clean Fuels Transportation Pilot Career Opportunity Project**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Apple Valley High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission. The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**26. Agreement with National Roofing Consultants, Inc. for Roofing and Waterproofing Inspections for the Performing Arts Center**

It is recommended that the Board of Trustees approve the agreement with National Roofing Consultants, Inc. for Roofing and Waterproofing Inspections for the Performing Arts Center. The total contract sum shall be in the not-to-exceed amount of \$125,500; this amount will be funded from the GO Bond. National Roofing Consultants, Inc. is headquartered in Pomona, CA.

**27. Contract with Susan Parsons for Consultant Services for the Education Futures Project**

It is recommended that the Board of Trustees approve the contract with Susan Parsons for Consultant Services for the Education Futures Project. Cerritos College will receive funding in the amount of \$45,000 to pay for the below consulting services; funding is made possible through the Education Futures Regional Model Grant which is supported by the California Community Colleges Chancellor's Office.

**28. Ratification of Amendment to the Subgrantee Agreement with Rancho Santiago Community College District for the Strong Workforce Program – Regional Fund Agreement**

It is recommended that the Board of Trustees ratify the amendment to the subgrantee agreement with Rancho Santiago Community College District for acceptance of the Strong Workforce Program – Regional Fund Agreement allocated to Cerritos College. Cerritos College will receive additional funding in the amount of \$470,871; funding is made possible through Rancho Santiago Community College District's agreement with the California Community Colleges Chancellor's Office.

**29. Amendment to Project Assignment Agreement No. 3 to the Master Architectural/Engineering Services Agreement with Sinha & Keyfauber Engineering, Inc., DBA S&K Engineers for Additional Services on the Central Plant Expansion Project**

It is recommended that the Board of Trustees approve the third amendment to Project Assignment Agreement No. 3 to the Master Architectural/Engineering Services Agreement with Sinha & Keyfauber Engineering, Inc., DBA S&K Engineers for Additional Services on the Central Plant Expansion Project. The total contract sum shall be increased \$3,000 for a new not-to-exceed amount of \$750,603; this amount will be funded from the GO Bond. S&K Engineers is headquartered in Monrovia, CA.

**30. Resolution #18-0411B to Approve the Use of Education Protection Account Proceeds Resulting From the Passage of Proposition 30 and 55**

It is recommended that the Board of Trustees approve Resolution #18-0411B authorizing the use of an estimated \$12,492,805 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits. The estimated revenue is projected at \$12,492,805 for Cerritos College and funds will be utilized for faculty salaries and benefits.

**31. 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 Restricted General Funds, Student Health Services Fund, Insurance – Property Liability Fund, and Student Financial Aid Fund ending balances; and decrease the Unrestricted General Fund, and Sustainability Fund ending balances.



**32. Declare Unrepresented Employees' Salaries Indefinite for 2018-2019 Fiscal Year**

It is recommended that the Board of Trustees approve to declare all management; contract management; confidential; child development center teachers; short-term, substitute, and student hourly; community education hourly; and/or other unrepresented employees' salaries indefinite effective July 1, 2018, for the 2018-2019 fiscal year. No additional financial effect.

**33. Board Resolution #18-0411C, to Recognize the Week of May 20-26, 2018, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature**

It is hereby recommended that the Board of Trustees adopt the attached Resolution #18-0411C, and designate the week of May 20 through May 26, 2018 as Classified School Employee Week, to recognize and honor the contributions of the classified professionals of the Cerritos Community College District. No additional financial impact.

**34. 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.

**35. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2017-2018 Academic Year**

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. No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

**36. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2017-2018 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 2017-2018 academic year and as presented on the attached list. No additional financial effect. This is budgeted in the General Fund.

**37. Employment of 2018 Summer Session Faculty Personnel**

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2018 Summer Session, as presented on the attached list. No additional financial effect. This is budgeted in the General Fund.

***INFORMATION ITEMS***

Agenda Items 38-39 are presented as Information Items.

**38. Information Item: College Coordinating Committee Minutes (Office of the President)**

The Board of Trustees will review the February 26, 2018 College Coordinating Committee Minutes.

**39. Information Item: College and Career Access Pathways Partnership Agreement**

It is recommended that the Board of Trustees receive and accept Cerritos College's College and Career Access Pathways Partnership (CCAP) agreement. There is no fiscal impact.

***ADMINISTRATIVE MATTERS***

Agenda Items 40-43 are presented as Administrative Items.

**40. Consideration of Approval of Sabbatical Leave Applicants for 2018-19 Academic Year**

It is recommended that the Board of Trustees review and approve sabbatical leaves reports submitted for the 2016-2017 Academic Year. No fiscal impact.

**41. Consideration of Adoption of Resolution No. 18-0411D, Order of Biennial Governing Board Member Elections**

It is recommended that the Board adopt Resolution No. 18-0411D, Order of Biennial Governing Board Member Elections. No fiscal impact.

**42. Consideration of Approval of Candidates for CCCT Board of Directors – 2018**

It is recommended that the Board consider this item and determine a vote for each of the five vacancies and authorize staff to forward the official ballot to the League office before the April 25 deadline. No financial impact.

**43. Consideration of Adoption of Resolution No. 18-0411E Expressing Appreciation to the University of Taipei for the Taipei City Experience Education Program**

It is recommended that the Board of Trustees adopt Resolution No. 18-0411E Expressing Appreciation to the University of Taipei for the Taipei City Experience Education Program. No fiscal impact.

**44. Consideration of Ratification of Emergency Procurement Contract for Repairs to the Dust Collection System at the Woodworking Building Due to Fire**

It is recommended that the Board of Trustees ratify the emergency contract for repairs to the dust collection system at the Woodworking building due to fire. Due to the nature of the repairs, this contract will be conducted on a time and materials basis not to exceed \$83,295.00. Initial funding will be from the general fund. Upon completion of the services, the District's insurance administrator, Keenan & Associates, will reimburse the District the repair costs less a \$5,000.00 deductible.

***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***

**45. Significant exposure to litigation pursuant to Government Code Section sections 54954.5(d) and 54956.95 (JPA liability claims)**

Claimant: (Name withheld pursuant to Government Code Section 54961)

Agency claimed against: Cerritos Community College District

**46. Public Employment (GC #54957)**

- A. First-year Contract (Probationary) Faculty position

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

A. Case #: 92671107

B. Case #: 73441106

**48. 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)

C. Unrepresented Employees:

Management Employees

Contract Management Employees

Confidential Employees

**49. Reconvene to Open Session**

**50. Adjournment**

***The Next Board Retreat of the Board of Trustees is set for  
Wednesday, April 18, 2018 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 April 6, 2018 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent

**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 4**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:**

\_\_\_\_\_  
Dr. Adriana Flores-Church  
Vice President of Human Resources  
Assistant Superintendent

<b>SUBJECT: Institutional Presentation: Recognition of Outstanding Classified/Confidential Employee of the Month</b>
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**ACTION**

The Board of Trustees will honor Phally Lay, Curriculum Assistant, Academic Affairs, as Outstanding Classified/Confidential Employee of the Month for March 2018.

**FISCAL IMPACT**

No fiscal impact.

**REPORT SUMMARY**

The Outstanding Classified/Confidential Employee Selection Committee named Phally Lay as the recipient of the Outstanding Classified/Confidential Employee of the Month for March 2018.

Phally began her career at Cerritos College in the Academic Affairs Department in August 2017.

Phally has put in a great deal of time and effort to learn a new position as Curriculum Specialist. Not only has she learned this new position quickly, she has made significant improvements to the website, agendas, and committee process. Phally is available to faculty to help with training as the campus transitions to eLumen for Curriculum and has been invaluable at this critical time of change. You will often find her in the office late making sure that agendas are in order and emails have been answered. Phally has developed important relationships at the Chancellor's Office that have improved the speed at which our curriculum is approved. This improvement will positively impact instruction, course offerings, faculty, and students.

Phally is approachable maintaining a friendly and professional demeanor. She has quickly become an invaluable member of the Curriculum Committee and curriculum process at Cerritos College. Phally is always willing to go the extra mile to make sure things are done correctly and that faculty are supported with their curriculum needs.

Phally, your dedication, commitment, and willingness to go above and beyond to meet the needs of the students and staff are exceptional. The administration, staff, and students appreciate your personal attributes and outstanding efforts. We are proud that you are a Cerritos College employee and we commend you for your outstanding service and dedication. Thank you for a job well done!

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

None.

**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 6**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**SUBJECT:      Consideration of Approval Minutes**

**ACTION**

It is recommended that the Board of Trustees approve the minutes of the meetings of January 17, 2018 through March 21, 2018.

**FISCAL IMPACT**

No fiscal impact.

**REPORT SUMMARY**

It is recommended that the Board of Trustees approve the following minutes:

- [January 17, 2018](#)
- [February 7, 2018](#)
- [February 21, 2018](#)
- [March 7, 2018](#)
- [March 21, 2018 \(Special\)](#)

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

None

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 7**

**FROM:**

\_\_\_\_\_  
Dr. Jose L. Fierro  
President/Superintendent

**REVIEWED BY:**

\_\_\_\_\_  
Rick Miranda  
Vice President, Academic Affairs  
Assistant Superintendent

<p><b>SUBJECT:      Consideration of Approval of New Courses and Programs, and Modifications to Existing Courses and Programs</b></p>
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**ACTION**

It is recommended that the Board of Trustees approve new course offerings and modifications to curriculum.

**FISCAL IMPACT**

There is no fiscal impact.

**REPORT SUMMARY**

The Curriculum Committee, a standing committee of the Faculty Senate, reviews and makes recommendations on proposals for adding, expanding, deleting, or modifying programs and courses offered by the College. The Curriculum Committee membership consists of a Chairperson; a faculty member from each instructional area; 1 student representative appointed by ASCC; the Vice President, Academic Affairs or designee; the Faculty Senate Vice President; and the Matriculation Officer. Consensus is the preferred decision-making process. All faculty members serving on the Curriculum Committee are voting members.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

New Course Offerings and Modifications to Curriculum.

New Course Offerings and Modifications to Curriculum  
Presented at the Regular Board Meeting of April 11, 2018

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Health Occupations	DA 85 - Orthodontic Assisting Permit Course UNITS: 3.0 Class hours: 3.0 Lecture/0.0 Lab Prerequisite: DA75 - Clinical II Cooperative Office Training Completion of DA 75 with a grade of "C" or higher or "Pass." Corequisite: None Recommendation: None	The Orthodontic Assistant (OA) Course provides Cerritos College students with specialized education that is needed in the job market. As of 2010, the Dental Board of California has implemented additional dental assistant duties, in which candidates are eligible for a permit in orthodontic assisting upon completion of a board approved orthodontic assistant course. With this career opportunity, it opens many doors for students for steady job placement in our community.	2-8-18
New Course	Health Occupations	DA 86 – Clinical Experience in A Specialty Practice Units: 0.5 Class hours 0.0 Lecture/ 1.78 Lab Prerequisite: Completion of DA 85 with a grade of "C" or higher or "Pass." Corequisite: None Recommendation: None	The Orthodontic Assistant (OA) Course provides Cerritos College students with specialized education that is needed in the job market. As of 2010, the Dental Board of California has implemented additional dental assistant duties, in which candidates are eligible for a permit in orthodontic assisting upon completion of a board approved orthodontic assistant course.	2-8-18

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Health Occupations	ACLR 101 – Increasing Your Access Potential Units: 2.0 Class Hours: 2.0 Lecture/0.0 Lab Prerequisite: Completion of ENGL 52, or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or "Pass," or completion of English Placement Process with eligibility for ENGL 100, and satisfactory completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the reading process with eligibility for reading exempt.	This standalone degree applicable course will provide students with the knowledge and skills to understand the concepts of Emotional Intelligence, Executive Functioning, and a Growth Mindset. Students will learn how to apply these concepts as support seeking behaviors to promote academic integration and academic success within the college community.	2-8-18
New Course	Business, Humanities, and Social Sciences	FIN 125M – Personal Finance Units:3.0 Class Hours: 3.0 Lecture/0.0 Lab Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math Placement Process with a score eligible for MATH 80 or MATH 80A Corequisite: None Recommendation: None	The CSU System has decided to remove FIN 125 from Area E (Self Development) starting in fall. They are considering to allow it as part of Area B - Natural Sciences and Mathematics - Math Concepts. Our concern is that removal from Area E will have a significant impact on the course enrollment. Because FIN125M has a significant amount of algebra in it, we believe it fits in this new area and that this will help protect our enrollment in our Personal Finance course	2-8-18



Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Technology	<p>COS 55 – Esthetics Crossover  Units: 6.50  Class Hours : 3.38 Lecture/10.0 Lab  Prerequisite: Completion of ENGL 100 or ENGL 100s or equivalent with a grade of “C” or higher or "Pass" and completion of READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading placement process with eligibility for "Reading Exempt".  AND Completion of COS61B with a grade of "C" or higher or A cosmetology license or proof of Completion of a cosmetology program.  Corequisite: None  Recommendation: None</p>	<p>Provide an opportunity for Cerritos College cosmetology students to simultaneously obtain necessary education to become licensed estheticians.</p> <p>Expand program enrollment by attracting externally licensed cosmetologists interested in becoming estheticians.</p>	2-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
New Course	Liberal Arts	ENGL 100S – Enhanced Freshman Composition Units: 4.5 Class Hours: 4.0 Lecture/2.0 Lab Prerequisite: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of C or higher or PASS or completion of the current English placement process with eligibility for ENGL 52 or ENGL 72 Corequisite: None Recommendation: None	Research shows that students who are placed directly into transfer-level English with support have a higher percentage of success than those who complete multiple levels of remediation. In an effort to simplify the registration and scheduling process of providing English 100 with support, this course fulfills the pedagogical purpose of providing students extra help and individualized instruction while delivering transfer-level content, and it helps students who need this extra help to identify which composition course they should take. This “wall-to-wall” course that will appear in the catalog/schedule of classes as one ticket number will be the clear alternative to confusing co-requisite course numbering	2-8-18
New Course	Health, Physical Education, and Dance	HED 104 – Introduction to Health and Society Units: 3.0 Class Hours: 3.0 Lecture/0.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to discuss cultural health norms and diverse health practices among culturally diverse societies. Students who complete this course will be able to identify health belief systems and understand the concept of diverse health needs within a community. Multicultural Statement: Students will be presented with several perspectives of how health practices in society is important for all individuals from different cultures, genders, ethnicities, disabilities, orientations, and sub-cultures.	2-8-18

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Health, Physical Education, and Dance	HED 105 – Mind, Body, and Health Units: 3.0 Class Hours: 3.0 Lecture/0.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to teach students a lifelong knowledge and development of their attitudes and emotions, which will directly impact their physical health and well-being. Student who complete this course should be able to demonstrate an understanding of the mind and body interaction and ways to improve their self-worth, emotions, stress, social support, interpersonal relationships, and faith to lead a healthy and lifelong lifestyle. The course is one of the required courses for the AA degree in Health Education.	2-8-18
New Course	Health, Physical Education, and Dance	HED 201 – Health Education and Promotion Units: 3.0 Class Hours: 3.0 Lecture/0.0 Lab Prerequisite: Completion of HED 100 or equivalent with a grade of “C” or higher, or “Pass” Corequisite: None Recommendation: None	This course offers diverse students the essential knowledge and information to prepare for a career in health promotion and education. Students will learn the foundations and grassroots of health education and promotion as well as current agencies, associations, and organizations associated within the field. This course will also help students identify the various settings and, in turn, make sound decisions on the specific area of focus in their career path.	2-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
New Course	Health, Physical Education, and Dance	HED 202 – Health Systems and Perspectives Units: 3.0 Class Hours: 3.0 Lecture/0.0 Lab Prerequisite: Completion of HED 100 or equivalent with a grade of “C” or higher, or “Pass” Recommendation: Completion of ENGL 100 or equivalent with a grade of “C” or higher, or “Pass” Corequisite: None Recommendation: None	This course is one of the required courses to complete the Associate of Arts degree in Health Education, and is open to all students who have completed HED 100 Contemporary Health Problems. This course will address major healthcare organizations, providers, and contemporary healthcare issues for a variety of diverse populations and perspectives.	2-8-18
New Course	Adult Education	AED 90.01 – Introduction to Energy Surveying Units: Non Credit Class Hours: 24.0 Lecture/16.0 Lab Prerequisite: Student must be part of Conservation Corps Corequisite: None Recommendation: None	This course is designed to align with OSHA and ASHRAE standards to prepare students with competencies in energy surveying. This introductory course will provide students with little or no knowledge of the regulations and standards an opportunity to enter this field and build their skills necessary to enter a CTE pathway in the energy field. The course will familiarize students with the essential basic principles and sources of energy as well as provide the necessary hands-on practice in residential and commercial energy auditing	2-22-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
New Course	Adult Education	AED 90.02 - Basic Electricity and Wiring Fundamentals Units: Non Credit Class hours: 20.0 Lecture/ 20.0 Lab Prerequisite: Limitations on Enrollment: Student must be part of Conservation Corps Corequisite: None Recommendation: None	This course is designed to align with OSHA and ASHRAE standards to prepare students with competencies in energy surveying. This introductory course will provide students with little or no knowledge of the regulations and standards an opportunity to enter this field and build their skills necessary to enter a CTE pathway in the energy field. The course will familiarize students with the essential basic principles and sources of energy as well as provide the necessary hands-on practice in residential and commercial energy auditing	2-22-18
New Course	Adult Education	AED 90.03 Intro to Lighting Retrofits Units: Non Credit Class Hours: 20.0 Lecture/20.0 Lab Prerequisite: Limitations on Enrollment: Student must be part of Conservation Corps Corequisite: None Recommendation: None	This course is designed to align with OSHA and ASHRAE standards to prepare students with competencies in energy surveying. This introductory course will provide students with little or no knowledge of the regulations and standards an opportunity to enter this field and build their skills necessary to enter a CTE pathway in the energy field. The course will familiarize students with the essential basic principles and sources of energy as well as provide the necessary hands-on practice in residential and commercial energy auditing	2-22-18
Modification	Technology	COS 54- Introductory Esthetician	Changing prerequisite, Content Review	2-8-18
Modification	Technology	COS 60A – Introductory Cosmetology I	Changing prerequisite, Content Review	2-8-18
Modification	Technology	COS 70A – Introductory Cosmetology	Updating ENGL prerequisites to remove ENGL 20, Content Review	2-8-18
Modification	Technology	WMT 144 – Jigs and Fixtures	Change top code (substantial change)	2-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Modification	Technology	WMT 151 - Introduction to Faceframe Cabinetmaking	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 153 - 32Mm System of Cabinetmaking	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 183 - SketchUp for Woodworkers	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 201 – Woodworking with Hand Tools	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 204 – Advanced Tables	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 211 – The Workbench Class	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 222 – Advanced Handtools-Joinery	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 223 – Advanced Handtools - Layout Tools	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 224 – Advanced Handtools – Dovetails	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 244 – Chest of Drawers	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 250 – Intermediate Faceframe Cabinetmaking	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 252 – Intermediate 32mm System of Cabinetmaking	Changing top code (substantial change)	2-8-18
Modification	Technology	WMT 102 – Introduction to Solid Wood Casegoods	Changing top code from Carpentry (0952.00) to Mill and Cabinet Work (0952.50)	2-22-18
Modification	Technology	WMT 103 - Introduction to Tables	Changing top code from Carpentry (0952.00) to Mill and Cabinet Work (0952.50)	2-22-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Modification	Technology	WMT 155 – Architectural Millwork	Changing top code from Carpentry (0952.00) to Mill and Cabinet Work (0952.50)	2-22-18
Modification	Technology	WMT 157 – Passage Door	Changing top code from Carpentry (0952.00) to Mill and Cabinet Work (0952.50)	2-22-18
Modification	Technology	WMT 202 – Advanced Furniture Casegoods	Changing top code from Carpentry (0952.00) to Mill and Cabinet Work (0952.50)	2-22-18
Modification	Business Humanities, and Social Sciences	INST 100 – Principles and Strategies for Problem Solving	Updating course description and outline	2-8-18
Modification	Business Humanities, and Social Sciences	PHIL 102 – Introductions to Ethics	Adding Distant Education	2-22-18
Modification	Business Humanities, and Social Sciences	PHIL 104 – Philosophy of Cultural Diversity: Challenge and Change	Adding Distant Education	2-22-18
Modification	Business Humanities, and Social Sciences	PSYC 101 – General Introductory Psychology	Removing prerequisite	2-22-18
Modification	Liberal Arts	ENGL 5L - Freshman Composition Supplemental Seminar	Adding Distant Education	2-8-18
Modification	Liberal Arts	CHIN 101 – Elementary Chinese	Adding Distant Education	2-22-18
Modification	Liberal Arts	CHIN 102 – Elementary Chinese	Adding Distant Education	2-22-18
Modification	Liberal Arts	CHIN 201 – Intermediate Chinese 1	Adding Distant Education	2-22-18
Modification	Liberal Arts	CHIN 202 – Intermediate Chinese II	Adding Distant Education	2-22-18
Modification	Fine Arts & Communications	ART 124 - Introduction to Media Studies	Course was approved for Humanities category by both CSUGE and IGETC. The committee originally approved course for Fine Arts for Plan A. Request is to change the GE category for Plan A from Fine Arts to Humanities to make Plan A consistent with Plan B and Plan C	3-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Modification	Fine Arts & Communications	ART 125 - Introduction to Visual and Cultural Studies	Course was approved for Humanities category by both CSUGE and IGETC. The committee originally approved course for Fine Arts for Plan A. Request is to change the GE category for Plan A from Fine Arts to Humanities to make Plan A consistent with Plan B and Plan C	3-8-18
Modification	Fine Arts & Communications	SPCH 115 (previously approved as SPCH 125) – Gender, Communication, and the Digital Revolution	Admission and Records notified the faculty SPCH 125 already used in PeopleSoft. Faculty agreed to change the number to 115.	3-8-18
Modification	Fine Arts & Communications	WGS 115 (previously approved as WGS 115) – Gender, Communication, and the Digital Revolution	This course is cross-listed with SPCH 125. Admission and Records notified the faculty SPCH 125 had already been used in PeopleSoft. Faculty agreed to change the number to 115.	3-8-18
Modification	Fine Arts & Communications	ART 104 – African Arts	Adding Distant Education	2-22-18
Modification	Fine Arts & Communications	ART 107 – Asian Art History	Adding Distant Education	2-22-18
Modification	Fine Arts & Communications	HUM 100 – The Art of Being Human	Adding Distant Education	2-22-18
Modification	Fine Arts & Communications	ART 124 – The Art of Being Human	Course was approved for Humanities category by both CSUGE and IGETC. The committee originally approved course for Fine Arts for Plan A. Request is to change the GE category for Plan A from Fine Arts to Humanities to make Plan A consistent with Plan B and Plan C.	2-22-18



<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Modification	Fine Arts & Communications	ART 207 – Women and Media	Was initially approved in Fine Arts category for Plan A, B, and C general education. Course was approved for CSUGE and IGETC in the Humanities category. Proposal is to change general education category to Plan A for Humanities to make it consistent with Plans B and C.	2-22-18
Modification	Fine Arts & Communications	WGS 207 – Women and Media	Was initially approved in Fine Arts category for Plan A, B, and C general education. Course was approved for CSUGE and IGETC in the Humanities category. Proposal is to change general education category to Plan A for Humanities to make it consistent with Plans B and C.	2-22-18
Modification	Health, Physical Education, and Dance	ATH 202L – Basketball, Men	Unit change from 0.5 to 3.0 (substantial change)	2-8-18
Modification	Health, Physical Education, and Dance	DANC 124 - Introduction to Hip Hop Dance I	Updating title to Hip Hop Dance I and TOP code to 1008.10	3-8-18
Modification	Health, Physical Education, and Dance	DANC 126 – Hip Hop Dance Trends	Updating title to Hip Hop Dance II and top Code to 1008.10	3-8-18
Modification	Health, Physical Education, and Dance	PEX 157 – Pilates Conditioning for Dancers	Updating to title to Conditioning for Dance	3-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
New Program	Health, Physical Education, and Dance	Health Education – Associate in Arts	Health education-related careers are growing at a faster than average rate. An aging population and rising healthcare costs have created a need for a strong, proactive workforce that is able to address prevention, treatment, and coordination of care-related services. The AA degree in Health Education will prepare students to transfer into community health education related career programs.	2-8-18
New Program	Adult Education	Energy Corps: Certificate of Completion	This program is designed to align with OSHA and ASHRAE standards to prepare students with competencies in energy surveying. The program will familiarize students with the essential basic principles and sources of energy as well as provide the necessary hands-on practice in residential and commercial energy auditing.	2-22-18
Modification	Technology	Esthetician – Associate in Arts	Adding new course COS 55	2-8-18
Modification	Technology	Cosmetology – Associate in Arts	Updating degree requirement to include COS62A, COS62B, COS53, and COS70C	2-8-18
Modification	Liberal Arts	English – Associate in Arts	Adding new course ENGL 100S	2-8-18
Modification	Liberal Arts	History – Associate in Arts	Updating prefix WS to WGS	2-8-18
Modification	Liberal Arts	Art and Culture – Associate in Arts	Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Communication – Associate in Arts	Updating WGS prefix change, title changes, removing inactivated courses	3-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Modification	Liberal Arts	Culture and Society – Associate in Arts	Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Earth and Space Sciences – Associate in Arts	Updating title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Historical Perspectives – Associate in Arts	Modification: Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Literature and Languages – Associate in Arts	Modification: Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Media Studies – Associate in Arts	Updating title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Self-Development and Social Behavior – Associate in Arts	Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Social and Behavioral Science – Associate in Arts	Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Visual Communication – Associate in Arts	Updating WGS prefix change, title changes, removing inactivated courses	3-8-18
Modification	Liberal Arts	Communication Studies – Associate in Arts	Updating SPCH/WGS 125 number change to SPCH/WGS 115	3-8-18
Modification	Business, Humanities, and Social Sciences	Women’s and Gender Studies – Associate in Arts	Updating SPCH/WGS 125 number change to SPCH/WGS 115	3-8-18
Modification	Business, Humanities, and Social Sciences	Accounting – Associate in Arts	Updating title to Professional Accounting – Associate in Arts	3-8-18
Modification	Business, Humanities, and Social Sciences	Microcomputer Accounting – Associate in Arts	Updating title to Vocational Accounting – Associate in Arts	3-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Modification	Health, Physical Education, and Dance	Dance – Associate in Arts	Updating title to DANC 110, DANC 112, DANC 124, DANC 126, and PEX 157	3-8-18
Modification	Health, Physical Education, and Dance	Physical Education – Associate in Arts	Adding PEX 100A, PEX 103A, WGS 108. Updating titles to PEX 157, DANC 124, DANC 126	3-8-18
Modification	Health, Physical Education, and Dance	Kinesiology – Associate in Arts Degree for Transfer	Adding PEX 103A Updating title to DANC 124, DANCE 126. Updating TMC	3-8-18
Modification	Technology	Esthetician – Certificate of Achievement	Adding new course COS 55	2-8-18
Modification	Business, Humanities, and Social Sciences	Business Administration – Retail management – Certificate of Achievement	Updating prefix WS to WGS	2-8-18
Modification	Business, Humanities, and Social Sciences	Accounting – Certificate of Achievement	Updating title to Professional Accounting – Certificate of Achievement	3-8-18
Modification	Business, Humanities, and Social Sciences	Microcomputer Accounting – Certificate of Achievement	Updating title to Vocational Accounting – Certificate of Achievement	3-8-18
Modification	Liberal Arts	Speech communication – Certificate of Achievement	Updating SPCH/WGS 125 number change to SPCH/WGS 115	3-8-18
Inactivation	Business, Humanities, and Social Sciences	Advanced Accounting – Certificate of Achievement	Program type no longer needed.	3-8-18
Inactivation	Business, Humanities, and Social Sciences	Advanced Accounting – Associate in Arts	Program type no longer needed.	3-8-18
Inactivation	Business, Humanities, and Social Sciences	Advanced Microcomputer Accounting Clerk – Certificate of Achievement	Program type no longer needed.	3-8-18
Inactivation	Business, Humanities, and Social Sciences	Advanced Microcomputer Accounting Clerk – Associate in Arts	Program type no longer needed.	3-8-18

<b>Modification Type</b>	<b>Division</b>	<b>Course/Certificate Information</b>	<b>Rationale</b>	<b>Curriculum Committee Approval Date</b>
Inactivation	Business, Humanities, and Social Sciences	Payroll Administration – Certificate of Achievement	Program type no longer needed.	3-8-18
Inactivation	Business, Humanities, and Social Sciences	Payroll Administration – Associate in Arts	Program type no longer needed.	3-8-18

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Rick Miranda  
Vice President, Academic Affairs  
Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Colleen McKinley  
Director, Educational  
Partnerships and Programs

**SUBJECT:        Consideration of Acceptance of a Grant from the California Community Colleges Chancellor’s Office: Education Futures – Scaling Teacher Preparation Pipeline Programs**

**ACTION**

It is recommended that the Board of Trustees approve the acceptance of the California Community College Chancellor’s Office Educational Futures Grant, which will run from February 1, 2018 – December 31, 2018.

**FISCAL IMPACT**

The Cerritos College Teacher TRaining ACademy (Teacher TRAC) will receive a Regional Model Grant award of \$96,670 with an augmentation of \$20,000 to serve as the Los Angeles County Regional Lead, for a total of \$116,670. This one (1) year renewable grant supports regional efforts to scale up TPP Programs in order to maximize the Chancellor’s Office’s impact on expanding and diversifying the teacher workforce. Where regional Strong Workforce leadership prioritized this work, and where TPP leadership and local capacity are strongest, these funds augment local resources to expand services while encouraging TPP integration into the core operations of the college. The Education Futures Initiative supports regional efforts to align systems, develop infrastructure, and disseminate resources needed for colleges to grow their own TPPs. Regional and local resources, however, are essential to the development and sustainability of any TPP program. Pending Board of Governor’s approval, the performance period for the grant activities will commence February 1, 2018. Seventy-five percent (75%) of the total amount of the grant will be released upon execution of the contract, and twenty-five percent (25%) will be released when the grant is closed out at the end of the first year. Grant funds are renewable for a second year based upon performance in the first year. Reporting will be required on a quarterly basis, as follows: July 31, 2018; October 30, 2018; and December 31, 2018 (final report). A contract will be sent to Rio Hondo College from Chabot-Las Positas Community College District, the fiscal agent for the Education Futures Initiative mini-grants.

**REPORT SUMMARY**

Teacher TRAC will utilize funds to build upon the TPP model to expand services to the state identified high priority student populations of students successful in CTE/STEM and students underrepresented in teaching professions. Expansion will include developing a preschool pathway and adding additional CTE areas. Teacher TRAC staff and leadership will participate in a regional community of practice involving K-12 and four-year university partnerships.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

None

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Rick Miranda  
Vice President, Academic Affairs  
Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Colleen McKinley  
Director of Educational Partnerships  
and Programs

<b>SUBJECT:      Consideration of Approval of Teacher Preparation Pipeline Grant (TPP) Faculty Stipends</b>
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**ACTION**

It is recommended that the Board of Trustees approve individual stipends totaling \$600 for faculty mentoring for the Teacher Preparation Pipeline (TPP) Grant taking place during the Spring 2018 semester.

**FISCAL IMPACT**

Funds from the Teacher Preparation Pipeline Grant will be utilized for this expenditure. No general funds will be used.

**REPORT SUMMARY**

Cerritos College has received funding in the amount of \$240,000 from the California Community College Chancellor's Office to continue development, enhancement, and refinement of the career technical education teacher pathway program with an emphasis on mathematics and science preparation. The funds from the Teacher Preparation Pipeline Grant are designated to develop teacher pathways and curriculum, establish student development activities, provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty.

As stipulated and funded by the Grant, the tasks and activities described below will be carried out as follows:

TPP Professional Development Faculty Inquiry Group (FIG):

- Faculty will participate in a Faculty Inquiry Group (FIG) to provide curriculum alignment. The FIG will meet four times for an hour and fifteen minutes.
- Faculty participate in collaboration with the other members of the FIG faculty, to more deeply explore methodologies used to implement and convey the common core standards to both students and future teachers.
- Faculty will produce an assignment that directly addresses the following Teacher TRAC programmatic outcome: Upon completion of the Teacher TRAC program, students will be familiar with and demonstrate understanding of a variety of content and teaching standards across multiple general education disciplines.



The following participants are to receive stipends:

Lee Anne McIlroy	\$300
Stephanie Pullman	\$300
<b>Total:</b>	<b>\$600</b>

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

None

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Rick Miranda  
Vice President, Academic Affairs  
Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Kaitlin Scott Librarian  
Shawna Baskette  
Dean of Academic Success, Library

<b>SUBJECT:      Consideration of Approval of Embedded Tutoring Program Stipends for Fall 2017</b>
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**ACTION**

It is recommended that the Board of Trustees approve stipends for faculty members who participated in the Embedded Tutoring program in Fall 2017. Instructors attended training sessions and met with tutors. The coordination between classroom instructors and tutors provides integrated support for students and increases student success.

**FISCAL IMPACT**

General funds will not be used for these stipends. Student Equity funds will be utilized.

**REPORT SUMMARY**

Faculty were provided the opportunity to attend up to three training meetings for embedded tutoring.

8/21/17: Introduce best practices in utilizing embedded tutors in the classroom.

9/29/17: Mid-semester check-in to assess utilization of embedded tutors, share information and strategies, and answer questions.

12/8/17: End of semester follow up to assess benefits and challenges faculty experienced with embedded tutoring to improve the program.

These meetings were not required, and faculty were aware that they could receive a \$100 stipend for each meeting attended.

All faculty utilizing embedded tutors were responsible for conducting at least 2 hours of meetings over the course of the semester with the embedded tutor(s) assigned to each section. No restrictions were placed on the length of each meeting as it was dependent on the schedule of each instructor and tutor. Each section is eligible for a \$200 stipend to compensate for this time.

Upon completion of the Embedded Tutoring program and participation in program meetings, the following faculty are eligible for stipends not to exceed the amount listed:

Faculty	Stipend	Sections with Embedded Tutor	Meetings Attended
Cynthia Berteau	\$700.00	2	8/21/17, 9/29/17, 12/8/17
Joann Sugihara Cheetham	\$700.00	2	8/21/17, 9/29/17, 12/8/17
Lee Anne McIlroy	\$600.00	2	9/29/17, 12/8/17
George Jarret	\$800.00	3	8/21/17, 9/29/17
Amanda Reyes	\$300.00	1	12/8/17
Sally Havice	\$400.00	2	N/A
Alice Miller	\$600.00	3	N/A
Graham Chalmers	\$800.00	4	N/A
Angie Conley	\$200.00	1	N/A
Ilva Mariani	\$600.00	3	N/A
Mojdeh Nikdel	\$200.00	1	N/A
Tatiana Roque	\$200.00	1	N/A
Yiran Zhou	\$800.00	4	N/A
<b>Total</b>	<b>\$6900.00</b>	<b>29</b>	

**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

<p><b>SUBJECT:        Consideration of Ratification of Change Order No. 2, (Bid No. 16P006, Category 02), Verne's Plumbing, Inc., Health and Wellness Complex</b></p>
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**ACTION**

It is recommended that the Board of Trustees approve Change Order No. 2 in the amount of \$20,032 for the Health and Wellness Complex project.

**FISCAL IMPACT**

The amount from Change Order No. 2 will be \$20,032, increasing the contract amount to \$2,087,764.35. Funding will be allocated from the GO Bond.

**REPORT SUMMARY**

On March 1, 2017, the Board awarded a contract to Verne's Plumbing, Inc. of Buena Park, California for the Health and Wellness Complex project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid twenty (20) disciplines for various elements of the project work. Category 02 represents the Building & Site Plumbing element of work. 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. 2 is \$20,032. The original contract amount approved by the Board was \$2,009,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to a deductive credit issued for the use of HDPE in lieu of RCP pipe. The original documents indicated usage of RCP pipe, however the HDPE was a more durable and readily used product that also provided a cost savings to the District. The design errors/omissions consisted of multiple plumbing-related obstructions in Building A & B. During the three-dimensional modeling there were several areas detected with multiple plumbing-related obstructions; a directive issued by the architect called for the relocation of lines, drains, and piping to resolve the conflicts. Change Order No. 2 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. 2.

	<b>Change Order</b>	<b>Date</b>	<b>Amount</b>	<b>Percentage of Change</b>
Pending	2	April 11, 2018	\$20,032.00	3.92%
	1	October 4, 2017	\$58,732.35	2.92%

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 required beyond posting of this item on the agenda.

#### **ATTACHMENT(S)**

Change Order No. 2 to Contract No. 16P006-02 – Verne’s Plumbing, Inc.

Change Order No. 1 to Contract No. 16P006-02 – Verne’s Plumbing, Inc.

Contract No. 16P006-02 – Verne’s Plumbing, Inc.



**Project:** Cerritos College  
 Cerritos | Health & Wellness Complex

**To:** Verne's Plumbing, Inc.  
 8561 Whitaker Street  
 Buena Park, CA 90621

**Date:** April 25, 2018

**Prime Change Order No:** 002

**Contract No:** 16P006-02

**Board Action:** Ratification

**SUMMARY OF CHANGES:**

**Item 1.01**

**Bldg/Area:** Site Phase 1

**Description:** Credit for the use for HDPE in lieu of RCP

**Reason:** The original documents showed RCP pipe, however the HDPE was a more durable and readily used product that saved the College money.

**Benefit:** The use of HDPE in lieu of RCP saved money and is a more durable product

**Request By:** Owner

**CO Type:** Deductive Credit

**Change Amount:** ..... **\$(21,267.83)**

**Time Extension:** ..... 0 Work Days

**Item 1.02**

**Bldg/Area:** Bldg. A and B

**Description:** Multiple plumbing changes that were at Bldg. A and B that was obstructed and had to be re-routed.

**Reason:** During the 3 dimensional modeling of the job there were several areas that were detected that had multiple plumbing related clashes with ducts lines, and structure elements (windows, steel structure) of building A and B. The Directive issued by the Architect relocated the water lines, boiler flues, storm drain, and vent piping to avoid fixed elements of the building.

**Benefit:** Directive # 1 that was issued by the Architect help resolve several conflicts that would have occurred in the field and expended more costs and time.

**Request By:** Architect

**CO Type:** Design Errors / Omissions

**Change Amount:** ..... **\$41,299.83**

**Time Extension:** ..... 0 Work Days

**Project:** Cerritos | Health & Wellness Complex  
**To:** Verne's Plumbing, Inc.

**Prime Change Order No:** 002  
**Contract No:** 16-013-BC02-VER

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**SUMMARY OF COST:**

Total this Change Order .....	<b>\$20,032.00</b>
Total Additional Work Days .....	<b>0 Days</b>

**CONTRACT SUMMARY:**

Original Prime Contract Amount:	\$2,009,000.00
Net Change by previous Change Order(s):	\$58,732.35
Net Change by previous Contract Adjustment(s):	\$0.00
Net Sum prior to this Change Order:	\$2,067,732.35
Amount of Change Order No. 002	\$20,032.00
New Contract Sum:	\$2,087,764.35
Percentage of Change to Contract:	3.92 %

**Project:** Cerritos | Health & Wellness Complex  
**To:** Verne's Plumbing, Inc.

**Prime Change Order No:** 002  
**Contract No:** 16-013-BC02-VER

.....  
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 the \_\_\_\_\_ day of \_\_\_\_\_, 2017

**Requested By:**

 2/21/18  
\_\_\_\_\_  
Signature & Date

**Verne's Plumbing, Inc.**  
Tim Verne  
8561 Whitaker Street  
Buena Park, CA 90621

**Approved By:**

\_\_\_\_\_  
Signature & Date

**Cerritos College**  
Felipe Lopez  
Vice President of Business Services

**Reviewed By:**

 3/8/2018  
\_\_\_\_\_  
Signature & Date

**Cerritos College**  
David C. Moore, Director of the  
Physical Plant & Construction Services

**Reviewed By:**

\_\_\_\_\_  
Signature & Date

**Cerritos College**  
Mark B. Logan, Director of the  
Purchasing & Construction Administration

**Reviewed By:**

 2/27/18  
\_\_\_\_\_  
Signature & Date

**HMC Architects**  
Josh Glavin  
Architect

**Reviewed By:**

 2/27/18  
\_\_\_\_\_  
Signature & Date

**Tilden-Coil Constructors, Inc.**  
Kevin Jones  
Project Manager

**Reviewed By:**

 03/02/18  
\_\_\_\_\_  
Signature & Date

**Tilden-Coil Constructors, Inc.**  
Jimmy Riordan  
Program Manager





**Project:** Cerritos College  
Cerritos | Health & Wellness Complex

**To:** Verne's Plumbing, Inc.  
8561 Whitaker Street  
Buena Park, CA 90621

**Date:** August 24, 2017

**Prime Change Order No:** 001

**Contract No:** 16-013-BC02-VER  
16P006-02A

**Board Action:** Ratification

**SUMMARY OF CHANGES:**

**Item 1.01**

**Bldg/Area:**

**Description:** Added 340ft of a new 6" gas line along the West elevatin of teh Health Service Complex.

**Reason:** The 6" gas line was added in order to allow for the future construction of the Performing Arts Complex . The footprint of the PAC building is located were the existing gas line and gas meter is installed. A new gas meter is being located adjacent to parking lot C2 just to the North of the gym to allow for the future construction of the Performing Arts Complex building.

**Benefit:** The additional Gas line allows for installation of Future meter.

**Request By:** Owner

**CO Type:** Agency Driven Change

**Change Amount:** ..... **\$58,732.35**

**Time Extension:** ..... **0 Work Days**

**SUMMARY OF COST:**

Total this Change Order .....	<b>\$58,732.35</b>
Total Additional Work Days .....	<b>0 Days</b>

**CONTRACT SUMMARY:**

Original Prime Contract Amount:	\$2,009,000.00
Net Change by previous Change Order(s):	\$0.00
Net Change by previous Contract Adjustment(s):	\$0.00
Net Sum prior to this Change Order:	\$2,009,000.00
Amount of Change Order No. 001	\$58,732.35
New Contract Sum:	\$2,067,732.35
Percentage of Change to Contract:	2.92 %

**Project:** Cerritos | Health & Wellness Complex  
**To:** Verne's Plumbing, Inc.

**Prime Change Order No:** 001  
**Contract No:** 16-013-BC02-VER

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 the 4th day of October, 2017

**Requested By:**

 08/25/17  
Signature & Date

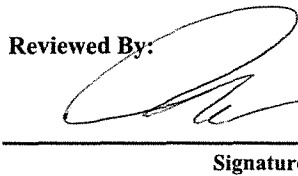
**Verne's Plumbing, Inc.**  
Tim Verne  
8561 Whitaker Street  
Buena Park, CA 90621

**Approved By:**

 10/13/2017  
Signature & Date

**Cerritos College**  
Felipe Lopez  
Vice President of Business Services

**Reviewed By:**

 8/31/2017  
Signature & Date

**Cerritos College**  
David C. Moore, Director of the  
Physical Plant & Construction Services

**Reviewed By:**

 9-12-17  
Signature & Date

**Cerritos College**  
Mark B. Logan, Director of the  
Purchasing & Construction Administration

**Reviewed By:**

 8/25/17  
Signature & Date

**HMC Architects**  
Josh Glavin  
Architect

**Reviewed By:**

 8-25-17  
Signature & Date

**Tilden-Coil Constructors, Inc.**  
Kevin Jones  
Project Manager

**Reviewed By:**

 08/30/17  
Signature & Date

**Tilden-Coil Constructors, Inc.**  
Jimmy Riordan  
Program Manager



**PROJECT: Health and Wellness Complex / BID NO.: 16P006**

**DATE OF CONTRACT: March 3, 2017 /CONTRACT NO.: 16P006-02**

**BID CATEGORY: 02, Building & Site Plumbing**

**DOLLAR VALUE: \$ 2,009,000.00**

**LIQUIDATED DAMAGES: \$ 2,500 per day**

**CONTRACTOR: Verne's Plumbing, Inc.**

**TERM: 1,132 Calendar days**

**TIME FOR COMPLETION: \_\_\_\_\_**

**Verne's Plumbing, Inc.**

**Address: 8561 Whitaker Street, Buena Park, CA 90621**

**Phone: 714-994-1971**

**Fax: 714-994-2203**

## AGREEMENT FORM

This Agreement is made and entered into this **3<sup>rd</sup> day of March, 2017**, by and between the **Cerritos Community College District** ("District") and **Verne's Plumbing, 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: **16P006, Health and Wellness Complex**  
**Category 02, Building & Site Plumbing**

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 ONE HUNDRED THIRTY-TWO (1,132) 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:

**Two Million Nine Thousand and 00/100 Dollars**

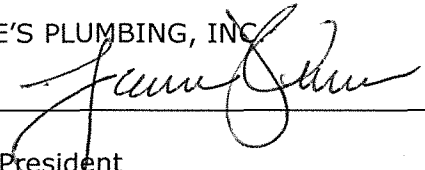
**(\$ 2,009,000.00),**

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.

**CONTRACTOR**

VERNE'S PLUMBING, INC

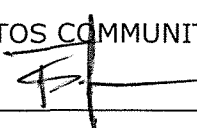
By: 

Title: President

Print Name: Lawrence J. Verne

**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

**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 12**

**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

<b>SUBJECT:      Consideration of Approval of Notice of Completion for Bid No. 17P007, Parking Lot Phase 2</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the Notice of Completion for Pave West, Inc. of La Habra, California for the Parking Lot Phase 2 project at Cerritos Community College District as presented.

**FISCAL IMPACT**

The total final contract amount was \$2,500,527 which was paid by the G.O. Bond.

**REPORT SUMMARY**

Cerritos College issued a contract to Pave West, Inc. on November 15, 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 January 2, 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 – Pave West, Inc.



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: **Parking Lot Phase 2, Bid No. 17P007** contract for the doing of which was heretofore entered into on the **15<sup>th</sup> of November, 2017** which contract was made with **Pave West, Inc.**, contract number **17P007**, as contractor; that said improvements were completed on the **2<sup>nd</sup> of January, 2018**, and accepted by formal action of the governing board of said DISTRICT on the **11<sup>th</sup> of April, 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 **Old Republic Surety 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

**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 13**

**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

<b>SUBJECT:        Consideration of Approval of Notice of Completion for Contract No. 16P015, Stadium Turf Replacement</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the Notice of Completion for FieldTurf International, Inc. dba FieldTurf USA, Inc. ("FieldTurf") of Montreal, Quebec, Canada for the Stadium Turf Replacement project at Cerritos Community College District as presented.

**FISCAL IMPACT**

The total final contract amount was \$1,697,982 which was paid by the G.O. Bond.

**REPORT SUMMARY**

Cerritos College issued a contract to FieldTurf on April 5, 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 August 29, 2017. 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 – FieldTurf International, Inc. dba FieldTurf USA, Inc.

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: **Stadium Turf Replacement** contract for the doing of which was heretofore entered into on the **5<sup>th</sup> of April, 2017** which contract was made with **FieldTurf International, Inc. dba FieldTurf USA, Inc.**, contract number **16P015**, as contractor; that said improvements were completed on the **29<sup>th</sup> of August, 2017**, and accepted by formal action of the governing board of said DISTRICT on the **11<sup>th</sup> of April, 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

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 14**

**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><b>SUBJECT:            Consideration of Approval of Resolution No. 18-0411A, Performing Arts Center Project Substantial Complexity, Authorization for Retention Exceeding 5%</b></p>
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**ACTION**

It is recommended that the Board of Trustees approve Resolution No. 18-0411A, authorizing Cerritos College to declare that the Performing Arts Center project is substantially complex and withhold retention at 10% per Public Contract Code Section 7201(b)(4) for remaining Trade Contractors.

**FISCAL IMPACT**

There is no cost to Cerritos College.

**REPORT SUMMARY**

The District often constructs District projects by utilizing a multiple prime contractor delivery method which involves the District's award of multiple prime contracts to contractors ("Trade Contractors"), each of who are in direct privity of contract with the District for constructing a specific portion of work. The District has begun to competitively bid and award separate prime contracts to Trade Contractors for the scopes of work necessary to complete construction of the Performing Arts Center project. The site prep portion of work was bid and awarded by the Board of Trustees on January 17, 2018, and the shoring portion of work has bid and award of contract will be brought before the May 2, 2018 regularly scheduled Board of Trustees' meeting. The next portions of work that will be competitively bid will include the building phase for Trade Contractors' construction of the building, building equipment, and building systems.

According to California Public Contract Code Section 7201, public entities must cap retention at five percent (5%). However, Section 7201(b)(4) allows an exception which states that retention proceeds on a project may exceed five percent (5%) on specific projects where, before releasing a bid: (1) the governing board of the school district or community college district approves a finding that the proposed project is "substantially complex" and requires a retention amount greater than five percent (5%); and (2) the district includes both the finding and the designated retention amount set by the governing board in the bid documents advertised by the district.

Withholding retention is an important mechanism for public entities to ensure projects are completed in accordance with all contract requirements, such as timelines and design specifications, but especially when dealing with community college construction projects which are: designed to a higher safety standard than

other public works projects, may be subject to additional levels of inspection and State design approval, and may have specialized systems and safety measures included in their design.

The attached resolution identifies the criteria used for determining that the Performing Arts Center project is substantially complex and subject to a retention amount higher than five percent (5%), and delegates authority to District staff to designate the remaining portions of work as substantially complex projects pursuant to the terms of Public Contract Code section 7201 (b)(4). This will enable the District to withhold retention proceeds from the remaining Trade Contractor that are awarded future contracts at an amount not to exceed ten percent (10%).

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Resolution No. 18-0411A

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO 18-0411A**

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT  
PERFORMING ARTS CENTER PROJECT SUBSTANTIAL COMPLEXITY;  
AUTHORIZATION FOR RETENTION EXCEEDING 5%  
PURSUANT TO PUBLIC CONTRACT CODE SECTION 7201(b)(4)**

**WHEREAS**, the Cerritos Community College District (“District”) typically constructs works of improvement that are in the nature of facilities and improvements for office/classroom use and occupancy (“District Projects”); and

**WHEREAS**, the District often constructs District Projects by utilizing a multiple prime contractor delivery method which involves the District’s award of multiple prime contracts to contractors (“Trade Contractors”) each of who are in direct privity of contract with the District for constructing specific scope of work; and

**WHEREAS**, the District intends to competitively bid and award separate prime contracts to Trade Contractors for the scopes of work necessary to complete construction of a work of improvement on the District’s Cerritos College campus commonly referred to as the Performing Arts Center (“Performing Arts Project”); and

**WHEREAS**, the Performing Arts Project is designed to be a state-of-the-art learning environment intended for use for performing arts studies and for staging performing arts events; and

**WHEREAS**, the Performing Arts Project includes a 400 seat proscenium theater, a 150 seat black box theater, a 100 seat lecture hall, outdoor amphitheater, and multi-level lobby; and

**WHEREAS**, specialty building systems and equipment (“Theater Systems”) must be incorporated into the Performing Arts Project in order to meet functional and operational requirements for performing arts education and for staging performing arts events; and

**WHEREAS**, Theater Systems to be constructed and incorporated into the Performing Arts Project include:

- Stage draperies and curtains
- Manual/motorized set track systems
- Stage flooring, lifts and platforms
- Stage lighting systems and lighting systems controls
- Stage rigging equipment and systems, consisting of rope lines, pulleys, counterweights and related devices for hoisting curtains, lights, scenery, stage set and similar purposes
- Audio equipment, audio control room/control console equipment
- Orchestra pit and pit lift equipment
- Acoustical treatments ; and

**WHEREAS**, portions of the Performing Arts Project are dedicated for specialized purposes unique to a performing arts facility intended for education and performance purposes (“Theater Amenities”); Performing Arts Project Theater Amenities include:

- Audience amenities such as seating layouts, sightlines, audience circulation, accessibility, and comfort
- Technical and performance support areas/facilities such as dressing rooms, loading docks, rehearsal space, ticket office, and concessions sales areas; and

**WHEREAS**, the scope of Performing Arts Project and construction of the Performing Arts Project include the following (“Construction Process”):

- Phased construction, with an initial phase to demolish existing improvements, site preparation and site shoring, followed by a building phase for Trade Contractors’ construction of the building, building equipment, and building systems that collectively constitute the Performing Arts Project
- Extensive below grade work for construction of the Performing Arts Project basement level at thirty-four (34) feet below grade level
- Extensive high area work to accommodate stage fly equipment/systems, including a stage fly tower at eighty eight (88) feet above grade; and

**WHEREAS**, the District is authorized to withhold proceeds from payments due Trade Contractors Constructing Performing Arts Project to ensure completion of the Performing Arts Project (“Retention”).

**WHEREAS**, Public Contract Code §7201(b)(1) prohibits the District from withholding Retention exceeding five percent (5%) of any payment due the Trade Contractors; and

**WHEREAS**, notwithstanding the foregoing, Public Contract Code §7201(b)(4) authorizes the District to withhold Retention exceeding five percent (5%) if the Governing Board of the District determines that a project is substantially complex, requiring Retention in excess of five percent (5%).

**NOW THEREFORE**, the Board of Trustees of the Cerritos Community College District hereby resolves as follows:

- Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.
- Section 2. The Performing Arts Project is a unique project for the District that includes building uses, building equipment, and building systems that are not incorporated into District Projects typically constructed by the District.
- Section 3. The Theater Systems, Theater Amenities, and the Construction Process for the Performing Arts Project, as described above each individually and collectively render the Performing Arts Project to be substantially complex.
- Section 4. Pursuant to Public Contract Code Section 7201(b)(4), Retention withheld from payments due the remaining Trade Contractors for the construction of the Performing Arts Project shall be at ten percent (10%).
- Section 5. Pursuant to Public Contract Code §7201(b)(3), District staff is directed to include in bid documents for Trade Contractors’ bids to construct the Performing Arts Project details explaining the basis of the finding that the

Performing Arts Project is substantially complex and the 10% Retention authorized by these Resolutions.

Section 6. That this Resolution No. 18-0411A shall take effect immediately upon its adoption.

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the Cerritos Community College District on this 11<sup>th</sup> day of April, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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President of the Board of Trustees of the Cerritos  
Community College District

Attested to:

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Clerk of the Board of Trustees of the  
Cerritos Community College District



**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 15**

**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

<b>SUBJECT:      Consideration of Ratification of Acceptance of Gifts</b>
---

**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 in October 2017 and February 2018.

**For Use in the Printmaking Department**

- Etching Press

Donated by: Ms. Joan Binkoff  
11317 Barbi Lane  
Los Alamitos, CA 90720

The estimated value of the above item is \$7,500.

**For Use in the Automotive Department**

- 2018 Subaru Impreza Engine (Serial No. 041644; Part No. 10100CC780; VIN Key H3600039)

Donated by: Subaru of America, Inc.  
ATTN: Ms. Cynthia Richardson  
P.O. Box 6000  
Cherry Hill, NJ 08034-6000

The estimated value of the above item is \$1,800.

**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

<b>SUBJECT:      Consideration of Approval of Records Disposal Per Title V of the California Code of Regulations</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the disposal/destruction of records as presented per Title V of the California Code of Regulations.

**FISCAL IMPACT**

Cost for the destruction of the documents will be approximately \$1000.

**REPORT SUMMARY**

Cerritos College retains various documents classified as “records” in accordance with applicable law, to include, but not limited to, the California Education Code, Government Code, and Title V of the California Code of Regulations.

Records retention is the holding period for records for further use. The specific holding period is dependent upon legal requirements and best practices and varies depending on the type of record.

Records are classified into the following classifications per the California Code of Regulations, Title V, Sections 16020 et seq.:

**Class I:**      **Permanent Records.** These records require that the original or one exact copy (unless microfilmed) shall be retained indefinitely as specified in Section 16023 of the California Code of Regulations.

**Class II:**      **Optional Records.** These records are not required by law to be retained permanently but may be deemed worthy of further preservation as specified in Section 16024 of the California Code of Regulations.

**Class III:**      **Disposable Records.** These records have specific required retention periods and procedures for destruction or transfer as specified in Section 16025 of the California Code of Regulations.

All Class III records which have been held for the required retention periods, and any permanent records that have been classified as Class III records after having been duly microfilmed and held for the required retention period, may be destroyed per Title V, Sections 16026-16027 of the California Code of Regulations.

Cerritos College is requesting to dispose of/destroy certain documents classified as Class III records as noted on the attached list. The records have been retained for the period of time required by law and there is no further need to retain the records.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Class III Document Listing

**DISPOSAL OF DISTRICT RECORDS: CLASS III DOCUMENTS**

**BOARD MEETING DATE: APRIL 11, 2018**

<b>Department</b>	<b>Description of Contents</b>	<b>No. of Boxes</b>	<b>Document Years</b>	<b>Class Code</b>
Purchasing	Contracts pre-2012	9	1990-2012	3
	Bids-Construction	9	2002-2008	3
	Certified Payroll Records – Infrastructure/Central Plant Project	4	2003-2014	3
	Certified Payroll Records – Boiler Replacement Project	1	2003-2014	3
	Certified Payroll Records – Aquatic Center Project	1	2003-2014	3
	Certified Payroll Records – Physical Science Renovation	1	2003-2014	3
	Certified Payroll Records – Baseball/Softball Field Renovations	1	2003-2014	3
	Certified Payroll Records – North/South Fire Lane	1	2003-2014	3
	Certified Payroll Records – Miscellaneous Projects	2	2003-2014	3
Fiscal Services	Miscellaneous	56	2011-2012	3
Payroll	Miscellaneous	10	2013-2014	3
Health Occupations	Miscellaneous	28	2007-2010	3
Adult Education, Economic Development, Older Wiser Learner, Community Education, Research & Planning	Miscellaneous	54	Miscellaneous	3

**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

<b>SUBJECT:</b> <b>Consideration of Approval of Purchase Orders for the Month of February 2018</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the purchase orders processed during the month of February 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 February 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)**

February 2018 – Purchase Order Report

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 1

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/01/18	0000067415	C		02/01/2018	OPUS USA INC	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5610	0960000	17-18	517.58	
							District	01.0	00000.0	00000	00000	9330	0000000	17-18	1,035.13	
				<b>02/01/2018</b>			<b>0000067415</b>			<b>OPUS USA INC</b>						<b>1,552.71</b>
02/01/18	0000067416	C		02/01/2018	ON TRACK AND FIELD, INC.	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	1,677.04	
				<b>02/01/2018</b>			<b>0000067416</b>			<b>ON TRACK AND FIELD, INC.</b>						<b>1,677.04</b>
02/01/18	0000067417	A		02/01/2018	FORMLABS, INC.	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	6,430.95	
				<b>02/01/2018</b>			<b>0000067417</b>			<b>FORMLABS, INC.</b>						<b>6,430.95</b>
02/01/18	0000067418	X	1	03/01/2018	TENNIS WAREHOUSE	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	2,981.69	
				<b>02/01/2018</b>			<b>0000067418</b>			<b>TENNIS WAREHOUSE</b>						<b>2,981.69</b>
02/01/18	0000067419	C		02/01/2018	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	17-18	180.99	
				<b>02/01/2018</b>			<b>0000067419</b>			<b>RODGER'S CATERING</b>						<b>180.99</b>
02/01/18	0000067420	C		02/01/2018	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76510	4550	1305700	17-18	57.34	
				<b>02/01/2018</b>			<b>0000067420</b>			<b>RODGER'S CATERING</b>						<b>57.34</b>
02/01/18	0000067421	C		02/01/2018	CINEMA SECRETS	LABORATORY SUPP/EQUIP	Theater	01.0	00000.0	00100	02520	4325	1055000	17-18	65.72	
				<b>02/01/2018</b>			<b>0000067421</b>			<b>CINEMA SECRETS</b>						<b>65.72</b>
02/01/18	0000067422	C		02/01/2018	REITER, BRANDT	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.0	00000.0	00000	02520	4550	6190000	17-18	54.38	
				<b>02/01/2018</b>			<b>0000067422</b>			<b>REITER, BRANDT</b>						<b>54.38</b>
02/01/18	0000067423	A		02/01/2018	ARTS CAMERA	REPAIRS - AV EQUIPMENT	Journalism	01.0	00000.0	00000	02520	5630	1053000	17-18	64.00	
				<b>02/01/2018</b>			<b>0000067423</b>			<b>ARTS CAMERA</b>						<b>64.00</b>

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

\* Prior Year Payments

Report ID: LAPO009C

Board List Purchase Order Report

Page No. 2

District: 64360

CERRITOS COLLEGE

Run Date: 03/10/2018

Run Time: 05:13:16AM

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

FY: 17-18

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
02/01/18	0000067424	C		02/13/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	forensics	01.0	00000.0	00000	02550	5210	1506600	17-18	1,150.92	
				<b>02/01/2018</b>			<b>0000067424</b>			<b>BANK OF AMERICA</b>						<b>1,150.92</b>
02/01/18	0000067425	C		02/21/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	forensics	01.0	00000.0	00000	02550	5210	1506600	17-18	320.14	
						MISCELLANEOUS		01.0	00000.0	00000	02550	5210	1506600	17-18	9.62	
				<b>02/01/2018</b>			<b>0000067425</b>			<b>BANK OF AMERICA</b>						<b>329.76</b>
02/01/18	0000067426	C		02/22/2018	AMAZON	BOOKS	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70265	4320	0900000	17-18	121.65	
				<b>02/01/2018</b>			<b>0000067426</b>			<b>AMAZON</b>						<b>121.65</b>
02/01/18	0000067427	C		02/01/2018	THURY, CHERYL	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	17-18	1,140.30	
				<b>02/01/2018</b>			<b>0000067427</b>			<b>THURY, CHERYL</b>						<b>1,140.30</b>
02/02/18	0000067428	C		02/02/2018	ARCTIC GLACIER	MISCELLANEOUS	Child Development	01.0	00000.0	00000	02700	5810	6920000	17-18	2,043.82	
								01.3	00000.0	00000	70780	5810	6920000	17-18	2,043.82	
				<b>02/02/2018</b>			<b>0000067428</b>			<b>ARCTIC GLACIER</b>						<b>4,087.64</b>
02/02/18	0000067429	A		02/02/2018	ITC SYSTEMS	OFFICE SUPPLIES	Library	01.0	00000.0	00300	02220	4550	6120000	17-18	6,239.88	
				<b>02/02/2018</b>			<b>0000067429</b>			<b>ITC SYSTEMS</b>						<b>6,239.88</b>
02/02/18	0000067430	A		02/02/2018	ITC SYSTEMS	MAINTENANCE AGREEMENTS	Library	01.0	00000.0	00300	02220	4550	6120000	17-18	1,606.00	
				<b>02/02/2018</b>			<b>0000067430</b>			<b>ITC SYSTEMS</b>						<b>1,606.00</b>
02/02/18	0000067431	C		02/02/2018	EBSCO INFORMATION	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6321	6120000	17-18	60.07	
				<b>02/02/2018</b>			<b>0000067431</b>			<b>EBSCO INFORMATION SERVICES</b>						<b>60.07</b>
02/02/18	0000067432	C		02/02/2018	EASY ENGLISH TIMES	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6321	6120000	17-18	30.00	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 3

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/02/2018</b>	<b>0000067432</b>									<b>30.00</b>
02/02/18	0000067433	C		02/02/2018	OSCAR'S ELECTRIC INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	1,312.00	
						<b>02/02/2018</b>	<b>0000067433</b>									<b>1,312.00</b>
02/02/18	0000067434	C		02/02/2018	CALIFORNIA BOILER	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	1,133.76	
						<b>02/02/2018</b>	<b>0000067434</b>									<b>1,133.76</b>
02/02/18	0000067435	C		02/02/2018	SCHINDLER ELEVATOR	REPAIRS - OTHER	Building Maintenance-Re	01.0	00000.0	00000	04400	5640	6510000	17-18	792.89	
						<b>02/02/2018</b>	<b>0000067435</b>									<b>792.89</b>
02/02/18	0000067436	C		02/02/2018	COMMUNITY PLAYTHINGS	INSTRUCTIONAL SUPPLIES	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	657.01	
						<b>02/02/2018</b>	<b>0000067436</b>									<b>657.01</b>
02/02/18	0000067437	A		02/02/2018	COMMUNICATIONS SUPPLY CORP	COMMUNICATION SUPP/EQUIP	Physical Property-Related	42.2	00000.0	00000	65050	6130	7100000	17-18	38,104.21	
						<b>02/02/2018</b>	<b>0000067437</b>									<b>38,104.21</b>
02/02/18	0000067438	C		02/02/2018	HENRY SCHEIN INC	DENTAL SUPP/EQUIP	Dental Hygiene	01.0	00000.0	00000	02530	4325	1240200	17-18	413.81	
						<b>02/02/2018</b>	<b>0000067438</b>									<b>413.81</b>
02/02/18	0000067439	C		02/02/2018	IMAGE 2000, INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5810	6722000	17-18	2,975.77	
						<b>02/02/2018</b>	<b>0000067439</b>									<b>2,975.77</b>
02/03/18	0000067440	X	1	02/06/2018	INTERIOR OFFICE SOLUTIONS	NON-INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	6450	0951000	17-18	2,782.69	
						<b>02/03/2018</b>	<b>0000067440</b>									<b>2,782.69</b>
02/03/18	0000067441	C	1	02/06/2018	FORMLABS, INC.	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	1,377.05	
								01.3	00000.0	01000	71646	6450	0900000	17-18	15,191.36	

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\* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 4

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/03/2018</b>	<b>0000067441</b>	<b>FORMLABS, INC.</b>								<b>16,568.41</b>
02/03/18	0000067442	C		02/13/2018	MSC INDUSTRIAL DIRECT, CO INC	MACHINE SHOP SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	278.35	
						<b>02/03/2018</b>	<b>0000067442</b>	<b>MSC INDUSTRIAL DIRECT, CO INC</b>								<b>278.35</b>
02/03/18	0000067443	A	1	02/07/2018	DIVERSIFIED BUSINESS SERVICES	AUTOMOTIVE SUPP/EQUIP	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	1,747.98	
						<b>02/03/2018</b>	<b>0000067443</b>	<b>DIVERSIFIED BUSINESS SERVICES</b>								<b>1,747.98</b>
02/05/18	0000067444	C		02/05/2018	SAN MATEO MARRIOTT SAN	CONFERENCE AND TRAVEL	Academic-Faculty Senate	01.0	00000.0	00000	01300	5210	6030000	17-18	659.40	
						<b>02/05/2018</b>	<b>0000067444</b>	<b>SAN MATEO MARRIOTT SAN FRANCISCO AIRPORT</b>								<b>659.40</b>
02/05/18	0000067445	C		02/05/2018	SAN MATEO MARRIOTT SAN	CONFERENCE AND TRAVEL	Academic-Faculty Senate	01.0	00000.0	00000	01300	5210	6030000	17-18	659.40	
						<b>02/05/2018</b>	<b>0000067445</b>	<b>SAN MATEO MARRIOTT SAN FRANCISCO AIRPORT</b>								<b>659.40</b>
02/05/18	0000067446	C		02/05/2018	SAN MATEO MARRIOTT SAN	CONFERENCE AND TRAVEL	Academic-Faculty Senate	01.0	00000.0	00000	01300	5210	6030000	17-18	659.40	
						<b>02/05/2018</b>	<b>0000067446</b>	<b>SAN MATEO MARRIOTT SAN FRANCISCO AIRPORT</b>								<b>659.40</b>
02/05/18	0000067447	C		02/05/2018	ACADEMIC SENATE	CONFERENCE AND TRAVEL	Academic-Faculty Senate	01.0	00000.0	00000	01300	5210	6030000	17-18	1,635.00	
						<b>02/05/2018</b>	<b>0000067447</b>	<b>ACADEMIC SENATE</b>								<b>1,635.00</b>
02/05/18	0000067448	C		02/05/2018	LITTLE OWL PRESCHOOL	CONFERENCE AND TRAVEL	Child Development	39.8	00000.0	00000	77530	5210	6920000	17-18	200.00	
						<b>02/05/2018</b>	<b>0000067448</b>	<b>LITTLE OWL PRESCHOOL</b>								<b>200.00</b>
02/05/18	0000067449	C		02/05/2018	EVERGREEN COMMUNITY	CONFERENCE AND TRAVEL	Child Development	01.3	00000.0	00000	70751	5210	6920000	17-18	1,500.00	
						<b>02/05/2018</b>	<b>0000067449</b>	<b>EVERGREEN COMMUNITY SCHOOL</b>								<b>1,500.00</b>
02/05/18	0000067450	C		02/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	17-18	392.02	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 5

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/05/18	0000067450	C		02/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01900	01100	5210	6005000	17-18	588.03	
				02/05/2018			0000067450			BANK OF AMERICA						980.05
02/05/18	0000067451	C		02/13/2018	BANK OF AMERICA	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	17-18	650.00	
				02/05/2018			0000067451			BANK OF AMERICA						650.00
02/05/18	0000067452	C		02/05/2018	WESTBY, KIM	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	71160	4550	6190000	17-18	15.31	
				02/05/2018			0000067452			WESTBY, KIM						15.31
02/05/18	0000067453	A		03/08/2018	TINIUS OLSEN TESTING MACHINE	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	04700	70200	5810	6190000	17-18	1,915.00	
				02/05/2018			0000067453			TINIUS OLSEN TESTING MACHINE COMPANY						1,915.00
02/05/18	0000067454	C		02/07/2018	FASTSIGNS	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	150.29	
				02/05/2018			0000067454			FASTSIGNS						150.29
02/05/18	0000067455	A		02/07/2018	DIVERSIFIED BUSINESS SERVICES	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	4550	6190000	17-18	1,838.49	
				02/05/2018			0000067455			DIVERSIFIED BUSINESS SERVICES						1,838.49
02/05/18	0000067456	A		02/06/2018	KI	FURNITURE, OFFICE	International Students	01.0	00000.0	00000	03420	6460	6452000	17-18	1,569.43	
				02/05/2018			0000067456			KI						1,569.43
02/05/18	0000067457	A		02/06/2018	PCC NETWORK SOLUTIONS	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	3,879.56	
				02/05/2018			0000067457			PCC NETWORK SOLUTIONS						3,879.56
02/05/18	0000067458	C		02/05/2018	FRANTONE'S PIZZA	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	4550	6190000	17-18	172.40	
				02/05/2018			0000067458			FRANTONE'S PIZZA						172.40
02/05/18	0000067459	C	1	02/15/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00001	02210	6420	6780000	17-18	4,406.18	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 6

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
				02/05/2018			0000067459				GOLDEN STAR TECHNOLOGY INC.					4,406.18
02/05/18	0000067460	C		02/05/2018	YORKE, CARLA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70280	4550	6190000	17-18	30.66	
				02/05/2018			0000067460				YORKE, CARLA					30.66
02/05/18	0000067461	C		02/06/2018	PROVANTAGE LLC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	6450	7100000	17-18	3,410.95	
				02/05/2018			0000067461				PROVANTAGE LLC					3,410.95
02/05/18	0000067462	A		02/06/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00001	02210	6420	6780000	17-18	15,247.13	
				02/05/2018			0000067462				GOLDEN STAR TECHNOLOGY INC.					15,247.13
02/06/18	0000067463	C		02/07/2018	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	17-18	278.00	
				02/06/2018			0000067463				ATKINSON, ANDELSON, LOYA, RUUD					278.00
02/06/18	0000067464	A		02/07/2018	RAN GRAPHICS	PRINTING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4390	6016000	17-18	3,914.63	
				02/06/2018			0000067464				RAN GRAPHICS					3,914.63
02/06/18	0000067465	C		02/07/2018	RAN GRAPHICS	ADVERTISING	Health Professions	01.0	00000.0	00000	02530	5830	1201000	17-18	184.63	
				02/06/2018			0000067465				RAN GRAPHICS					184.63
02/06/18	0000067466	C		02/13/2018	BANK OF AMERICA	OFFICE SUPPLIES	Library	01.0	00000.0	00300	02220	4550	6120000	17-18	185.12	
				02/06/2018			0000067466				BANK OF AMERICA					185.12
02/06/18	0000067467	A		02/07/2018	PCC NETWORK SOLUTIONS	COMMUNICATION SUPP/EQUIP	Physical Property-Related	42.2	00000.0	00000	65050	6120	7100000	17-18	648.35	
				02/06/2018			0000067467				PCC NETWORK SOLUTIONS					648.35
02/06/18	0000067468	A		02/07/2018	RESOURCE ENVIRONMENTAL,	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	9,105.00	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 7

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/06/2018</b>	<b>0000067468</b>	<b>RESOURCE ENVIRONMENTAL, INC.</b>								<b>9,105.00</b>
02/06/18	0000067469	C		02/22/2018	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72003	4550	6190000	17-18	169.69	
						<b>02/06/2018</b>	<b>0000067469</b>	<b>AMAZON</b>								<b>169.69</b>
02/07/18	0000067470	A		02/07/2018	KI	NON-INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	6450	0951000	17-18	2,782.69	
						<b>02/07/2018</b>	<b>0000067470</b>	<b>KI</b>								<b>2,782.69</b>
02/07/18	0000067471	C		02/07/2018	KAPLAN	MISCELLANEOUS	Health	01.3	00000.0	00000	75305	4320	1200000	17-18	4,185.00	
						<b>02/07/2018</b>	<b>0000067471</b>	<b>KAPLAN</b>								<b>4,185.00</b>
02/07/18	0000067472	C		02/07/2018	GOMEZ, JOHN JR.	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	17-18	2,000.00	
						<b>02/07/2018</b>	<b>0000067472</b>	<b>GOMEZ, JOHN JR.</b>								<b>2,000.00</b>
02/07/18	0000067473	A		02/07/2018	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Medical Assisting	01.0	00000.0	00000	02530	4325	1208000	17-18	1,059.09	
						<b>02/07/2018</b>	<b>0000067473</b>	<b>CONCORDANCE HEALTHCARE SOLUTIONS</b>								<b>1,059.09</b>
02/07/18	0000067474	C		02/08/2018	OFFICE SOLUTIONS	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	17-18	104.95	
							Nursing	01.0	00000.0	00000	02530	4320	1230000	17-18	45.62	
						<b>02/07/2018</b>	<b>0000067474</b>	<b>OFFICE SOLUTIONS</b>								<b>150.57</b>
02/07/18	0000067475	C		02/22/2018	AMAZON	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	17-18	19.66	
						<b>02/07/2018</b>	<b>0000067475</b>	<b>AMAZON</b>								<b>19.66</b>
02/07/18	0000067476	A		02/07/2018	SPEED PRO IMAGING	PRINTING SERVICES	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	473.04	
						<b>02/07/2018</b>	<b>0000067476</b>	<b>SPEED PRO IMAGING</b>								<b>473.04</b>
02/07/18	0000067477	C		02/07/2018	TCB PRINTING	MISCELLANEOUS	Switchboard & Mailroom	01.0	00000.0	00000	04300	4550	6724000	17-18	21.90	

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\* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 8

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/07/2018</b>	<b>0000067477</b>	<b>TCB PRINTING</b>								<b>21.90</b>
02/07/18	0000067478	C	1	02/07/2018	TCB PRINTING	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	17-18	65.70	
						<b>02/07/2018</b>	<b>0000067478</b>	<b>TCB PRINTING</b>								<b>65.70</b>
02/08/18	0000067479	C		02/08/2018	B & H PHOTO VIDEO	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	4320	1000000	17-18	344.30	
						<b>02/08/2018</b>	<b>0000067479</b>	<b>B &amp; H PHOTO VIDEO</b>								<b>344.30</b>
02/08/18	0000067480	C		02/08/2018	KILGORE INTERNATIONAL INC.	DENTAL SUPP/EQUIP	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	123.74	
						<b>02/08/2018</b>	<b>0000067480</b>	<b>KILGORE INTERNATIONAL INC.</b>								<b>123.74</b>
02/08/18	0000067481	C		02/08/2018	SIRONA DENTAL, INC.	DENTAL SUPP/EQUIP	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	222.94	
						<b>02/08/2018</b>	<b>0000067481</b>	<b>SIRONA DENTAL, INC.</b>								<b>222.94</b>
02/08/18	0000067482	C		02/08/2018	PATTERSON DENTAL SUPPLY INC.	DENTAL SUPP/EQUIP	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	29.38	
						<b>02/08/2018</b>	<b>0000067482</b>	<b>PATTERSON DENTAL SUPPLY INC.</b>								<b>29.38</b>
02/08/18	0000067483	C		02/22/2018	AMAZON	COMPUTER SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03500	70200	4320	0900000	17-18	437.73	
						<b>02/08/2018</b>	<b>0000067483</b>	<b>AMAZON</b>								<b>437.73</b>
02/08/18	0000067484	C		02/20/2018	BANK OF AMERICA	LABORATORY SUPP/EQUIP	Theater	01.0	00000.0	00100	02520	4325	1055000	17-18	491.33	
						<b>02/08/2018</b>	<b>0000067484</b>	<b>BANK OF AMERICA</b>								<b>491.33</b>
02/08/18	0000067485	C		02/08/2018	ULINE	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	36.94	
						<b>02/08/2018</b>	<b>0000067485</b>	<b>ULINE</b>								<b>36.94</b>
02/08/18	0000067486	C		02/22/2018	AMAZON	OFFICE SUPPLIES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	104.44	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 9

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/08/2018</b>	<b>0000067486</b>	<b>AMAZON</b>								<b>104.44</b>
02/08/18	0000067487	C		02/22/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Film Making	01.0	00000.0	00000	02520	4320	1057000	17-18	49.26	
						<b>02/08/2018</b>	<b>0000067487</b>	<b>AMAZON</b>								<b>49.26</b>
02/08/18	0000067488	A		02/08/2018	HEALTH CARE LOGISTICS	INSTRUCTIONAL SUPPLIES	Pharmacy Technician	01.0	00000.0	00000	02530	4320	1221000	17-18	215.50	
						<b>02/08/2018</b>	<b>0000067488</b>	<b>HEALTH CARE LOGISTICS</b>								<b>215.50</b>
02/08/18	0000067489	C		02/08/2018	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	70280	5210	6190000	17-18	990.00	
						<b>02/08/2018</b>	<b>0000067489</b>	<b>CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED</b>								<b>990.00</b>
02/08/18	0000067490	C		02/08/2018	NATIONAL COUNCIL OF TEACHERS OF	CONFERENCE AND TRAVEL	Letters	01.0	00000.0	00000	02550	5210	1551000	17-18	270.00	
						<b>02/08/2018</b>	<b>0000067490</b>	<b>NATIONAL COUNCIL OF TEACHERS OF ENGLISH</b>								<b>270.00</b>
02/08/18	0000067491	C		02/13/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Letters	01.0	00000.0	00000	02550	5210	1551000	17-18	277.60	
						<b>02/08/2018</b>	<b>0000067491</b>	<b>BANK OF AMERICA</b>								<b>277.60</b>
02/08/18	0000067492	C	1	02/12/2018	CROWNE PLAZA HOTELS & RESORTS	CONFERENCE AND TRAVEL	Letters	01.0	00000.0	00000	02550	5210	1551000	17-18	352.46	
						<b>02/08/2018</b>	<b>0000067492</b>	<b>CROWNE PLAZA HOTELS &amp; RESORTS</b>								<b>352.46</b>
02/08/18	0000067493	C		02/08/2018	SWANK MOTION PICTURES INC.	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	17-18	885.00	
						<b>02/08/2018</b>	<b>0000067493</b>	<b>SWANK MOTION PICTURES INC.</b>								<b>885.00</b>
02/08/18	0000067494	C		02/08/2018	HARLAND TECHNOLOGY	MAINTENANCE AGREEMENTS	Instructional Office	01.0	00000.0	00000	02100	5630	6016000	17-18	8,096.00	
						<b>02/08/2018</b>	<b>0000067494</b>	<b>HARLAND TECHNOLOGY SERVICES</b>								<b>8,096.00</b>
02/08/18	0000067495	C		02/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	17-18	199.60	

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\* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 10

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/08/2018</b>	<b>0000067495</b>	<b>BANK OF AMERICA</b>							<b>199.60</b>	
02/08/18	0000067496	A		02/12/2018	DREES WOOD PRODUCTS	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	323.87	
						<b>02/08/2018</b>	<b>0000067496</b>	<b>DREES WOOD PRODUCTS</b>							<b>323.87</b>	
02/08/18	0000067497	C		02/08/2018	FLOWER COMPANY, THE	FLORISTS	Oth Instr Sup Services	01.0	00000.0	00000	01210	4550	6190000	17-18	65.70	
							MISCELLANEOUS	01.0	00000.0	00000	01210	4550	6190000	17-18	8.21	
						<b>02/08/2018</b>	<b>0000067497</b>	<b>FLOWER COMPANY, THE</b>							<b>73.91</b>	
02/08/18	0000067498	C		02/22/2018	AMAZON	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	17-18	177.74	
						<b>02/08/2018</b>	<b>0000067498</b>	<b>AMAZON</b>							<b>177.74</b>	
02/08/18	0000067499	C		02/08/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Physical Property-Related	42.2	00000.0	00000	65004	4550	7100000	17-18	166.61	
						<b>02/08/2018</b>	<b>0000067499</b>	<b>OFFICE DEPOT/BUSINESS SVCS DIV</b>							<b>166.61</b>	
02/09/18	0000067500	P		02/09/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Pharmacy Technician	01.0	00000.0	00000	02530	4320	1221000	17-18	62.99	
						<b>02/09/2018</b>	<b>0000067500</b>	<b>AMAZON</b>							<b>62.99</b>	
02/09/18	0000067501	C		02/09/2018	SONY PICTURES CLASSICS	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	17-18	250.00	
						<b>02/09/2018</b>	<b>0000067501</b>	<b>SONY PICTURES CLASSICS</b>							<b>250.00</b>	
02/12/18	0000067502	A		02/12/2018	AMERICAN BAR ASSOCIATION	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	1,500.00	
						<b>02/12/2018</b>	<b>0000067502</b>	<b>AMERICAN BAR ASSOCIATION</b>							<b>1,500.00</b>	
02/12/18	0000067503	C		02/12/2018	COMMUNITY COLLEGE LEAGUE of	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	500.00	
						<b>02/12/2018</b>	<b>0000067503</b>	<b>COMMUNITY COLLEGE LEAGUE of CALIFORNIA</b>							<b>500.00</b>	
02/12/18	0000067504	C		02/12/2018	CONFERENCE DIRECT	CONFERENCE AND TRAVEL	Letters	01.0	00000.0	00000	02550	5210	1551000	17-18	365.00	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 11

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						02/12/2018	0000067504			CONFERENCE DIRECT						365.00
02/12/18	0000067505	C		02/12/2018	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	1,052.36	
						02/12/2018	0000067505			ATKINSON, ANDELSON, LOYA, RUUD						1,052.36
02/12/18	0000067506	A		02/12/2018	A-THRONE COMPANY, INC.	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	9,011.25	
						02/12/2018	0000067506			A-THRONE COMPANY, INC.						9,011.25
02/12/18	0000067507	A		02/12/2018	DEPARTMENT OF GENERAL SERVICES	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65050	6120	7100000	17-18	2,133.50	
						02/12/2018	0000067507			DEPARTMENT OF GENERAL SERVICES						2,133.50
02/12/18	0000067508	C		02/12/2018	STILES MACHINERY INC.	WOODWORKING	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	6450	0900000	17-18	4,024.13	
						02/12/2018	0000067508			STILES MACHINERY INC.						4,024.13
02/12/18	0000067509	X	1	02/15/2018	ON TRACK AND FIELD, INC.	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	2,150.58	
						02/12/2018	0000067509			ON TRACK AND FIELD, INC.						2,150.58
02/12/18	0000067510	A		02/12/2018	TCB PRINTING	MISCELLANEOUS	Business-Commerce	01.0	00000.0	00000	02510	4320	0501000	17-18	52.56	
						02/12/2018	0000067510			TCB PRINTING						52.56
02/12/18	0000067511	C		02/12/2018	LOS ALAMITOS AUTO PARTS, INC.	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	1,568.04	
						02/12/2018	0000067511			LOS ALAMITOS AUTO PARTS, INC.						1,568.04
02/12/18	0000067512	C		02/12/2018	WOODCRAFT #553	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	332.79	
						02/12/2018	0000067512			WOODCRAFT #553						332.79
02/12/18	0000067513	C		02/12/2018	HARBOR FREIGHT TOOL	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	4320	0986000	17-18	196.88	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 12

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/12/2018</b>	<b>0000067513</b>	<b>HARBOR FREIGHT TOOL</b>							<b>196.88</b>	
02/12/18	0000067514	A		02/12/2018	WOODWORKER WEST	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	5830	0986000	17-18	295.65	
						<b>02/12/2018</b>	<b>0000067514</b>	<b>WOODWORKER WEST</b>							<b>295.65</b>	
02/13/18	0000067515	C		02/14/2018	STAPLES ADVANTAGE	OFFICE SUPPLIES	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	183.32	
						<b>02/13/2018</b>	<b>0000067515</b>	<b>STAPLES ADVANTAGE</b>							<b>183.32</b>	
02/13/18	0000067516	A		02/13/2018	CM SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	982.86	
						<b>02/13/2018</b>	<b>0000067516</b>	<b>CM SCHOOL SUPPLY</b>							<b>982.86</b>	
02/13/18	0000067517	P		02/14/2018	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	57.91	
						<b>02/13/2018</b>	<b>0000067517</b>	<b>BANK OF AMERICA</b>							<b>57.91</b>	
02/13/18	0000067518	C		02/13/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	93.98	
						<b>02/13/2018</b>	<b>0000067518</b>	<b>BANK OF AMERICA</b>							<b>93.98</b>	
02/13/18	0000067519	C		02/13/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	583.20	
						<b>02/13/2018</b>	<b>0000067519</b>	<b>BANK OF AMERICA</b>							<b>583.20</b>	
02/13/18	0000067520	C		02/13/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	116.30	
						<b>02/13/2018</b>	<b>0000067520</b>	<b>BANK OF AMERICA</b>							<b>116.30</b>	
02/14/18	0000067521	P		02/15/2018	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Staff Development	01.0	00000.0	00000	05100	4550	6750000	17-18	84.99	
						<b>02/14/2018</b>	<b>0000067521</b>	<b>AMAZON</b>							<b>84.99</b>	
02/14/18	0000067522	C		02/14/2018	JARA, AMNA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	71160	4550	6190000	17-18	20.00	

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\* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 13

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

WEEKLY

Change															Distrib	
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						02/14/2018	0000067522	JARA, AMNA								20.00
02/14/18	0000067523	P		02/22/2018	BANK OF AMERICA	NON-INSTRUCTIONAL SUPPLIES	Staff Development	01.0	00000.0	00000	05100	4550	6750000	17-18	67.28	
						02/14/2018	0000067523	BANK OF AMERICA								67.28
02/14/18	0000067524	P		02/22/2018	BANK OF AMERICA	BOOKS	International Students	01.0	00000.0	00000	03420	4550	6452000	17-18	107.97	
						02/14/2018	0000067524	BANK OF AMERICA								107.97
02/14/18	0000067525	P		02/22/2018	AMAZON	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	17-18	755.65	
						02/14/2018	0000067525	AMAZON								755.65
02/14/18	0000067526	A		02/14/2018	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	2,276.87	
								01.0	00000.0	00000	03420	5830	6452000	17-18	126.57	
						02/14/2018	0000067526	DIVERSIFIED BUSINESS SERVICES								2,403.44
02/14/18	0000067527	C		02/14/2018	PRACTICE MANAGEMENT	BOOKS	Health Professions	01.3	00000.0	04500	70200	4420	1201000	17-18	2,183.38	
						02/14/2018	0000067527	PRACTICE MANAGEMENT INFORMATION CORP.								2,183.38
02/14/18	0000067528	A		02/14/2018	DIVERSIFIED BUSINESS SERVICES	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	17-18	2,539.11	
						02/14/2018	0000067528	DIVERSIFIED BUSINESS SERVICES								2,539.11
02/14/18	0000067529	P		02/15/2018	AMAZON	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	17-18	326.10	
						02/14/2018	0000067529	AMAZON								326.10
02/14/18	0000067530	C		02/14/2018	JUNTILLA, TIMOTHY	REIMBURSEMENT	Scholars' Honors Program	01.0	00000.0	00000	02100	4320	6197000	17-18	149.76	
						02/14/2018	0000067530	JUNTILLA, TIMOTHY								149.76

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Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 14

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/14/18	0000067531	C		02/14/2018	VENTEK INTERNATIONAL	CONTRACTED SERVICES	Parking	39.5	00000.0	00000	79800	5640	6950000	17-18	13,950.00	
						<b>02/14/2018</b>	<b>0000067531</b>	<b>VENTEK INTERNATIONAL</b>							<b>13,950.00</b>	
02/14/18	0000067532	P		02/15/2018	AMAZON	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	4550	6780000	17-18	106.55	
						<b>02/14/2018</b>	<b>0000067532</b>	<b>AMAZON</b>							<b>106.55</b>	
02/14/18	0000067533	A		02/14/2018	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	72003	6460	6190000	17-18	11,676.89	
						<b>02/14/2018</b>	<b>0000067533</b>	<b>GOLDEN STAR TECHNOLOGY INC.</b>							<b>11,676.89</b>	
02/14/18	0000067534	A		02/14/2018	HEADSETS.COM, INC.	OFFICE SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	10.86	
						<b>02/14/2018</b>	<b>0000067534</b>	<b>HEADSETS.COM, INC.</b>							<b>10.86</b>	
02/14/18	0000067535	A		02/14/2018	APPLE INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00001	73840	6450	7100000	17-18	7,365.99	
						<b>02/14/2018</b>	<b>0000067535</b>	<b>APPLE INC</b>							<b>7,365.99</b>	
02/14/18	0000067536	C		02/14/2018	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	444.23	
						<b>02/14/2018</b>	<b>0000067536</b>	<b>SCANTRON CORPORATION</b>							<b>444.23</b>	
02/14/18	0000067537	P		02/15/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	394.36	
						<b>02/14/2018</b>	<b>0000067537</b>	<b>AMAZON</b>							<b>394.36</b>	
02/14/18	0000067538	A		02/14/2018	LETCO MEDICAL	MEDICAL & LAB SUPP/EQUIP	Health	01.3	00000.0	04500	70200	6450	1200000	17-18	6,093.00	
						<b>02/14/2018</b>	<b>0000067538</b>	<b>LETCO MEDICAL</b>							<b>6,093.00</b>	
02/14/18	0000067539	C		02/14/2018	PACIFIC MEDICAL CLINIC	CONTRACTED SERVICES	Human Resources	01.0	00000.0	00000	05100	5860	6730000	17-18	150.00	
						<b>02/14/2018</b>	<b>0000067539</b>	<b>PACIFIC MEDICAL CLINIC</b>							<b>150.00</b>	

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Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 15

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/14/18	0000067541	A		02/14/2018	APPLE INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	46,728.17	
				<b>02/14/2018</b>			<b>0000067541</b>			<b>APPLE INC</b>						<b>46,728.17</b>
02/14/18	0000067542	C		02/14/2018	LOS ANGELES REGIONAL FOOD	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	71160	5810	6190000	17-18	150.00	
				<b>02/14/2018</b>			<b>0000067542</b>			<b>LOS ANGELES REGIONAL FOOD BANK</b>						<b>150.00</b>
02/14/18	0000067543	C		02/14/2018	XPD INVESTIGATIONS	MISCELLANEOUS	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	2,075.48	
				<b>02/14/2018</b>			<b>0000067543</b>			<b>XPD INVESTIGATIONS</b>						<b>2,075.48</b>
02/14/18	0000067544	P		02/15/2018	AMAZON	CAMERA SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	17-18	366.74	
				<b>02/14/2018</b>			<b>0000067544</b>			<b>AMAZON</b>						<b>366.74</b>
02/14/18	0000067545	A		02/15/2018	WILLYCK ENGINEERING	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	6410	0900000	17-18	73,285.62	
				<b>02/14/2018</b>			<b>0000067545</b>			<b>WILLYCK ENGINEERING COMPANY INC.</b>						<b>73,285.62</b>
02/14/18	0000067546	A		02/20/2018	LPKF LASER & ELECTRONICS	DRAFTING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	4320	0900000	17-18	1,012.88	
								01.3	00000.0	03000	70200	6410	0900000	17-18	9,307.50	
								01.3	00000.0	03000	70200	6450	0900000	17-18	2,600.63	
				<b>02/14/2018</b>			<b>0000067546</b>			<b>LPKF LASER &amp; ELECTRONICS</b>						<b>12,921.01</b>
02/14/18	0000067547	A		02/15/2018	KLEIN EDUCATIONAL SYSTEMS, INC	DRAFTING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	4320	0900000	17-18	481.24	
								01.3	00000.0	03000	70200	6410	0900000	17-18	21,988.36	
								01.3	00000.0	03000	70200	6450	0900000	17-18	2,102.02	
				<b>02/14/2018</b>			<b>0000067547</b>			<b>KLEIN EDUCATIONAL SYSTEMS, INC</b>						<b>24,571.62</b>
02/14/18	0000067548	C		02/14/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Veterans Services	01.3	00000.0	00000	70005	4550	6480000	17-18	256.40	

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Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 16

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/14/2018</b>	<b>0000067548</b>	<b>OFFICE DEPOT/BUSINESS SVCS DIV</b>								<b>256.40</b>
02/14/18	0000067549	C		02/14/2018	RAN GRAPHICS	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	7530	6190000	17-18	510.75	
						<b>02/14/2018</b>	<b>0000067549</b>	<b>RAN GRAPHICS</b>								<b>510.75</b>
02/14/18	0000067550	A		02/14/2018	ENVISE	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	4,571.00	
						<b>02/14/2018</b>	<b>0000067550</b>	<b>ENVISE</b>								<b>4,571.00</b>
02/14/18	0000067551	A		02/14/2018	INTEGRATED INTERIORS, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	7,570.00	
						<b>02/14/2018</b>	<b>0000067551</b>	<b>INTEGRATED INTERIORS, INC.</b>								<b>7,570.00</b>
02/14/18	0000067552	A		02/14/2018	D&S WINDOW COVERING	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	9,538.00	
						<b>02/14/2018</b>	<b>0000067552</b>	<b>D&amp;S WINDOW COVERING</b>								<b>9,538.00</b>
02/14/18	0000067553	A		02/14/2018	AQUA-SERV	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	1,404.71	
						<b>02/14/2018</b>	<b>0000067553</b>	<b>AQUA-SERV</b>								<b>1,404.71</b>
02/14/18	0000067554	C		02/14/2018	IMAGE 2000, INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5810	6722000	17-18	5,810.53	
						<b>02/14/2018</b>	<b>0000067554</b>	<b>IMAGE 2000, INC.</b>								<b>5,810.53</b>
02/14/18	0000067555	C		02/15/2018	ASSOCIATION OF CALIFORNIA COMM	CONFERENCE AND TRAVEL	Fiscal Operations	01.3	00000.0	00000	74500	5210	6720000	17-18	525.00	
						<b>02/14/2018</b>	<b>0000067555</b>	<b>ASSOCIATION OF CALIFORNIA COMM COLL ADMI</b>								<b>525.00</b>
02/14/18	0000067556	A		02/14/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00001	73840	6450	7100000	17-18	48,390.11	
						<b>02/14/2018</b>	<b>0000067556</b>	<b>GOLDEN STAR TECHNOLOGY INC.</b>								<b>48,390.11</b>
02/14/18	0000067557	C		02/15/2018	FOUNDATION FOR CALIFORNIA	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	79000	73330	5210	6190000	17-18	85.00	

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 17

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

WEEKLY

Change															Distrib	
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						<b>02/14/2018</b>	<b>0000067557</b>	<b>FOUNDATION FOR CALIFORNIA COMMUNITY COLL</b>								<b>85.00</b>
02/15/18	0000067558	A		02/15/2018	CERRITOS COMMUNITY	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	17-18	6,529.94	
						<b>02/15/2018</b>	<b>0000067558</b>	<b>CERRITOS COMMUNITY COLLEGE DISTRICT</b>								<b>6,529.94</b>
02/15/18	0000067559	C		02/15/2018	CERRITOS COMMUNITY	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	17-18	1,692.12	
						<b>02/15/2018</b>	<b>0000067559</b>	<b>CERRITOS COMMUNITY COLLEGE DISTRICT</b>								<b>1,692.12</b>
02/15/18	0000067560	C		02/15/2018	CITY OF CERRITOS	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5810	6720000	17-18	3,800.00	
						<b>02/15/2018</b>	<b>0000067560</b>	<b>CITY OF CERRITOS</b>								<b>3,800.00</b>
02/15/18	0000067561	C		02/15/2018	LIEBERT CASSIDY WHITMORE	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5210	6730000	17-18	375.00	
						<b>02/15/2018</b>	<b>0000067561</b>	<b>LIEBERT CASSIDY WHITMORE</b>								<b>375.00</b>
02/15/18	0000067562	C		02/15/2018	LIEBERT CASSIDY WHITMORE	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5210	6730000	17-18	850.00	
						<b>02/15/2018</b>	<b>0000067562</b>	<b>LIEBERT CASSIDY WHITMORE</b>								<b>850.00</b>
02/15/18	0000067563	C		02/15/2018	RIVERA PALM SPRINGS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	17-18	696.00	
						<b>02/15/2018</b>	<b>0000067563</b>	<b>RIVERA PALM SPRINGS</b>								<b>696.00</b>
02/15/18	0000067564	C		02/15/2018	CCCSFAAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	17-18	600.00	
						<b>02/15/2018</b>	<b>0000067564</b>	<b>CCCSFAAA</b>								<b>600.00</b>
02/15/18	0000067565	C		02/15/2018	AMERICAN COLLEGE HEALTH	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	1,306.38	
						<b>02/15/2018</b>	<b>0000067565</b>	<b>AMERICAN COLLEGE HEALTH ASSOCIATION</b>								<b>1,306.38</b>
02/15/18	0000067566	C		02/15/2018	PEARSON EDUCATION	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72003	4550	6190000	17-18	46,392.00	

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District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 18

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

WEEKLY

Change														Distrib		
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						<b>02/15/2018</b>	<b>0000067566</b>	<b>PEARSON EDUCATION</b>							<b>46,392.00</b>	
02/15/18	0000067567	C		02/15/2018	KTS NETWORK SOLUTIONS	CONTRACT SERVICES RENDERED	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	390.00	
						<b>02/15/2018</b>	<b>0000067567</b>	<b>KTS NETWORK SOLUTIONS</b>							<b>390.00</b>	
02/15/18	0000067568	C		02/15/2018	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	03000	70200	5210	6190000	17-18	495.00	
						<b>02/15/2018</b>	<b>0000067568</b>	<b>CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED</b>							<b>495.00</b>	
02/15/18	0000067569	C		02/15/2018	MacDEVITT, JAMES	REIMBURSEMENT	Museums-Galleries	01.0	00000.0	00000	02520	4550	6140000	17-18	188.39	
						<b>02/15/2018</b>	<b>0000067569</b>	<b>MacDEVITT, JAMES</b>							<b>188.39</b>	
02/15/18	0000067570	C		02/15/2018	ABELON, AYAKO	REIMBURSEMENT	Community Relations	01.0	00000.0	00000	03600	4550	6710000	17-18	210.00	
						<b>02/15/2018</b>	<b>0000067570</b>	<b>ABELON, AYAKO</b>							<b>210.00</b>	
02/15/18	0000067571	C		02/15/2018	NAJARIAN HAGOP	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	222.15	
						<b>02/15/2018</b>	<b>0000067571</b>	<b>NAJARIAN HAGOP</b>							<b>222.15</b>	
02/17/18	0000067572	A		02/17/2018	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Lifespan	01.0	00000.0	00000	02530	4320	1305000	17-18	113.78	
						<b>02/17/2018</b>	<b>0000067572</b>	<b>GOLDEN STAR TECHNOLOGY INC.</b>							<b>113.78</b>	
02/17/18	0000067573	C		02/17/2018	OFFICE SOLUTIONS	TONER CARTRIDGES	Lifespan	01.0	00000.0	00000	02530	4320	1305000	17-18	111.28	
						<b>02/17/2018</b>	<b>0000067573</b>	<b>OFFICE SOLUTIONS</b>							<b>111.28</b>	
02/17/18	0000067574	P		02/20/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Medical Assisting	01.0	00000.0	00000	02530	4320	1208000	17-18	201.45	
						<b>02/17/2018</b>	<b>0000067574</b>	<b>AMAZON</b>							<b>201.45</b>	
02/17/18	0000067575	A		02/17/2018	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Medical Assisting	01.0	00000.0	00000	02530	4320	1208000	17-18	395.84	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 19

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/17/2018</b>	<b>0000067575</b>	<b>CONCORDANCE HEALTHCARE SOLUTIONS</b>							<b>395.84</b>	
02/17/18	0000067576	C	1	02/17/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Purchasing	01.0	00000.0	00000	04300	5210	6722000	17-18	784.24	
						<b>02/17/2018</b>	<b>0000067576</b>	<b>BANK OF AMERICA</b>							<b>784.24</b>	
02/17/18	0000067577	C	1	02/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	720.01	
							Board of Trustees	01.0	00000.0	00200	01100	5210	6005000	17-18	625.01	
								01.0	00000.0	01300	01100	5210	6005000	17-18	625.01	
								01.0	00000.0	01900	01100	5210	6005000	17-18	987.01	
								01.0	00000.0	02100	01100	5210	6005000	17-18	720.01	
						<b>02/17/2018</b>	<b>0000067577</b>	<b>BANK OF AMERICA</b>							<b>3,677.05</b>	
02/20/18	0000067579	C		02/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	00200	01100	5210	6005000	17-18	439.72	
						<b>02/20/2018</b>	<b>0000067579</b>	<b>BANK OF AMERICA</b>							<b>439.72</b>	
02/20/18	0000067580	C		02/20/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	164.58	
						<b>02/20/2018</b>	<b>0000067580</b>	<b>BANK OF AMERICA</b>							<b>164.58</b>	
02/20/18	0000067581	C		02/23/2018	RODGER'S CATERING	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	71200	73330	4550	6190000	17-18	195.83	
						<b>02/20/2018</b>	<b>0000067581</b>	<b>RODGER'S CATERING</b>							<b>195.83</b>	
02/20/18	0000067582	A		02/21/2018	OXFORD UNIVERSITY PRESS	BOOKS	Oth Instr Sup Services	01.3	00000.0	02323	72000	4100	6190000	17-18	504.58	
						<b>02/20/2018</b>	<b>0000067582</b>	<b>OXFORD UNIVERSITY PRESS</b>							<b>504.58</b>	
02/20/18	0000067583	C		02/21/2018	SCOOTER SOFTWARE, INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	6310	6780000	17-18	45.00	
						<b>02/20/2018</b>	<b>0000067583</b>	<b>SCOOTER SOFTWARE, INC.</b>							<b>45.00</b>	

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\* Prior Year Payments

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 20

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/20/18	0000067584	P		03/02/2018	BANK OF AMERICA	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	17-18	288.00	
						<b>02/20/2018</b>	<b>0000067584</b>			<b>BANK OF AMERICA</b>						<b>288.00</b>
02/20/18	0000067585	A		02/21/2018	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	17-18	220.09	
						<b>02/20/2018</b>	<b>0000067585</b>			<b>FLINN SCIENTIFIC INC</b>						<b>220.09</b>
02/20/18	0000067586	A		02/21/2018	VWR SCIENTIFIC	INSTRUCTIONAL SUPPLIES	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	17-18	2,097.84	
						<b>02/20/2018</b>	<b>0000067586</b>			<b>VWR SCIENTIFIC</b>						<b>2,097.84</b>
02/20/18	0000067587	A		02/21/2018	NEBRASKA SCIENTIFIC	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	344.93	
						<b>02/20/2018</b>	<b>0000067587</b>			<b>NEBRASKA SCIENTIFIC</b>						<b>344.93</b>
02/20/18	0000067588	A		02/21/2018	CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	190.73	
						<b>02/20/2018</b>	<b>0000067588</b>			<b>CAROLINA BIOLOGICAL SUPPLY</b>						<b>190.73</b>
02/20/18	0000067589	C		02/21/2018	TRIARCH	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	90.34	
						<b>02/20/2018</b>	<b>0000067589</b>			<b>TRIARCH</b>						<b>90.34</b>
02/20/18	0000067590	A		02/21/2018	CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	49.99	
						<b>02/20/2018</b>	<b>0000067590</b>			<b>CAROLINA BIOLOGICAL SUPPLY</b>						<b>49.99</b>
02/20/18	0000067591	A		02/21/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	17-18	6,157.26	
						<b>02/20/2018</b>	<b>0000067591</b>			<b>GOLDEN STAR TECHNOLOGY INC.</b>						<b>6,157.26</b>
02/20/18	0000067592	A		02/21/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00001	02210	6420	6780000	17-18	4,557.96	
						<b>02/20/2018</b>	<b>0000067592</b>			<b>GOLDEN STAR TECHNOLOGY INC.</b>						<b>4,557.96</b>

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 21

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/20/18	0000067593	A		02/21/2018	ALL AMERICAN TROPHY	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	107.60	
						<b>02/20/2018</b>	<b>0000067593</b>									<b>107.60</b>
02/20/18	0000067594	A		02/21/2018	E&M, INC	DRAFTING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	6450	0900000	17-18	10,785.75	
						<b>02/20/2018</b>	<b>0000067594</b>									<b>10,785.75</b>
02/20/18	0000067595	A		02/21/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00001	02210	6420	6780000	17-18	7,480.28	
						<b>02/20/2018</b>	<b>0000067595</b>									<b>7,480.28</b>
02/20/18	0000067596	A		02/22/2018	SERVICE PRO PEST MANAGEMENT CO.	CONTRACTED SERVICES	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5810	6550000	17-18	725.00	
						<b>02/20/2018</b>	<b>0000067596</b>									<b>725.00</b>
02/21/18	0000067597	A		02/21/2018	AMERICAN PRINTING HOUSE FOR THE	BOOKS/SUPPLIES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	827.84	
						<b>02/21/2018</b>	<b>0000067597</b>									<b>827.84</b>
02/21/18	0000067598	C		02/21/2018	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	17-18	246.17	
						<b>02/21/2018</b>	<b>0000067598</b>									<b>246.17</b>
02/21/18	0000067599	C		02/21/2018	LV BOTKIN DESIGNS	INSTRUCTIONAL SUPPLIES	Apprenticeships-Field Ironwork	01.3	00000.0	00000	72340	4320	0909000	17-18	8,409.60	
						<b>02/21/2018</b>	<b>0000067599</b>									<b>8,409.60</b>
02/21/18	0000067600	A		02/21/2018	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Admissions	01.0	00000.0	00000	03800	6460	6225000	17-18	2,114.98	
						<b>02/21/2018</b>	<b>0000067600</b>									<b>2,114.98</b>
02/21/18	0000067601	A		02/21/2018	FOLLETT BOOKSTORE #603	BOOKS	Lifespan	01.0	00000.0	00000	02530	4320	1305000	17-18	49.22	
						<b>02/21/2018</b>	<b>0000067601</b>									<b>49.22</b>

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: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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	
02/21/18	0000067602	C		02/21/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Medical Assisting	01.0	00000.0	00000	02530	4320	1208000	17-18	261.85		
				02/21/2018			0000067602									261.85	
02/21/18	0000067603	P		02/21/2018	AMAZON	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6310	6120000	17-18	47.95		
				02/21/2018			0000067603									47.95	
02/21/18	0000067604	A	1	02/21/2018	RAN GRAPHICS	MISCELLANEOUS	Women's Studies	01.0	00000.0	00000	02540	5830	2201100	17-18	1,513.37		
				02/21/2018			0000067604									1,513.37	
02/21/18	0000067605	C		02/21/2018	FOUNDATION FOR CALIFORNIA	MISCELLANEOUS	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	17-18	110.00		
				02/21/2018			0000067605									110.00	
02/21/18	0000067606	A		02/21/2018	IBPCEU	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	17-18	79.00		
				02/21/2018			0000067606									79.00	
02/21/18	0000067607	C		02/21/2018	PALOMAR COLLEGE/TTIP	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	05100	70200	5210	6190000	17-18	575.00		
				02/21/2018			0000067607									575.00	
02/21/18	0000067608	P		02/21/2018	BANK OF AMERICA	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	427.23		
				02/21/2018			0000067608									427.23	
02/22/18	0000067609	C		02/22/2018	RESIDENCE INN MARRIOTT	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	17-18	648.45		
				02/22/2018			0000067609									648.45	
02/22/18	0000067610	C		02/22/2018	ROCO FILMS EDUCATIONAL	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6310	6120000	17-18	393.25		
				02/22/2018			0000067610									393.25	
02/22/18	0000067611	C		02/22/2018	AMERICAN FIDELITY ADMINISTRATIVE	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5810	6721000	17-18	1,672.20		

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 23

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/22/2018</b>	<b>0000067611</b>	<b>AMERICAN FIDELITY ADMINISTRATIVE SERVICE</b>								<b>1,672.20</b>
02/22/18	0000067612	C		02/22/2018	CONTEMPORARY FORMS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	17-18	820.00	
						<b>02/22/2018</b>	<b>0000067612</b>	<b>CONTEMPORARY FORMS</b>								<b>820.00</b>
02/22/18	0000067613	C		02/22/2018	PLANET HOLLYWOOD	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	17-18	679.69	
						<b>02/22/2018</b>	<b>0000067613</b>	<b>PLANET HOLLYWOOD RESORT &amp; CASINO</b>								<b>679.69</b>
02/22/18	0000067614	A	1	03/06/2018	ON TRACK AND FIELD, INC.	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	2,663.38	
						<b>02/22/2018</b>	<b>0000067614</b>	<b>ON TRACK AND FIELD, INC.</b>								<b>2,663.38</b>
02/22/18	0000067615	C		02/22/2018	ULINE	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	642.17	
						<b>02/22/2018</b>	<b>0000067615</b>	<b>ULINE</b>								<b>642.17</b>
02/22/18	0000067616	C		02/22/2018	CALIFORNIA DEPT OF TAX AND FEE	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	224.00	
						<b>02/22/2018</b>	<b>0000067616</b>	<b>CALIFORNIA DEPT OF TAX AND FEE ADMIN</b>								<b>224.00</b>
02/23/18	0000067617	A		02/27/2018	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Public Affairs & Services	01.3	00000.0	05700	70200	4320	2100000	17-18	273.41	
						<b>02/23/2018</b>	<b>0000067617</b>	<b>OFFICE DEPOT/BUSINESS SVCS DIV</b>								<b>273.41</b>
02/23/18	0000067618	A		02/27/2018	AUDIO ENGINEERING	AUDIOVISUAL SUPP/EQUIP	Fine Arts	01.3	00000.0	03600	70200	4320	1000000	17-18	312.48	
								01.3	00000.0	03600	70200	6450	1000000	17-18	1,865.92	
						<b>02/23/2018</b>	<b>0000067618</b>	<b>AUDIO ENGINEERING ASSOC.</b>								<b>2,178.40</b>
02/23/18	0000067619	A		02/27/2018	SWEETWATER SOUND	AUDIOVISUAL SUPP/EQUIP	Fine Arts	01.3	00000.0	03600	70200	4320	1000000	17-18	1,788.09	
								01.3	00000.0	03600	70200	6450	1000000	17-18	3,169.97	
						<b>02/23/2018</b>	<b>0000067619</b>	<b>SWEETWATER SOUND</b>								<b>4,958.06</b>

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 24

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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	
02/23/18	0000067620	A		02/27/2018	DIVERSIFIED BUSINESS SERVICES	UNIFORMS	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	394.19		
						<b>02/23/2018</b>	<b>0000067620</b>	<b>DIVERSIFIED BUSINESS SERVICES</b>								<b>394.19</b>	
02/23/18	0000067621	C		02/27/2018	NAJARIAN HAGOP	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	80.24		
						<b>02/23/2018</b>	<b>0000067621</b>	<b>NAJARIAN HAGOP</b>								<b>80.24</b>	
02/23/18	0000067622	A		02/27/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	6450	7100000	17-18	2,375.44		
						<b>02/23/2018</b>	<b>0000067622</b>	<b>GOLDEN STAR TECHNOLOGY INC.</b>								<b>2,375.44</b>	
02/23/18	0000067623	A		02/27/2018	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	Health Services	69.0	00000.0	00000	03310	4550	6440000	17-18	1,589.68		
						<b>02/23/2018</b>	<b>0000067623</b>	<b>DIVERSIFIED BUSINESS SERVICES</b>								<b>1,589.68</b>	
02/23/18	0000067624	C		02/27/2018	HOGUE, KATHY	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	17-18	98.07		
						<b>02/23/2018</b>	<b>0000067624</b>	<b>HOGUE, KATHY</b>								<b>98.07</b>	
02/23/18	0000067625	C		02/27/2018	SUSAN SAXE-CLIFFORD	MISCELLANEOUS	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	400.00		
						<b>02/23/2018</b>	<b>0000067625</b>	<b>SUSAN SAXE-CLIFFORD</b>								<b>400.00</b>	
02/23/18	0000067626	A	1	03/01/2018	LAGUNA CLAY COMPANY	LABORATORY SUPP/EQUIP	Ceramics	01.0	00000.0	00100	02520	4325	1002300	17-18	2,457.83		
						<b>02/23/2018</b>	<b>0000067626</b>	<b>LAGUNA CLAY COMPANY</b>								<b>2,457.83</b>	
02/23/18	0000067627	A		02/27/2018	LEARNING ZONE EXPRESS	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	73320	4550	6190000	17-18	319.53		
						<b>02/23/2018</b>	<b>0000067627</b>	<b>LEARNING ZONE EXPRESS</b>								<b>319.53</b>	
02/23/18	0000067628	P		02/23/2018	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	565.13		
						<b>02/23/2018</b>	<b>0000067628</b>	<b>BANK OF AMERICA</b>								<b>565.13</b>	
02/23/18	0000067629	A		02/27/2018	RAN GRAPHICS	MISCELLANEOUS	Auxiliary Operations	01.3	00000.0	00000	71200	5830	7000000	17-18	254.16		

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 25

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/23/2018</b>	<b>0000067629</b>	<b>RAN GRAPHICS</b>								<b>254.16</b>
02/23/18	0000067630	A		02/27/2018	RAN GRAPHICS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5830	6460000	17-18	842.73	
						<b>02/23/2018</b>	<b>0000067630</b>	<b>RAN GRAPHICS</b>								<b>842.73</b>
02/23/18	0000067631	A		02/27/2018	DIVERSIFIED BUSINESS SERVICES	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	4550	6460000	17-18	2,500.32	
						<b>02/23/2018</b>	<b>0000067631</b>	<b>DIVERSIFIED BUSINESS SERVICES</b>								<b>2,500.32</b>
02/23/18	0000067632	C		02/26/2018	PARKER & COVERT, L.L.P.	LEGAL SERVICES	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	19,456.18	
						<b>02/23/2018</b>	<b>0000067632</b>	<b>PARKER &amp; COVERT, L.L.P.</b>								<b>19,456.18</b>
02/23/18	0000067633	P		02/23/2018	AMAZON	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	71.48	
						<b>02/23/2018</b>	<b>0000067633</b>	<b>AMAZON</b>								<b>71.48</b>
02/23/18	0000067634	A		02/23/2018	CASCADE THERMAL SOLUTIONS	REPAIRS - OTHER	Physical Sciences	01.0	00000.0	00000	02570	5630	1951000	17-18	1,186.90	
						<b>02/23/2018</b>	<b>0000067634</b>	<b>CASCADE THERMAL SOLUTIONS</b>								<b>1,186.90</b>
02/26/18	0000067636	A	1	02/26/2018	RAN GRAPHICS	MISCELLANEOUS	Women's Studies	01.0	00000.0	00000	02540	5830	2201100	17-18	266.95	
						<b>02/26/2018</b>	<b>0000067636</b>	<b>RAN GRAPHICS</b>								<b>266.95</b>
02/26/18	0000067637	A	1	02/28/2018	PCC NETWORK SOLUTIONS	COMPUTER SUPP/EQUIP	Admissions	01.0	00000.0	00000	03800	6460	6225000	17-18	124.32	
								01.0	00000.0	00000	03800	6460	6225000	17-18	609.21	
						<b>02/26/2018</b>	<b>0000067637</b>	<b>PCC NETWORK SOLUTIONS</b>								<b>733.53</b>
02/26/18	0000067638	A		02/26/2018	MENKE MARKING DEVICES INC.	OFFICE SUPPLIES	Library	01.0	00000.0	00000	02220	4550	6120000	17-18	37.23	
						<b>02/26/2018</b>	<b>0000067638</b>	<b>MENKE MARKING DEVICES INC.</b>								<b>37.23</b>
02/26/18	0000067639	C		02/26/2018	RADIATION DETECTION CO.	MISCELLANEOUS	Dental Hygiene	01.0	00000.0	00000	02530	4325	1240200	17-18	10.00	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 26

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/26/2018</b>	<b>0000067639</b>									<b>10.00</b>
02/26/18	0000067640	A		02/26/2018	MARZOLA CONSTRUCTION CO.,	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	17-18	5,660.00	
						<b>02/26/2018</b>	<b>0000067640</b>									<b>5,660.00</b>
02/26/18	0000067641	A		02/26/2018	MARZOLA CONSTRUCTION CO.,	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	17-18	5,980.00	
						<b>02/26/2018</b>	<b>0000067641</b>									<b>5,980.00</b>
02/26/18	0000067642	C		02/26/2018	FSBPT	MISCELLANEOUS	Physical Therapy	01.0	00000.0	00000	02530	4320	1222000	17-18	95.00	
						<b>02/26/2018</b>	<b>0000067642</b>									<b>95.00</b>
02/26/18	0000067643	A		02/26/2018	COMMERCIAL DOOR OF LOS ANGELES	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	875.00	
						<b>02/26/2018</b>	<b>0000067643</b>									<b>875.00</b>
02/26/18	0000067644	C		02/26/2018	US BANK EQUIPMENT	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5610	6722000	17-18	8,467.96	
						<b>02/26/2018</b>	<b>0000067644</b>									<b>8,467.96</b>
02/27/18	0000067645	P		03/01/2018	BANK OF AMERICA	OFFICE SUPPLIES	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	17-18	252.00	
						<b>02/27/2018</b>	<b>0000067645</b>									<b>252.00</b>
02/27/18	0000067646	A		02/27/2018	DIVERSIFIED BUSINESS SERVICES	OFFICE SUPPLIES	iFalcon	01.3	00000.0	03001	73460	4550	6194000	17-18	1,522.52	
						<b>02/27/2018</b>	<b>0000067646</b>									<b>1,522.52</b>
02/27/18	0000067647	C		02/27/2018	HARRIS LINDA	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	133.00	
						<b>02/27/2018</b>	<b>0000067647</b>									<b>133.00</b>
02/27/18	0000067648	A		02/27/2018	WARD'S NATURAL SCIENCE ESTAB-	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	1,067.46	

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\* Prior Year Payments



Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 27

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/27/2018</b>	<b>0000067648</b>	<b>WARD'S NATURAL SCIENCE ESTAB-</b>							<b>1,067.46</b>	
02/27/18	0000067649	A	1	03/01/2018	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	143.75	
						<b>02/27/2018</b>	<b>0000067649</b>	<b>FLINN SCIENTIFIC INC</b>							<b>143.75</b>	
02/27/18	0000067650	A		02/27/2018	STAPLES ADVANTAGE	AWARDS/CERTIFICATES	Scholars' Honors Program	01.0	00000.0	00000	02100	4320	6197000	17-18	1,053.31	
						<b>02/27/2018</b>	<b>0000067650</b>	<b>STAPLES ADVANTAGE</b>							<b>1,053.31</b>	
02/27/18	0000067651	C		02/27/2018	CCCCIO	CONFERENCE AND TRAVEL	Instructional Office	01.0	00000.0	00000	02100	5210	6016000	17-18	400.00	
						<b>02/27/2018</b>	<b>0000067651</b>	<b>CCCCIO</b>							<b>400.00</b>	
02/27/18	0000067652	C		02/27/2018	HILTON HOTELS & RESORTS	CONFERENCE AND TRAVEL	Instructional Office	01.0	00000.0	00000	02100	5210	6016000	17-18	510.06	
						<b>02/27/2018</b>	<b>0000067652</b>	<b>HILTON HOTELS &amp; RESORTS</b>							<b>510.06</b>	
02/27/18	0000067653	A		02/28/2018	CASAS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	02321	72000	5210	6190000	17-18	4,925.00	
						<b>02/27/2018</b>	<b>0000067653</b>	<b>CASAS</b>							<b>4,925.00</b>	
02/27/18	0000067654	A		02/27/2018	GOLDEN STAR TECHNOLOGY INC.	CAMERA SUPP/EQUIP	Physical Property-Related	42.2	00000.0	00000	65011	6130	7100000	17-18	3,939.30	
								42.2	00000.0	00000	65011	6130	7100000	17-18	481.95	
								42.2	00000.0	00000	65011	6130	7100000	17-18	838.76	
						<b>02/27/2018</b>	<b>0000067654</b>	<b>GOLDEN STAR TECHNOLOGY INC.</b>							<b>5,260.01</b>	
02/27/18	0000067655	A		02/27/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	17-18	23,050.00	
						<b>02/27/2018</b>	<b>0000067655</b>	<b>H2 ENVIRONMENTAL</b>							<b>23,050.00</b>	
02/27/18	0000067656	A	1	03/06/2018	VINTAGE KING AUDIO	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	6450	1000000	17-18	3,157.70	
						<b>02/27/2018</b>	<b>0000067656</b>	<b>VINTAGE KING AUDIO</b>							<b>3,157.70</b>	

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. 28

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/27/18	0000067657	C		02/27/2018	GAUGER, KURT	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	04300	70200	5810	6190000	17-18	250.00	
				<b>02/27/2018</b>			<b>0000067657</b>			<b>GAUGER, KURT</b>						<b>250.00</b>
02/27/18	0000067658	A		02/27/2018	HENRY SCHEIN INC	MISCELLANEOUS	Health	01.3	00000.0	04500	70200	6410	1200000	17-18	6,159.38	
				<b>02/27/2018</b>			<b>0000067658</b>			<b>HENRY SCHEIN INC</b>						<b>6,159.38</b>
02/27/18	0000067659	A		02/27/2018	KTS NETWORK SOLUTIONS	NON-INSTRUCTIONAL SUPPLIES	Apprenticeships-Field Ironwork	01.3	00000.0	00000	72330	4550	0909000	17-18	276.92	
				<b>02/27/2018</b>			<b>0000067659</b>			<b>KTS NETWORK SOLUTIONS</b>						<b>276.92</b>
02/27/18	0000067660	C		02/27/2018	XPD INVESTIGATIONS	MISCELLANEOUS	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	250.00	
				<b>02/27/2018</b>			<b>0000067660</b>			<b>XPD INVESTIGATIONS</b>						<b>250.00</b>
02/27/18	0000067661	A		02/27/2018	ENVISE	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	14,893.00	
				<b>02/27/2018</b>			<b>0000067661</b>			<b>ENVISE</b>						<b>14,893.00</b>
02/27/18	0000067662	A		02/27/2018	AMAZON	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	17-18	125.94	
				<b>02/27/2018</b>			<b>0000067662</b>			<b>AMAZON</b>						<b>125.94</b>
02/28/18	0000067663	C		02/28/2018	NORWALK COMMUNITY	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	17-18	225.00	
				<b>02/28/2018</b>			<b>0000067663</b>			<b>NORWALK COMMUNITY COORDINATING COUNCIL</b>						<b>225.00</b>
02/28/18	0000067664	P		02/28/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Pharmacy Technician	01.0	00000.0	00000	02530	4320	1221000	17-18	212.08	
				<b>02/28/2018</b>			<b>0000067664</b>			<b>AMAZON</b>						<b>212.08</b>
02/28/18	0000067665	A		02/28/2018	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Nursing	01.0	00000.0	00000	02530	4325	1230000	17-18	355.57	
				<b>02/28/2018</b>			<b>0000067665</b>			<b>CONCORDANCE HEALTHCARE SOLUTIONS</b>						<b>355.57</b>
02/28/18	0000067666	C		02/28/2018	PORTER BOILER SERVICE INC	REPAIRS - OTHER	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	340.00	

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 : 07/01/2017 To 06/30/2018  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 29

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/28/2018</b>	<b>0000067666</b>	<b>PORTER BOILER SERVICE INC</b>								<b>340.00</b>
02/28/18	0000067667	A		02/28/2018	KLEIN EDUCATIONAL SYSTEMS, INC	MISCELLANEOUS	Sanitation-Public Health Tech	01.0	00000.0	00000	02600	4320	0958000	17-18	407.94	
						<b>02/28/2018</b>	<b>0000067667</b>	<b>KLEIN EDUCATIONAL SYSTEMS, INC</b>								<b>407.94</b>
02/12/18	13C0016A	A		02/12/2018	RAD, SOHEYL	MISCELLANEOUS	Community Service Classes	39.2	00000.0	00000	02310	5810	6820000	17-18	750.00	
						<b>02/12/2018</b>	<b>13C0016A</b>	<b>RAD, SOHEYL</b>								<b>750.00</b>
02/27/18	13P009D	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	6220	7100000	17-18	16,165.58	
						<b>02/27/2018</b>	<b>13P009D</b>	<b>TILDEN-COIL CONSTRUCTORS INC</b>								<b>16,165.58</b>
02/27/18	13P010C	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	6220	7100000	17-18	95,400.00	
						<b>02/27/2018</b>	<b>13P010C</b>	<b>TILDEN-COIL CONSTRUCTORS INC</b>								<b>95,400.00</b>
02/26/18	13P015-02C	A		02/26/2018	S & K ENGINEERS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65059	6220	7100000	17-18	44,549.69	
						<b>02/26/2018</b>	<b>13P015-02C</b>	<b>S &amp; K ENGINEERS</b>								<b>44,549.69</b>
02/26/18	13P015-03C	A		02/26/2018	S & K ENGINEERS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6220	7100000	17-18	156,790.92	
						<b>02/26/2018</b>	<b>13P015-03C</b>	<b>S &amp; K ENGINEERS</b>								<b>156,790.92</b>
02/26/18	13P015-06B	A		02/26/2018	S & K ENGINEERS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	17-18	62,623.00	
						<b>02/26/2018</b>	<b>13P015-06B</b>	<b>S &amp; K ENGINEERS</b>								<b>62,623.00</b>
02/26/18	13P016-01B	A		02/26/2018	HMC ARCHITECT	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6230	7100000	17-18	1,054,868.51	
						<b>02/26/2018</b>	<b>13P016-01B</b>	<b>HMC ARCHITECT</b>								<b>1,054,868.51</b>
02/26/18	13P016-02B	A		02/26/2018	HMC ARCHITECT	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65054	6230	7100000	17-18	431,527.12	

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 30

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
						<b>02/26/2018</b>	<b>13P016-02B</b>	<b>HMC ARCHITECT</b>								<b>431,527.12</b>
02/26/18	13P017-01B	A		02/26/2018	LPA, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6230	7100000	17-18	34,287.44	
						<b>02/26/2018</b>	<b>13P017-01B</b>	<b>LPA, INC.</b>								<b>34,287.44</b>
02/26/18	13P018-01B	A		02/26/2018	P2S ENGINEERING INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	37,381.12	
						<b>02/26/2018</b>	<b>13P018-01B</b>	<b>P2S ENGINEERING INC.</b>								<b>37,381.12</b>
02/26/18	13P018-02B	A		02/26/2018	P2S ENGINEERING INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65040	6220	7100000	17-18	5,000.00	
						<b>02/26/2018</b>	<b>13P018-02B</b>	<b>P2S ENGINEERING INC.</b>								<b>5,000.00</b>
02/26/18	13P019-02B	A		02/26/2018	HILL PARTNERSHIP INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65011	6230	7100000	17-18	54,956.40	
						<b>02/26/2018</b>	<b>13P019-02B</b>	<b>HILL PARTNERSHIP INC</b>								<b>54,956.40</b>
02/26/18	13P020-01B	A		02/26/2018	PFEIFFER PARTNERS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6230	7100000	17-18	1,744,220.37	
						<b>02/26/2018</b>	<b>13P020-01B</b>	<b>PFEIFFER PARTNERS ARCHITECTS, INC.</b>								<b>1,744,220.37</b>
02/26/18	13P021-02C	A		02/26/2018	QDG INCORPORATED	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6230	7100000	17-18	112,222.00	
						<b>02/26/2018</b>	<b>13P021-02C</b>	<b>QDG INCORPORATED</b>								<b>112,222.00</b>
02/23/18	13P032-02C	A		02/23/2018	FATA CONSTRUCTION &	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	17-18	678.30	
								42.2	00000.0	00000	65040	6220	7100000	17-18	123,876.11	
						<b>02/23/2018</b>	<b>13P032-02C</b>	<b>FATA CONSTRUCTION &amp; DEVELOPMENT</b>								<b>124,554.41</b>
02/22/18	13P032-09B	A		02/22/2018	ABBA DISTRIBUTORS	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	17-18	15,479.40	
								42.2	00000.0	00000	65040	6220	7100000	17-18	35,819.30	
						<b>02/22/2018</b>	<b>13P032-09B</b>	<b>ABBA DISTRIBUTORS</b>								<b>51,298.70</b>

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 31

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/23/18	13P032-18C	A		02/23/2018	EMPYREAN PLUMBING, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	17-18	61,373.00	
								42.2	00000.0	00000	65040	6220	7100000	17-18	154,600.80	
				<b>02/23/2018</b>			<b>13P032-18C</b>			<b>EMPYREAN PLUMBING, INC.</b>						<b>215,973.80</b>
02/27/18	13P035-04B	A		02/27/2018	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6220	7100000	17-18	682.00	
				<b>02/27/2018</b>			<b>13P035-04B</b>			<b>THE VINEWOOD COMPANY</b>						<b>682.00</b>
02/27/18	13P035-06B	A		02/27/2018	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6220	7100000	17-18	7,521.11	
				<b>02/27/2018</b>			<b>13P035-06B</b>			<b>THE VINEWOOD COMPANY</b>						<b>7,521.11</b>
02/27/18	13P035-07B	A		02/27/2018	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6220	7100000	17-18	46,067.76	
				<b>02/27/2018</b>			<b>13P035-07B</b>			<b>THE VINEWOOD COMPANY</b>						<b>46,067.76</b>
02/27/18	13P035-09B	A		02/27/2018	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	6,039.36	
				<b>02/27/2018</b>			<b>13P035-09B</b>			<b>THE VINEWOOD COMPANY</b>						<b>6,039.36</b>
02/21/18	13P035-13	A		02/21/2018	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	22,096.40	
				<b>02/21/2018</b>			<b>13P035-13</b>			<b>THE VINEWOOD COMPANY</b>						<b>22,096.40</b>
02/27/18	13P036-02B	A		02/27/2018	TYR, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65059	6220	7100000	17-18	125,804.00	
				<b>02/27/2018</b>			<b>13P036-02B</b>			<b>TYR, INC.</b>						<b>125,804.00</b>
02/27/18	13P036-05B	A		02/27/2018	TYR, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	446,056.00	
				<b>02/27/2018</b>			<b>13P036-05B</b>			<b>TYR, INC.</b>						<b>446,056.00</b>
02/26/18	14P004-01B	A		02/26/2018	PLAN NET CONSULTING LLC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	28,785.00	
				<b>02/26/2018</b>			<b>14P004-01B</b>			<b>PLAN NET CONSULTING LLC</b>						<b>28,785.00</b>

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 : 07/01/2017 To 06/30/2018

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 32

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/26/18	14P004-03B	A		02/26/2018	PLAN NET CONSULTING LLC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	17-18	65,852.45	
						<b>02/26/2018</b>	<b>14P004-03B</b>									<b>65,852.45</b>
02/26/18	14P004-04B	A		02/26/2018	PLAN NET CONSULTING LLC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65050	6220	7100000	17-18	3,465.00	
						<b>02/26/2018</b>	<b>14P004-04B</b>									<b>3,465.00</b>
02/23/18	14P005-21B	A		02/23/2018	DAVID EVANS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	13,560.22	
						<b>02/23/2018</b>	<b>14P005-21B</b>									<b>13,560.22</b>
02/23/18	14P005-23B	A		02/23/2018	DAVID EVANS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	17-18	360.00	
						<b>02/23/2018</b>	<b>14P005-23B</b>									<b>360.00</b>
02/23/18	14P005-27B	A		02/23/2018	DAVID EVANS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6120	7100000	17-18	1,966.50	
						<b>02/23/2018</b>	<b>14P005-27B</b>									<b>1,966.50</b>
02/22/18	14P010-10B	A		02/22/2018	CONVERSE CONSULTANTS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65059	6220	7100000	17-18	83,367.34	
						<b>02/22/2018</b>	<b>14P010-10B</b>									<b>83,367.34</b>
02/22/18	14P010-21B	A		02/22/2018	CONVERSE CONSULTANTS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	207,044.75	
						<b>02/22/2018</b>	<b>14P010-21B</b>									<b>207,044.75</b>
02/22/18	14P010-22B	A		02/22/2018	CONVERSE CONSULTANTS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	9,725.00	
						<b>02/22/2018</b>	<b>14P010-22B</b>									<b>9,725.00</b>
02/26/18	14P011-07B	A		02/26/2018	KOURY ENGINEERING &	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6220	7100000	17-18	10,689.59	
						<b>02/26/2018</b>	<b>14P011-07B</b>									<b>10,689.59</b>

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. 33

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/12/18	15C0164C	A		02/12/2018	KONSTANT EUGENE	MISCELLANEOUS	Community Service Classes	39.2	00000.0	00000	02310	5810	6820000	17-18	750.00	
				<b>02/12/2018</b>			<b>15C0164C</b>				<b>KONSTANT EUGENE</b>					<b>750.00</b>
02/01/18	16C0110A	A		02/01/2018	CALIFORNIA AMERICAN FIRE	MISCELLANEOUS	Apprenticeships-Roofers	01.3	00000.0	00000	72330	5810	0911000	17-18	45,680.00	
				<b>02/01/2018</b>			<b>16C0110A</b>				<b>CALIFORNIA AMERICAN FIRE SPRINKLER ASSOC</b>					<b>45,680.00</b>
02/13/18	16C0138A	A		02/13/2018	CLIFTONLARSONALLEN LLP	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5710	6721000	17-18	25,000.00	
				<b>02/13/2018</b>			<b>16C0138A</b>				<b>CLIFTONLARSONALLEN LLP</b>					<b>25,000.00</b>
02/26/18	16FC0028B	A		02/26/2018	PCC NETWORK SOLUTIONS	COMMUNICATION SUPP/EQUIP	Physical Property-Related	42.2	00000.0	00000	65050	6130	7100000	17-18	5,851.21	
				<b>02/26/2018</b>			<b>16FC0028B</b>				<b>PCC NETWORK SOLUTIONS</b>					<b>5,851.21</b>
02/26/18	16FC0029B	A		02/26/2018	PREFERRED LANDSCAPE, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65050	6130	7100000	17-18	2,444.00	
				<b>02/26/2018</b>			<b>16FC0029B</b>				<b>PREFERRED LANDSCAPE, INC.</b>					<b>2,444.00</b>
02/26/18	16FC0037B	A		02/26/2018	SKYLINE SITE SERVICES	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	117.38	
				<b>02/26/2018</b>			<b>16FC0037B</b>				<b>SKYLINE SITE SERVICES</b>					<b>117.38</b>
02/26/18	16FC0043B	A		02/26/2018	VERNE'S PLUMBING	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	210.18	
				<b>02/26/2018</b>			<b>16FC0043B</b>				<b>VERNE'S PLUMBING</b>					<b>210.18</b>
02/26/18	16P001B	A		02/26/2018	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65050	6220	7100000	17-18	25,482.30	
				<b>02/26/2018</b>			<b>16P001B</b>				<b>RDM ELECTRIC CO., INC.</b>					<b>25,482.30</b>
02/26/18	16P006-01B	A		02/26/2018	SOUTHERN CALIFORNIA	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	453,051.36	
				<b>02/26/2018</b>			<b>16P006-01B</b>				<b>SOUTHERN CALIFORNIA GRADING, INC.</b>					<b>453,051.36</b>

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 : 07/01/2017 To 06/30/2018  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 34

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/26/18	16P006-05B	A	1	03/06/2018	K&Z CABINET CO. INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	371,392.30	
						<b>02/26/2018</b>	<b>16P006-05B</b>			<b>K&amp;Z CABINET CO. INC</b>						<b>371,392.30</b>
02/22/18	16P006-06B	A		02/22/2018	BEST CONTRACTING SERVICES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	1,415,736.69	
						<b>02/22/2018</b>	<b>16P006-06B</b>			<b>BEST CONTRACTING SERVICES, INC.</b>						<b>1,415,736.69</b>
02/26/18	16P006-07B	A		02/26/2018	LETNER ROOFING CO	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	1,931,341.76	
						<b>02/26/2018</b>	<b>16P006-07B</b>			<b>LETNER ROOFING CO</b>						<b>1,931,341.76</b>
02/22/18	16P006-09B	A		02/22/2018	BEST CONTRACTING SERVICES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	1,677,325.75	
						<b>02/22/2018</b>	<b>16P006-09B</b>			<b>BEST CONTRACTING SERVICES, INC.</b>						<b>1,677,325.75</b>
02/22/18	16P006-12B	A		02/22/2018	CONTINENTAL MARBLE & TILE CO.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	755,137.75	
						<b>02/22/2018</b>	<b>16P006-12B</b>			<b>CONTINENTAL MARBLE &amp; TILE CO.</b>						<b>755,137.75</b>
02/27/18	16P006-14B	A		02/27/2018	TRIUMPH PAINTING	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	490,040.89	
						<b>02/27/2018</b>	<b>16P006-14B</b>			<b>TRIUMPH PAINTING</b>						<b>490,040.89</b>
02/26/18	16P006-18B	A		02/26/2018	TAFT ELECTRIC COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	2,994,282.37	
						<b>02/26/2018</b>	<b>16P006-18B</b>			<b>TAFT ELECTRIC COMPANY</b>						<b>2,994,282.37</b>
02/26/18	16P007-06B	A		02/26/2018	HARWOOD CONSTRUCTION,	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6220	7100000	17-18	456,078.21	
						<b>02/26/2018</b>	<b>16P007-06B</b>			<b>HARWOOD CONSTRUCTION, INC.</b>						<b>456,078.21</b>
02/26/18	16P009B	A		02/26/2018	SIMPLEX GRINNELL LP	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65050	6220	7100000	17-18	73,744.99	
						<b>02/26/2018</b>	<b>16P009B</b>			<b>SIMPLEX GRINNELL LP</b>						<b>73,744.99</b>

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

\* Prior Year Payments



Report ID: LAPO009C

Board List Purchase Order Report

Page No. 35

District: 64360

CERRITOS COLLEGE

Run Date: 03/10/2018

Run Time: 05:13:16AM

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

FY: 17-18

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	
02/26/18	16P010B	A		02/26/2018	NATIONAL ROOFING CONSULTANTS, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	90,800.00		
				02/26/2018			16P010B									90,800.00	
02/22/18	16P012-11A	A		02/22/2018	CONTINENTAL FLOORING, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	999,365.73		
				02/22/2018			16P012-11A									999,365.73	
02/22/18	16P012-16A	A		02/22/2018	APEX FIRE PROTECTION	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	400,347.00		
				02/22/2018			16P012-16A									400,347.00	
02/26/18	16P012-20A	A		02/26/2018	PCC NETWORK SOLUTIONS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	232,480.06		
				02/26/2018			16P012-20A									232,480.06	
02/22/18	16P014B	A		02/22/2018	BILL CARR SURVEYS, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	66,355.00		
				02/22/2018			16P014B									66,355.00	
02/23/18	17C0048A	A		02/23/2018	FACILITIES PLANNING &	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	6120	7100000	17-18	8,292.50		
				02/23/2018			17C0048A									8,292.50	
02/01/18	17C0074	A		02/01/2018	FIERRO-GARCIA, KRYSTAL	MISCELLANEOUS	Instructional Office	39.1	00000.0	00003	79850	5110	6016000	17-18	300.00		
				02/01/2018			17C0074									300.00	
02/01/18	17C0093	A		02/01/2018	VOICES FOR ALL, LLC	CONTRACT CONSULTANTS	Community Service Classes	39.2	00000.0	00000	02310	5810	6820000	17-18	500.00		
				02/01/2018			17C0093									500.00	
02/02/18	17C0094	A		02/02/2018	ARREOLA, VICTOR	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	70261	5810	6190000	17-18	65,000.00		
				02/02/2018			17C0094									65,000.00	

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. 36

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/02/18	17C0095	A		02/02/2018	MEYER-EVERHART, VENEVA	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	70261	5810	6190000	17-18	65,000.00	
				02/02/2018			17C0095			MEYER-EVERHART, VENEVA						65,000.00
02/02/18	17C0096	A		02/02/2018	MORALES, RANDAL	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	70261	5810	6190000	17-18	80,000.00	
				02/02/2018			17C0096			MORALES, RANDAL						80,000.00
02/05/18	17C0117	A		02/05/2018	AVILA, CHRISTINA	MISCELLANEOUS	Instructional Office	39.1	00000.0	00003	79850	5110	6016000	17-18	150.00	
				02/05/2018			17C0117			AVILA, CHRISTINA						150.00
02/05/18	17C0119	A		02/05/2018	ZUMWINKLE.COM	MISCELLANEOUS	Community Relations	01.0	00000.0	00000	03600	5810	6710000	17-18	14,000.00	
				02/05/2018			17C0119			ZUMWINKLE.COM						14,000.00
02/05/18	17C0122	C		02/05/2018	KARENGA, MAULANA	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	17-18	7,500.00	
				02/05/2018			17C0122			KARENGA, MAULANA						7,500.00
02/08/18	17C0127	C		02/08/2018	DIOUF, THIANE	MISCELLANEOUS	Community Relations	01.3	00000.0	03009	73460	5810	6710000	17-18	750.00	
				02/08/2018			17C0127			DIOUF, THIANE						750.00
02/26/18	17FC0015A	A		02/26/2018	UNDERGROUND SERVICE COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	2,250.00	
				02/26/2018			17FC0015A			UNDERGROUND SERVICE COMPANY						2,250.00
02/26/18	17FC0016A	A		02/26/2018	UNDERGROUND SERVICE COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	17-18	2,950.00	
				02/26/2018			17FC0016A			UNDERGROUND SERVICE COMPANY						2,950.00
02/08/18	17FC0033	A		02/08/2018	EZ AUTOMATED SYSTEMS , INC	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	39,772.00	
				02/08/2018			17FC0033			EZ AUTOMATED SYSTEMS , INC						39,772.00

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. 37

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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	
02/22/18	17FC0036	A		02/22/2018	MARZOLA CONSTRUCTION CO.,	CONTRACTED SERVICES	Physical Property-Related	41.0	00000.0	00000	73870	6130	7100000	17-18	42,660.00		
				02/22/2018			17FC0036									42,660.00	
																	MARZOLA CONSTRUCTION CO., INC.
02/08/18	17P010	A		02/08/2018	SUTTLES PLUMBING & MECHANICAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	17-18	831,000.00		
				02/08/2018			17P010									831,000.00	
																	SUTTLES PLUMBING & MECHANICAL CORP.
02/26/18	52478E	A		02/26/2018	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65040	6220	7100000	17-18	4,335.86		
				02/26/2018			52478E									4,335.86	
																	THE VINEWOOD COMPANY
02/26/18	52648D	A		03/03/2018	PLAN NET CONSULTING LLC	CONSULTANTS	Physical Property-Related	42.0	00000.0	00000	64051	6130	7100000	17-18	14,939.64		
				02/26/2018			52648D									14,939.64	
																	PLAN NET CONSULTING LLC
02/26/18	53024D	A		02/26/2018	DOVETAIL DCI	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	19,394.00		
				02/26/2018			53024D									19,394.00	
																	DOVETAIL DCI
02/26/18	53435E	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65040	6220	7100000	17-18	10,451.22		
				02/26/2018			53435E									10,451.22	
																	CS & ASSOCIATES, INC.
02/26/18	54699C	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65040	6130	7100000	17-18	22,229.00		
				02/26/2018			54699C									22,229.00	
																	H2 ENVIRONMENTAL
02/26/18	56849B	A		02/26/2018	DOVETAIL DCI	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65054	6220	7100000	17-18	42,500.00		
				02/26/2018			56849B									42,500.00	
																	DOVETAIL DCI
02/26/18	57818B	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65059	6130	7100000	17-18	24,150.00		
				02/26/2018			57818B									24,150.00	
																	CS & ASSOCIATES, INC.

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\* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 38

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/26/18	58697B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6120	7100000	17-18	1,760.00	
						<b>02/26/2018</b>	<b>58697B</b>			<b>H2 ENVIRONMENTAL</b>						<b>1,760.00</b>
02/26/18	58966B	A		02/26/2018	DOVETAIL DCI	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	17-18	59,521.00	
						<b>02/26/2018</b>	<b>58966B</b>			<b>DOVETAIL DCI</b>						<b>59,521.00</b>
02/26/18	59240B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6120	7100000	17-18	2,020.00	
						<b>02/26/2018</b>	<b>59240B</b>			<b>H2 ENVIRONMENTAL</b>						<b>2,020.00</b>
02/26/18	59417B	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	6,095.92	
						<b>02/26/2018</b>	<b>59417B</b>			<b>CS &amp; ASSOCIATES, INC.</b>						<b>6,095.92</b>
02/26/18	60323B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6130	7100000	17-18	2,490.00	
						<b>02/26/2018</b>	<b>60323B</b>			<b>H2 ENVIRONMENTAL</b>						<b>2,490.00</b>
02/26/18	61101B	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6130	7100000	17-18	18,630.00	
						<b>02/26/2018</b>	<b>61101B</b>			<b>CS &amp; ASSOCIATES, INC.</b>						<b>18,630.00</b>
02/26/18	61594B	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6130	7100000	17-18	4,928.90	
						<b>02/26/2018</b>	<b>61594B</b>			<b>CS &amp; ASSOCIATES, INC.</b>						<b>4,928.90</b>
02/26/18	61595B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65010	6130	7100000	17-18	1,690.00	
						<b>02/26/2018</b>	<b>61595B</b>			<b>H2 ENVIRONMENTAL</b>						<b>1,690.00</b>
02/26/18	61603B	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6130	7100000	17-18	18,630.00	
						<b>02/26/2018</b>	<b>61603B</b>			<b>CS &amp; ASSOCIATES, INC.</b>						<b>18,630.00</b>

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

\* Prior Year Payments

Report ID: LAPO009C

Board List Purchase Order Report

Page No. 39

District: 64360

CERRITOS COLLEGE

Run Date: 03/10/2018

Run Time: 05:13:16AM

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

FY: 17-18

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
02/22/18	61923C	A		02/22/2018	A-THRONE COMPANY, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	12,148.28	
						<b>02/22/2018</b>	<b>61923C</b>									<b>12,148.28</b>
02/26/18	61924B	A		02/26/2018	GOLDEN STAR TECHNOLOGY INC.	CAMERA SUPP/EQUIP	Physical Property-Related	42.2	00000.0	00000	65040	6130	7100000	17-18	41,826.26	
						<b>02/26/2018</b>	<b>61924B</b>									<b>41,826.26</b>
02/26/18	62152B	A		02/26/2018	PCC NETWORK SOLUTIONS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	17-18	919.75	
						<b>02/26/2018</b>	<b>62152B</b>									<b>919.75</b>
02/26/18	62181B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	17-18	1,000.00	
						<b>02/26/2018</b>	<b>62181B</b>									<b>1,000.00</b>
02/26/18	62188B	A		02/26/2018	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6130	7100000	17-18	4,476.99	
						<b>02/26/2018</b>	<b>62188B</b>									<b>4,476.99</b>
02/22/18	62369B	A		02/22/2018	CAMBRIDGE WEST PARTNERSHIP LLC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	6120	7100000	17-18	10,000.00	
						<b>02/22/2018</b>	<b>62369B</b>									<b>10,000.00</b>
02/26/18	62642B	A		02/26/2018	INTERIOR OFFICE SOLUTIONS	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65040	6130	7100000	17-18	22,039.00	
						<b>02/26/2018</b>	<b>62642B</b>									<b>22,039.00</b>
02/26/18	62807B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65050	6120	7100000	17-18	2,550.00	
						<b>02/26/2018</b>	<b>62807B</b>									<b>2,550.00</b>
02/26/18	63580B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	4,700.00	
						<b>02/26/2018</b>	<b>63580B</b>									<b>4,700.00</b>

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 : 07/01/2017 To 06/30/2018  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

**Board List Purchase Order Report**

**CERRITOS COLLEGE**

Page No. 40

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

**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
02/26/18	63604B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65059	6120	7100000	17-18	250.00	
						<b>02/26/2018</b>	<b>63604B</b>			<b>H2 ENVIRONMENTAL</b>						<b>250.00</b>
02/26/18	63652B	A		02/26/2018	UNITED SITE SERVICES OF	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	28,050.37	
						<b>02/26/2018</b>	<b>63652B</b>			<b>UNITED SITE SERVICES OF CALIFORNIA, INC.</b>						<b>28,050.37</b>
02/22/18	64146B	A		02/22/2018	AMERICAN FENCE COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6120	7100000	17-18	4,130.00	
						<b>02/22/2018</b>	<b>64146B</b>			<b>AMERICAN FENCE COMPANY</b>						<b>4,130.00</b>
02/26/18	64243B	A		02/26/2018	POWER PLUS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	750.00	
						<b>02/26/2018</b>	<b>64243B</b>			<b>POWER PLUS</b>						<b>750.00</b>
02/26/18	64339B	A		02/26/2018	SCOR INDUSTRIES	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	33,216.06	
						<b>02/26/2018</b>	<b>64339B</b>			<b>SCOR INDUSTRIES</b>						<b>33,216.06</b>
02/20/18	64873C	C		02/21/2018	ELIVATE	PHYSICAL EDUCATION SUPP/EQUIP	Education	01.3	00000.0	05600	70200	4320	0800000	17-18	666.68	
						<b>02/20/2018</b>	<b>64873C</b>			<b>ELIVATE</b>						<b>666.68</b>
02/26/18	65333B	A		02/26/2018	UNITED SITE SERVICES OF	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	22,699.50	
						<b>02/26/2018</b>	<b>65333B</b>			<b>UNITED SITE SERVICES OF CALIFORNIA, INC.</b>						<b>22,699.50</b>
02/26/18	65475B	A		02/26/2018	SKYLINE SITE SERVICES	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	17-18	133.12	
						<b>02/26/2018</b>	<b>65475B</b>			<b>SKYLINE SITE SERVICES</b>						<b>133.12</b>
02/26/18	65476B	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	17-18	140.00	
						<b>02/26/2018</b>	<b>65476B</b>			<b>H2 ENVIRONMENTAL</b>						<b>140.00</b>

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. 41

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/26/18	65550A	A		02/26/2018	SKYLINE SITE SERVICES	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	17-18	7,770.56	
						<b>02/26/2018</b>	<b>65550A</b>				<b>SKYLINE SITE SERVICES</b>					<b>7,770.56</b>
02/22/18	66096A	A		02/22/2018	CAMBRIDGE WEST PARTNERSHIP LLC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	6120	7100000	17-18	36,000.00	
						<b>02/22/2018</b>	<b>66096A</b>				<b>CAMBRIDGE WEST PARTNERSHIP LLC</b>					<b>36,000.00</b>
02/26/18	66439A	A		02/26/2018	PCC NETWORK SOLUTIONS	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65050	6130	7100000	17-18	6,705.93	
						<b>02/26/2018</b>	<b>66439A</b>				<b>PCC NETWORK SOLUTIONS</b>					<b>6,705.93</b>
02/26/18	66442A	A		02/26/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65050	6130	7100000	17-18	8,001.55	
						<b>02/26/2018</b>	<b>66442A</b>				<b>GOLDEN STAR TECHNOLOGY INC.</b>					<b>8,001.55</b>
02/26/18	66611A	A		02/26/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6120	7100000	17-18	1,910.00	
						<b>02/26/2018</b>	<b>66611A</b>				<b>H2 ENVIRONMENTAL</b>					<b>1,910.00</b>
02/05/18	66999A	A		02/05/2018	CONVERGE ONE, INC.	SOFTWARE	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	6310	0900000	17-18	21,555.08	
						<b>02/05/2018</b>	<b>66999A</b>				<b>CONVERGE ONE, INC.</b>					<b>21,555.08</b>
02/27/18	67259A	A		02/27/2018	SNAP-ON TOOLS INDUSTRIAL	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	429.59	
						<b>02/27/2018</b>	<b>67259A</b>				<b>SNAP-ON TOOLS INDUSTRIAL</b>					<b>429.59</b>
02/21/18	67317A	C		02/21/2018	BANK OF AMERICA	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	291.83	
								01.0	00000.0	00100	02600	4325	0986000	17-18	5.46	
						<b>02/21/2018</b>	<b>67317A</b>				<b>BANK OF AMERICA</b>					<b>297.29</b>
02/21/18	67425A	P		02/21/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	forensics	01.0	00000.0	00000	02550	5210	1506600	17-18	1,134.00	
						<b>02/21/2018</b>	<b>67425A</b>				<b>BANK OF AMERICA</b>					<b>1,134.00</b>

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. 42

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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

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												
02/22/18	67498A	P		02/22/2018	AMAZON	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	17-18	194.75	
						<b>02/22/2018</b>	<b>67498A</b>	<b>AMAZON</b>								<b>194.75</b>
02/26/18	APO170168A	A	1	03/03/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65040	6130	7100000	17-18	4,838.00	
						<b>02/26/2018</b>	<b>APO170168A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>4,838.00</b>
02/26/18	APO170170A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65050	6120	7100000	17-18	2,000.00	
						<b>02/26/2018</b>	<b>APO170170A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>2,000.00</b>
02/26/18	APO170171A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65004	6120	7100000	17-18	2,052.10	
						<b>02/26/2018</b>	<b>APO170171A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>2,052.10</b>
02/26/18	APO170181A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	17-18	9,908.82	
						<b>02/26/2018</b>	<b>APO170181A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>9,908.82</b>
02/26/18	APO170182A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	3,048.25	
						<b>02/26/2018</b>	<b>APO170182A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>3,048.25</b>
02/26/18	APO170183A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65060	6120	7100000	17-18	2,980.32	
						<b>02/26/2018</b>	<b>APO170183A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>2,980.32</b>
02/26/18	APO170184A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65060	6130	7100000	17-18	3,000.00	
						<b>02/26/2018</b>	<b>APO170184A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>3,000.00</b>
02/26/18	APO170185A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65059	6130	7100000	17-18	1,500.00	
						<b>02/26/2018</b>	<b>APO170185A</b>	<b>I.S. BLUEPRINT SERVICE INC</b>								<b>1,500.00</b>

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. 43

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/26/18	APO170220A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	17-18	24,019.51	
				<b>02/26/2018</b>			<b>APO170220A</b>									<b>24,019.51</b>
02/26/18	APO170221A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65054	6130	7100000	17-18	10,000.00	
				<b>02/26/2018</b>			<b>APO170221A</b>									<b>10,000.00</b>
02/26/18	APO170222A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65011	6120	7100000	17-18	3,395.20	
				<b>02/26/2018</b>			<b>APO170222A</b>									<b>3,395.20</b>
02/26/18	APO170223A	A		02/26/2018	I.S. BLUEPRINT SERVICE INC	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65050	6120	7100000	17-18	4,000.00	
				<b>02/26/2018</b>			<b>APO170223A</b>									<b>4,000.00</b>
02/26/18	APO170278A	A		02/26/2018	FEDEX	MAILING SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	5190	7100000	17-18	4,437.76	
				<b>02/26/2018</b>			<b>APO170278A</b>									<b>4,437.76</b>
02/26/18	APO170279A	A		02/26/2018	PRESS TELEGRAM	ADVERTISING	Physical Property-Related	42.2	00000.0	00000	65004	5790	7100000	17-18	1,365.90	
				<b>02/26/2018</b>			<b>APO170279A</b>									<b>1,365.90</b>
02/07/18	APO170456	A		02/07/2018	RIDDELL ALL AMERICAN SPORTS	MISCELLANEOUS	Men's Athletics	01.0	00000.0	00000	02560	5630	0813000	17-18	10,000.00	
				<b>02/07/2018</b>			<b>APO170456</b>									<b>10,000.00</b>
02/08/18	APO170457	A		02/08/2018	FOLLETT BOOKSTORE #603	BOOKS/SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	71650	4100	6190000	17-18	12,246.00	
				<b>02/08/2018</b>			<b>APO170457</b>									<b>12,246.00</b>
02/14/18	APO170458	A		02/15/2018	MIND YOUR LANGUAGE, INC.	CONTRACTED SERVICES	Disabled Students	01.0	00000.0	00000	03500	5810	6420000	17-18	25,000.00	
				<b>02/14/2018</b>			<b>APO170458</b>									<b>25,000.00</b>

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. 44

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2017 To 06/30/2018

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
02/13/18	APO170459	A		02/13/2018	FOLLETT BOOKSTORE #603	OFFICE SUPPLIES	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	17-18	500.00	
				<b>02/13/2018</b>			<b>APO170459</b>				<b>FOLLETT BOOKSTORE #603</b>					<b>500.00</b>
02/14/18	APO170460	A		02/15/2018	LACMTA/METRO MAIL	MISCELLANEOUS	Trnsfers & Pymnts to/for	01.3	00000.0	03000	71200	7610	7300000	17-18	3,520.00	
				<b>02/14/2018</b>			<b>APO170460</b>				<b>LACMTA/METRO MAIL</b>					<b>3,520.00</b>
02/22/18	APO170461	A		02/22/2018	PRAXAIR DISTRIBUTION INC.	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00100	02600	4325	0984000	17-18	10,000.00	
				<b>02/22/2018</b>			<b>APO170461</b>				<b>PRAXAIR DISTRIBUTION INC.</b>					<b>10,000.00</b>
02/23/18	APO170462	A		02/27/2018	LACMTA/METRO MAIL	MISCELLANEOUS	Trnsfers & Pymnts to/for	01.3	00000.0	03000	71200	7610	7300000	17-18	3,520.00	
				<b>02/23/2018</b>			<b>APO170462</b>				<b>LACMTA/METRO MAIL</b>					<b>3,520.00</b>
02/27/18	C10112735C	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65059	6220	7100000	17-18	44,661.20	
				<b>02/27/2018</b>			<b>C10112735C</b>				<b>TILDEN-COIL CONSTRUCTORS INC</b>					<b>44,661.20</b>
02/27/18	C10112746B	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6220	7100000	17-18	26,464.20	
				<b>02/27/2018</b>			<b>C10112746B</b>				<b>TILDEN-COIL CONSTRUCTORS INC</b>					<b>26,464.20</b>
02/27/18	C10112759B	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65010	6220	7100000	17-18	160.17	
				<b>02/27/2018</b>			<b>C10112759B</b>				<b>TILDEN-COIL CONSTRUCTORS INC</b>					<b>160.17</b>
02/27/18	C10112760B	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65050	6220	7100000	17-18	4,526.49	
				<b>02/27/2018</b>			<b>C10112760B</b>				<b>TILDEN-COIL CONSTRUCTORS INC</b>					<b>4,526.49</b>
02/27/18	C10112763B	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6220	7100000	17-18	455.69	
				<b>02/27/2018</b>			<b>C10112763B</b>				<b>TILDEN-COIL CONSTRUCTORS INC</b>					<b>455.69</b>

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 : 07/01/2017 To 06/30/2018  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 45

Run Date: 03/10/2018

Run Time: 05:13:16AM

FY: 17-18

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
02/27/18	C10112764B	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6220	7100000	17-18	990,902.00	
				02/27/2018			C10112764B									990,902.00
02/27/18	C10112768B	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65060	6220	7100000	17-18	5,722.00	
				02/27/2018			C10112768B									5,722.00
02/27/18	C10112781A	A		02/27/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	17-18	100,000.00	
				02/27/2018			C10112781A									100,000.00
02/07/18	C101127-82	A		02/07/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65010	6130	7100000	17-18	55,000.00	
				02/07/2018			C101127-82									55,000.00
02/07/18	C101127-83	A		02/07/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65010	6130	7100000	17-18	124,669.00	
				02/07/2018			C101127-83									124,669.00
02/07/18	C101127-84	A		02/07/2018	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	105,000.00	
				02/07/2018			C101127-84									105,000.00
02/27/18	C12100601B	A		02/27/2018	HILL PARTNERSHIP INC	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	17-18	20,870.25	
								42.2	00000.0	00000	65040	6220	7100000	17-18	26,565.00	
				02/27/2018			C12100601B									47,435.25
02/03/18	C96-039J	A		02/03/2018	COLLEGE NET, INC	CONTRACTED SERVICES	Instructional Office	01.0	00000.0	00000	02100	5810	6016000	17-18	3,826.35	
				02/03/2018			C96-039J									3,826.35

Total by District : 64360	21,911,775.98	21,911,775.98
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End of Report LAPO009C

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

\* Prior Year Payments

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 18**

**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

<b>SUBJECT:      Consideration of Approval of Contracts for the Month of February 2018</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the contracts that were processed during the month of February 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 February 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)**

February 2018 – Contracts

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

<b>NEW CONTRACTS</b>						
<b>Number</b>	<b>Contractor</b>	<b>Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Cost</b>	<b>Requestor</b>
17C0126	Phillips Design & Marketing	Contractor to provide website creation and maintenance, forms creation, newsletter, and videos for student success to market the CA Energy Commission project managed by the DSN for ATRE.	02/01/18	03/31/20	\$21,500.00	Cntr for Adv Trans Tech
17C0127	Thiane Diouf	Contractor to provide a thirty minute (30) dance and drum show during the Black History Month celebration.	02/07/18	02/07/18	\$750.00	Public Affairs
17C0128*						
17C0129*						
17C0130	Norwalk-La Mirada Unified School District	Contractor to provide clinical/practicum experiences for the students enrolled in the Speech Language Pathology program	01/23/18	01/22/23	No Cost	Health Occupations
17C0131	Pico Care Pharmacy	Contractor to provide clinical/practicum experiences for the students enrolled in the Pharmacy Tech Program	01/29/18	01/28/23	No Cost	Health Occupations
17C0132	City of Cerritos	Agreement between the City of Cerritos, P2S Engineering, Inc. and Cerritos College for a lighting study for TUP 2017-39 for the Auto Storage Facility (corner of Studebaker/166th)	02/05/18	06/30/18	\$3,800.00	Business Services
17C0133	Los Alamitos Medical Center	Contractor to provide clinical/practicum experiences for the students enrolled in the Medical Assisting, Nursing, Pharmacy Tech, PTA, and Speech Language Pathology programs	01/31/18	01/30/23	No Cost	Health Occupations
17C0134**						
17C0135	LaTonya Collins dba Hpnatique Creations	Contractor to provide a lecture on the effects of Sexual Abuse and how to move forward.	04/11/18	04/11/18	\$250.00	Human Resources

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

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0136	California Conservation Corps.	Memorandum of Understanding between California Conservation Corps and Cerritos College to provide training for Conservation Corps members.	03/01/18	06/30/21	No Cost	Adult Education
17C0137****						
17C0138	Maria N. Senour	Contractor to serve as guest speaker for the Women's History Month celebration.	03/08/18	03/08/18	\$700.00	Human Resources
17C0139	WMC-A dba Anaheim Global Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the Nursing program	04/16/18	04/15/21	No Cost	Health Occupations
<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>						

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

**CONSTRUCTION RELATED CONTRACTS**

<b>Number</b>	<b>Contractor</b>	<b>Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Cost</b>	<b>Requestor</b>
17FC0037	Eberhard	Contractor to provide the installation of roofing system at Baseball Concession Building.	2/26/2018	6/30/2018	\$21,870.00	Facilities
17FC0038	RDM Electric Co, Inc.	Contractor to investigate the existing electrical feeds at the Performing Arts Center and cut and cap existing site electrical.	2/27/2018	2/26/2019	\$19,760.00	Facilities
17FC0039	Verne's Plumbing, Inc.	Contractor to provide labor and materials for the gas regulator relocations to the new gas meter locations.	2/27/2018	2/26/2019	\$24,670.00	Facilities

**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

<b>SUBJECT:</b> <b>Consideration of Approval of Sub-Contractor Agreement with Independence High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Independence High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**INDEPENDENCE HIGH SCHOOL**

**SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved



and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Independence High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0142 – Independence High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
INDEPENDENCE HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0142**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Independence High School**, (herein after referred to as "IHS" or "Sub-Contractor"), a high school with its principal place of business at 1776 Educational Park Drive, San Jose, CA 95133, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.

- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
  - (b) **Employers' Liability:** \$1,000,000 per occurrence.
  - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
  - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

**12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

**13.0 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.

**14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.

**15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.

**16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

**17.0 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:**

**INDEPENDENCE HIGH SCHOOL:**

Representative: Cerritos Community College District  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203

Representative: \_\_\_\_\_  
*(Name & Title)*

Ms. Jannet Malig  
Director of Advanced Transportation  
Project  
Tel: (562) 860-2451 ext. 2912

Tel: \_\_\_\_\_

For Notices: Cerritos Community College District  
Purchasing Department  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203

For Notices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax: (562) 467-5020

Fax: \_\_\_\_\_

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party 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.
- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**INDEPENDENCE HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
Contracts to High Schools for Signatures & Approvals	April 13, 2018
Signed Contracts Due to Cerritos College	April 27, 2018
Awardees Announced/NOPA Posted on Website	April 30, 2018
Site Visits to Group 1 Awardees	September 2018 (dates TBD)
Group 1 Awardees Complete Equipment Purchases	October 31, 2018
Group 1 Awardees Complete Faculty Training	November 9, 2018
Equipment/Materials/Curriculum Implemented into Courses	January 2019
Site Visits to Group 2 Awardees	January 2019 (dates TBD)
Group 2 Awardees Complete Equipment Purchases	February 28, 2019
Group 2 Awardees Complete Faculty Training	March 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Site Visits to Group 3 Awardees	February 2019 (dates TBD)
Group 3 Awardees Complete Equipment Purchases	March 30, 2019
Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020



**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

<b>SUBJECT:</b> <b>Consideration of Approval of Sub-Contractor Agreement with Mira Mesa High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
---

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Mira Mesa High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**MIRA MESA HIGH SCHOOL**

**SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved

and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Mira Mesa High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0143 – Mira Mesa High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
MIRA MESA HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0143**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Mira Mesa High School**, (herein after referred to as "MMHS" or "Sub-Contractor"), a high school with its principal place of business at 10510 Reagan Road, San Diego, CA 92126, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.

- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
  - (b) **Employers' Liability:** \$1,000,000 per occurrence.
  - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
  - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

**12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

**13.0 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.

**14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.

**15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.

**16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

**17.0 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:**

**MIRA MESA HIGH SCHOOL:**

Representative: Cerritos Community College District  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203

Representative: \_\_\_\_\_  
(Name & Title)

Ms. Jannet Malig  
Director of Advanced Transportation  
Project  
Tel: (562) 860-2451 ext. 2912

Tel: \_\_\_\_\_

For Notices: Cerritos Community College District  
Purchasing Department  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203

For Notices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax: (562) 467-5020

Fax: \_\_\_\_\_

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party 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.
- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**MIRA MESA HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT



**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
Contracts to High Schools for Signatures & Approvals	April 13, 2018
Signed Contracts Due to Cerritos College	April 27, 2018
Awardees Announced/NOPA Posted on Website	April 30, 2018
Site Visits to Group 1 Awardees	September 2018 (dates TBD)
Group 1 Awardees Complete Equipment Purchases	October 31, 2018
Group 1 Awardees Complete Faculty Training	November 9, 2018
Equipment/Materials/Curriculum Implemented into Courses	January 2019
Site Visits to Group 2 Awardees	January 2019 (dates TBD)
Group 2 Awardees Complete Equipment Purchases	February 28, 2019
Group 2 Awardees Complete Faculty Training	March 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
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Group 3 Awardees Complete Equipment Purchases	March 30, 2019
Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020

**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

<b>SUBJECT:</b> <b>Consideration of Approval of Sub-Contractor Agreement with Buena Park High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Buena Park High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**BUENA PARK HIGH SCHOOL**

**SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved

and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Buena Park High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0144 – Buena Park High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
BUENA PARK HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0144**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Buena Park High School**, (herein after referred to as "MMHS" or "Sub-Contractor"), a high school with its principal place of business at 8833 Academy Drive, Buena Park, CA 90621, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.

- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
  - (b) **Employers' Liability:** \$1,000,000 per occurrence.
  - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
  - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

- 12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
- 13.0 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.
- 14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.
- 15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.
- 16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 17.0 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:**

**BUENA PARK HIGH SCHOOL:**

Representative: Cerritos Community College District  
 11110 Alondra Boulevard  
 Norwalk, CA 90650-6203

Ms. Jannet Malig  
 Director of Advanced Transportation  
 Project  
 Tel: (562) 860-2451 ext. 2912

Representative: \_\_\_\_\_  
*(Name & Title)*

Tel: \_\_\_\_\_

For Notices: Cerritos Community College District  
 Purchasing Department  
 11110 Alondra Boulevard  
 Norwalk, CA 90650-6203

Fax: (562) 467-5020

For Notices: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fax: \_\_\_\_\_

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party 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.
- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]



IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**BUENA PARK HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
Contracts to High Schools for Signatures & Approvals	April 13, 2018
Signed Contracts Due to Cerritos College	April 27, 2018
Awardees Announced/NOPA Posted on Website	April 30, 2018
Site Visits to Group 1 Awardees	September 2018 (dates TBD)
Group 1 Awardees Complete Equipment Purchases	October 31, 2018
Group 1 Awardees Complete Faculty Training	November 9, 2018
Equipment/Materials/Curriculum Implemented into Courses	January 2019
Site Visits to Group 2 Awardees	January 2019 (dates TBD)
Group 2 Awardees Complete Equipment Purchases	February 28, 2019
Group 2 Awardees Complete Faculty Training	March 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Site Visits to Group 3 Awardees	February 2019 (dates TBD)
Group 3 Awardees Complete Equipment Purchases	March 30, 2019
Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020

**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

<b>SUBJECT:</b> <b>Consideration of Approval of Sub-Contractor Agreement with Davis Senior High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Davis Senior High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**DAVIS SENIOR HIGH SCHOOL**

**SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved

and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Davis Senior High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0145 – Davis Senior High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
DAVIS SENIOR HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0145**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Davis Senior High School**, (herein after referred to as "DSHS" or "Sub-Contractor"), a high school with its principal place of business at 315 West 14<sup>th</sup> Street, Davis, CA 95616, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.

- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
  - (b) **Employers' Liability:** \$1,000,000 per occurrence.
  - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
  - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

- 12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
- 13.0 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.
- 14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.
- 15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.
- 16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 17.0 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:**

**DAVIS SENIOR HIGH SCHOOL:**

Representative: Cerritos Community College District  
 11110 Alondra Boulevard  
 Norwalk, CA 90650-6203

Ms. Jannet Malig  
 Director of Advanced Transportation  
 Project  
 Tel: (562) 860-2451 ext. 2912

Representative: \_\_\_\_\_  
*(Name & Title)*

Tel: \_\_\_\_\_

For Notices: Cerritos Community College District  
 Purchasing Department  
 11110 Alondra Boulevard  
 Norwalk, CA 90650-6203

Fax: (562) 467-5020

For Notices: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fax: \_\_\_\_\_



- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party 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.
- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**DAVIS SENIOR HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
Contracts to High Schools for Signatures & Approvals	April 13, 2018
Signed Contracts Due to Cerritos College	April 27, 2018
Awardees Announced/NOPA Posted on Website	April 30, 2018
Site Visits to Group 1 Awardees	September 2018 (dates TBD)
Group 1 Awardees Complete Equipment Purchases	October 31, 2018
Group 1 Awardees Complete Faculty Training	November 9, 2018
Equipment/Materials/Curriculum Implemented into Courses	January 2019
Site Visits to Group 2 Awardees	January 2019 (dates TBD)
Group 2 Awardees Complete Equipment Purchases	February 28, 2019
Group 2 Awardees Complete Faculty Training	March 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Site Visits to Group 3 Awardees	February 2019 (dates TBD)
Group 3 Awardees Complete Equipment Purchases	March 30, 2019
Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020

**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

<b>SUBJECT:      Consideration of Approval of Sub-Contractor Agreement with Castro Valley High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
---

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Castro Valley High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**CASTRO VALLEY HIGH SCHOOL**

**SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved

and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Castro Valley High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0146 – Castro Valley High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
CASTRO VALLEY HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0146**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Castro Valley High School**, (herein after referred to as "CVHS" or "Sub-Contractor"), a high school with its principal place of business at 19400 Santa Maria Ave., Castro Valley, CA 94546, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.

- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
  - (b) **Employers' Liability:** \$1,000,000 per occurrence.
  - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
  - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

- 12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
- 13.0 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.
- 14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.
- 15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.
- 16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 17.0 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:**

**CASTRO VALLEY HIGH SCHOOL:**

Representative: Cerritos Community College District  
 11110 Alondra Boulevard  
 Norwalk, CA 90650-6203

Ms. Jannet Malig  
 Director of Advanced Transportation  
 Project  
 Tel: (562) 860-2451 ext. 2912

Representative: \_\_\_\_\_  
*(Name & Title)*

Tel: \_\_\_\_\_

For Notices: Cerritos Community College District  
 Purchasing Department  
 11110 Alondra Boulevard  
 Norwalk, CA 90650-6203

Fax: (562) 467-5020

For Notices: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fax: \_\_\_\_\_

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party 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.
- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**CASTRO VALLEY HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
Contracts to High Schools for Signatures & Approvals	April 13, 2018
Signed Contracts Due to Cerritos College	April 27, 2018
Awardees Announced/NOPA Posted on Website	April 30, 2018
Site Visits to Group 1 Awardees	September 2018 (dates TBD)
Group 1 Awardees Complete Equipment Purchases	October 31, 2018
Group 1 Awardees Complete Faculty Training	November 9, 2018
Equipment/Materials/Curriculum Implemented into Courses	January 2019
Site Visits to Group 2 Awardees	January 2019 (dates TBD)
Group 2 Awardees Complete Equipment Purchases	February 28, 2019
Group 2 Awardees Complete Faculty Training	March 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Site Visits to Group 3 Awardees	February 2019 (dates TBD)
Group 3 Awardees Complete Equipment Purchases	March 30, 2019
Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020

**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

<b>SUBJECT:        Consideration of Approval of Sub-Contractor Agreement with Schurr High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Schurr High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**SCHURR HIGH SCHOOL**

**SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Schurr High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0147 – Schurr High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
SCHURR HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0147**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Schurr High School**, (herein after referred to as "SHS" or "Sub-Contractor"), a high school with its principal place of business at 820 N. Wilcox Ave., Montebello, CA 90640, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.

- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
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- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
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- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

- 12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
- 13.0 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.
- 14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.
- 15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.
- 16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 17.0 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: Cerritos Community College District  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203  
  
Ms. Jannet Malig  
Director of Advanced Transportation  
Project  
Tel: (562) 860-2451 ext. 2912

**SCHURR HIGH SCHOOL:**

Representative: \_\_\_\_\_  
*(Name & Title)*  
  
Tel: \_\_\_\_\_

For Notices: Cerritos Community College District  
Purchasing Department  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203

Fax: (562) 467-5020

For Notices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Fax: \_\_\_\_\_

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
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- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**SCHURR HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
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Signed Contracts Due to Cerritos College	April 27, 2018
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Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020

**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

<b>SUBJECT:</b> <b>Consideration of Approval of Sub-Contractor Agreement with Apple Valley High School for the Clean Fuels Transportation Pilot Career Opportunity Project</b>
--

**ACTION**

It is recommended that the Board of Trustees approve the sub-contractor agreement with Apple Valley High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project (“Clean Fuels Project”) funded by Cerritos College’s agreement with the California Energy Commission.

**FISCAL IMPACT**

The total contract sum shall be for the not-to-exceed amount of \$55,000; funding is made possible through Cerritos College’s agreement with the California Energy Commission.

**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**

**APPLE VALLEY HIGH SCHOOL  
SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER  
OPPORTUNITY PROJECT**

Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: On February 7, 2018, Cerritos College was awarded \$1,000,000 by the California Energy Commission for the Clean Fuels Transportation Pilot Career Opportunity Training Plan to serve as fiscal agent on behalf of the partner schools. The funding provides support to increase awareness for high school students of the viability in advanced clean transportation career fields. The Cerritos College Advanced Transportation and Energy Center (ATTE) will develop and implement pilot training projects, in conjunction with Career Technical Education. ATTE, through established training pathways with high schools, will offer advanced vehicle technology training to increase awareness and viability of this growing market, introduce opportunities to students who may not have considered this career path, direct programs toward underserved

and disadvantaged communities, and the offer the potential to matriculate into the community college degree programs.

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Apple Valley High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 12, 2018 through January 31, 2020.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0150 – Apple Valley High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT  
BETWEEN  
CERRITOS COMMUNITY COLLEGE DISTRICT  
AND  
APPLE VALLEY HIGH SCHOOL  
FOR  
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

**Contract No. 17C0150**

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 12, 2018**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Apple Valley High School**, (herein after referred to as "SHS" or "Sub-Contractor"), a high school with its principal place of business at 11837 Navajo Road, Apple Valley, CA 92308, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan Grant** ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

**1.0 SCOPE OF WORK.** Sub-Contractor, in partnership with District, shall provide the following:

- 1.1 Sub-Contractor shall provide to District the number of automotive/alternative fuels classes offered during each semester of the 2018/19 academic year
- 1.2 Sub-Contractor shall provide to District the number of students enrolled in automotive/alternative fuel classes and the number of these students who receive free/reduced meals.
- 1.3 Sub-Contractor shall utilize funds under this contract to acquire equipment and related software/tooling for lab instruction; develop or modify existing curriculum; and provide faculty professional development in order to increase career awareness in the clean fuels transportation field.
- 1.4 Sub-Contractor shall be available for site visits by District and California Energy Commission representatives.
- 1.5 Sub-Contractor shall provide quarterly and final reports as required by District and California Energy Commission.
- 1.6 Sub-Contractor shall adhere to the timeline set forth in Exhibit "A".
- 1.7 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.



- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 **TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 12, 2018**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 **COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must provide expenditure report from the general ledger along with the invoice.
- 4.0 **INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 **INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
  - (b) **Employers' Liability:** \$1,000,000 per occurrence.
  - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
  - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party 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 its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can 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.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between 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 the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other 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 can be demonstrated by written records was known 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 one Party; or (iii) is obtained lawfully from a third party.
- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' 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.

- 12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
- 13.0 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.
- 14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.
- 15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.
- 16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 17.0 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: Cerritos Community College District  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203  
  
Ms. Jannet Malig  
Director of Advanced Transportation  
Project  
Tel: (562) 860-2451 ext. 2912

For Notices: Cerritos Community College District  
Purchasing Department  
11110 Alondra Boulevard  
Norwalk, CA 90650-6203

Fax: (562) 467-5020

**APPLE VALLEY HIGH SCHOOL:**

Representative: \_\_\_\_\_  
(Name & Title)

Tel: \_\_\_\_\_

For Notices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party 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.
- 21.0 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.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties execute this Agreement effective on the date first written above:

**APPLE VALLEY HIGH SCHOOL:**

**CERRITOS COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*Typed or Printed Name, & Title*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**Exhibit "A"**

**Timeline**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Kick Off Meeting with Energy Commission	January 10, 2018
Final Training Plan and Extension Approved	January 31, 2018
Announcement Application Released to High Schools	February 14, 2018
Deadline to Submit Application	February 23, 2018
Applications Reviewed & Approved by ATTE	February 26, 2018
Contracts to High Schools for Signatures & Approvals	April 13, 2018
Signed Contracts Due to Cerritos College	April 27, 2018
Awardees Announced/NOPA Posted on Website	April 30, 2018
Site Visits to Group 1 Awardees	September 2018 (dates TBD)
Group 1 Awardees Complete Equipment Purchases	October 31, 2018
Group 1 Awardees Complete Faculty Training	November 9, 2018
Equipment/Materials/Curriculum Implemented into Courses	January 2019
Site Visits to Group 2 Awardees	January 2019 (dates TBD)
Group 2 Awardees Complete Equipment Purchases	February 28, 2019
Group 2 Awardees Complete Faculty Training	March 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Site Visits to Group 3 Awardees	February 2019 (dates TBD)
Group 3 Awardees Complete Equipment Purchases	March 30, 2019
Group 3 Awardees Complete Faculty Training	April 15, 2019
Equipment/Materials/Curriculum Implemented into Courses	September 2019
Competition and Awards/Recognition	December 2019 (dates TBD)
Awardees Final Reports Due	January 31, 2020
Final Report to Energy Commission	February 28, 2020

**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 Agreement with National Roofing Consultants, Inc. for Roofing and Waterproofing Inspections for the Performing Arts Center**

**ACTION**

It is recommended that the Board of Trustees approve the agreement with National Roofing Consultants, Inc. for Roofing and Waterproofing Inspections for the Performing Arts Center.

**FISCAL IMPACT**

The total contract sum shall be in the not-to-exceed amount of \$125,500; this amount will be funded from the GO Bond. National Roofing Consultants, Inc. is headquartered in Pomona, CA.

**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.

**ROOFING AND WATERPROOFING INSPECTIONS FOR THE PERFORMING ARTS CENTER  
NATIONAL ROOFING CONSULTANTS, INC.**

Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: Cerritos College wishes to enter into an agreement with National Roofing Consultants, Inc. to provide roofing and waterproofing inspections for the Performing Arts Center project. National Roofing Consultants, Inc.'s services include, but are not limited to, providing consultation via review of plans, details, and specifications for roofing and waterproofing, attendance at pre-job conferences, conducting inspections, and conducting final inspections and punch list items.

Period: The time period will be from April 12, 2018 through April 11, 2019.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17P013– National Roofing Consultants, Inc.



INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES

ROOFING AND WATERPROOFING INSPECTIONS

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the 11th day of April, 2018, by and between the 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 National Roofing Consultants, Inc. ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 118 Lincoln Avenue, Pomona, CA 91767. DISTRICT and CONTRACTOR are sometimes individually referred to as "Party" and collectively as "Parties."

NOW, THEREFORE, the Parties agree as follows:

- 1. Services. The Consultant shall provide Roofing and Waterproofing Inspection services as further described in Exhibit "A," attached hereto and incorporated herein by this reference ("Services").
2. Term. Consultant shall commence providing Services under this Agreement on April 12, 2018, and will diligently perform as required and complete performance by April 11, 2019, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. Submittal of Documents. The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

- X Signed Agreement
X Workers' Compensation Certification
X Insurance Certificates and Endorsements
X W-9 Form
Other:

- 4. Compensation. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this Agreement a total fee not to exceed One Hundred Twenty Five Thousand Five Hundred and 00/100 Dollars (\$125,500.00). District shall pay Consultant according to the following terms and conditions:
4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after receipt of Consultant's invoice submitted to the District for Services actually completed, and after the District's written approval of the Services, or the portion of the Services for which payment is to be made.
4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in Exhibit "A." If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Agreement.
5. Expenses. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District, except as follows:
6. Independent Contractor. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or



Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the Services herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

7. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

8. **Performance of Services.**

8.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California community college districts.

Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementation of Services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

8.3. **District Approval.** The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such Services.

10. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

## 12. Termination.

- 12.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for Services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.
- 12.2. **For Convenience by Consultant.** Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for Services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of Services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
- 12.3. **For Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
  - 12.3.1. material violation of this Agreement by the Consultant; or
  - 12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
  - 12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required Services from another Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the Service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13. **Indemnification.** To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Consultant. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

## 14. Insurance.

- 14.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Automobile Liability Insurance - Any Auto</b>	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

- 14.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)
- 14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure Workers' Compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
- 14.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to the Consultant's profession, coverage to continue through completion of construction plus two (2) years thereafter.
- 14.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered to the District and approved by the District. Certificates and insurance policies shall include the following:
- 14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- 14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 14.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

14.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

**15. Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

**16. Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the Governing Board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any Services that are in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

**17. Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.

**18. Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

**19. Anti-Discrimination.** It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).

**20. Not Used.**

**21. No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

**22. District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:

22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.

22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

**23. Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. 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 or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

- 24. Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 25. Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

**District:**

**Cerritos Community College District  
 ATTN: Mark Logan, Director of Purchasing and  
 Contract Administration  
 11110 Alondra Blvd.  
 Norwalk, CA 90650  
 562-860-2451  
 562-467-5020 (Fax)**

**Consultant:**

**National Roofing Consultants, Inc.**  
 ATTN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 26. Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 27. California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.
- 28. Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 29. 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.
- 30. Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
- 31. Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
- 32. Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's

fees.

- 33. Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
- 34. Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
- 35. Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.
- 36. Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 37. Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: \_\_\_\_\_, 20\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

**Cerritos Community College District**

**National Roofing Consultants, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Title: \_\_\_\_\_

**Information regarding Consultant:**

License No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Business Entity:

- \_\_\_\_ Individual
- \_\_\_\_ Sole Proprietorship
- \_\_\_\_ Partnership
- \_\_\_\_ Limited Partnership
- \_\_\_\_ Corporation, State: \_\_\_\_\_
- \_\_\_\_ Limited Liability Company
- \_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Employer Identification and/or  
Social Security Number

**NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Consultant to furnish the information requested in this section.**

DRAFT

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the 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 I will comply with such provisions before commencing the performance of the Services under this Agreement.

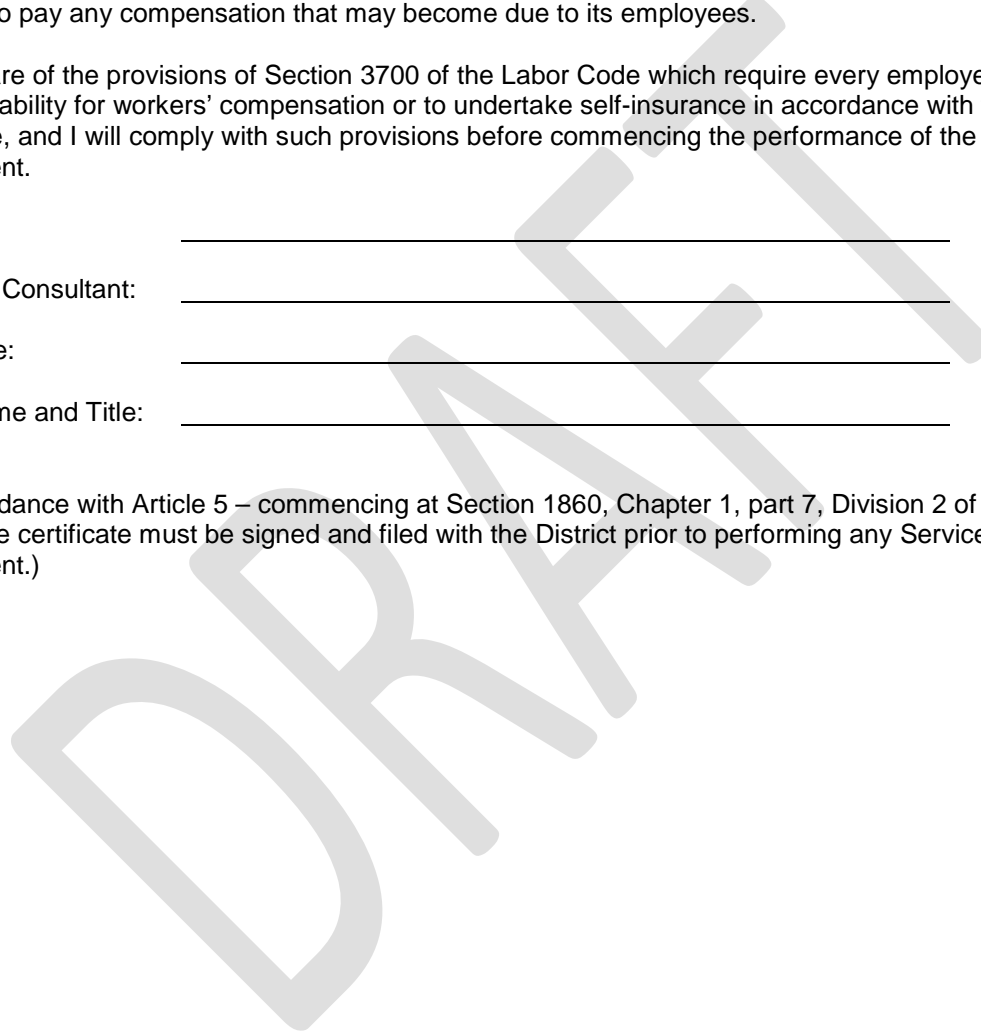
Date: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Services under this Agreement.)







**EXHIBIT "A"**  
**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

Consultant's entire Proposal is **not** made part of this Agreement.

1. Reference attached proposal from National Roofing Consultants, Inc. to Jim Riordan, Program Manager, Tilden-Coil Constructors, Cerritos Community College District, dated February 6, 2018 regarding Performing Arts Center project (3 pages; page 4 intentionally omitted).

DRAFT

## PROPOSAL

### CLIENT: TILDEN-COIL CONSTRUCTORS

3612 Mission Inn Avenue  
Riverside, CA 92501

Jimmy Riordan  
562.860.2451 x3024  
jriordan@tilden-coil.com

Job Name: PAC  
New PO#: Y/N  
PO#: TRD CO#: \_\_\_\_\_  
FUND: 42.2  
Notes: 65061  
6130

### JOB:

### CERRITOS COLLEGE PERFORMING ARTS CENTER

11110 Alondra Blvd.  
Norwalk, CA 90650

## CONSULTING DEPARTMENT SERVICES AND FEES

1020 CONSULTATION - PER HOUR FEE \$225.00/hour x 40 hrs (approx.)  
CLIENT INITIAL \_\_\_\_\_

Includes consultant's time for non-litigation work at the rate of \$225.00 per hour. Time to prepare requested written reports based upon consultation are billed at the same rates.

Scope of Work: Review plans, specifications and details for waterproofing and roofing.

**ESTIMATED TOTAL CONSULTING FEES \$9,000.00**

**NOTE: Allow 2-3 weeks from the date of the site visit or receipt of plans/details/submittals for written report.**

## WATERPROOFING/ROOFING INSPECTIONS AND FEES

### PREVAILING WAGE RATES BELOW GRADE WATERPROOFING

2000 PRE-JOB CONFERENCE - PER TRIP FEE \$750.00/trip  
CLIENT INITIAL \_\_\_\_\_

Includes conference at the site with NRC representative, owner representative, applicator, general contractor, architect, and any other interested/pertinent parties to walk the job and review specifications and plans. Walk plywood/OSB deck. Check moisture, parapets, low spots, high nails, plywood gaps, seismic straps, drains, flashings, curbs, etc. Discuss roof slope. Verify materials, including warranty, and any other items for new roof application.

2010 INSPECTIONS FEE \$650.00/ea. x 55 inspections  
CLIENT INITIAL \_\_\_\_\_

Inspector will check to verify proper installation. Daily report will be submitted to client's on site representative and original hand-written reports mailed to the client approximately every two (2) weeks. NRC or on site representative must be notified in advance of any schedule changes. Lack of notification subject to penalty of half inspection rate, back charged to applicator (owner is responsible to back charge). Time and one half will be charged for hours over eight (8) in a day and for weekend/holiday work.



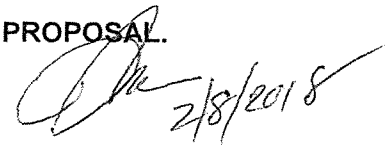
2030 FINAL INSPECTION/PUNCH LIST - PER TRIP FEE \$750.00/trip x 3 trips  
CLIENT INITIAL \_\_\_\_\_

Includes final job walk and punch list or letter of completion. Check all surfaces of finished roof, parapets, flashings, etc. Also check other trades that would affect the roof's water tightness, i.e. plumber, A/C, electrical, etc.

<b>ESTIMATED TOTAL INSPECTION FEES</b>	<b>\$116,500.00</b>
Based upon five (5) pre-jobs, one hundred seventy (170) inspections, and three (3) finals, the total cost will be \$116,500.00, as quoted. The actual number of days required to complete is only an estimate and is dependent upon the size of the crew, weather conditions, job delays beyond NRC control, etc. and does not take into account additional charges that may be incurred for overtime work in excess of 8 hours/day, 40 hours/week or weekends/holidays.	

<b>ESTIMATED TOTAL FEES</b>	<b>\$125,500.00</b>
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THE FEES IN THIS PROPOSAL ARE VALID 90 DAYS FROM DATE OF PROPOSAL.



*[Signature]*  
2/8/2018

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Felipe R. Lopez  
Vice President of Business Services/  
Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Mark B. Logan  
Director of Purchasing  
and Contract Administration

<b>SUBJECT:        Consideration of Approval of Contract with Susan Parsons for Consultant Services for the Education Futures Project</b>
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**ACTION**

It is recommended that the Board of Trustees approve the contract with Susan Parsons for Consultant Services for the Education Futures Project.

**FISCAL IMPACT**

Cerritos College will receive funding in the amount of \$45,000 to pay for the below consulting services; funding is made possible through the Education Futures Regional Model Grant which is supported by the California Community Colleges Chancellor’s Office.

**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  
SUSAN PARSONS**

**CONSULTANT SERVICES FOR THE EDUCATION FUTURES PROJECT**

Requested by: Ms. Colleen McKinley, Director of Educational Partnerships & Programs

Purpose: The Education Futures Regional Model Grant supported by the California Community Colleges Chancellor’s Office will provide for funding to assist the Education Futures Project, which is a statewide effort to incorporate Teacher Preparation Pipeline (TPP) programs throughout California Community Colleges to successfully recruit, train, and support teachers to ameliorate critical shortages in STEM, CTE, and other high need sectors, as well as to diversify and align educational pathways.

Cerritos College requests to contract with Susan Parsons (“Consultant”) for services for the Education Futures Project as applicable for the college for the period of April 12, 2018 through December 31, 2018, which will allow for staff to meet required program objectives and obligations.

The consultant will be responsible for, but not limited to, the following duties: planning and organizing Teacher TRAC priorities, facilitating leadership subgroups in projects focused on grant goals, and facilitate, organize,

and attend local and state-wide meetings. The consultant will work directly with the Director of Educational Partnerships & Programs to achieve grant goals.

The consultant will be paid on a time and materials basis at the hourly rate of \$75.00 per hour for a maximum of 24 hours per week; the total contract shall be for the not-to-exceed amount of \$40,000. Consultant will also be paid for travel expenditures in an amount not-to-exceed \$5,000. Total amount of contract shall be for the not-to-exceed amount of \$45,000.

Period: The time period will be from April 12, 2018 through December 31, 2018.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Draft of Contract No. 17C0148, Education Futures Project – Susan Parsons



## INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 17C0148

### PARTIES AND DATE

This Agreement is made and entered into this 12<sup>th</sup> day of **April, 2018**, 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 **Susan Parsons** ("CONTRACTOR"), an individual, residing at 3446 Armourdale Ave., Long Beach, CA 90808. 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 **Consultant Services for the Education Futures Project**; 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 she 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 Consultant services for the Education Futures Project, includes, but is not limited to, planning and organizing Teacher TRAC priorities, facilitating leadership subgroups in projects focused on grant goals, and facilitate, organize, and attend local and state-wide meetings. The consultant will work directly with the Director of Educational Partnerships & Programs to achieve grant goals.

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, except as follows: workspace during normal business hours, access to on campus data and telephone services. CONTRACTOR shall provide **Consultant Services for the Education Futures Project** 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 **April 12, 2018**, and end on **December 31, 2018**, 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 services to **Consultant Services for the Education Futures Project** 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

3.1.1 Service Fees. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement a **rate of \$75.00 dollars per hour, for a maximum of 24 hours per week**, subject to the **total Not-to-Exceed amount of FORTY THOUSAND AND 00/100 DOLLARS (\$40,000.00)**, billed on a time and materials (T&M) basis. DISTRICT shall reimburse CONTRACTOR for travel expenditures for the total Not-to-Exceed amount of **FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00)**.

3.2 Expenses. In addition to the service fees set forth above, DISTRICT shall reimburse CONTRACTOR for only actual out-of-pocket expenses incurred in the performance of the Agreement provided that (i) CONTRACTOR submits an itemized list with copies of paid invoices, receipts or other proof of payment of such expenses, and (iii) such expenses are pre-approved by the District Representative, as evidenced by the written approval of CONTRACTOR'S invoice requesting such reimbursement. DISTRICT shall reimburse CONTRACTOR for pre-approved mileage at the rate allowed by IRS regulation in effect on service date incurred. CONTRACTOR is responsible for all other operating expenses, overhead and administrative costs, which shall be deemed included in CONTRACTOR'S hourly rate

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 her 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 her 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 she 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. The key personnel for performance of this Agreement are as follows: **Susan Parsons**.

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Colleen McKinley, Director of Educational Partnerships & Programs, Cerritos Community College District**, or his 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'S REPRESENTATIVE. The CONTRACTOR hereby designates **Susan Parsons** 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 she is skilled in the professional calling necessary to perform 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 her 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 her 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 her subcontractor 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 herself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting her 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 she 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 she 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 her 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 her 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 her signature hereunder, CONTRACTOR certifies that she 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 services.

4.17 CONTRACTOR represents that she is an equal opportunity employer and she 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, [her/his] 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 she has provided evidence satisfactory to DISTRICT that she 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 her sole expense, the following insurance coverages with limits of not less than those designated below:

(a) **Minimum Requirements.** CONTRACTOR shall, at her 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, her agents, representatives, employees or subcontractors. CONTRACTOR shall also require all of her 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) *Automobile Liability*: comprehensive automobile liability insurance policy in a form acceptable to DISTRICT to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT; and (2) *Workers' Compensation*: Workers' Compensation insurance as required by the State of California.

ii. **Minimum Limits of Insurance.** CONTRACTOR shall maintain limits no less than: (1) *Automobile Liability*: with limits of not less than THREE HUNDRED THOUSAND AND 00/100 DOLLARS (\$300,000) per occurrence combined single limit for bodily injury and property damage; (2) *Workers' Compensation*: Workers' Compensation limits as required by the Labor Code of the State of California.

(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. **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.

ii. **Workers' Compensation 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.

iii. **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 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 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 her 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 her 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 her 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 [her/his] 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 [her/his] 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 [her/his] 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 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 [he/she] 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 [her/his] 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: Ms. Colleen McKinley  
Director of Educational  
Partnerships & Programs  
Tel: (562) 860-2451

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]**

DRAFT

**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*

\_\_\_\_\_  
*Tax Identification Number (EIN)*

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

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

DRAFT

**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 \_\_\_\_\_, an individual residing 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

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 28**

**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><b>SUBJECT:        Consideration of Ratification of Amendment to the Subgrantee Agreement with Rancho Santiago Community College District for the Strong Workforce Program – Regional Fund Agreement</b></p>
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**ACTION**

It is recommended that the Board of Trustees ratify the amendment to the subgrantee agreement with Rancho Santiago Community College District for acceptance of the Strong Workforce Program – Regional Fund Agreement allocated to Cerritos College.

**FISCAL IMPACT**

Cerritos College will receive additional funding in the amount of \$470,871; funding is made possible through Rancho Santiago Community College District's 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 – AMENDMENT**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SUBGRANTEE AGREEMENT FOR THE STRONG WORKFORCE PROGRAM – REGIONAL FUND  
AGREEMENT**

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

Purpose: On April 5, 2017, Cerritos College entered into a subgrantee agreement with Rancho Santiago Community College District for acceptance of the Strong Workforce Program – Regional Fund Agreement CTE Data Unlocked Initiative Funds which will be utilized for vocational program improvement. The purpose of the governing grant is to develop, enhance, and expand quality Career Technical Education offerings that build upon the existing community college regional capacity to respond to regional labor market needs. Rancho Santiago Community College District is the fiscal agent, and has obtained a grant agreement from the California Community Colleges Chancellor's Office to distribute funds within the region following certification of the Regional Plans by the Regional Consortia.

At this time, Cerritos College wishes to enter into an amendment to the agreement with Rancho Santiago Community College District to continue the work on the Year One projects during the current Round Two Phase.

Period: The time period will be from July 1, 2017 through December 31, 2019.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Amendment No. 1 to Contract No. 16C0168 – Rancho Santiago Community College District  
Contract No. 16C0168 – Rancho Santiago Community College District Subgrantee Agreement

**EXHIBIT A**  
**Participation Agreement - Summary Sheet**  
 Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Cerritos College's** Scope of Work for the 2017-2018 allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-01**, and is subject to the terms and conditions as outlined in the Master Agreement.

<b>Master Agreement Number</b>	DO-17-2185-01
<b>Participation Agreement Number</b>	DO-18-2225-02
<b>Fiscal Year Allocation</b>	2017-2018
<b>Term</b>	07/01/2017 - 12/31/19
<b>Name of College</b>	Cerritos College
<b>District</b>	Cerritos Community College District
<b>Participation Agreement Point of Contact</b>	
<b>Name</b>	Dr. Nick Real
<b>Title</b>	Instructional Dean
<b>Address</b>	11110 Alondra Blvd.
<b>City, State Zip</b>	Norwalk, CA 90650
<b>Phone, Email</b>	(562) 860-2451
<b>SWP-Regional Share Round 2 Year 1 (FY 17/18) - REGIONAL PROJECTS</b>	
<b>1. Project Name</b>	<b>Career Pathways Specialist</b>
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for college's work on the project.	\$120,000
c. Brief description the college's work on the project.	Focus on 8 priority industry sectors with highest labor market gaps. Expand career pathway alignment to implement alternative methods for gaining credit; implement dual enrollment; implement CATEMA to track credit attainment.
<b>2. Project Name</b>	<b>Cloud Computing (NetLabs)</b>
a. Is the college a Lead for this Project?	No (lead is Santa Monica)
b. Amount of funds for college's work on the project.	\$50,000
c. Brief description of the college's work on the project.	Non-credit short-term vocational credentials leading to employment.
<b>3. Project Name</b>	<b>NetLab Hub &amp; Cybersecurity</b>
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for college's work on the project.	\$52,371
c. Brief description of the college's work on the project.	Participation in regional NetLab Hub will give students round-the-clock access to CTE training and virtual labs, which will be used for courses that prepare students for jobs in IT and CyberSecurity.
<b>4. Project Name</b>	<b>Non-Credit College &amp; Career Readiness</b>
a. Is the college a Lead for this Project?	No (lead is Mt. SAC)
b. Amount of funds for college's work on the project.	\$98,500
c. Brief description of the college's work on the project.	Expand non-credit to credit pathways, work with pre-CTE and pre-apprenticeship courses and programs.



**EXHIBIT A**  
**Participation Agreement - Summary Sheet**  
 Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Cerritos College's** Scope of Work for the 2017-2018 allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-01**, and is subject to the terms and conditions as outlined in the Master Agreement.

5. Project Name	Teacher Preparation - STEM/CTE
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for college's work on the project.	\$150,000
c. Brief description of the college's work on the project.	Develop "Careers in Education" pathway(s) model with a focus on STEM and CTE.
<b>Total Allocation: SWP-RF Round 2 Year 1</b>	<b>\$470,871</b>

**NOTE on Scope of Work:** The Project Applications included with this Participation Agreement represent the Scope of Work to be performed. As each Project may be a combined effort of multiple colleges and partners, it is understood that the college in this Participation Agreement has responsibility to implement some component of this work, as represented in the Project Application and as appropriate to meeting the goals and intent of the project.

**NOTE on Project Leadership:** Colleges that serve as the Project Lead are responsible for keeping informed about the progress of all colleges and partners in the Project, convening Project partners, facilitating modifications to project plans and budgets according to the terms of the Master Agreement, and providing project update reports as requested by the Regional Consortia, Fiscal Agent, or the California Community Colleges Chancellor's Office.

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.

Name of President or Designee:

Signature: \_\_\_\_\_

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

Name of Fiscal Officer or Designee:

Signature: \_\_\_\_\_

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

Name of Fiscal Agent Representative

Signature: \_\_\_\_\_

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

College: Cerritos College

SWP-RF Fiscal Year: 2017/2018

PA Agreement: 18-2225-02

Project Name (listed in application)	Abbreviated Project Name	X indicates college participation
Transportation Industry Employment Partnerships	Advanced Transportation	
Regional Biotech Collaborative	Biotech Collaborative	
Career Pathway Specialist	Career Pathways	X
Center for Competitive Workforce	Center for a Competitive Workforce	
LA Cloud Computing Consortium	Cloud Computing (NetLabs)	X
Energy, Construction & Utilities - Sustainability	Energy, Construction, Utilities	
Global Trade & Logistics Regional Consortia + Digital Badges	Global Trade & Logistics	
L.A. Region Healthcare Pathway Foundations & Work Readiness	Healthcare Pathways	
Internship/Job Placement Specialist Project	Internship/Job Placement	
Regional NetLab Hub and CyberSecurity Project	NetLab Hub & Cybersecurity	X
Noncredit College and Career Readiness	Non-Credit Readiness	X
Teacher Preparation - STEM CTE Collaborative	Teacher Prep	X

**ORANGE COUNTY REGION**  
**STRONG WORKFORCE PROGRAM – REGIONAL FUND**  
**MASTER AGREEMENT**  
**BETWEEN**  
**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**AND**  
**CERRITOS COMMUNITY COLLEGE DISTRICT**

July 1, 2016 – June 30, 2020

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

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

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

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

NOW, THEREFORE, the Parties agree as follows:

## **1. PARTICIPATION AGREEMENT**

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

## **2. TERM OF AGREEMENT**

Effective Date of Agreement: July 1, 2016

Expiration Date of Agreement: June 30, 2020

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

## **3. RULES FOR DELIVERABLES**

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

## **4. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING**

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

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

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

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

## **5. BUDGET MANAGEMENT**

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

## **6. REPORTING**

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

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

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

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

## **7. MODIFICATIONS**

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

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

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

## **8. USE OF FUNDS – TRAVEL**

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

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

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

## **10. SUBCONTRACTS**

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

## **11. RECORDS AND AUDITS**

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

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

## 12. NOTICES

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

*Cerritos Community College District*

**Primary Contact**

Name: DR. NICK REAL

Title: INSTRUCTIONAL DEAN OF TECHNOLOGY

Address: 11110 Alondra Blvd.

City, State Zip: Norwalk, CA 90650-6269

Email, phone: *nreal@cerritos.edu*  
*562-860-2451 x 2903*

**Fiscal Contact**

Name: FELIPE R. LOPEZ

Title: VICE PRESIDENT OF BUSINESS SERVICES/ASST. SUPERINTENDENT

Address: 11110 Alondra Blvd.

City, State Zip: Norwalk, CA 90650-6269

Email, phone: *flopez@cerritos.edu*  
*562-860-2451 x 2242*

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

**Primary Contact**

Janeth Manjarrez, SWP Director  
2323 North Broadway, Ste. 350  
Santa Ana, CA 92706  
[Manjarrez\\_Janeth@rsccd.edu](mailto:Manjarrez_Janeth@rsccd.edu)  
(714) 480-7471

**Fiscal Contact**

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

**13. TERMINATION**

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

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

**14. UNENFORCEABLE PROVISION**

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

**15. DISPUTES**

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



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

## **16. INDEMNIFICATION**

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

## **17. INSURANCE**

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

## **18. INDEPENDENT CONTRACTOR**

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

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

**19. ASSURANCES**

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

**20. WAIVER**

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

**21. SEVERABILITY**

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

**22. AGREEMENT IS COMPLETE**

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

IN WITNESS WHEREOF, all Parties agree.

**FISCAL AGENT**

*Rancho Santiago Community College District*

  
Peter J. Hardash


Vice Chancellor, Business Ops. & Fiscal Svcs.

Date: *2/25/17*

Board approved: February 27, 2017

**SUB-RECIPIENT**

*Cerritos Community College District*

  
Name: *FELIPE R. LOPEZ*

Title: *VICE PRESIDENT, BUSINESS SERVICES*

Date: *4/7/2017*

EIN: 95-60055210

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 29**

**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><b>SUBJECT:        Consideration of Approval of Amendment to Project Assignment Agreement No. 3 to the Master Architectural/Engineering Services Agreement with Sinha &amp; Keyfauber Engineering, Inc., DBA S&amp;K Engineers for Additional Services on the Central Plant Expansion Project</b></p>
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**ACTION**

It is recommended that the Board of Trustees approve the third amendment to Project Assignment Agreement No. 3 to the Master Architectural/Engineering Services Agreement with Sinha & Keyfauber Engineering, Inc., DBA S&K Engineers for Additional Services on the Central Plant Expansion Project.

**FISCAL IMPACT**

The total contract sum shall be increased \$3,000 for a new not-to-exceed amount of \$750,603; this amount will be funded from the GO Bond. S&K Engineers is headquartered in Monrovia, CA.

**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.

**AMENDMENT NO. 3 TO PROJECT ASSIGNMENT AGREEMENT NO. 3 TO THE MASTER ARCHITECTURAL/ENGINEERING SERVICES AGREEMENT FOR ADDITIONAL SERVICES ON THE CENTRAL PLANT EXPANSION PROJECT  
SINHA & KEYFAUBER ENGINEERING, INC., DBA S&K ENGINEERS**

Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On December 23, 2013, Cerritos College entered into a Master Architectural/Engineering Services Agreement ("Master Agreement") with Sinha & Keyfauber Engineering, Inc., DBA S&K Engineers for the purpose of creating a qualified pool of engineering firms for Cerritos College pursuant to Request for Qualifications (RFQ) No. 13P002, Engineering Services for Campus Wide Measure CC and/or G Facilities Projects. Based on the Master Agreement, individual Project Assignment Agreements are prepared for each project on an as-needed basis. A Project Assignment Agreement specifies the scope of work, project cost estimates, fee to engineering firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

On June 4, 2014, Cerritos College entered into Project Assignment Agreement No. 3 to obtain the necessary engineering analysis and construction plans for the Central Plant Expansion and EMS Upgrade for HVAC & Site Lighting project which included, but was not limited to, implementation of the central plant expansion and chilled water piping loop to select buildings, conversion and replacement of existing air handling units to accommodate the chilled water system, provide a thermal storage unit for the central plant, implementation of the upgrade of the campus wide energy management system (EMS) for all buildings, implementation of the connection of all campus lighting controls to the energy management system.

On April 20, 2016, Cerritos College entered into Amendment No. 1 to Project Assignment Agreement No. 3 to allow for additional services pertaining to the structural calculations and details for repair and strengthening of a joist, and revisions to the existing Welding Shop (Metals Building) framing drawings.

On June 2, 2016, Cerritos College entered into Amendment No. 2 to Project Assignment Agreement No. 3 to allow for approved budget adjustments resulting in a decrease to the contract amount.

At this time, Cerritos College wishes to enter into Amendment No. 3 to Project Assignment Agreement No. 3 to allow for additional services pertaining to structural details and calculations for the repair of damaged open web wood truss joints at the Community Education Building.

Period: The time period will be from April 21, 2016 through project completion.

#### **NOTICING REQUIREMENTS**

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

#### **ATTACHMENT(S)**

Draft of Amendment No. 3 to Project Assignment Agreement No. 3 to Contract No. 13P015 – Sinha & Keyfauver Engineering, Inc., DBA S&K Engineers  
Amendment No. 2 to Project Assignment Agreement No. 3 to Contract No. 13P015 – Sinha & Keyfauver Engineering, Inc., DBA S&K Engineers  
Amendment No. 1 to Project Assignment Agreement No. 3 to Contract No. 13P015 – Sinha & Keyfauver Engineering, Inc., DBA S&K Engineers  
Project Assignment Agreement No. 3 to Contract No. 13P015 – Sinha & Keyfauver Engineering, Inc., DBA S&K Engineers  
Contract No. 13P015, Master Architectural/Engineering Services Agreement – Sinha & Keyfauver Engineering, Inc., DBA S&K Engineers



**AMENDMENT NO. 3**  
**TO**  
**PROJECT ASSIGNMENT AGREEMENT NO. 3**  
**UNDER**  
**CONTRACT NO. 13P015**  
**BETWEEN**  
**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**AND**  
**SHINHA & KEYFAUVER ENGINEERING, INC DBA S&K ENGINEERING**  
**DATED**  
**DECEMBER 23, 2013**

**WHEREAS**, this Project Assignment Amendment (“P.A. AMENDMENT”) is made and entered into as of **March 9, 2018** by and between the **Cerritos Community College District** (“DISTRICT”) and **Sinha & Keyfauver Engineering, Inc. dba S&K Engineering** (“ENGINEER”); collectively referred to as “PARTIES”, and

**WHEREAS**, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **June 5, 2014** entitled “**Project Assignment Agreement No. 3** to Master Engineering Services Agreement, **Contract No. 13P015** (the “PROJECT ASSIGNMENT AGREEMENT”) for the completion of the **Central Plant Expansion & EMS Upgrade** Project (the “PROJECT”) as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, this P.A. AMENDMENT arises out of the DISTRICT’s desire to obtain **additional engineering services** for the completion of the PROJECT (hereinafter referred to as the “Additional Services”); and

**WHEREAS**, the Master Engineering Services Agreement Contract No. **13P015** dated **December 23, 2013** between the PARTIES (the “AGREEMENT”) requires all Additional Services to be detailed in writing and approved by the DISTRICT; and

**WHEREAS**, this P.A. AMENDMENT is being executed between the PARTIES pursuant to Article III, Section 1 and Article XIII, Section 8 of the AGREEMENT; and

**WHEREAS**, where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is amended or superseded, the balance of that section or portion not specifically amended or superseded shall remain in effect as originally written. Where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is supplemented, that supplement shall be considered added thereto, and the original provisions of that section or portion shall remain in effect as originally written. Where any Paragraph, Section, Portion or Exhibit is referenced, such Paragraph, Section, Portion or Exhibit is superseded and replaced by the language herein. This P.A. AMENDMENT, taken together with the PROJECT ASSIGNMENT AGREEMENT dated **June 5, 2014**, represents the new PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, unless expressly provided otherwise, all capitalized terms and phrases used in this P.A. AMENDMENT shall have the same meanings as set forth in the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, the DISTRICT and ENGINEER agree that the Recitals set forth hereinabove are expressly incorporated into the PROJECT ASSIGNMENT AGREEMENT and correctly set forth the nature of the PROJECT ASSIGNMENT AGREEMENT as modified by this P.A. AMENDMENT.

**NOW, THEREFORE**, the PARTIES hereto agree that this P.A. AMENDMENT shall be incorporated into the PROJECT ASSIGNMENT AGREEMENT pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

**Add Section 5(E) to the PROJECT ASSIGNMENT AGREEMENT as Follows:**

**E. Additional Services:** The ENGINEER agrees to perform all the Additional Services set forth in the proposal attached hereto and incorporated herein by this reference as ATTACHMENT “2”. The ENGINEER and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT “2” only to the extent such terms detail the scope of Additional Services and the total compensation due the ENGINEER for performing such Additional Services. Notwithstanding the above concerning compensation and scope of Additional Services, the PARTIES agree that the terms and conditions of this PROJECT ASSIGNMENT AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT “2”. The ENGINEER and DISTRICT also agree that the terms and conditions of the AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT or ATTACHMENT “2”.

**(1) Additional Services Compensation.** The DISTRICT agrees to pay the ENGINEER in accordance with the fee, rate and/or price schedule information set forth in ATTACHMENT “2”, inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall the total payment to ENGINEER exceed **\$3,000.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT “2”. The ENGINEER shall invoice all fees for Additional Services performed by the ENGINEER on a monthly basis as services are completed by the ENGINEER. All invoices

for Additional Services shall be based upon actual work or services completed by ENGINEER the ENGINEER and shall be supported by proper invoices, receipts and/or other documentation.

**Add Section 7 to the PROJECT ASSIGNMENT AGREEMENT as Follows:**

THIS PROJECT ASSIGNMENT AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, TERMS AND CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE ENGINEER. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT “2” SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY ENGINEER FOR ATTACHMENT TO THIS PROJECT ASSIGNMENT AGREEMENT SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS PROJECT ASSIGNMENT AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE ENGINEER MAY BE INCORPORATED INTO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

**Exhibit “A” to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment “2”**

*(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)*

The PARTIES, through their authorized representatives, have executed this P.A. AMENDMENT as of the day and year first written above.

Dated: \_\_\_\_\_, 20\_\_

Dated: \_\_\_\_\_, 20\_\_

**Sinha & Keyfauber Engineering, Inc.  
DBA S&K Engineering**

**Cerritos Community College District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Kevin Keyfauber

Print Name: Felipe R. Lopez

Print Title: Principal

Print Title: VP Business Services

DRAFT



**EXHIBIT "A"**

1. Engineers' Proposal is **not** made part of this PAA and has been included **for reference only**.
  - a. Reference attached proposal from Kevin Keyfauver, Principal, Sinha & keyfauver Engineering, Inc. DBA S&K Engineering to Jimmy Riordan, Program Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated January 16, 2018 regarding Central Plant Expansion & EMS Upgrade Project (1 page), attached hereto.
2. Task 1 –Structural Modification
  - a. Structural detail and calculations.
3. Findings and recommendations to be prepared in accordance with generally accepted professional engineering principles and practice in this area of Southern California.
4. Includes workers' compensation insurance as required by law.
5. Cost of Professional Services
  - a. Task 1           \$ 3,000.00
  - b. Total            \$ 3,000.00
6. Schedule
  - a. February 14, 2018 – June 5, 2018



# Cerritos College

**AMENDMENT NO. 2**

**TO**

**PROJECT ASSIGNMENT AGREEMENT NO. 3**

**UNDER**

**CONTRACT NO. 13P015**

**BETWEEN**

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**AND**

**SINHA & KEYFAUVER ENGINEERING, INC. DBA S&K ENGINEERING**

**DATED**

**JUNE 4, 2014**

**WHEREAS**, this Project Assignment Amendment (“P.A. AMENDMENT”) is made and entered into as of **May 16, 2016** by and between the **Cerritos Community College District** (“DISTRICT”) and **S&K Engineering** (“ARCHITECT”); collectively referred to as “PARTIES”, and

**WHEREAS**, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **June 5, 2014**, entitled “Project Assignment Agreement No. 3 to Master Architectural Services Agreement, Contract No. 13P015 (the “PROJECT ASSIGNMENT AGREEMENT”) as the PARTIES desire to establish the APPROVED BUDGET for the PROJECT identified in the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, this P.A. AMENDMENT shall establish the final Architect Fee payable to the ARCHITECT under the PROJECT ASSIGNMENT AGREEMENT unless the terms of Article X, Section 1(a) of the Master Architectural/Engineering Services Agreement Contract No. 13P015 (the “AGREEMENT”) apply; and

**WHEREAS**, this P.A. AMENDMENT is being executed between the PARTIES pursuant to Article X, Section 1 of the AGREEMENT and Section 4 of the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, the AGREEMENT requires that the Architect Fee under the PROJECT ASSIGNMENT AGREEMENT always be based upon the APPROVED BUDGET that is accepted by the DISTRICT at the completion of the Schematic Design (SD) Phase unless the terms of Article X, Section 1 (a) apply, or otherwise noted in the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, the DISTRICT and the ARCHITECT agree that the SD Phase of the PROJECT has been completed and the PARTIES must now establish the APPROVED BUDGET pursuant to Section 4 of the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, the DISTRICT and ARCHITECT have mutually agreed upon the necessary adjustment to the APPROVED BUDGET in accordance with the AGREEMENT and the PROJECT ASSIGNMENT AGREEMENT.

**NOW, THEREFORE**, the PARTIES hereto agree that this P.A. AMENDMENT shall be incorporated into the PROJECT ASSIGNMENT AGREEMENT pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

**1. APPROVED BUDGET:** The ARCHITECT understands and acknowledges that the APPROVED BUDGET is **Six Million, Four Hundred Fifty Six Thousand, Twenty Seven and 00/100 dollars (\$ 6,456,027.00)**, and this amount shall not be exceeded without the prior written approval of the DISTRICT. This APPROVED BUDGET for the scope of work set forth in the PROJECT ASSIGNMENT AGREEMENT was adjusted upon mutual agreement and collaborative efforts of ARCHITECT'S submitted SD estimate and the DISTRICT'S estimate. The ARCHITECT shall be responsible for designing the PROJECT within all budget limitations approved by the DISTRICT in accordance with the AGREEMENT, the PROJECT ASSIGNMENT AGREEMENT and this P.A. AMENDMENT.

2. Except as amended by this P.A. AMENDMENT, all provisions of the PROJECT ASSIGNMENT AGREEMENT shall remain unchanged and in full force and effect. This P.A. AMENDMENT remains subject to all the terms and conditions set forth in the AGREEMENT.

The PARTIES, through their authorized representatives, have executed this P.A. AMENDMENT as of the day and year first written above.

Dated: May 26, 2016

**Sinha & Keyfauber Engineering, Inc. dba  
S&K Engineering**

By: \_\_\_\_\_

Print Name: Kevin Keyfauber

Print Title: Principal

Dated: 6/2, 2016

**Cerritos Community College District**

By: \_\_\_\_\_

Print Name: Dr. David El Fattal

Print Title: VP Business Services



# Cerritos College

**AMENDMENT NO. 1**

**TO**

**PROJECT ASSIGNMENT AGREEMENT NO. 3**

**UNDER**

**CONTRACT NO. 13P015**

**BETWEEN**

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**AND**

**SINHA & KEYFAUVER ENGINEERING, INC. DBA S&K ENGINEERING**

**DATED**

**DECEMBER 23, 2013**

**WHEREAS**, this Project Assignment Amendment (“P.A. AMENDMENT”) is made and entered into as of **April 21, 2016** by and between the **Cerritos Community College District** (“DISTRICT”) and **Sinha & Keyfauver Engineering, Inc., dba S&K Engineering** (“TYPE OF ENTITY (ENGINEER)”; collectively referred to as “PARTIES”, and

**WHEREAS**, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **June 5, 2014**, entitled “**Project Assignment Agreement No. 3** to Master Architectural/Engineering Services Agreement, **Contract No. 13P015** (the “PROJECT ASSIGNMENT AGREEMENT”) for the completion of the **Central Plant Expansion & EMS Upgrade for HVAC & Site Lighting Upgrades** Project (the “PROJECT”) as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, this P.A. AMENDMENT arises out of the DISTRICT’s desire to obtain **additional engineering services** for the completion of the PROJECT (hereinafter referred to as the “Additional Services”); and

**WHEREAS**, the Master Architectural/Engineering Services Agreement Contract No. **13P015** dated **December 23, 2013** between the PARTIES (the “AGREEMENT”) requires all Additional Services to be detailed in writing and approved by the DISTRICT; and

**WHEREAS**, this P.A. AMENDMENT is being executed between the PARTIES pursuant to Article III, Section 1 and Article XIII, Section 8 of the AGREEMENT; and

**WHEREAS**, where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is amended or superseded, the balance of that section or portion not specifically amended or superseded shall remain in effect as originally written. Where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is supplemented, that supplement shall be considered added thereto, and the original provisions of that section or portion shall remain in effect as originally written. Where any Paragraph, Section, Portion or Exhibit is referenced, such Paragraph, Section, Portion or Exhibit is superseded and replaced by the language herein. This P.A. AMENDMENT, taken together with the PROJECT ASSIGNMENT AGREEMENT dated **June 5, 2014**, represents the new PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, unless expressly provided otherwise, all capitalized terms and phrases used in this P.A. AMENDMENT shall have the same meanings as set forth in the PROJECT ASSIGNMENT AGREEMENT; and

**WHEREAS**, the DISTRICT and ENGINEER agree that the Recitals set forth hereinabove are expressly incorporated into the PROJECT ASSIGNMENT AGREEMENT and correctly set forth the nature of the PROJECT ASSIGNMENT AGREEMENT as modified by this P.A. AMENDMENT.

**NOW, THEREFORE**, the PARTIES hereto agree that this P.A. AMENDMENT shall be incorporated into the PROJECT ASSIGNMENT AGREEMENT pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

**Add Section 5(E) to the PROJECT ASSIGNMENT AGREEMENT as Follows:**

**E. Additional Services:** The ENGINEER agrees to perform all the Additional Services set forth in the proposal attached hereto and incorporated herein by this reference as ATTACHMENT "2". The ENGINEER and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "2" only to the extent such terms detail the scope of Additional Services and the total compensation due the ENGINEER for performing such Additional Services. Notwithstanding the above concerning compensation and scope of Additional Services, the PARTIES agree that the terms and conditions of this PROJECT ASSIGNMENT AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". The ENGINEER and DISTRICT also agree that the terms and conditions of the AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT or ATTACHMENT "2".

**(1) Additional Services Compensation.** The DISTRICT agrees to pay the ENGINEER in accordance with the fee, rate and/or price schedule information set forth in ATTACHMENT "2", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall the total payment to ENGINEER exceed **\$7,000.00** for performing all the Additional Services set forth herein this PROJECT

ASSIGNMENT AGREEMENT and ATTACHMENT "2". The ARCHITECT shall invoice all fees for Additional Services performed by the ENGINEER on a monthly basis as services are completed by the ENGINEER. All invoices for Additional Services shall be based upon actual work or services completed by the ENGINEER and shall be supported by proper invoices, receipts and/or other documentation.

**Add Section 7 to the PROJECT ASSIGNMENT AGREEMENT as Follows:**

THIS PROJECT ASSIGNMENT AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, TERMS AND CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE ENGINEER. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT "2" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY ENGINEER FOR ATTACHMENT TO THIS PROJECT ASSIGNMENT AGREEMENT SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS PROJECT ASSIGNMENT AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE ENGINEER MAY BE INCORPORATED INTO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

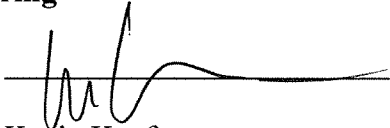
**Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "2"**

*(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)*

The PARTIES, through their authorized representatives, have executed this P.A. AMENDMENT as of the day and year first written above.

Dated: April 26, 2016

**Sinha & Keyfauber Engineering, Inc., DBA  
S&K Engineering**

By: 

Print Name: Kevin Keyfauber

Print Title: Principal

Dated: MAY 6, 2016

**Cerritos Community College District**

By: 

Print Name: Dr. David El Fattal

Print Title: VP Business Services

**EXHIBIT "A"**

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
  - a. Reference attached proposal from Kevin Keyfauver, Principal, Sinha & Keyfauver Engineering, Inc., DBA S&K Engineering to Hector Melara, Project Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated January 6, 2016 regarding Additional Services Report Proposed Central Plant Expansion & EMS Upgrade for HVAC & Site Lighting Upgrades Project (1 Page), attached hereto and incorporated herein by this reference as ATTACHMENT "1".
2. Task 1 – Added Scope Unforeseen Conditions
  - a. Structural calculations and details for repair and strengthening of a joist, and revisions to the drawings as required based on field observation (01-05-2016) of the existing Welding Shop (Metals) Building framing drawings.
3. Findings and recommendations to be prepared in accordance with generally accepted professional engineering principles and practice in this area of Southern California.
4. Includes workers' compensation insurance as required by law.
5. Cost of Professional Services
  - a. Task 1           \$ 7,000.00
  - b. Total            \$ 7,000.00
6. Schedule
  - a. April 21, 2016 until completion





Jan 6, 2016

Hector Melara  
Tilden-Coil Constructors, Inc.  
11110 Alondra Blvd.  
Norwalk, CA 90650  
Tel: (562) 860-2451  
hmelara@tilden-coil.com

Reference: Cerritos Chw Expansion - Additional services proposal  
Metal Bldg. Joist Repair & Update Existing Conditions  
S&K Engineers Project No. 14021.01

Dear Hector:

This letter is to confirm that our office will provide additional professional engineering services on the subject project as summarized below:

Structural calculations and details for the repair and strengthening of a failed joist below AHU-3, and revisions to the drawings as required based on our field observation (01-05-2016) of the existing framing not matching the record structural drawings at the Welding Shop (Metals) Building. The added scope includes two site visits to observe the existing framing.

*DM (CC)  
2/24/16*

These services are due to added scope unforeseen conditions. We are requesting a fee of \$7,000 (Seven thousand dollars).

This agreement is for additional services only. All other terms and conditions of the original agreement remain in effect. We will proceed with the design effort per your direction when authorized.

Please call if you have questions.

Sincerely,  
S&K Engineers

Kevin Keyfauer  
kkeyfauer@skengineers.com  
Principal

Accepted by:  
Tilden-Coil Constructors

Name

Signature

Date

*2/26/2016*



# Cerritos College

## PROJECT ASSIGNMENT AGREEMENT NO. 3

TO

MASTER ARCHITECTURAL/ENGINEERING SERVICES AGREEMENT,  
CONTRACT NO. 13P015

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

SINHA & KEYFAUVER ENGINEERING, INC., DBA S&K ENGINEERING

DATED

June 4, 2014

**WHEREAS**, this PROJECT ASSIGNMENT AGREEMENT is made and entered into as of **June 5, 2014** by and between the **Cerritos Community College District** (“DISTRICT”) and **Sinha & Keyfauver Engineering, Inc., DBA S&K Engineering** (“ENGINEER”); and

**WHEREAS**, this PROJECT ASSIGNMENT AGREEMENT shall be considered attached to and incorporated in that certain document dated **December 23, 2013**, entitled “Master Architectural/Engineering Services Agreement”, **Contract No. 13P015** (“AGREEMENT”) as the PARTIES desire to identify a PROJECT that will be completed pursuant to the terms of the AGREEMENT; and

**WHEREAS**, this PROJECT ASSIGNMENT AGREEMENT arises out of the DISTRICT’s desire to obtain the necessary architectural, design, and engineering services for the completion of the **Central Plant Expansion & EMS Upgrade for HVAC & Site Lighting Upgrades** which shall hereinafter be considered a formal “PROJECT” subject to the terms and conditions of the AGREEMENT; and

**WHEREAS**, this PROJECT ASSIGNMENT AGREEMENT is being executed between the PARTIES pursuant to Article XIII, Section 8 of the AGREEMENT; and

**WHEREAS**, the initial Recitals of the Agreement require that each portion of the PROJECT be identified and made a part of the AGREEMENT through a written PROJECT ASSIGNMENT

AGREEMENT executed by both PARTIES, which identifies the name of the improvement, location, scope of work, ENGINEER's project number, basis of compensation (if different than the AGREEMENT), and any additional Basic Services that will be performed by the ENGINEER in accordance with the AGREEMENT.

**NOW, THEREFORE**, the PARTIES hereto agree that the aforementioned improvement shall be completed pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

### **1. Project Description.**

- A. ENGINEER shall provide architectural and engineering services for the following PROJECT:
- 1) Central Plan Expansion:
    - a. Connect chilled water piping loop to buildings: Auto Tech, Skills Lab, Community Education Center, Gymnasium, Metals and Social Science. Convert and/or replace existing air handling units to accommodate chilled water system.
  - 2) Central Plant Thermal Storage Unit(s):
    - a. Provide thermal storage unit(s), controllers and associated equipment for central plant maximum generation capacity.
  - 3) Campus Wide Energy Management System (EMS) Upgrade
    - a. Upgrade and/or provide HVAC EMS to all campus buildings to communicate with the Central Plant controls. Replace existing 3-way valves with 2-way valves. Add differential pressure switches. Control upgrades will be for the chilled water loop and central plant only. Data/network cabling will consist of a connection from the controller to the nearest IDF. The ENGINEER'S fee assumes there is adequate patch space and active devices available to accommodate the work. The College is responsible for providing active devices and configuration / programming.
    - b. Lighting Controls: Includes connecting all site lighting, exterior building lighting and parking lot lighting to the Campus EMS.
  - 4) The Construction Rough Order of Magnitude for the Central Plant Expansion & EMS Upgrade for HVAC & Site Lighting Upgrades is \$10,000,000. The Approved BUDGET, as referenced in Article IV, Paragraph 2 of the AGREEMENT, inclusive of currently anticipated site development costs to be determined upon the ENGINEER'S Schematic Design estimated, collaborated with the DISTRICT's estimate.

## 2. Basic Services.

A. The ENGINEER shall provide all the basic services set forth in the AGREEMENT in connection with this PROJECT ASSIGNMENT AGREEMENT, with the exception of the following services which are not needed for the completion of this PROJECT, as determined by the ENGINEER in its professional opinion and approved by the DISTRICT: *(Check off all architectural, engineering and/or consultant services that DO NOT apply to this PROJECT. If all the services below are required to complete this PROJECT, leave this section blank.)*

### Basic Services Phases

- Schematic Design (SD)
- Design Development (DD)
  - Estimate and Estimate Reconciliation
  - Preliminary Plans Phase Constructability Review
- Construction Documents (CD)
  - Estimate and Estimate Reconciliation
  - Construction Drawings Constructability Review
- DSA Approval (as required by the IR's)
- Health Department Approval
- Bidding Phase
- Construction Phase
- Close-out Phase
- DSA Certification of Project

### Design Consultants Included in Basic Services\*

- Structural (where applicable)
- Civil
  - On-Site
  - Off-Site
- Mechanical
- Plumbing
- Fire Sprinkler (where applicable)
- Electrical
- Telecommunications/Data
- Landscaping
- Estimating
- Acoustical
- Other:  - Audio Visual consulting
  - Acoustic consulting
  - Security consulting
  - Arborist services
  - Signage and Graphics (except code required signage)
  - Selection and Specification of Group II furniture, fixtures and equipment
  - Traffic consulting and engineering

- Food Services consulting
- Sustainable Design (LEED) consulting and commissioning
- Telecommunication and Data consulting and engineering services
- Roofing/Waterproofing consulting
- Curtainwall consulting
- Measured drawings of existing facilities
- Existing facilities surveys
- Preparation of Record (as constructed) drawings
- Post occupancy evaluations

**3. Extra Services, Consultants and Deliverables:** Services, consultants, and/or other deliverables that are not set forth in the AGREEMENT but which are required for the completion of this PROJECT shall be described in Attachment "1" which is attached hereto this PROJECT ASSIGNMENT AGREEMENT and incorporated herein by this reference. In no event shall the services, consultants and/or other deliverables detailed in Attachment "1" be considered Additional Services as defined by Article III of the AGREEMENT.

**4. APPROVED BUDGET:** The ENGINEER understands and acknowledges that the total rough order of magnitude (ROM) for this PROJECT ASSIGNMENT AGREEMENT is \$10,000,000.00, and this amount shall not be exceeded without the prior written approval of the DISTRICT. At the completion of the Schematic Design (SD) phase of ENGINEER'S work, ENGINEER shall submit a SD estimate to DISTRICT. The APPROVED BUDGET for the above referenced scope of work for this PROJECT ASSIGNMENT AGREEMENT shall be adjusted upon mutual agreement and collaborative efforts of ENGINEER'S submitted SD estimate and DISTRICT'S estimate prior commencing with the Design Development (DD) Phase by executing an amendment to this PROJECT ASSIGNMENT AGREEMENT. The ENGINEER shall be responsible for designing this PROJECT within all budget limitations approved by the DISTRICT in accordance with the AGREEMENT.

**5. ENGINEER Compensation:**

**A. ENGINEER Fee for Basic Services.** For performing the Basic Services detailed in the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT for the completion of the PROJECT, the DISTRICT agrees to pay the ENGINEER **TEN PERCENT (10%)**. In the event the terms of Article X, Section 1(a) of the AGREEMENT apply, the ENGINEER Fee for the PROJECT shall be adjusted accordingly.

**B. ENGINEER Fee for Extra Services, Consultants and Deliverables.** For performing the Extra Services detailed in this PROJECT ASSIGNMENT AGREEMENT, – Attachment "1", the DISTRICT agrees to pay the ENGINEER the not-to-exceed amount of **EIGHTY FIVE THOUSAND AND 00/100 DOLLARS (\$85,000.00)**.

**C. Payment Terms:** The payment terms as outlined in Article X, Section 1.a and Section 2.a-h of the AGREEMENT are modified as follows:.

1. Section 1.a: Calculating the ENGINEER's compensation for Basic Services under this section, the Construction Cost shall include the total award from the initial construction contract(s), plus all approved additive and deductive contract change orders. Change orders resulting from the omission of the ENGINEER, the ENGINEER'S compensation

for that change order item shall be reduced by 10%. Change orders resulting from the error of the ENGINEER, there shall be no compensation due to the ENGINEER for this change order item.

2. Section 2.a-h: Payment
- |     |                         |     |
|-----|-------------------------|-----|
| 2.a | Schematic Design:       | 15% |
| 2.b | Design Development:     | 15% |
| 2.c | Construction Documents: | 44% |
| 2.d | DSA Approval:           | 2%  |
| 2.e | Bidding Phase:          | 2%  |
| 2.f | Construction Phase:     | 18% |
| 2.g | Closeout Phase:         | 2%  |
| 2.h | DSA Certification:      | 2%  |

**D. Reimbursable Expenses:** Reimbursable expenses are estimated to be **TEN THOUSAND AND 00/100 DOLLARS (\$10,000.00)**, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

**6. Plan Schedule:** The schematic design, design development, and construction document services covered by this PROJECT ASSIGNMENT AGREEMENT shall be completed by:

- A. SD plan within 20 weeks from the date of executed PROJECT ASSIGNMENT AGREEMENT.
- B. DD plan within 10 weeks from DISTRICT approval of the SD plans
- C. CD plan within 12 weeks from DISTRICT approval of the DD plans.
- D. DSA plan submission for review and approval, within 2weeks of DISTRICT approval of the CD plans.

The PARTIES, through their authorized representatives, have executed this PROJECT ASSIGNMENT AGREEMENT as of the day and year first written above.

**SINHA & KEYFAUVER  
ENGINEERING, INC., DBA S&K  
ENGINEERING**

**CERRITOS COMMUNITY COLLEGE  
DISTRICT**

By: 

By: 

Title: DIRECTOR of ENGINEERING

DR. DAVID EL FATIA  
Title: V.P. OF BUSINESS SERVICES

Date: June 24, 2014

Date: 6/24/14

---

**ATTACHMENT "1"**

**SERVICES NOT DETAILED IN THE AGREEMENT**

**Basic Services**

1. All upgrades must qualify for maximum available utility incentives and/or rebates, not necessarily limited to Southern California Edison's Savings by Design program. Prepare all applications, coordination, communication, and completion documents with applicable Agencies.
2. All existing information is based on available record drawings or site visits to review readily visible conditions only. Destructive demolition or scanning services are not included in the "Basic Services".
3. The scope of work assumes that the existing buildings will not require major structural modifications to accommodate the new work.
4. ENGINEER's professional service specifically any actions related to the abatement replacement or removal of any environmental hazardous product, material or process including those containing asbestos and/or lead paint existing in the facility, notwithstanding these provisions, it is understood the DISTRICT will retain the services of an independent contractor to survey and document environmentally hazardous materials. ENGINEER will coordinate its services with the findings of the independent contractor and shall coordinate with the independent contractor and DISTRICT to include the finding and related work within the bid package for construction. ENGINEER shall be entitled to rely upon the completeness and accuracy of the information provided by the independent contractor and shall assume no responsibility or liability for the accuracy or completeness of the information provided.
5. ENGINEER shall perform the necessary field walk and the necessary research to have a clear understanding of the impact of the shut down for the oil switch replacement. ENGINEER to meet with DISTRICT's mechanical & electrical staff and Program Manager to discuss sequence of events and necessary protocols to alleviate any un-necessary impact to the campus.
6. Minimize the least amount of site related removal and/or repairs and campus operation disruption.
7. Minimize the least amount of building related removal and/or repairs and campus operation disruption.
8. Includes the necessary architectural detail(s) for any necessary or incidental removal and/or repairs to buildings.
9. Includes the necessary civil detail(s) for any necessary or incidental removal and/or repairs to the site.

- 
10. The "DISTRICT" has several consultants under contract. The "ENGINEER" is required to coordinate as necessary under the "ENGINEER's" basic services.
    - A. The consultants are as follows:
      - a. Survey / SWPPP Services: Their involvement, but not limited to:
        - i. Provide existing topography and SWPPP design
      - b. Environmental Survey and monitoring Services: Their involvement but not limited to:
        - i. Provide the hazardous report and monitoring. "ENGINEER" plans to coordinate the necessary information to collaborate / reference scope.
      - c. Geotechnical Study and Inspection Services: Their involvement, but not limited to:
        - i. Geotechnical survey and recommendation and soils inspection.
  11. Includes all necessary submission, approval and permitting coordination with local and state agency where necessary.

### **Extra Services, Consultants and Deliverables**

1. Quality control management / oversight of the Central Plant Controls installation by Contractor hired by the DISTRICT. This includes start up meeting conference with contractor, weekly site walks with written field reports submitted to the DISTRICT, present for final testing, punchlist walk and sign off, for the amount not to exceed \$35,000.00.
2. ENGINEER shall provide initial Planning and Programming for: Air Handling Unit (AHU) replacement to accommodate chilled water system and Central Plant Thermal Storage Unit(s) for the amount not to exceed \$10,000.00.
  - a. The initial planning and programming shall provide the DISTRICT options for consideration as:
    - i. AHU replacement may have building and/or roof structural upgrades to be considered.
    - ii. The type of Central Plant Thermal Storage Unit(s) can vary depending on Campus usage. This also includes providing a cost / rate of investment for the Thermal Storage Unit options.
3. HVAC efficiency and/or upgrade at "Old" Liberal Arts and Learning Resource Center Study. The ENGINEER shall evaluate the existing systems and communicate efficiency findings, retrofit issues, upgrade recommendations and related cost for the amount not to exceed \$40,000.00.



**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

<p><b>SUBJECT:        Consideration of Approval of Resolution #18-0411B to Approve the Use of Education Protection Account Proceeds Resulting From the Passage of Proposition 30 and 55</b></p>
---

**ACTION**

It is recommended that the Board of Trustees approve Resolution #18-0411B authorizing the use of an estimated \$12,492,805 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

**FISCAL IMPACT**

The estimated revenue is projected at \$12,492,805 for Cerritos College and funds will be utilized for faculty salaries and benefits.

**REPORT SUMMARY**

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, passed in November 2012. This proposition temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years to provide continuing funding for local school districts and community colleges. Proposition 55 continued the income tax rates instituted by Proposition 30 through 2030. The Education Protection Account (EPA) is created in the General Fund to receive and disburse these temporary tax revenues.

Revenue for EPA funds are unrestricted and the Act specifically prohibits the expenditures of EPA funds for administrative salaries and benefits or any other administrative costs.

Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Exhibit C: California Community Colleges 2017-18 First Principal Apportionment Cerritos Community College District

**CALIFORNIA COMMUNITY COLLEGES  
2017-18 FIRST STATE GENERAL APPORTIONMENT  
CERRITOS COMMUNITY COLLEGE DISTRICT**

EXHIBIT C

**Total Computational Revenue and Revenue Source**

**Total Computational Revenue**

I. Basic Allocation		\$4,866,176	
II. Base FTES Revenue		\$84,537,601	
III. Less Current Year Decline		(\$5,286,360)	
IV. Stability Adjustments		\$5,523,921	
V. Inflation Adjustment (COLA)	1.56%	\$1,312,232	
VI. Base Increase		\$2,467,880	
VII. Restored Decline in Current Year		\$0	
VIII. Growth Revenue		\$0	
IX. Other Adjustments			
College/Center Size or Status	\$0		
College/Center Size or Status COLA	\$0		
Miscellaneous Adjustments	\$0		
	Total Other Adjustments	\$0	
	<b>Total Computation Revenue</b>		<b>\$93,421,450</b>

**Revenue Source**

A1 Property Taxes		\$21,107,646	
A2 Less Property Taxes Excess		\$0	
B Student Enrollment Fees		\$4,826,956	
State General Apportionment			
C1 General Apportionment	\$53,503,590		
C2 Full-Time Faculty Hiring Apportionment	\$1,036,600		
	<b>Total State General Apportionment</b>	\$54,540,190	
D Education Protection Account		\$12,492,805	
E Deficit Factor/Revenue Shortfall	0.0048581241		(\$453,853)
	<b>Total Revenue Source</b>		<b>\$92,967,597</b>

# CERRITOS COMMUNITY COLLEGE DISTRICT

## Supporting Schedules

### Schedule I: Basic Allocation Revenue

District Type	FTES	Funding Rate	Number of Colleges/Centers	Basic Allocation
		a	b	a x b
Single College District	<=10000	\$3,649,630	0	\$0
	>10000 & <20000	\$4,866,176	1	\$4,866,176
	>=20000	\$6,082,720	0	\$0
Mult-College District	<=10000	\$3,649,630	0	\$0
	>10000 & <20000	\$4,257,904	0	\$0
	>=20000	\$4,866,176	0	\$0
Additional Rural \$		\$1,160,807	0	\$0
<b>Centers</b>				
State Approved	>=1000	\$1,216,544	0	\$0
Grandparented	>=1000	\$1,216,544	0	\$0
	>=750 & <1000	\$912,407	0	\$0
	>=500 & <750	\$608,272	0	\$0
	>=250 & <500	\$304,136	0	\$0
	>=100 & <250	\$152,068	0	\$0
<b>Total Basic Allocation</b>				<b>\$4,866,176</b>

### Schedule II: FTES Revenue

#### FTES Summary

	Credit	Noncredit	CDCP	Total
Base (PY Funded)	16,305.100	138.500	279.760	16,723.360
Growth Target	0.000	0.000	0.000	0.000
Restored	0.000	0.000	0.000	0.000
Stability	(2,608.020)	2,839.210	(141.580)	89.610
<b>Total Funded</b>	<b>13,697.080</b>	<b>2,977.710</b>	<b>138.180</b>	<b>16,812.970</b>
Unfunded	0.000	0.000	0.000	0.000
<b>Actual Reported</b>	<b>13,697.080</b>	<b>2,977.710</b>	<b>138.180</b>	<b>16,812.970</b>

#### Base FTES Revenue

FTES Type	Base Funding Rate (Before CY COLA)	Marginal Funding Rate (Includes CY COLA)	BASE FTES (PY Funded)	Base Revenue
	a	b	c	a x c
Credit	5,071.806490	5,150.926642	16,305.100	\$82,696,312
Noncredit	3,049.819960	3,097.397152	138.500	\$422,400
CDCP	5,071.806461	5,150.926642	279.760	\$1,418,889
<b>Total Base FTES Revenue</b>				<b>\$84,537,601</b>

### Schedule III: Growth Revenue

	Rate	Amount	Funded Growth Revenue
Target Growth	1.10%	\$976,332	Credit \$0
Funded Growth	0.00%	\$0	Noncredit \$0
Statewide Target Growth	1.02%	\$57,794,001	CDCP \$0
Statewide Funded Growth	0.57%	\$32,527,215	<b>Total Growth Revenue \$0</b>

#### Unrestored Decline as of July 1st of Current Year (Before COLA)

A. 1st Year	\$5,202,902
B. 2nd Year	\$0
C. 3rd Year	\$0
<b>Total</b>	<b>\$5,202,902</b>

**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

<b>SUBJECT:      Consideration of Approval to Make Budget Transfers and Budget Adjustments</b>
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**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 and Restricted General Funds, Other Special Revenue Fund, Capital Outlay Projects Fund, Revenue Bond Construction Fund, Insurance Fund - Worker's Compensation and Property Liability Fund, Student Health Services Fund, and Other Grants and Scholarships Fund ending balances; and decrease the Capital Outlay Projects Fund and Revenue Bond Construction Fund – Measure G 2015 issuance ending balances.

**REPORT SUMMARY**

Pages 1 thru 5 are budget transfers between major account classifications for the Unrestricted and Restricted General Funds, Other Special Revenue Fund – Vintage at Cerritos College, and Revenue Bond Construction Funds. These transfers are self-balancing and have no effect on their ending balances.

Pages 6 thru 13 reflect revenue adjustments for the Strong Workforce Program per the 2017-18 First Principal Apportionment schedule and Participation Agreements for Round 2 Funding; adjust Property & Liability Insurance and Worker's Compensation Insurance to align budget with projected expenditures; adjust Other Grants and Scholarships to account for additional scholarship funds. These revenue adjustments have no effect on the Unrestricted and Restricted General Fund, Other Special Revenue Fund, Capital Outlay Projects Fund, Insurance - Worker's Compensation and Property Liability Fund, and Other Grants and Scholarships Fund ending balances. Expenditures will be adjusted correspondingly.

Pages 14 thru 16 reflects a budget increases to align with the current expenditures for the Revenue Bond Construction Fund - Measure G, 2015 Issuance and projected expenditures for the Capital Outlay Projects Fund.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Budget Adjustment Details (16 Pages).

## BUDGET TRANSFERS FOR APRIL 11, 2018

### 01.0 FUND - GENERAL FUND - UNRESTRICTED

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(7,626)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(35,887)
OTHER CONTRACT EXPENSES AND SERVICES	\$	(15,900)
CAPITAL OUTLAY	\$	(14,450)
INTERFUND TRANSFERS	\$	
CONTINGENCY	\$	

**TOTAL**

	\$	<b>(73,863)</b>
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**TO**

ACADEMIC SALARIES	\$	300
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	10,359
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	4,350
OTHER CONTRACT EXPENSES AND SERVICES	\$	29,792
CAPITAL OUTLAY	\$	29,062
OTHER TRANSFER OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	

**TOTAL**

	\$	<b>73,863</b>
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**Transfers:** Reallocation based on current needs. To cover the furnish/ install of 5 new porvene model 420 commercial rolling steel doors in Plastics area; cover adult hourly in International Student Program; power for mobile trailer in Metals Building; cover conference for General Motors automotive in Detroit, Michigan; relays annual plan M12 service in Research & Planning.

**Fiscal Impact:** No effect on the ending balance

**Number of Transfer Requests:** Eight (8)

**Divisions/Departments/Programs:**

Information Technology; Institutional Effectiveness, Research & Planning; Business Education; Humanities and Social Science; Technology; International Student Programs; Business Services

## BUDGET TRANSFERS FOR APRIL 11, 2018

### 01.3 FUND - GENERAL FUND - RESTRICTED

**FROM**

ACADEMIC SALARIES	\$	(31,547)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(126,693)
EMPLOYEE BENEFITS	\$	(14,610)
SUPPLIES AND MATERIALS	\$	(16,703)
OTHER CONTRACT EXPENSES AND SERVICES	\$	(198,853)
CAPITAL OUTLAY	\$	
PAYMENTS TO OR FOR STUDENTS	\$	(3,000)
OTHER TRANSFERS OUT	\$	

**TOTAL**

	\$	<b>(391,406)</b>
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**TO**

ACADEMIC SALARIES	\$	16,809
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	72,697
EMPLOYEE BENEFITS	\$	12,454
SUPPLIES AND MATERIALS	\$	69,868
OTHER CONTRACT EXPENSES AND SERVICES	\$	20,290
CAPITAL OUTLAY	\$	193,003
OTHER TRANSFERS OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	6,285

**TOTAL**

	\$	<b>391,406</b>
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**Transfers:** Reallocation based on current needs. Reallocate budget to instructional equipment; overtime for expanded hours in Financial Aid in Student Equity fund; instructional aide hourly; supplies; secure website & provide online tutorials for student success and iFalcon.

**Fiscal Impact:** No effect on the ending balance

**Number of Transfer Requests:** Nine (9)

**Divisions/Departments/Programs:**

Strong Workforce Program - Regional Teacher Preparation Pipeline STEM/CTE; Strong Workforce Program - Regional Health Sector Career Pathways; Advanced Manufacturing & Engineering Technology Linked Learning Consortium; AB104 Adult Education Block Grant; CalWORKS; Student Equity Plan: Native American Program; Student Equity Plan: iFalcon Support; Student Equity Plan: Expanded Hours - Financial Aid; Foster Parent Training



## BUDGET TRANSFERS FOR APRIL 11, 2018

### 39.1 FUND - OTHER SPECIAL REVENUE FUND - VINTAGE AT CERRITOS COLLEGE

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(7,675)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
PAYMENTS TO OR FOR STUDENTS	\$	
OTHER TRANSFERS OUT	\$	

**TOTAL**

	\$	<b>(7,675)</b>
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**TO**

ACADEMIC SALARIES	\$	2,950
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	401
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	4,324
CAPITAL OUTLAY	\$	
OTHER TRANSFERS OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	

**TOTAL**

	\$	<b>7,675</b>
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**Transfers:** Reallocation based on current needs. Reallocate budget to consulting services; part time counselors and its related payroll taxes.

**Fiscal Impact:** No effect on the ending balance

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**

Vintage at Cerritos: Counseling Guidance for Cerritos Complete

## BUDGET TRANSFERS FOR APRIL 11, 2018

### 42.0 FUND - REVENUE BOND CONSTRUCTION FUND - MEASURE CC

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(10,000)
CAPITAL OUTLAY	\$	(2,884,178)
PAYMENTS TO OR FOR STUDENTS	\$	
OTHER TRANSFERS OUT	\$	

**TOTAL**

	\$	<b>(2,894,178)</b>
	\$	<b>(2,894,178)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	2,894,178
OTHER TRANSFERS OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	

**TOTAL**

	\$	<b>2,894,178</b>
	\$	<b>2,894,178</b>

**Transfers:** To align budget with projected actuals and close out Measure CC.

**Fiscal Impact:** No effect on the ending balance

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**

Parking Lot Improvements; Social Science Elevator; Parking Lot 2 Renovation; Information Technology Update; Stadium Turf Replacement; Child Development Center; DSA Uncertified Projects; Computer Information Systems; Infrastructure Project; IT Infrastructure; Press Box; Campus Landscape, Campus Way Finding; Sports Field Restrooms.

## BUDGET TRANSFERS FOR APRIL 11, 2018

### 42.2 FUND - REVENUE BOND CONSTRUCTION FUND - MEASURE G, 2018 ISSUANCE

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(10,853,141)
PAYMENTS TO OR FOR STUDENTS	\$	
OTHER TRANSFERS OUT	\$	

**TOTAL**

	\$	(10,853,141)
	\$	(10,853,141)

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	468
OTHER CONTRACT EXPENSES AND SERVICES	\$	31,461
CAPITAL OUTLAY	\$	10,821,212
OTHER TRANSFERS OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	

**TOTAL**

	\$	10,853,141
	\$	10,853,141

**Transfers:** To reflect budget expected to be required for each project in Measure G, 2018 Issuance.

**Fiscal Impact:** No effect on the ending balance

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**

Bond Implementation & Administration; Parking Lot Improvements; Social Science Elevator; Construction Management; Stadium Turf Replacement; Culinary Arts Renovation; Fine Arts; IT Infrastructure; Health & Wellness Complex; Field House; Shade Structures; Electrical Upgrade

**BUDGET ADJUSTMENTS FOR APRIL 11, 2018**

**01.0 FUND - GENERAL FUND - UNRESTRICTED**

**Revenue Budget**

00000.0-22401-02540-8620-2201000 \$ 7,500  
State - Foundation Grant  
Additional budget for Humanities and Social Science on Cerritos Foundation  
grant in 2017-18. Budget allocated for software.

**Total Revenue Budget** \$ 7,500

**Fiscal Impact:** No effect on ending balance; expenditures will be adjusted correspondingly.

**Number of Adjustment Requests:** One (1)

## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 01.3 FUND - GENERAL FUND - RESTRICTED

#### Revenue Budget

00000.0-00000-70260-8627-0000000	\$	(1,535,598)
State - Strong Workforce Program - Local No. 1 Adjust budget to remove SWP - Local Round 2 funding into a new location. Budget will be reduced for stipend; adult hourly & its related payroll taxes, contracted services; equipment will be reduced.		
00000.0-00000-70360-8627-0000000	\$	1,998,849
State - Strong Workforce Program - Local No. 2 Set up budget per the 2017-18 First Principal Apportionment schedule. Budget allocated for classified; adult hourly & its related payroll taxes; supply; travel; contracted services; software; equipment; indirect cost.		
00000.0-00000-70362-8652-0000000	\$	120,000
State - Strong Workforce Program - Regional No. 2 - Career Pathways Set up budget per Participation Agreement, Round 2, Year 1 for 2017-18. Budget allocated for contracted services.		
00000.0-00000-70363-8652-0000000	\$	98,500
State - Strong Workforce Program - Regional No. 2 - Non Credit Readiness Set up budget per Participation Agreement, Round 2, Year 1 for 2017-18. Budget allocated for stipend; adult hourly & its related payroll taxes; supply.		
00000.0-00000-70364-8652-0000000	\$	150,000
State - Strong Workforce Program - Regional No. 2 - Teacher Preparation Set up budget per Participation Agreement, Round 2, Year 1 for 2017-18. Budget allocated for academic hourly; counselor hourly; adult hourly & its related payroll taxes; supply; consulting services; finger printing.		
00000.0-00000-70365-8652-0000000	\$	50,000
State - Strong Workforce Program - Regional No. 2 - Cloud Computing Set up budget per Participation Agreement, Round 2, Year 1 for 2017-18. Budget allocated for stipend & its related payroll taxes; supply; travel; equipment.		
00000.0-00000-70366-8652-0000000	\$	50,000
State - Strong Workforce Program - Regional No. 2 - Regional Netlab Cybersecurity Set up budget per Participation Agreement, Round 2, Year 1 for 2017-18. Budget allocated for stipend & its related payroll taxes; supply; travel; equipment. taxes, contracted services; equipment will be reduced.		

## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 01.3 FUND - GENERAL FUND - RESTRICTED

#### Revenue Budget

00000.0-00000-73420-8627-0000000	\$	23,139
State - Student Success (Non Credit) Set up budget per the 2017-18 First Principal Apportionment schedule. Budget allocated for adult hourlies & its related payroll taxes.		
00000.0-09000-75286-8980-0000000	\$	5,651
Local - Education Futures Set up budget for the anticipated district contribution for the Education Futures grant, which does not support employee benefits.		
00000.0-00000-75900-8652-0000000	\$	1,005
State - Foster Parent Training Reallocated funds for 2017-18 per chancellor's office memo dated 02-20-18. Budget allocated for supply; indirect cost.		
00000.0-10001-79000-8623-0000000	\$	<u>15,739</u>
State - Disabled Students Programs and Services Adjust budget per 2016-17 Recalculation Apportionment schedule. Budget allocated for adult hourlies		
<b>Total Revenue Budget</b>	\$	<b><u><u>977,285</u></u></b>

**Fiscal Impact:** No effect on ending balance; expenditures will be adjusted correspondingly.

**Number of Adjustment Requests: Eleven (11)**



## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 41.0 FUND - CAPITAL OUTLAY PROJECTS FUND

#### Revenue Budget

00000.0-10001-72920-8690-0000000 \$ (26,983)  
State - Proposition 39 - Clean Energy Act  
Adjust budget for carry over balance. Budget will be reduced for equipment.

**Total Revenue Budget** \$ (26,983)

**Fiscal Impact:** No effect on ending balance; expenditures will be adjusted correspondingly.

**Number of Adjustment Requests:** One (1)



## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 61.1 FUND - INSURANCE - Worker's Compensation Fund

#### Revenue Budget

00000.0-00000-04100-8830-0000000 \$ (885,085)

Local - Business Services

To reduce budget for anticipated insurance for worker's compensation in 2017-18.

Budget will be reduced for insurance.

**Total Revenue Budget** \$ (885,085)

**Fiscal Impact:** No effect on ending balance; expenditures will be adjusted correspondingly.

**Number of Adjustment Requests:** One (1)

## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 61.2 FUND - INSURANCE - PROPERTY LIABILITY FUND

#### Revenue Budget

00000.0-00000-04100-8980-0000000 \$ 100,000

Local - Business Services

To increase insurance for property liability to cover more claims in 2017-18.

Budget allocated to insurance.

**Total Revenue Budget** \$ 100,000

**Fiscal Impact:** No effect on ending balance; expenditures will be adjusted correspondingly.

**Number of Adjustment Requests: One (1)**

## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 71.1 FUND - OTHER GRANTS AND SCHOLARSHIPS FUND

#### Revenue Budget

00000.0-XXXXX-02800-8890-0000000 \$ 40,000

Local - Other Grants and Scholarships

To increase budget for anticipated grants & scholarships in 2017-18. Budget allocated for payment to or for students.

**Total Revenue Budget** \$ 40,000

**Fiscal Impact:** No effect on ending balance; expenditures will be adjusted correspondingly.

**Number of Adjustment Requests:** One (1)

## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 41.0 FUND - CAPITAL OUTLAY PROJECTS FUND

#### Expenditure Budget

00000.0-00000-73860-XXXX-7100000 Norwalk-La Mirada Adult Education Increase budget to align with projected expenditures	\$	21,667
00000.0-00000-73870-XXXX-7100000 Site Prep - Honda Parking Increase budget to align with projected expenditures	\$	<u>151,000</u>
<b>Total Expenditure Budget</b>	\$	<u><u>172,667</u></u>

**Fiscal Impact:** Decrease to ending balance.

**Number of Adjustment Requests:** Two (2)

**BUDGET ADJUSTMENTS FOR APRIL 11, 2018**

**42.1 FUND - REVENUE BOND CONSRUCTION FUND - MEASURE G, 2015 ISSUANCE**

**Expenditure Budget**

00000.0-00000-65XXX-XXXX-7100000 \$ 750,158  
GO Bond Measure G Projects - Various Expenses  
To reflect budgets expected to be required for each project and adjust to the  
fund balance of \$12,3012,668 in 2017-18.

**Total Expenditure Budget** \$ 750,158

**Fiscal Impact:** Decrease to ending balance.

**Number of Adjustment Requests:** One (1)

## BUDGET ADJUSTMENTS FOR APRIL 11, 2018

### 69.0 FUND - STUDENT HEALTH SERVICES FUND

#### Expenditure Budget

00000.0-XXXXX-03310-5890-6440000	\$ <u>98,970</u>
Student Health Services - Other Expenses	
To set up depreciation building expenses for the past five years.	

<b>Total Expenditure Budget</b>	<b>\$ <u><u>98,970</u></u></b>
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**Fiscal Impact:** No effect to ending balance. Expense will be offset against the Building (Fixed Asset) account.

**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

<p><b>SUBJECT:        Consideration of Approval to Declare Unrepresented Employees' Salaries Indefinite for 2018-2019 Fiscal Year</b></p>
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**ACTION**

It is recommended that the Board of Trustees approve to declare all management; contract management; confidential; child development center teachers; short-term, substitute, and student hourly; community education hourly; and/or other unrepresented employees' salaries indefinite effective July 1, 2018, for the 2018-2019 fiscal year.

**FISCAL IMPACT**

No additional financial effect.

**REPORT SUMMARY**

Education Code Sections 45032, 45162, and 87806 provide that salaries can be set at any time during the year, these sections do not supersede California Constitution, Article XI, Section 10. The Constitution prohibits officers or employees from receiving additional compensation for services already rendered. Courts have generally allowed retroactive pay within the constitution, if salaries were legally "indefinite."

Los Angeles County Office of Education Counsel reaffirmed that governing boards of school and community college districts can take action to provide for salary increases or decreases to unrepresented employees retroactive to the beginning of the current fiscal year if they have declared such salaries to be indefinite before the beginning of the current fiscal year.

If the Board of Trustees intends to revise salaries for unrepresented employees and possibly make salary changes retroactive to July 1, 2018, or to any other mid-year retroactive date, salaries must be legally indefinite as of the retroactive date. Consequently, it is recommended that as a result of financial uncertainties, negotiations, legislation, and other factors, the Board of Trustees declares all management; contract management; confidential; child development center teachers; short-term, substitute, and student hourly; community education hourly; and/or other unrepresented employees' salaries indefinite effective July 1, 2018, for the 2018-2019 fiscal year.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Education Code Sections 45032, 45162, and 87806, and California Constitution, Article XI, Section 10.

## Education Code Sections 45032, 45162, and 87806 and California Constitution, Article IX, Section 10

45032. The governing board of a school district may at any time during any school year increase the salaries of persons employed by the district in positions requiring certification qualifications, such increase to be effective on any date ordered by the governing board.

45162. (a) The governing board of any school district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in positions not requiring certification qualifications. The governing board may, at the time, include an increase in such annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce such annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenues.

(b) The governing board of a school district may, at any time during the school year, increase the salaries of persons employed by the district in positions not requiring certification qualifications. Such increase shall be effective on any date ordered by the governing board.

(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

87806. The governing board of a community college district may at any time during any school year increase the salaries of persons employed by the district in academic positions. The increase shall be effective on any date ordered by the governing board.

### CALIFORNIA CONSTITUTION ARTICLE 11 LOCAL GOVERNMENT

SEC. 10. (a) A local government body may not grant extra compensation or extra allowance to a public officer, public employee, or contractor after service has been rendered or a contract has been entered into and performed in whole or in part, or pay a claim under an agreement made without authority of law.

(b) A city or county, including any chartered city or chartered county, or public district, may not require that its employees be residents of such city, county, or district; except that such employees may be required to reside within a reasonable and specific distance of their place of employment or other designated location.



# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 33**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:**

\_\_\_\_\_  
Dr. Adriana Flores-Church  
Vice President of Human Resources/  
Assistant Superintendent

<p><b>SUBJECT:</b>      <b>Consideration of Approval of Board Resolution #18-0411C, to Recognize the Week of May 20-26, 2018, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature</b></p>
---

**ACTION**

It is hereby recommended that the Board of Trustees adopt the attached Resolution #18-0411C, and designate the week of May 20 through May 26, 2018 as Classified School Employee Week, to recognize and honor the contributions of the classified professionals of the Cerritos Community College District.

**FISCAL IMPACT**

No additional financial impact.

**REPORT SUMMARY**

The third full week of May (May 20 through May 26) has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature.

Classified personnel employed by the District provide valuable services and strive for excellence in all areas relative to the educational community. The Board may elect to designate the week of May 20 through May 26, 2018 as Classified School Employee Week, to recognize the efforts of the classified school employees of the Cerritos Community College District.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Resolution #18-0411A

**CERRITOS COMMUNITY COLLEGE DISTRICT  
RESOLUTION #18-0411C**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 20-26, 2018, AS  
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS  
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND THE CALIFORNIA STATE LEGISLATURE**

WHEREAS, Classified professionals provide valuable services to the students and programs of the Cerritos Community College District; and

WHEREAS, Classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified professionals serve a vital role in providing for the welfare and safety of Cerritos Community College District's students; and

WHEREAS, Classified professionals employed by the Cerritos Community College District strive for excellence in all areas relative to the educational community; therefore be it

RESOLVED, That the Cerritos Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the state of California and in the Cerritos Community College District and declares the week of May 20 through May 26, 2018, as Classified School Employee Week in the Cerritos Community College District.

Adopted at a regular meeting of the Board of Trustees of the Cerritos Community College District at Norwalk, California this 11<sup>th</sup> day of April, 2018:

Signed:

\_\_\_\_\_  
President, Board of Trustees

Attest:

\_\_\_\_\_  
Secretary to Board of Trustees

**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 34**

**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

<b>SUBJECT:</b> <b>Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent</b>
--

**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)	Aborn, Lucinda	Disabled Student Programs and Services	Dean	12/31//2018
2)	Wilson, Esther	Technology - Cosmetology	Instructional Lab Tech III - Cosmetology	4/20/2018

**EMPLOYEE RESIGNATIONS ACCEPTED BY THE PRESIDENT  
SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN PARTICIPANTS  
Board Resolution #17-1206A**

**FACULTY**

	<u>Name</u>	<u>Department</u>	<u>Classification</u>	<u>Effective Date</u>
1)	Arce, Carlos	Foreign Language	Assistant Professor	6/30/2018
2)	Ashe, Suzanne	English	Professor	6/30/2018
3)	Breit, Craig	Theatre Arts	Assistant Professor	5/22/2018
4)	Cavallaro, Lynn	English	Professor	5/19/2018
5)	Chalmers, Graham	Mathematics	Professor	5/18/2018
6)	Chester, Robert	English	Professor	6/29/2018
7)	Clarke, Mary	Mathematics	Professor	6/01/2018
8)	Codd, Geraldine	Reading	Professor	6/30/2018
9)	Connal, Janice	Counseling	Counselor/Assistant Professor	6/30/2018
10)	Cordova, Ernesto	Mathematics	Assistant Professor	5/21/2018
11)	Demian, Kamal	Mathematics	Professor	5/21/2018
12)	Farina, Michael	Accounting/Finance	Professor	6/30/2018
13)	Fuschetto, Susan	Computer & Info Sciences	Professor	6/30/2018
14)	Gaylord, Kenneth	Athletics	Assistant Professor/ Coach	6/11/2018
15)	Havice, Sally	English	Associate Professor	6/30/2018
16)	Henriques, James	Physics/Astronomy	Professor	6/01/2018
17)	Hiranandani, Jayananda	Engineering Design Technology	Professor	5/18/2018
18)	Mazzotta, Frank	Athletics	Professor /Coach	5/27/2018
19)	Miller, Alice	Reading	Assistant Professor	5/23/2018
20)	Morales, Gloria	Counseling	Counselor/ Professor	6/30/2018
21)	Morgan, Vykki	Educational Technology	Professor	6/30/2018
22)	Negrete, Bernard	Computer & Info Sciences	Professor	5/31/2018
23)	Portugal, Steve	Art	Professor	6/01/2018
24)	Potter, Ingeborg	Foreign Language	Professor	6/30/2018
25)	Robertson, Charles	Automotive Collision Repair	Professor	6/30/2018
26)	Shimazu, Cheryl	Chemistry	Professor	5/18/2018
27)	Soden, Barbara	Bus Computerized Office Tech	Professor	6/04/2018

28)	Sparks, William	Speech	Associate Professor	6/30/2018
29)	Stuart, Peggy	Nursing	Professor	5/31/2018
30)	Torres-Bower, Ana	Philosophy	Professor	6/30/2018
31)	Troup, Jacquelyn	Sociology	Professor	6/30/2018
32)	Voorhies, Ann	Nursing	Professor	6/30/2018
33)	Wedell, Donna	Dental Assisting	Professor	6/30/2018
34)	Wilson, Jack	Computer & Info Sciences	Professor	6/30/2018

### CLASSIFIED/CONFIDENTIAL

	<u>Name</u>	<u>Department</u>	<u>Classification</u>	<u>Effective Date</u>
1)	Algiere, Ray	Information Technology/MIT	Sr Tech Support Specialist	6/30/2018
2)	Atherton, Amparo	Student Success	Educational Technology Trainer	6/30/2018
3)	Boss, Sue	Admissions and Records	Admissions & Records Tech II	6/29/2018
4)	Boyce, Karen	Disabled Student Prog & Svcs	Disabled Students Program Specialist	6/30/2018
5)	Brugger, Robin	Library/LRC/EDT	Assistant Buyer	6/30/2018
6)	Chambers, Jean	Financial Aid	Financial Aid Accounting Tech II	6/29/2018
7)	Chambers, Pamela	Educational Partnerships	Program Assistant II	6/30/2018
8)	Chaney, Marcia	EOPS	EOPS Specialist	6/30/2018
9)	Cortez, Veronica	Admissions and Records	Administrative Clerk I	6/30/2018
10)	Donnell, Arcely	Budget	Budget Analyst	6/30/2018
11)	Harkins, Donald	Operations/Custodial	Custodian	6/30/2018
12)	Harris, Linda	Science, Engineering & Math	Inst Lab Tech III-Biology	6/30/2018
13)	Heapy, Suzanne	Student Success	Administrative Secretary II	6/08/2018
14)	Hendricks, Woodrow	Information Technology	Sr. Applications Analyst	6/30/2018
15)	Kusumoto, Alice	Health Occupations	Health Occupations Skills Lab Coordinator	6/29/2018
16)	Marques, Ana Maria	Campus Police	Dispatcher-Campus Police	6/30/2018
17)	Mauinatu, Sala	Academic Affairs	Instructional Scheduling Specialist	6/30/2018
18)	Mejia, Alphonse	Information Technology	Sr. Applications Analyst	6/30/2018
19)	Melo, Antonio	Operations/Custodial	Custodian	6/30/2018
20)	Metz, Ronald	Library/LRC/EDT	Library Technical Clerk	6/30/2018
21)	Mussaw, David	Information Technology/MIT	Sr Tech Support Specialist	6/30/2018
22)	Myer, Glen	Maintenance/Trades	Pool Maintenance Tech	6/30/2018
23)	Pagano, Doreen	Student Activities	Gameroom Assistant	6/30/2018
24)	Preece, Robin	Community Education	Administrative Clerk III	6/30/2018
25)	Reeves, John Charles	Maintenance/Trades	Skilled Maintenance-Plumber	6/30/2018
26)	Reichwein, Evangelina	Science, Engineering & Math	Administrative Clerk III	6/30/2018
27)	Rios, Anita	Student Services	Administrative Assistant (Confidential)	6/30/2018
28)	Tanner, Bruce	Information Technology	Sr Network Administrator	6/30/2018
29)	Taylor, Marcia	Disabled Student Prog & Svcs	Disabled Students Program Specialist	6/30/2018
30)	Thompson, Robin	Disabled Student Prog & Svcs	Disabled Students Program Specialist	6/30/2018
31)	Tolson, Miriam	Business Ed/Humanities/SocSci	Administrative Clerk II	6/30/2018

32) White, Ed                      Maintenance/Trades                      Lock Systems Specialist                      6/30/2018

**MANAGEMENT**

	<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Classification</u></b>	<b><u>Effective Date</u></b>
1)	Boardman, Constance	Science, Engineering & Math	Instructional Dean	6/30/2018
2)	Fabish, David	Liberal Arts	Instructional Dean	6/30/2018
3)	Johnson, Stephen	Student Services	VP Student Services/Assistant Superintendent	6/30/2018
4)	Richardson, Steven	Foundation	Exec Dir Foundation & Community Advancement	6/30/2018
5)	Smith, Daniel	Physical Education/Athletics	Instructional Dean	6/30/2018

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 35**

**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><b>SUBJECT:      Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2017-2018 Academic Year</b></p>
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**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. 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, 2018, or 175 total workdays, whichever occurs first

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Aceves, Andrea**	CalWORKs	Division Secretary Clerk	\$11.00/hr	3/01/2018
Alamgir, Jenifar**	CalWORKs	Program Assistant II	\$11.78/hr	3/22/2018
Barrios, Alondra*	Financial Aid	Division Clerk	\$11.00/hr	3/20/2018
Barua, Prottyuth Parna*	DSPS	Aide-Special (Special Education)	\$11.00/hr	3/22/2018
Basto, Paula Lyn Quimson	Success Center	Instructional Aide II	\$13.30/hr (1)	3/21/2018
Covarrubias, Lizette Victoria*	EPP	Vocational Ed. and Special Projects Assistant	\$17.04/hr	3/08/2018
Diaz Robles, Wendy**	CalWORKs	Program Assistant II	\$11.78/hr	3/22/2018
Fuentes, Debora Joanna*	DSPS	Instructional Aide II	\$13.30/hr	3/22/2018
Gallardo, Salvador	Success Center	Instructional Aide II	\$13.30/hr (1)	3/21/2018
Garcia Pedrao, Sneider*	Adult Education	Instructional Aide II	\$13.30/hr (1)	3/07/2018
Gonzalez Escobar, Nanci T.	Library	Instructional Aide I	\$11.00/hr (1)	3/22/2018
Jaimez Jr., Gerald J.	Facilities	Gardener/Groundskeeper	\$11.00/hr	3/06/2018
Jesmin, Sharifa	Success Center	Instructional Aide II	\$13.30/hr (1)	3/21/2018
Lopez, Krystal Claire G.*	DSPS	Aide-Special (Special Education)	\$11.00/hr	3/02/2018
Lopez, Sandra	Success Center	Instructional Aide II	\$13.30/hr (1)	3/21/2018
Manzo, Jose de Jesus*	Adult Education	Instructional Aide II	\$13.30/hr (1)	3/09/2018
Martinez, Christy	Student Activities	Student Affairs Assistant	\$14.32/hr	3/09/2018
Matsunaga, Zorayda*	DSPS	Interpreter II	\$23.89/hr	2/28/2018
Medina-Quiroz, Thomas	Success Center	Instructional Aide II	\$13.30/hr (1)	3/22/2018
Modesto, William	Library	Instructional Aide I	\$11.00/hr	3/22/2018
Murillo, Jordan A*	EPP	Instructional Aide I	\$11.00/hr	2/27/2018
Resendez, Vanessa J	Student Activities	Student Affairs Technician	\$12.05/hr	3/09/2018
Reyes, Paulina Ruiz	DSPS	Instructional Aide II	\$13.30/hr	3/19/2018

\* Categorically Funded

\*\* Specially Funded



<b><u>Name</u></b>	<b><u>Unit</u></b>	<b><u>Classification</u></b>	<b><u>Rate</u></b>	<b><u>Cleared for Employment</u></b>
Schultz-Cooks, Riley	HPEDA	Instructional Aide II	\$13.30/hr (1)	3/18/2018
Steele, John	Student Activities	Student Activities Clerk	\$11.00/hr	3/22/2018
Suresh,Nidheya	Success Center	Instructional Aide II	\$13.30/hr (1)	3/22/2018
Toribio, Neptali	Success Center	Instructional Aide II	\$13.30/hr (1)	3/22/2018
Trejo, Andrew	Success Center	Instructional Aide II	\$13.30/hr (1)	2/20/2018
Vazquez, Josefina M*	Adult Education	Instructional Aide II	\$13.30/hr (1)	3/09/2018
White, Darleen*	DSPS	Aide-Special Education	\$11.00/hr	3/22/2018
Yan, Zhilia	Success Center	Instructional Aide I	\$11.00/hr	3/22/2018

\* Categorically Funded

\*\* Specially Funded

Presented to the Board of Trustees April 11, 2018

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 37**

**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

<b>SUBJECT:      Consideration of Approval of Employment of 2018 Summer Session Faculty Personnel</b>
---

**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 Summer Session, 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 Summer Session Faculty Personnel is submitted for approval of employment.

The Office of Human Resources 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 Resources cleared the individuals for employment.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Employment of Faculty, 2018 Summer Session.

## FACULTY: TEMPORARY PART-TIME 2018 SUMMER SEMESTER

### I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Cardona, Rudy	RE	Adult Education	6BD	81.30
Chavez de Vasquez, Ana	RE	Adult Education	6BM	78.56
Correa, Rosario	RE	Adult Education	3AM	69.51
Fragoso, Manuel	RE	Adult Education	3AB	67.16
Gallagher, Peter	RE	Adult Education AEBG	2AB	63.81
Garner, Jacqueline	RE	Adult Ed. AEBG Counselor	4CM	55.84
Girgis, Renee	RE	Adult Education	2AB	63.81
Jackson, Michael	RE	Older Wiser Learner	6BB	75.89
Khalil, Ragaa	RE	Adult Education	3AB	67.16
Layne, Jonathan	RE	Older Wiser Learner	2AB	66.04
Levy, Elijah	RE	Older Wiser Learner	6BD	81.30
Lopez, Alejandro	RE	Adult Education	6BB	75.89
Lozano, Jorge	RE	Older Wiser Learner	6BB	75.89
Mansell, Bonnie	RE	Adult Ed; Older Wiser Learner	6BB	75.89
Maris-Gramajo, Edgar	RE	Adult Education	2AB	63.81
Morrison, Anna	RE	Adult Education	5AM	76.63
Nunez, Maria	RE	Adult Education	6BM	78.56
Nunez, Norberto	RE	Adult Education	6BB	75.89
Ochoa, Lorena	RE	Adult Education Counseling	4DM	55.84
Ortiz, Lorena	RE	Adult Education	6BM	78.56
Perez Juarez, Marcela	RE	Adult Education	2AB	63.81
Perez-Martinez, Moises	RE	Adult Education	2AB	63.81
Ramos, Maria	RE	Adult Education	6BM	78.56
Rosales, Israel	RE	Adult Education	2AB	63.81
Samel, Chryсна	RE	Adult Education	4AM	72.98
Sanchez, Marisol	RE	Adult Education	6BB	75.89
Sanchez, Sandra	RE	Adult Education	6BM	78.56
Takeuchi, Kevin	RE	Adult Education	6BM	78.56
Tucker, Jazmine	RE	Adult Education	6BM	78.56
Van Herk, Tracy	RE	Older Wiser Learner	6BM	78.56
Vasilik, Richard	RE	Adult Education AEBG	6BB	75.89

### II. BUSINESS EDUCATION, HUMANITIES, SOCIAL SCIENCES

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Acosta, Pauline	RE	Women's Studies	5AD	79.32
Banks, Clarence	RE	Political Science	1AM	62.55
Chatman, Timothy	RE	Philosophy	2AM	66.04

Cho, Yoon-Sung	RE	Philosophy	6BM	78.56
De Los Rios, Katya	RE	Economics	6BM	78.56
Deering, Mark	RE	Philosophy	6AM	78.56
Der-Mesropian, Emma	RE	Sociology	6BM	78.56
Elbiali, Abdel	RE	Economics	6AD	81.30
Gaffaney, Gialisa	RE	Political Science	6BD	81.30
Gao, Rihao	RE	Political Science	3AM	69.51
Hall, David	RE	History	6BM	78.56
Hawkins, Michael	RE	History	6BD	81.30
Heeren, Jeff	RE	History	6BM	78.56
Keenan, Diane	RE	Economics	6BM	78.56
Latson, Jack	RE	History	5AM	76.63
Merino-Hernandez, Humberto	RE	Economics	2AM	66.04
Mosley, Yolanda	RE	Political Science	5AM	76.63
Read, Robert	RE	History	3BM	69.51
Rendon, William	RE	Political Science	5AM	76.63
Sauber, David	RE	Law	6AD	81.30
Saxton, Joseph	RE	Economics	2AM	66.04
Sayed, Donna	NH	Business Administration	1AM	62.55
Shopfner, Joyce	RE	Business Comm. Office Tech.	6BB	75.89
Sliff, Robert	RE	Philosophy	6BM	78.56
Smith (Schmidt), Stacey	RE	Economics	6AM	78.56
Susuki, Donald	RE	Political Science	1AM	62.55
Sutherland, Corine	RE	Philosophy	6BM	78.56
Swearengin, Rodney	RE	Philosophy	1BM	62.55
Swendson, Paul	RE	History	6BM	78.56
Vayo, Luis	RE	Economics	1AM	62.55
Waszak, Leon	RE	History	6BD	81.30
Williams-Manser, Danylle	RE	Political Science	3AM	69.51
Wyszpolski, Jon	RE	Business Comm. Office Tech.	6BM	78.56
Yilan, Luo (Heidi)	RE	Economics	2AM	66.04
Youssef, Mariam	RE	Women's Studies	3AM	69.51
Ysais, Michelle	RE	Sociology	6BM	78.56

### III. TECHNOLOGY

<b>Part-Time Instructors</b>			<b>Salary</b>	
<b><u>Name</u></b>	<b><u>Status*</u></b>	<b><u>Discipline</u></b>	<b><u>Placement**</u></b>	<b><u>Rate</u></b>
Barnes, James	RE	Machine Tool Technology	6BB	75.89
Chavez, Prudencio	RE	Automotive Mechanical Repair	1AB	60.43
Chiros, Scarlett	RE	Cosmetology	3BM	69.51
Corzo, Rolando	RE	Automotive Collision Repair	3AB	67.16
Figueroa, Melissa	RE	Welding	2AB	63.81
Fitzgerald, Barrett	RE	Plastics & Composites	6BB	75.89
Gonzalez, Jaime	RE	Automotive Mechanical Repair	4AB	70.52
Gonzalez, Juan	RE	Automotive Mechanical Repair	6BB	75.89
Hernandez, Benjamin	RE	Woodworking Manufacturing	5AB	74.05

\* NH=New Hire, RE=Reemployed  
Presented to the Board: April 11, 2018

Hutchison, Phil	RE	Automotive Collision Repair	6BB	75.89
Jamka, Alan	RE	Engineering Technology	6BM	78.56
Long, Judith	RE	Cosmetology	6BB	75.89
Manuel, Samantha	NH	Cosmetology	1AB	60.43
Nguyen, Trinity	RE	Cosmetology	5AB	74.05
Ouwehand, Michael (Todd)	RE	Woodworking Manufacturing	6BM	78.56
Pacheco, Rupert (DJ)	RE	Welding	6BB	75.89
Perkins, David	RE	Welding	6BB	75.89
Sanchez, Carlos	RE	Woodworking Manufacturing	6BB	75.89
Smith, Lynda	RE	Cosmetology	6BM	78.56
Stever, Eugene	RE	Engineering Design Technology	6AB	75.89
Supple, Marty	RE	Automotive Mechanical Repair	6BB	75.89
Tomaselli, Nancy	RE	Cosmetology	6BB	75.89
Supple, Marty	RE	Architecture	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

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
February 26, 2018

PRESENT:	Dr. Jose Fierro	ABSENT:	Dr. Stephen Johnson
	Rick Miranda		Felipe Lopez
	Dr. Adriana Flores-Church		Armando Soto
	Sandy Marks		David Ward
	Michelle Lewellen		
	Stephanie Rosenblatt		
	Brittany Lundeen		
	<i>(for Armando Soto)</i>		
	Dr. April Griffin		
	Lynn Laughon		
	Kim Applebury		
	Karen F. Patron D.	GUEST(s):	Mark Fronke
	Julie Mun		Miya Walker

- I. MEETING CALLED TO ORDER  
Dr. Fierro called the meeting to order at 1:03 p.m.
- II. PUBLIC COMMENTS  
There were no public comments.
- III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES  
Information regarding all employment opportunities is posted on the Human Resources webpage.
- IV. APPROVAL OF MINUTES – February 12, 2018  
It was moved by Ms. Patron and seconded by Dr. Griffin to approve the February 12 minutes. The vote for approval was 9-0-3; Mr. Miranda, Dr. Flores-Church, and Ms. Lundeen abstained.
- V. BOARD AGENDA – March 7, 2018  
The committee reviewed the draft March 7 board agenda.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES  
**Accreditation**  
Mr. Miranda distributed the attached draft Accreditation Self Evaluation Timeline. He stated that the Institutional Self Evaluation Report is due to the ACCJC in December 2019, and the External Evaluation Team Visit is scheduled for Spring 2020. He stated that the Faculty Senate appointed Ms. Lewellen as its Faculty Accreditation Coordinator, and that he and Ms. Shawna Baskette will serve as the ALOs. Constituent group leaders will be contacted soon to appoint their steering committee representatives.

**Web Standards**

Ms. Walker stated that the committee is looking forward to the new website launch scheduled for Monday, March 12 and Tuesday, March 13 during spring break. Given the size, the new site will launch through a long sequence of technical steps that could take several more days to complete. She stated that the process began in 2014 and that since then, they have been working on assessment, identifying platforms, testing platforms, holding focus groups, conducting surveys, reviewing analytics, etc. There have been many obstacles and technical issues along the way. There will be retraining opportunities for web authors to ensure that they are comfortable and up to speed. The deadline to complete migration of SharePoint websites has been extended to the end of summer 2018. Ms. Walker reminded the committee that websites are dynamic publications that are always under construction.

Dr. Fierro stated that when the new website launches, it is inevitable that users will come across technical issues such as broken links. He stated that there is protocol to address these anticipated problems, and asked everybody to please be patient.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

**Student Learning Outcomes**

Mr. Fronke distributed the attached November 27, December 11, and January 22 meeting agendas and minutes, and the February 12 meeting agenda. He stated that the committee continues to work on strategies for communicating the SLO process to the campus. This year, they started at the top to identify institutional SLOs; the committee decided that what we currently have is too specific and they are in the process of redefining them into five broad categories. Mr. Fronke stated that he recently attended a statewide SLO symposium and that the keynote speaker spoke about including SLO information with grades on student transcripts. This may be applicable for CTE degrees where employers require specific knowledge and skills. He also stated that the SLO Extravaganza is scheduled for Friday, April 6, and that the all-day event will include a guest speaker and workshops on various topics. A trainer from eLumen will also be present.

VIII. STATUS OF SHARED GOVERNANCE

**State Auditor Recommendations**

Dr. Flores-Church stated that she met with Ms. Rosenblatt earlier today to discuss her concerns about the reference to a separate database for complaints related to personnel or confidential employee information, to be maintained by Human Resources.

**Coordinating Committee Meeting Schedule**

Dr. Fierro stated that the next meeting is scheduled for March 12, which falls during spring break. He suggested that the March 26 meeting be rescheduled for April 2 so that the committee can review the April 11 board agenda.

It was moved by Ms. Rosenblatt and seconded by Ms. Marks to cancel the March 12 meeting, and reschedule the March 26 meeting to April 2. The vote for approval was unanimous.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Patron stated that the ASCC approved legislation to fund extended library hours, with refreshments, for the week before and the week of finals. They also recently approved legislation to purchase a dome to be built on the roof of the Math/CIS Building to house the telescope, pending final DSA certification. The Budget Committee is scheduled to meet every Friday until the ASCC budget is finalized; Ms. Patron stated that there will be cuts made to every program due to budget reductions. The ASCC Senate will discuss changing its financial code to increase budget controls.

Dr. Griffin thanked Dr. Fierro, Mr. Miranda, and Ms. Patron for serving as guest judges for the annual Tabor-Venitsky tournament. She also stated that the forensics team competed in a speech tournament at CSULB last weekend and that students won several awards. Their next tournament is scheduled for March 12-13 in Montreal, Canada. Dr. Griffin also stated that the deadline to submit applications for the SanFACC Mentorship Program is March 28, and that up to three faculty will be selected.

X. PRESIDENT'S REPORT

Dr. Fierro stated that on Sunday, February 25, there was a social media discussion about an unconfirmed report of an unspecific threat to a school in Norwalk and Cerritos College. The Norwalk Sheriff's Department identified and contacted the source and ruled that the threat was not credible. Dr. Fierro emailed the information to the campus because it is important to keep the campus community informed. While the threat was not made directly to Cerritos College, it is essential to address any concerns that relate to campus safety as quickly as possible. Dr. Fierro asked the committee members to discuss the importance of sharing *confirmed* and *accurate* information to prevent chaos and confusion due to misinformation.

Dr. Fierro announced that the annual Hall of Fame Dinner and Awards Ceremony is scheduled for Thursday, March 8 at the DoubleTree by Hilton in Norwalk. He also provided information related to recent topics discussed by the Executive Council such as ACCJC Annual Reports and IT department updates.

ADJOURNMENT

Meeting adjourned at 2:01 p.m.



## Accreditation Self Evaluation Timeline

### ***Fall 2017 — Building Awareness***

### ***Spring 2018 — Organizing the Work***

- Appoint the representatives to the Accreditation Steering Committee (ASC).
- Hold the first meeting of the Accreditation Steering Committee (ASC). The Self Evaluation Faculty Co-Chair and ALO lead the ASC meetings.
- Invite volunteers to serve on the standards committees. Assign people to the committees.
- Standard committees meet, organize themselves, make preparations for fall, and identify research needs, evidence collection, storage sites and website needs.
- Faculty Co-Chair and VPAA/ALO work with IERP, IT, and others to identify probable research needs, evidence collection, storage sites and website needs.

### ***Summer 2018***

- Research and evidence data assembled, and/or developed based on direction from the ASC.
- Accreditation website updated.

### ***Fall 2018 — Writing Draft One of the Institutional Self Evaluation Report***

- Editorial Assistant identified.
- Standard committees meet on their own, with regular updates to the ASC. ASC meets monthly to check on progress. Faculty Co-Chair and VPAA/ALO facilitate coordination between standards committees and research and documentation efforts. Regular communications with the college community continue.

*Early December: All standard committees complete their first drafts of the Institutional Self Evaluation Report.*

- Faculty Co-Chair completes initial review of drafts, makes sure everything is turned in prior to the end of the semester.

### ***Spring 2019 — Writing Draft Two of the Institutional Self Evaluation Report***

- ASC reviews first drafts of the Institutional Self Evaluation Report and offers advice to the Standard Committees.
- Staff work with standard committees to develop documentation and drafts for Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Evaluation, Abstracts, and Planning Summary.

- Draft One of the Institutional Self Evaluation Report is disseminated electronically to the college community, and informational workshops are presented. Students, staff, faculty, managers, and Board members are encouraged to respond with comments and suggestions.
- Standard committees make final revisions to their drafts.

*Early May: All standard committees complete their second drafts.*

- Faculty Co-Chair completes initial review of second drafts, makes sure that everything is turned in prior to the end of the semester.

### ***Summer 2019***

- Editorial Assistant, working with the Faculty Co-Chair, the VPAA/ALO and others, reviews and revises material and produces second draft of the Institutional Self Evaluation Report, including Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Educational Quality and Institutional Effectiveness Review, and Abstracts and Planning Summary.
- Plans are developed for the format, printing, and distribution of the Institutional Self Evaluation Report.

### ***Fall 2019 — Final Review and Preparation of the Self Study***

- Faculty Co-Chair writes the Organization and Timeline sections of the Institutional Self Evaluation Report.
- Collegewide review of Draft Two of the Institutional Self Evaluation Report.
- ASC approves the Certification of Continued Institutional Compliance with Eligibility Requirements and Certification of Continued Institutional Compliance with Commission Policies.
- Review of the entire document by the Editorial Assistant, standard committees, and the ASC.
- Early November: Collegewide review of Draft Three of the Institutional Self Evaluation Report.
- December 1<sup>st</sup>: Final draft of the Institutional Self Evaluation Report sent to print.
- December Board of Trustees meeting: Board of Trustees approves the Institutional Self Evaluation Report.

### ***Spring 2020 — The External Evaluation Team Visit***

- VPAA/ALO sends letter to the Accrediting Commission with updates on significant developments that have occurred since the publication of the Institutional Self Evaluation Report.
- Institutional Self Evaluation Report is distributed to college community and sent to External Evaluation Team members.
- A planning group is formed to organize the logistics of the External Evaluation Team visit.



# SLO Committee Agenda

**Date:** Monday, November 27, 2017  
**Time:** 3:30 - 5:00 p.m.  
**Location:** SS 16

1. Introductions
2. Approval of Minutes from November 13, 2017 meeting.
3. Review of ISLOs and GESLOs
4. SLO Extravaganza – Tentative date – Friday – April 6, 2018
  - a. Writing effective SLOs
  - b. Creating authentic assessments
  - c. Getting data into elumen
  - d. Getting data out of elumen
  - e. Writing Effective Action Plans
  - f. Administrative SLOs
  - g. SLOs for Program Review
5. Mapping issues in eLumen
6. Workshop with Reading Department - November 28, 11:00 in BE122
7. Items from the floor



# SLO Committee Minutes

**Date:** November 27, 2017

**Time:** 3:30 – 5:00 p.m.

**Location:** SS 16

Division	Role	Name	08/28/2017	09/11/2017	09/25/2017	10/09/2017	11/13/2017	11/27/2017	12/11/2017
Business	SLO Coordinator	Mark Fronke	P	P	P	P	P	P	
Counseling	SLO Coordinator	Jan Connal	P	P	P	A	P	P	
CCFF	Faculty	Pauline Acosta	P	P	P	P	A	A	
Counseling	Faculty	Traci Ukita	A	P	P	P	P	P	
Curriculum	Faculty	Carrie Edwards	A	A	A	A	A	A	
DSPS	Faculty	Steven La Vigne	P	P	P	A	P	A	
Faculty Senate	Faculty	Vacant	A	A	A	A	A	A	
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P	P	P	
Health Occupations	Faculty	Ann Voorhies	P	P	P	A	P	A	
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P	P	P	
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P	P	P	P	
Liberal Arts	Faculty	Lee Anne McIlroy	P	P	P	P	A	P	
Library/LRC	Faculty	Lorraine Gersitz	P	A	P	A	A	P	
SEM	Faculty	Chace Tydell	P	P	P	P	P	P	
Technology	Faculty	Chuong Vo	P	P	A	P	P	P	
IERP	ACCME	Kristi Blackburn	P	P	P	P	P	P	
SEM	ACCME	Connie Boardman	P	P	P	A	P	A	
Student Services	ACCME	Terrie Lopez	A	P	A	P	P	P	
CSEA	Classified	Vacant	A	A	A	A	A	A	
ASCC	Student	Princess Florendo	P	A	A	A	A	A	

	Summary of Discussion
<b>Meeting Called to Order</b>	SLO Coordinator Mark Fronke called meeting to order at 3:35 p.m.
<b>Approval of Minutes</b>	Jaclyn Ronquillo-Adachi made a motion to approve the minutes from the November 13, 2017 SLO Committee Meeting. Chace Tydell seconded the motion. Of the thirteen-committee members present three abstained- Lorraine Gersitz, Lee Ann McIlroy and Jan Connal.
<b>Review of ISLOs and GESLOs</b>	<p>Fronke presented a spreadsheet which listed the current Institutional SLOs and the General Education SLOs. The spreadsheet also included a grid of many different California Community Colleges and their ISLOs and GESLOs. A robust discussion was held regarding the current Cerritos College ISLOs and GESLOs. Based on the discussion, the committee decided that our current version needed to be simplified into five ‘themes’ similar to how they have been adopted by De Anza and Santa Monica Colleges. Additionally, the committee also decided to consolidate the ISLOs and GESLOs into one group which covered the concepts of both and instructed the Chair to investigate that approach and draft a new version for review at the December 11<sup>th</sup> meeting.</p> <p><b>Action:</b> Draft a new version of the Cerritos College ISLOs and GESLOs for discussion. Reach out to De Anza College to discuss their approach and any reaction from the ACCJC. Report the potential for revising ISLOs to the Faculty Senate President</p> <p><b>Responsibility:</b> Fronke.</p>
<b>SLO Extravaganza- Tentative date- Friday- April 6, 2018</b>	<p>Fronke provided an update on the “SLO Extravaganza” planned for the Spring. Sharon Hamill has agreed to serve as the guest speaker and will start the day with her speech. It has not yet been determined about an appropriate honorarium. This will be discussed with Rick Miranda and reported back as well as funding for refreshments for the participants.</p> <p>The committee discussed the strategy for scheduling the various workshops during the morning break out sessions. It was decided to have two tracks for participants to follow.</p> <p>Track 1 – Writing effective SLOs Creating authentic assessments</p>

	<p>Getting data into eLumen</p> <p>Track 2 – Getting data out of eLumen Writing effective action plans Mapping to PSLOs and ISLOs</p> <p>The final session will be focused on using SLO information for Program Review which will be for all participants perhaps during the luncheon portion of the day.</p> <p><b>Action:</b> Discuss funding with Rick Miranda. Plan break out session content. <b>Responsibility:</b> Fronke.</p>
<p><b>Mapping Issues in eLumen</b></p>	<p>Fronke reported that some of the mappings from individual Course SLOs was missing from eLumen. He mentioned that before discussing the mappings with Department Chairs, the revision of the ISLOs should take priority.</p> <p><b>Action:</b> Develop content for mapping to PSLOs and ISLOs for the SLO Extravaganza. <b>Responsibility:</b> Fronke.</p>
<p><b>Workshop with Reading Department- November 28, 11:00 in BE 122</b></p>	<p>Fronke will be holding a workshop for the Reading Department on November 28, at 11:00am in BE 122. Anyone else is welcomed to attend.</p> <p><b>Action:</b> Hold workshop. <b>Responsibility:</b> Fronke.</p>
<p><b>Meeting Adjourned</b></p>	<p>SLO Coordinator Mark Fronke adjourned the meeting at 4:41 p.m.</p>



# SLO Committee Agenda

**Date:** Monday, December 11, 2017  
**Time:** 3:30 - 5:00 p.m.  
**Location:** SS 16

1. Introductions
2. Approval of Minutes from November 27, 2017 meeting.
3. Discussion on ISLO Draft
4. Update on eLumen
5. Items from the floor



# SLO Committee Minutes

**Date:** December 11, 2017

**Time:** 3:30 – 5:00 p.m.

**Location:** SS 16

Division	Role	Name	08/28/2017	09/11/2017	09/25/2017	10/09/2017	11/13/2017	11/27/2017	12/11/2017
Business	SLO Coordinator	Mark Fronke	P	P	P	P	P	P	P
Counseling	SLO Coordinator	Jan Connal	P	P	P	A	P	P	P
CCFF	Faculty	Pauline Acosta	P	P	P	P	A	A	P
Counseling	Faculty	Traci Ukita	A	P	P	P	P	P	P
Curriculum	Faculty	Carrie Edwards	A	A	A	A	A	A	A
DSPS	Faculty	Steven La Vigne	P	P	P	A	P	A	P
Faculty Senate	Faculty	Vacant	A	A	A	A	A	A	A
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P	P	P	P
Health Occupations	Faculty	Ann Voorhies	P	P	P	A	P	A	P
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P	P	P	P
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P	P	P	P	P
Liberal Arts	Faculty	Lee Anne McIlroy	P	P	P	P	A	P	P
Library/LRC	Faculty	Lorraine Gersitz	P	A	P	A	A	P	P
SEM	Faculty	Chace Tydell	P	P	P	P	P	P	P
Technology	Faculty	Chuong Vo	P	P	A	P	P	P	P
IERP	ACCME	Kristi Blackburn	P	P	P	P	P	P	P
SEM	ACCME	Connie Boardman	P	P	P	A	P	A	P
Student Services	ACCME	Terrie Lopez	A	P	A	P	P	P	P
CSEA	Classified	Vacant	A	A	A	A	A	A	A
ASCC	Student	Princess Florendo	P	A	A	A	A	A	A



	Summary of Discussion
<b>Meeting Called to Order</b>	SLO Coordinator Mark Fronke called meeting to order at 3:35 p.m.
<b>Approval of Minutes</b>	Traci Ukita made a motion to approve the minutes from the November 27, 2017 SLO Committee Meeting. Jaclyn Ronquillo-Adachi seconded the motion. Of the thirteen-committee members present two abstained- Connie Boardman and Steven La Vigne.
<b>Review of ISLOs and GESLOs</b>	<p>Fronke presented a draft of revised Institutional Student Learning Outcomes (ISLOs) based on the input from the Committee at the November 27, 2017 meeting. The draft presented is provided as an attachment to these minutes. Various committee members provided suggestions for edits to the document and the changes were recorded by Fronke.</p> <p>Since the revised ISLOs were crafted based on the approach taken by De Anza College, the committee suggested we investigate the status of their recent accreditation.</p> <p>Fronke suggested the revised draft be presented to the Faculty Senate through the Senate President.</p> <p><b>Action:</b> Update the revised ISLO draft to incorporate the suggested edits and forward to the Faculty Senate President.</p> <p><b>Responsibility:</b> Fronke</p> <p><b>Action:</b> Investigate the status the recent accreditation for De Anza College.</p> <p><b>Responsibility:</b> Jan Connal</p>
<b>Fall 2017 Assessment Strategy</b>	<p>Fronke reported the ongoing issues related to uploading rosters from the Fall 2017 classes into eLumen. Due to the implementation of the Curriculum module, there were errors from the dataload which need to be addressed before a successful dataload can be facilitated. It was anticipated that these errors would be fixed and a successful dataload would happen during the winter break.</p> <p>In order to facilitate timely assessments, the committee decided by consensus to direct Fronke to set up assessments for Fall 2017 for all courses which had more than 2 sections.</p>

	<p><b>Action:</b> Set up the Assessments for all courses which had more than 2 sections in the Fall 2017 semester.</p> <p><b>Responsibility:</b> Fronke.</p>
<b>Mapping Issues in eLumen</b>	<p>Fronke reported that some of the mappings from individual Course SLOs was missing from eLumen. He mentioned that before discussing the mappings with Department Chairs, the revision of the ISLOs should take priority.</p> <p><b>Action:</b> Develop content for mapping to PSLOs and ISLOs for the SLO Extravaganza.</p> <p><b>Responsibility:</b> Fronke.</p>
<b>Meeting Adjourned</b>	<p>SLO Coordinator Mark Fronke adjourned the meeting at 4:25 p.m.</p>

Cerritos College

Institutional Learning Outcomes – Drafted Fall 2017

Cerritos College has developed the following Institutional Student Learning Outcomes (ISLOs) to provide guidelines to current and future students regarding the expectations for successful completion of its courses, certificates and degrees. Successful students will be expected to demonstrate the knowledge, skills and personal qualities contained within one (or more) of these ISLOs regardless of whether they complete individual courses or earn specific certificates or degrees.

### **Personal Knowledge and Responsibility**

Students will develop the necessary attitude to define, maintain and complete their personal educational goals. They will learn to work independently to accomplish personal goals toward realizing their full potential academically, physically and emotionally whether for personal enrichment, further education or career advancement.

### **Communication and Expression**

Students will demonstrate the ability to communicate effectively by expressing their thoughts, images and ideas both in written and oral forms. They will learn to engage actively in both verbal and non-verbal dialogue and discussion in an appropriate manner to communicate their ideas as well as evaluate the ideas of others.

### **Information Literacy**

Students will demonstrate the ability to identify situations when gathering additional information is necessary and use appropriate resources and technologies to locate, evaluate and incorporate the information when developing supporting arguments and drawing conclusions. They will develop the ability to understand any legal, ethical or social issues regarding the use of information.

### **Critical Thinking and Quantitative Reasoning**

Students will demonstrate the ability to recognize assumptions within an argument and actively and skillfully analyze underlying reasoning to develop a conclusion. They will apply qualitative and quantitative analysis to solve problems, test theories, predict outcomes, and explore alternatives in an ethical manner.

### **Social Engagement**

Students will develop values and beliefs in their role as a member of local, national and global societies to promote truth, fairness and goodwill to others. They will use the democratic process to further their values and beliefs and recognize and accept differing perspectives based on cultural diversity. They will engage in actions which provide service to others and have a positive impact on their local community.



# SLO Committee Agenda

**Date:** Monday, January 22, 2018  
**Time:** 3:30 - 5:00 p.m.  
**Location:** LC 51

1. Introductions
2. Approval of Minutes from December 11, 2017 meeting.
3. Discussion on revised ISLO Draft
4. Update on eLumen
  - a. Fall Assessment Strategy
  - b. Canvas integration
5. Presentation of revised ISLOs and Assessment Strategy to Chair's Counsel
6. SLO Symposium – February 9<sup>th</sup> at Orange Coast College
7. Update on “SLO Extravaganza Day” – April 6
8. Items from the floor

Next Meeting – February 12 @ 3:30 in LC51



# SLO Committee Minutes

**Date:** January 22, 2018

**Time:** 3:30 – 5:00 p.m.

**Location:** SS 16

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P						
Counseling	SLO Coordinator	Jan Connal	P						
CCFF	Faculty	Pauline Acosta	P						
Counseling	Faculty	Traci Ukita	P						
Curriculum	Faculty	Carrie Edwards	A						
DSPS	Faculty	Steven La Vigne	P						
Faculty Senate	Faculty	Michelle Lewellen	P						
Fine Arts & Comm.	Faculty	Sergio Teran	P						
Health Occupations	Faculty	Ann Voorhies	P						
HPEDA	Faculty	Jennifer O'Connor	P						
HSS	Faculty	Jaclyn Ronquillo-Adachi	P						
Liberal Arts	Faculty	Lee Anne McIlroy	A						
Library/LRC	Faculty	Lorraine Gersitz	P						
SEM	Faculty	Chace Tydell	P						
Technology	Faculty	Chuong Vo	P						
IERP	ACCME	Kristi Blackburn	A						
SEM	ACCME	Connie Boardman	A						
Student Services	ACCME	Terrie Lopez	A						
CSEA	Classified	Vacant	A						
ASCC	Student	Princess Florendo	A						

	Summary of Discussion
<b>Meeting Called to Order</b>	SLO Coordinator Mark Fronke called meeting to order at 3:35 p.m. and recognized Michelle Lewellen who will serve as the representative from the Faculty Senate for the remainder of the academic year.
<b>Approval of Minutes</b>	Jaclyn Ronquillo-Adachi made a motion to approve the minutes of the meeting from December 11, 2017 which was seconded by Steven La Vigne. The motion unanimously passed with one abstention from Michelle Lewellen.
<b>Review of ISLOs and GESLOs</b>	Fronke presented the current draft of the proposed Institutional SLOs and some final changes were made before it is presented to the Chair's Counsel for further discussion.  <b>Action:</b> Present the draft of ISLOs to the Chair's Counsel <b>Responsibility:</b> Fronke
<b>Update on eLumen</b>	Fronke reported that assessments for Fall 2017 had been set up for all courses which had more than 2 sections. Faculty who teach courses with less than 2 sections are encouraged to assess, but need to notify which courses and sections are requested to be assessed.  Per the established deadline cycle, January 31, 2018 is the deadline for having assessment results input into eLumen. However, because of the issues with eLumen, the committee remains flexible on the timing in order to facilitate the maximum participation.  <b>Action:</b> Set up any additional assessments for Fall 2017 per request of individual faculty. <b>Responsibility:</b> Fronke.
<b>Presentation of revised ISLOs and Assessment Strategy to Chairs Counsel</b>	Fronke reported that he will be presenting the revised ISLOs and the overall assessment cycle and strategy to the Chair's Counsel on February 22, 2018. The purpose of the visit is to gather feedback on the process and develop consensus with the Chairs.  <b>Action:</b> Visit Chair's Counsel and present revised ISLOs and Assessment Strategy, gather feedback and report to the Committee <b>Responsibility:</b> Fronke.
<b>SLO Symposium – February 9<sup>th</sup></b>	Fronke reported that he will be attending the 5 <sup>th</sup> Annual SLO Symposium sponsored by the Academic Senate for California Community Colleges. He was requested to lead a round table discussion regarding the SLO process.  <b>Action:</b> Attend SLO Symposium and lead round table discussion. <b>Responsibility:</b> Fronke
<b>Update on "SLO Extravaganza"</b>	Fronke reported that we are moving forward for our planned 'SLO Extravaganza' on Friday April, 6, 2018. Fronke has received approval from the Vice President of

	<p>Academic Affairs to fund the guest speaker and provide refreshments before and after the event. Fronke will arrange for the necessary facilities and advise the Culinary Arts department of food requirements.</p> <p>The SLO Extravaganza is available for flex credit through the CTX and the whole campus community will be encouraged to participate.</p> <p><b>Action:</b> Finalize the arrangements for SLO Extravaganza  <b>Responsibility:</b> Fronke</p>
<p><b>Items from the floor</b></p>	<p>Jaclyn Ronquillo-Adachi reported some concerns regarding the mapping of the Psychology Department Course SLOs to their Program SLOs. Fronke reported that many of the mappings appeared to be erroneous.</p> <p><b>Action:</b> Investigate PSYC mappings and report back to the Committee.  <b>Responsibility:</b> Fronke</p>
<p><b>Meeting Adjourned</b></p>	<p>SLO Coordinator Mark Fronke adjourned the meeting at 4:20 p.m.</p>



# SLO Committee Agenda

**Date:** Monday, February 12, 2018  
**Time:** 3:30 - 5:00 p.m.  
**Location:** LC 51

1. Introductions
2. Approval of Minutes from January 22, 2018 meeting.
3. Update on eLumen
  - a. Fall Assessment Strategy
  - b. Canvas integration
  - c. Mapping Issues
4. Guided Pathways Document
5. SLO Symposium Report
6. Update on “SLO Extravaganza Day” – April 6
7. Items from the floor

Next Meeting – February 26 @ 3:30 in LC51



# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 39**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:**

\_\_\_\_\_  
Rick Miranda  
Vice President, Academic Affairs  
Assistant Superintendent

**PREPARED BY:**

\_\_\_\_\_  
Carla Yorke  
Dual Enrollment Manager

<p><b>SUBJECT:      Information Item: College and Career Access Pathways Partnership Agreement</b></p>
--

**ACTION**

It is recommended that the Board of Trustees receive and accept Cerritos College's College and Career Access Pathways Partnership (CCAP) agreement.

**FISCAL IMPACT**

There is no fiscal impact.

**REPORT SUMMARY**

In October 2015, Assembly Bill 288 was passed authorizing the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

As a condition of, and before adopting a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, will present the CCAP agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, will take comments from the public and approve or disapprove the proposed CCAP agreement.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

College and Career Access Pathways Partnership Agreement



# **Cerritos College**

## **COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIPS AGREEMENT**

**BETWEEN**

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**AND**

**UNIFIED SCHOOL DISTRICT**

**Cerritos Community College District** (“COLLEGE DISTRICT”) and **Unified School District** (hereinafter “SCHOOL DISTRICT”) agree to the following College and Career Access Pathways Partnership Agreement (“CCAP”) regarding the operation of dual enrollment courses (hereinafter “Dual Enrollment Course Program”) on SCHOOL DISTRICT campuses.

### **RECITALS**

**WHEREAS**, Assembly Bill 288, effective January 1, 2016, authorizes the governing board of a community college district to enter into a College and Career Access Pathways partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education, preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness; and

**WHEREAS**, participation in this CCAP Partnership Agreement is consistent with the COLLEGE DISTRICT core mission pursuant to Education Code Section 66010.4; and

**WHEREAS**, various operational aspects of this CCAP Partnership Agreement is incorporated in Exhibit "A" attached hereto, the provisions of which establish adherence to various education code requirements pertaining to, among other things, allowances, apportionments, and enrollment; and

**WHEREAS**, the parties desire to enter this CCAP Partnership Agreement, which sets forth their mutual right and responsibilities and governs their relationship regarding the Dual Enrollment Course Program.

**NOW, THEREFORE**, the SCHOOL DISTRICT and the COLLEGE DISTRICT each agree to the following terms in this CCAP Partnership Agreement:

### **1. ADMISSIONS AND REGISTRATION**

1.1 Admissions and registration shall be coordinated by the Administrative Liaison in section 4.3 hereof and applicable policies and procedures established by the COLLEGE DISTRICT.

1.2 Prior to registering for a dual enrollment course, students shall complete and submit a Special Admit/College Bridge Application provided as Exhibit B attached to this Agreement.

1.3 The SCHOOL DISTRICT shall pay the total cost of books and materials for students who enroll in a dual enrollment course.

1.4 Registration and access to all dual enrolled courses scheduled at the SCHOOL DISTRICT shall only be open to SCHOOL DISTRICT students if enrollment meets minimum capacity for the course offered. If the SCHOOL DISTRICT cannot fill to minimum capacity, the course will be cancelled by the COLLEGE DISTRICT.

1.5 SCHOOL DISTRICT shall be responsible for the payment of the health and activities fees for students who enroll in dual enrollment courses as listed under Exhibit C.

1.6 All dual enrollment courses shall meet the enrollment requirements as set forth by the COLLEGE DISTRICT.

1.7 Priority enrollment and registration for SCHOOL DISTRICT students that are enrolling in the CCAP Partnership Agreement that is equivalent to SCHOOL DISTRICT students who attend a middle college high school.

## **2. COURSES**

2.1 The Dual Enrollment Course program courses offered in the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on the COLLEGE DISTRICT campus. The dual enrollment course taught at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT. The Dual Enrollment courses are described in Exhibit C attached to this Agreement.

2.2 Courses offered in the SCHOOL DISTRICT shall be COLLEGE DISTRICT catalogued courses with the same department designations, course descriptions, numbers, titles, and credits. The COLLEGE DISTRICT is responsible for these dual enrollment courses.

2.3 Courses offered in the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE DISTRICT.

2.4 Site visits by one or more representatives of the COLLEGE DISTRICT shall be permitted by the SCHOOL DISTRICT to ensure that courses offered in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE DISTRICT campus.

2.5 This CCAP Partnership Agreement lists the courses that the COLLEGE DISTRICT will offer on the SCHOOL DISTRICT'S campus(es), as listed in Exhibit C. Each course is offered to 1)

prepare students for transfer; 2) improve high school graduation rates; 3) help high school pupils achieve college and career readiness; or 4) offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless career technical education pathways from high school to community college. No physical education courses will be offered.

2.6 The COLLEGE DISTRICT will not offer courses that are oversubscribed or has a waiting list in this CCAP Partnerships Agreement.

2.7 SCHOOL DISTRICT students are allowed to take up to 15 units per term if all of the following are satisfied:

- a) the units are no more than four COMMUNITY COLLEGE courses per term
- b) the units are part of an academic program that is part of a CCAP partnership agreement
- c) the units are part of an academic program designed to award SCHOOL DISTRICT students both a high school diploma and an AA degree, a certificate or a credential.

2.8 SCHOOL DISTRICT students participating in this CCAP Partnership Agreement will not cause otherwise eligible adults to be displaced from COMMUNITY COLLEGE courses.

2.9 Any remedial course taught by COMMUNITY COLLEGE faculty at the SCHOOL DISTRICT campus shall be offered only to SCHOOL DISTRICT students who do not meet their grade level standard in math, English, or both, (below 9<sup>th</sup> grade level), as determined by the SCHOOL DISTRICT. The COMMUNITY COLLEGE and SCHOOL DISTRICT faculty shall engage in a collaborative effort to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

2.10 If the governing board of the COLLEGE DISTRICT is planning to offer a Career Technical Education program for dual enrollment, prior to establishing the program, the COLLEGE DISTRICT shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program.

### **3. FACULTY**

3.1 Dual enrollment faculty shall be COLLEGE DISTRICT approved teachers. All courses offered under this CCAP Agreement shall be taught by faculty employed by the COLLEGE DISTRICT. The COLLEGE DISTRICT shall be the employer of record for these faculty members and shall be responsible for all assignment monitoring. If applicable to the SCHOOL DISTRICT, the SCHOOL DISTRICT is responsible for reporting obligations to the County Office of Education, and for federal teacher quality mandates and/or California credential rules.

3.2 The SCHOOL DISTRICT and the COLLEGE DISTRICT will comply with local collective bargaining agreements, and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a dual enrollment course offered for high school credit.

3.3 The COLLEGE DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty. The COLLEGE DISTRICT shall also be solely responsible to carry and maintain Workers' Compensation coverage for dual enrollment faculty reflecting statutory limits with employer's liability limits of \$1,000,000 at minimum.

3.4 Faculty provided by the SCHOOL DISTRICT shall meet the Dual Enrollment Course Program minimum qualifications or equivalency established by the COLLEGE DISTRICT based on Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook. The COLLEGE DISTRICT shall have the primary right to control and direct the activities of faculty provided by the SCHOOL DISTRICT while they are providing instruction in dual enrollment courses.

3.5 Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE DISTRICT shall be ineligible to teach dual enrollment courses.

3.6 Faculty performance shall be evaluated by the COLLEGE DISTRICT using the adopted evaluation process and standards for part-time faculty of the COLLEGE DISTRICT.

3.7 If necessary, substitute Faculty will be approved by the COLLEGE DISTRICT using the same process and subject to the same conditions described herein.

3.8 No COMMUNITY COLLEGE instructor who has been convicted of any sex offense, as defined in Education Code Section 87010, or any controlled substance offense, as defined in Education Code Section 87011, shall be retained by the COMMUNITY COLLEGE to teach any course on any SCHOOL DISTRICT campus. All COMMUNITY COLLEGE faculty teaching courses under this Agreement shall meet all required minimum qualifications and conditions, including clearance through a Live Scan process. Both SCHOOL DISTRICT and COLLEGE DISTRICT shall require clearance of their respective criminal background screenings prior to the commencement of work specified in Section 3.8 herein; further, both shall maintain and actively monitor their respective criminal status change updates issued by their respective established law enforcement agencies, including but not limited to the California State Department of Justice and such other state and federal agencies used in the course of their respective pre- and ongoing-employment screenings.

3.9 A COMMUNITY COLLEGE instructor teaching a course at the SCHOOL DISTRICT campus will not displace or result in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on the SCHOOL DISTRICT campus.

3.10 A SCHOOL DISTRICT teacher teaching a course offered for college credit at a SCHOOL DISTRICT campus will not displace or result in the termination of an existing COMMUNITY COLLEGE faculty teaching the course at the partnering community college campus.

3.11 The COLLEGE DISTRICT has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of the health and safety of students, and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line of sight of the students. California Code Regs., tit. 5, §§ 58050, 58051, 58056, 58058 a.

3.12 Where the instructor is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT has an additional written agreement/contract with each instructor requiring student attendance and FTES to be reported by the instructor as required by the COLLEGE DISTRICT and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor. Cal. Code Regs., tit. 5, § 58058(b). The COLLEGE DISTRICT must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructor.

#### **4. LIAISON**

4.1 The COLLEGE DISTRICT shall appoint an academic department administrator who will serve as Academic Liaison or as assigned by COLLEGE DISTRICT, and who will approve all dual enrollment instructors in consultation with the academic department of the COLLEGE DISTRICT. The Academic Liaison shall provide initial training and COLLEGE DISTRICT performance evaluations for dual enrollment faculty.

4.2 The Academic Department Liaison will also keep dual enrollment faculty informed of new Dual Enrollment Course Program curriculum developments, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations, and syllabus components.

4.3 The COLLEGE DISTRICT shall appoint an administrator who will serve as the Administrative Liaison. The Administrative Liaison shall conduct site visits and strengthen communication between essential elements of the SCHOOL DISTRICT, the COLLEGE DISTRICT, and their respective academic and student affairs departments.

#### **5. FEES**

5.1 SCHOOL DISTRICT students enrolled in courses offered through this CCAP agreement shall not be assessed or charged a fee, including a fee charged to a student, or a student's parent/guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course.

5.2 SCHOOL DISTRICT students enrolled in courses offered through this CCAP Partnership Agreement shall be exempt from the following community college fee requirements (1) Student Representation Fee, (2) Nonresident Tuition Fee, (3) Transcript Fees, (4) Course Enrollment Fees, (5) Apprenticeship Course Fees, and (6) Child Development Center Fees.

## **6. ON-SITE SUPERVISION**

6.1 Dual enrollment courses and students shall be under the direct supervision of the site administrator designated by the COLLEGE DISTRICT as the SCHOOL DISTRICT's Representative.

## **7. STUDENTS**

7.1 Students must meet all Dual Enrollment Course Program COLLEGE DISTRICT prerequisite requirements as established by the COLLEGE DISTRICT and stated in the COLLEGE DISTRICT catalog before enrolling in a dual enrollment course.

7.2 Grades earned by students enrolled in dual enrollment courses will be posted on official COLLEGE DISTRICT transcripts.

7.3 Students enrolled in dual enrollment courses will be directed to the official catalogue of the COLLEGE DISTRICT.

7.4 Students enrolled in dual enrollment courses will be eligible for student support services, provided by the SCHOOL DISTRICT and the COLLEGE DISTRICT itself.

7.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE DISTRICT credit for work completed and must submit appropriate withdrawal paperwork by all published COLLEGE DISTRICT deadlines.

7.6 A dropped class within the COLLEGE DISTRICT drop date will not appear on the high school transcript as a COLLEGE DISTRICT course. A student may complete the course to receive high school credit. A drop date for a dual enrollment course is established by all published COLLEGE DISTRICT deadlines.

7.7 In developing the educational program created under this CCAP, the SCHOOL DISTRICT and the COLLEGE DISTRICT shall make assessments as to whether the participating SCHOOL DISTRICT students have the ability to benefit from the courses offered in this agreement. The following criteria in making this assessment is:

- a) students will take the COLLEGE DISTRICT assessment test (when applicable and if compliant with Education Code established by AB 705 of 2017.)

- b) student's high school GPA
- c) student's high school transcript

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

8.1 Students enrolled in dual enrollment courses shall be held to the same standards of achievement as students on the COLLEGE DISTRICT campus.

8.2 Students enrolled in dual enrollment courses shall be held to the same grading standards as those expected of students in campus COLLEGE DISTRICT sections.

8.3 Students enrolled in dual enrollment courses shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in campus COLLEGE DISTRICT sections.

8.4 Students enrolled in dual enrollment courses shall be held to the same behavioral standards as those expected of students in campus COLLEGE DISTRICT sections.

## **9. EVALUATION**

9.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT may conduct end-of-term student evaluations for each dual enrollment course offered in the SCHOOL DISTRICT in accordance with established guidelines.

9.2 The COLLEGE DISTRICT and the SCHOOL DISTRICT may survey and collect data on students and alumni of dual enrollment courses after they graduate from the SCHOOL DISTRICT.

9.3 The COLLEGE DISTRICT and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT instructors, principals, and guidance counselors.

9.4 The COLLEGE DISTRICT and the SCHOOL DISTRICT shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual enrollment course delivery.

## **10. RECORDS**

10.1 Records of student attendance, grades and achievement for all SCHOOL DISTRICT students who enroll in a dual enrollment course shall be maintained by the SCHOOL DISTRICT and by the COLLEGE DISTRICT electronic records systems through the course instructor. (Education Code section 76220).

## **11. INFORMATION SHARING**

11.1 Any education records or personally identifiable information pertaining to any SCHOOL DISTRICT students taking courses under this CCAP Agreement shall be exchanged between the SCHOOL DISTRICT and the COLLEGE DISTRICT in compliance with the Family Educational Privacy Rights Act (FERPA), Education Code Sections 76200-76246, and COLLEGE DISTRICT



Board Policies and Administrative Procedures. The COLLEGE DISTRICT shall provide a dual enrollment application form on which the parent or guardian of the SCHOOL DISTRICT student will provide written consent to information sharing between the SCHOOL DISTRICT and the COLLEGE DISTRICT. Education records and personally identifiable information regarding SCHOOL DISTRICT students shall be shared between the COLLEGE DISTRICT Administrative Liaison and the SCHOOL DISTRICT Site Liaison. The Administrative Liaison and the Site Liaison shall then further share that information within their respective institutions, as necessary.

## **12. REPORTING**

12.1 The COLLEGE DISTRICT, in partnership with the SCHOOL DISTRICT, shall report annually to the State Chancellor's Office all of the following information:

- a) The total number of high school pupils by school site enrolled in this CCAP partnership agreement, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- b) The total number of community college courses, by course category and type and by school site, enrolled in this CCAP partnership participants.
- c) The total number and percentage of successful course completions, by course category, type and by school site, by SCHOOL DISTRICT students.
- d) The total number of Full Time Equivalent Student (FTES) generated by this CCAP partnership agreement.

## **13. INDEMNIFICATION**

13.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE DISTRICT and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the COLLEGE DISTRICT, arising out of the performance of or in connection with this AGREEMENT. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers and employees.

13.2 The COLLEGE DISTRICT agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the SCHOOL DISTRICT, arising out of the performance of or in connection with this AGREEMENT. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE DISTRICT, its officers and employees.

## **14. INSURANCE**

14.1 The SCHOOL DISTRICT, in order to protect the COLLEGE DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, an insurance policy or an approved program of self-insurance for general liability and auto liability in the amount of not less than TWO MILLION DOLLARS (\$2,000,000) per incident/ FOUR MILLION DOLLARS (\$4,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident and sexual molestation and abuse coverage of not less than THREE MILLION DOLLARS (\$3,000,000) per occurrence/SIX MILLION DOLLARS (\$6,000,000) aggregate with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the state of California. Said policy of insurance or program of self-insurance shall expressly name the COLLEGE DISTRICT, its agents, employees and officers as additional insured for the purposes of this AGREEMENT. A certificate of insurance including such endorsement shall be furnished to the COLLEGE DISTRICT.

14.2 The COLLEGE DISTRICT, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, an insurance policy or an approved program of self-insurance for general liability and auto liability in the amount of not less than TWO MILLION DOLLARS (\$2,000,000) per incident/\$4,000,000 aggregate, property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident, and sexual molestation and abuse coverage of not less than THREE MILLION DOLLARS (\$3,000,000) per occurrence/SIX MILLION DOLLARS (\$6,000,000) aggregate with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the state of California. Said policy of insurance or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this AGREEMENT. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

## **15. APPORTIONMENT/FTES**

15.1 The COLLEGE DISTRICT may include the students enrolled in the dual enrollment courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments, so long as the dual enrollment courses comply with current requirements for dual enrollment under applicable California law.

15.2 The COLLEGE DISTRICT must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group, according to education code § 84752; California Code Regs., tit. 5, § 58051.5. The COLLEGE

DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources, according to education code § 84752; California Code Regs., tit. 5, § 58051.5.

## **16. NON-DISCRIMINATION**

16.1 Neither the SCHOOL DISTRICT nor the COLLEGE DISTRICT shall discriminate on the basis of race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code.

16.2 COLLEGE DISTRICT Board Policy provides that the COLLEGE DISTRICT, and each individual who represents the COLLEGE DISTRICT, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

## **17. TERM OF AGREEMENT**

17.1 This agreement shall remain in effect until cancelled by either party.

## **18. TERMINATION OR CHANGES**

18.1 Either party may terminate this CCAP Partnership agreement at any time by providing 30-days written notice to the other party. Written notice of termination or changes to this CCAP Partnership Agreement shall be addressed to the responsible person listed in Item 19 below.

18.2 Upon termination of this AGREEMENT, the SCHOOL DISTRICT shall develop a COLLEGE DISTRICT approved plan that enables students to complete the dual enrollment course they are enrolled in.

## **19. NOTICES**

19.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U. S. Mail, postage to be prepaid, to the following addresses:

SCHOOL DISTRICT:

Unified School District

Address of Unified School District

**COLLEGE DISTRICT:**

Cerritos Community College District  
11110 Alondra Boulevard  
Norwalk, CA 90650-6298  
Attention: Director of Purchasing and Contract Administration

**20. INTEGRATION**

20.1 This CCAP agreement sets forth the entire agreement between the Parties relating to the subject matter of this Agreement. All agreements or representations will be in writing regarding the subject matter hereof incorporated into this Agreement.

**21. MODIFICATION AND AMENDMENT**

21.1 No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the Parties.

**22. GOVERNING LAWS**

22.1 This agreement shall be interpreted according to the laws of the State of California.

**23. SEVERABILITY**

23.1 This Agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**24. COUNTERPARTS**

24.1 This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS THEREOF, the parties hereto have duly approved this Memorandum of Understanding, as evidenced by their respective authorized signatures set forth below.

**Cerritos Community College District  
("COLLEGE DISTRICT"):**

By: \_\_\_\_\_  
*Signature*

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**Unified School District  
("SCHOOL DISTRICT"):**

By: \_\_\_\_\_  
*Signature*

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Dated: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Tax ID No.: \_\_\_\_\_

## **Exhibit A**

### **OPERATIONAL ASPECTS OF DUAL ENROLLMENT COURSE PROGRAM**

The parties here shall adhere to Title II Education Code provisions governing dual enrollment specified in Education Code Section 48802 (a) and (b), as well as Title III Education Code Section 76002. The referenced Sections are detailed below:

#### Allowances and Apportionments

Title II Education Code section 48802 all sections including (a).

Title II Education Code section 48802 all sections including (b):

A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making the computation.

Generally, to receive the full ADA, the high school must offer 360 minutes of instruction and the student must be enrolled for a minimum day, (240 minutes). Also, the college courses taken must be open to the public as provided below.

Title III Education Code section 76002 all provisions including in particular, Section (a)(3):

If the (community college) class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting.

For the purposes of this MOU, SCHOOL DISTRICT defines a "regular school day" as at least 240 minutes of instruction in high school credit only courses. Also, for the purposes of this MOU, registration and access to all dual enrolled courses scheduled at the SCHOOL DISTRICT shall only be open to SCHOOL DISTRICT students if enrollment meets minimum capacity for the courses offered. If the SCHOOL DISTRICT cannot fill the course to minimum capacity, the course will be cancelled by the COLLEGE DISTRICT.

## **Exhibit B**

## Special Admit/College Bridge Application



**CERRITOS COLLEGE**

Special Admit - K-10<sup>th</sup>

College Bridge - 11<sup>th</sup> & 12<sup>th</sup>

This must be completed in **BLUE** or **BLACK** ink only

**To be completed by student**

Term:  Spring  Summer  Fall      Year: \_\_\_\_\_

Name \_\_\_\_\_ Cerritos College ID Number: \_\_\_\_\_  
Last                      First                      Middle

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Type of Institution:     Public School     Private School     Home Schooled     Other: \_\_\_\_\_

School of Attendance: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Grade Level: \_\_\_\_\_ For Summer: Enter the grade that you will be entering in Sept.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by school principal or authorized official**

Class #	Course Name & No.	Units	Cerritos College Instructor's Signature Required for K-10 <sup>th</sup> Grade Students only	Cumulative GPA

**Special Admit**- Spring/Fall /Summer-Max. 4 units\*      **College Bridge** – Spring /Fall-Max. 8 units\*      Summer-Max. 7 units\*

\*Exceptions may be considered. Please see Dean of Admissions, Records and Services – Stephanie Murguia

**School Official:** I certify that the above-named student is academically qualified for the course (s). The student is :  
 **Currently Attending**     **Not Attending** an accredited private or public school and has district approval to enroll in classes at Cerritos College **as long as these do not conflict with the school session.**

Summer Session Only: I certify, as principal, that all students recommended for Summer \_\_\_\_\_ (yr.) meet all of the following criteria:

- Demonstrates adequate preparation in the discipline to be studied;
- Has exhausted all opportunities to enroll in the same or an equivalent course at his/her school;
- Complies with the requirement of **allowing a max. of 5%** in the total number of students enrolled at the school's grade level.

Principal's Initials \_\_\_\_\_

I certify that this student would benefit from advanced scholastic or vocational coursework listed above.

Counselor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by parent or guardian**

I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for her/him to be treated by a nurse, physician and or mental health counselor in the Student Health & Wellness Center of Cerritos College. I understand that my child does not intend to enroll in a college course(s) that is **not** specifically designed for students under the age of 18, and that Cerritos College accepts no responsibility for any extraordinary supervision of students less than 18 years of age. Further, I accept full responsibility for my child's behavior while he/she is attending Cerritos College. All college coursework is governed by the Family Education Rights and Privacy Act, which prohibits release of academic information. I understand that I will not have access to my child's academic records (including, but not limited to grades and transcripts) without his/her written consent - **regardless of age.** I have read and understand the attached information.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Admissions Staff Use Only: (Red ink only)**

- |   |  |
|---|--|
| <input type="checkbox"/> Engl/Read/Math Tests       | <input type="checkbox"/> Unit Limit          |
| <input type="checkbox"/> Student Group              | <input type="checkbox"/> Equation Variables  |
| <input type="checkbox"/> Term Activated             | <input type="checkbox"/> Minor's Health Form |
| <input type="checkbox"/> Received Substandard Grade |  |

**Assessment Scores**

English: \_\_\_\_\_ Reading: \_\_\_\_\_ Math: \_\_\_\_\_

Waiver:                       Approved                       Denied

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of A, R, & S: \_\_\_\_\_ Date: \_\_\_\_\_

## Special Admit K-10<sup>th</sup> /College Bridge 11<sup>th</sup> & 12<sup>th</sup>

Title 2, Chapter 5, Article 1, Section 48800 of the California Education Code provides the following guidelines for enrichment students: *The governing board of any school district may determine which students would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements for elementary and secondary schools.*

This program is designed for K-12 students, seeking **advanced scholastic** courses.

Cerritos College definition of "**advanced scholastic**" is...

1. Courses meeting Cerritos requirements for an Associate in Arts Degree, excluding remedial English and math courses.
2. Courses that are transferable to a four-year institution.  
**Examples of advanced scholastic courses:** English 100, Math 140, Soc 101, etc.
3. Vocational courses below 100 level may be taken.

**Examples of vocational courses:** Auto 73, Cos 50, Weld 52, etc.

### Limitations and Conditions of Enrollment

1. Students shall receive college credit for the community college courses that they successfully complete.
2. Students may not enroll in pre-collegiate courses (1-99) or **physical education courses**. \* Cerritos College has determined that non-transferable and physical education courses are the types of courses that would not be considered "**advanced scholastic**" in nature.  
**Example:** English 20, Math 20, PE 100, etc.
3. Students may only enroll in courses **not available** to the student within their school district.
4. Assessment testing is an admissions requirement for all Special Admit/College Bridge students regardless of the college coursework the student wishes to enroll in.
5. Students may not enroll in a college course to alleviate a high school deficiency. For instance, students who failed a course in high school may not retake it at Cerritos College.
6. Special Admit and College Bridge students **do not** receive priority enrollment status.
7. Students that have previously enrolled and dropped their courses and/or have received substandard grades and/or have not made satisfactory progress will not be allowed to continue in neither the College Bridge nor Special Admit programs.

**\*Alternate option for physical education courses only:** Auditing a course is the only other option for a student to take a physical education course. Auditing allows the student to participate, but he/she will not receive college credit. Audit fees are not covered by the Special Admit or College Bridge Program. All K-12 students who wish to audit a course must complete the Special Admit or College Bridge forms.

### Eligibility Requirements

Special Admit (K-10 <sup>th</sup> Grade)	College Bridge (11 <sup>th</sup> & 12 <sup>th</sup> Grade)
<u>New Special Admit students must take assessment tests</u>	<u>New College Bridge students must take assessment tests</u>
<u>New and Continuing Special Admit Students</u>	<u>New and Continuing College Bridge Students</u>
a) <b>G.P.A. - 2.5</b> b) <b>Max Units: 4 units</b> each Fall, Spring, and Summer c) <b><u>Signatures Required from Each Listed</u></b> <ul style="list-style-type: none"> <li>• School Counselor/Principal</li> <li>• Parent/Guardian</li> <li>• Student</li> <li>• Cerritos College Instructor</li> <li>• Dean of Admissions, Records &amp; Services</li> </ul>	a) <b>G.P.A. - 2.0</b> b) <b>Max Units: Spring &amp; Fall 8 units, Summer 7 units</b> c) <b><u>Signatures Required from Each Listed</u></b> <ul style="list-style-type: none"> <li>• School Counselor/Principal</li> <li>• Parent/Guardian</li> <li>• Student</li> </ul>

### Additional Parental & Student Information:

Cerritos Community College District assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents/Guardians are responsible for ensuring that their children are appropriately supervised before, after class, and if or when a class is cancelled or dismissed at an early time. Attendance is required, but not monitored as it is in the K-12 system. Cerritos College will not call a parent/guardian if a student is absent, nor will we verify attendance.

Students are expected to comply with all policies and procedures of Cerritos College and Admissions, Records and Services. For instance, a student must meet all deadlines, which are noted in the class schedule.

**Important Notice:** Students who do not abide to the school policies will be dropped without notice. To illustrate, a student enrolled in a non-vocational course below 100 will be removed from the course.





## College Bridge/Special Admit - To Do List

- Complete the **Cerritos College Application** either in-person or online at: [www.cerritos.edu](http://www.cerritos.edu).
  - Online applications: Your Cerritos College student number will be emailed to you within 24-48 hours.
  - In-Person applications: The **Special Admit/College Bridge form** must be fully completed & submitted concurrently with an application.
  
- Complete the **Special Admit/College Bridge form**. Make sure you have all of the following:
  - Indicate the course(s) you are planning on enrolling. You may not enroll in pre-collegiate courses or (1-99 level) or physical education courses. Vocational courses below 100 level may be taken.
    - 1) Examples of vocational courses: Auto 73, Cos 50, Weld 52, etc.
    - 2) Courses with pre-requisites - Students must place into courses they wish to enroll.
    - 3) High school credit may not be used for college prerequisite clearance (some exceptions may apply). Have your school principal or authorized counselor sign and complete appropriate sections(s). Including cumulative G.P.A. Both your parent's signature and your signature are required.
  
- Take the Assessment Tests** - Bring a photo ID and your Cerritos College student number.
  - Assessment testing is an admissions requirement for College Bridge & Special Admit students regardless of the college coursework that the student wishes to enroll in.
  - To view assessment test dates go to <http://www.cerritos.edu/career-services/assessment-testing/>Please call (562) 860-2451, ext. 2599 for scheduling information.
  
- Submit** your: Assessment Test Scores, Special Admit/College Bridge form, & Treatment of a Minor Form to the Office of Admissions, Records, and Services.
  
- Register for Classes:**
  - Check your **myCERRITOS** (my.cerritos.edu) portal for registration appointment and enroll for courses.

**To Log in: User Id:** Use Student ID    **Password:** Date of Birth (MMDDYY)

<b>Fees</b>	<b>Fall/Spring</b>	<b>Summer</b>
Enrollment Fee*	Waived	Waived
Out of State Tuition Fee**	259.00 PerUnit	259.00 Per Unit
Student Activity Fee	10.00	4.00
Health Services Fee	19.00	13.00
Parking Fee* (Optional)	30.00	20.00
Lab Fees	Vary	Vary

\* *Subject to legislative change*

\*\* Out of state tuition fee is applicable to only students who cannot establish legal residency within the state of California.

- Pay Your Fees:** online via MyCerritos or in-person

**Reminder:** Students found enrolled in courses level 1-99 or without proper approval from the Dean will be automatically dropped WITHOUT notice.

**Please Note:** Due to the extra application requirements for Special Admit/College Bridge students, it is strongly recommended that students complete all of the steps listed on this page prior to their enrollment period. California State law requires that Special Admit/College Bridge students receive a lower enrollment priority than regular college students. While Cerritos College cannot guarantee space for Special Admit/College Bridge students, the earlier the student completes the application process the greater their chances will be to enroll in eligible coursework at Cerritos College.

**AUTHORIZATION FOR CERRITOS COLLEGE STUDENT  
HEALTH SERVICES TO CONSENT TO  
TREATMENT OF MINOR LACKING CAPACITY TO CONSENT**

I am the  parent  
 guardian  
 other person having legal custody \_\_\_\_\_

*(describe legal relationship)*

of \_\_\_\_\_, a minor.  
*(name of minor)*

Date of birth: \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_

I/We hereby authorize Cerritos College Student Health Services to act as my/our agent to consent to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is recommended by, and to be rendered under the general or special supervision of, any licensed physician or surgeon, whether such diagnosis or treatment is rendered at the Student Health Services facility or at a hospital.

I/We understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority to the above-named agent to give consent to any and all such diagnosis, treatment, or hospital care which a licensed physician recommends.

This authorization is given pursuant to the provisions of Family Code section 6910.

I/We authorize any hospital providing treatment to the above-named minor pursuant to the provisions of Family Code section 6910 to surrender physical custody of the minor to the above-named agent upon the completion of treatment. This authorization is given pursuant to Health and Safety Code section 1283.

These authorizations shall remain effective for one year from the date signed below, unless sooner revoked in writing delivered to the agent named above.

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

Signature: \_\_\_\_\_  
*(circle relationship: parent/legal guardian/person having legal custody)*

Signature: \_\_\_\_\_  
*(circle relationship: parent/legal guardian/person having legal custody)*

(please fill out form on reverse of this page)

**MEDICALLY RELEVANT INFORMATION**

Minor's name: \_\_\_\_\_

Minor's birthdate: \_\_\_\_\_

Allergies to drugs, food, insect stings or bites: \_\_\_\_\_

Medical conditions for which minor is currently being treated: \_\_\_\_\_

Current medications and dosage: \_\_\_\_\_

Restrictions on activities: \_\_\_\_\_

Special dietary needs: \_\_\_\_\_

Primary care physician: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

ID number: \_\_\_\_\_

Group number: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Mother's address: \_\_\_\_\_

Mother's telephone numbers: Work \_\_\_\_\_ Home: \_\_\_\_\_ Other \_\_\_\_\_

Father's name: \_\_\_\_\_

Father's address: \_\_\_\_\_

Father's telephone numbers: Work \_\_\_\_\_ Home: \_\_\_\_\_ Other \_\_\_\_\_

### **Exhibit C**

Below are the Dual Enrollment course(s) being offered at Unified School District:

Name of Course:

Units:

Time:

Location of class:

Nature of the course:

Number of class hours to meet the stated objectives:

Number of FTES:

Minimum number of students for the class:

Maximum number of students for the class: .

Enrollment period:

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:**

\_\_\_\_\_  
Rick Miranda  
Vice President, Academic Affairs  
Assistant Superintendent

<b>SUBJECT:</b>	<b>Consideration of Approval of Sabbatical Leave Applicants for 2018-19 Academic Year</b>
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**ACTION**

It is recommended that the Board of Trustees approve sabbatical leaves of absence for the following:

Sheela Hoyle	100%	2018-19 Academic Year
Tor Lacy	100%	2018-19 Academic Year
Kevin Taylor	100%	2018-19 Academic Year
Julie Trager	100%	2018-19 Academic Year

**FISCAL IMPACT**

The cost of replacing Sabbatical Leave applicants with part-time faculty to teach their regular loads is estimated to be \$160,000.

**REPORT SUMMARY**

Education Code Section 87768 authorizes the governing board of a community college district to grant a sabbatical leave to any academic employee who has rendered service to the district for at least six consecutive years preceding the granting of the leave, but not more than one such leave shall be granted in each six-year period.

The Sabbatical Leave Committee is a standing committee of the Faculty Senate and provides support and makes recommendations to (1) unit members applying for a sabbatical leave and (2) unit members returning from sabbatical leaves who are required to submit sabbatical leave reports. The committee, chaired by Associate Professor Julie Bathke, received and considered all sabbatical applications and applied the criteria established in the Sabbatical Leave Policy and CCFF collective bargaining agreement to recommend Sabbatical Leave of Absence applications for the 2018-19 academic year. The Faculty Senate, chaired by Michelle Lewellen, unanimously approved the unranked applications at its meeting on January 23, 2018. The applications were then forwarded to the Vice President of Academic Affairs and the President/Superintendent for further consideration. The 4 sabbaticals were ranked by the Sabbatical Leave Committee based on adherence to the mission and strategic goals of the college.

Article 19 of the CCFF collective bargaining agreement states that Sabbatical leave of absence is a privilege accorded to full-time faculty unit members for intellectual refreshment, normally to be obtained by study, research, travel, work experience or other related creative activity. Board Policies and the CCFF collective bargaining agreement establish rules and regulations for sabbatical leavers. All academic school-month employees shall be eligible after serving six consecutive years for a semester leave at 100% of contract salary or an academic year at 70% of contract salary. All academic school-month employees shall be eligible

after serving 10 consecutive years for a semester leave or an academic year leave at 100% of contract salary.

Per Article 19.18 in the CCFB collective bargaining agreement, each faculty member approved for a sabbatical leave in 2018-2019 will submit a written Sabbatical Leave Report to the Office of Academic Affairs for review before final exams in the semester that the faculty member returns. The Vice President of Academic Affairs will forward the approved sabbatical leave report(s) to the President/Superintendent to approve, who will then place the reports on the agenda for the next regular board meeting of the Board of Trustees. The Board of Trustees will review the sabbatical leave reports at a regular meeting and move final approval.

Board Policy states that the maximum number of sabbatical leaves granted in any one year shall not exceed 5% of the total number of full-time academic employees.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Sabbatical Applicant Abstracts for 2018-19  
Board Policy 7220

**Sheela Hoyle, Counselor/Professor.** 100% Academic Year 2018-2019. Research, self-directed study.

Sheela Hoyle will research and study the Standards of Practice for California Community College Counseling Faculty Programs. As such, she will also research and connect with seventeen community/university college counselors and student life programs and further expand her knowledge and skills to develop a culturally relevant best practices manual and resource repository with effective practices for counselors to support student success. Importantly, this project will support a culture of a continuous expansion of knowledge which will afford the counselors' with opportunities to remain current on cultural competencies and how to apply techniques from this framework with students at Cerritos College.

The final product of this sabbatical will contribute to the Educational Master Plan by incorporating the use of up to date counseling practices to strengthen the culture of completion, promoting leadership and staff development, and communicating an institutional commitment by embracing the first Best practices counseling manual with an emphasis on cultural competency for community college counselors. Ultimately, her plan is to use this project as a model to promote awareness at community colleges across the state.

**Tor Lacy, Professor of Earth Science.** 100% Academic Year 2018-2019. Research, local travel, self-directed study.

Tor Lacy's project will entail writing a field trip guidebook for places in Southern California that offer unique and instructional geology and through doing so will create a database of open educational resources (OERs) containing photographs, videos, and activities to enrich field trip curriculum. These OERs will also supplement instruction in online earth science classes and will provide students with accessibility limitations a virtual field trip experience. The guidebook will target college faculty and high school teachers interested in providing students with field-based and/or virtual educational experiences. Currently, existing geologic guidebooks are too broad in scope and too technical in jargon, and do not offer an OER component. Consequently, they can be impractical for community college and high school instruction, and do not support online instruction. The field trip guidebook produced through this sabbatical project will stand out due to its accessibility and comprehensive content, including a how-to section about conducting safe and educational field trips. In turn, it should serve to enhance the reputation and distinction of Cerritos College within the community, while at the same time supporting goals, B, D, and E of the Cerritos College Educational Master Plan.

**Kevin Taylor, Professor of Automotive Technology,** 100%, Academic Year 2018-2019. Certification Training, Research, Self-directed study, Travel.

Kevin Taylor will embark on a project to complete the instructor training necessary to support the new Subaru of North America Automotive Program at Cerritos College. He will complete the required prerequisite web based coursework and then take the Instructor Led Training (ILTs). He

will attend the Subaru Regional Training Center in Ontario, California to complete the ILT courses. The certification is necessary to achieve instructor level status and specialist level in Subaru Engines, Powertrain, and Electrical Systems.

In addition to supporting the Subaru Program, Professor Taylor will be able to serve the growing number of students entering technical labs without adequate basic skills. To address this growing concern, he will consult with automotive faculty in the Western Region on their efforts and successful strategies for addressing the issue. By visiting the campuses in the Western Region Professor Taylor will see firsthand the success some automotive programs have had helping new students come up to speed quickly with essential skills. By gathering materials and documenting methods, Professor Taylor will provide Cerritos College faculty with proven techniques to help students measure their readiness to enter a technical program prepared for success. Students can then create a path identifying foundation classes where necessary, leading to success, through good planning and preparation.

**Julie Trager, Professor of Visual and Cultural Studies.** 100% Academic Year 2018-2019. Self-Directed Study and Curriculum Development.

Julie Trager will research academic texts in the subject area of media studies and gender studies, including male studies, in order to gain the necessary expertise that will inform course content and the creation of syllabi for three new courses recently passed by the Chancellor's office, yet not taught: Men and Masculinities: Constructing Manhood in America, Introduction to Media Studies, and Women in Media. These courses have been created as an integral part of the newly approved Visual and Cultural Studies degree program. This AA degree is the first of its kind in California and encompasses broad and diverse topics, bringing together approaches to visual media and cultural production under one umbrella. Its primary interest is how culture interacts with society, how it is defined by the intersection of race, gender, ethnicity, disability, social class, sexual orientation, and sub-cultures. This interdisciplinary course of study encourages cultural understanding, provides knowledge of communities often misunderstood and underserved; and develops critical thinking skills and visual literacy that are necessary tools for our technological and media-oriented global society. Its interdisciplinary nature is conducive to campus-wide dialog and academic exchange between departments as it involves political science, history, economics, sociology, science, technology, and philosophy amongst others.

In addition, in order to fill a void in the current campus-wide curriculum and to assist in the College's mission of "celebrating Diversity in people, philosophies, cultures, beliefs, programs and learning environments", in-depth research will be conducted in Middle Eastern and Arab studies in order to write curriculum and content for an additional new course on Arab images in popular culture to be included in the Visual and Cultural Studies degree. This focus provides course content for an underserved part of our Cerritos College community.

The following current courses will also be updated: Black Images in Popular Culture, Gender and Sexuality in Art, Art of Being Human, Introduction to Visual and Cultural Studies and Issues for Women in American Society in order to insure students access to the most current and relevant material.



This self-study will inform the organization of more campus-wide events; most specifically lectures and panels centered on Middle Eastern and Arab Studies, Gender Studies, and Media Studies; and the creation of an acquisition booklist for Cerritos College Library to support student research in the Visual and Cultural Studies program.

In conclusion, this sabbatical will support teaching of four new courses, updating of current courses, and reinforce the mission of diversity and inclusion at Cerritos College.

## 7220 SABBATICAL LEAVE

### 7220.1 Purpose of Leave (Discretionary Education Code Section 87767)

Sabbatical leave-of-absence is a privilege accorded to academic employees for intellectual refreshment, normally to be obtained by study, research, travel, work experience or other creative activity. The ultimate objectives of sabbatical leaves are the enhancement of service to Cerritos College and to increase its distinction. The sabbatical leave-of-absence is not an earned right, but it is a privilege, which may be granted by the Board of Trustees. It is expected, therefore, that applications will be accompanied by a statement of a program which the applicant proposes to follow while on leave, that on return to regular duty, the employee will submit a typed report on the results of the leave as a record of professional growth and for retention in the College files.

### 7220.2 Service Eligibility (Discretionary Education Code Section 87768)

An applicant for sabbatical leave must have rendered service in a contract or regular academic position in the Cerritos Community College District for at least six consecutive years immediately preceding the Sabbatical leave. A leave-of-absence, except a sabbatical leave, does not count as a break in continuity of service for purpose of sabbatical leave consideration. However, any such absence shall not be included as service except as stated in Education Code Section 87768.

### 7220.3 Length of Leave and Compensation (Discretionary Education Code Sections 87767 and 87769)

For purposes of length of sabbatical leave, all academic school month employees shall be eligible after serving six consecutive years for a semester leave (five school months) or a school year (ten school months) at 70% of contract salary. All academic school month employees shall be eligible after serving ten consecutive years for a semester leave (five school months) or a school year (ten school months) at 100% of contract salary. All academic calendar month employees shall be eligible after serving six consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 70% of contract salary. All academic calendar month employees shall be eligible after serving ten consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 100% of contract salary.

### 7220.4 Payment of State Teachers' Retirement System (Discretionary Education Code Sections 22801 and 22803)

When an employee elects to pay to the retirement system his/her regular contribution on the remaining 30% of his/her contract salary during his/her Sabbatical Leave, the District will pay the employer and state costs for the employee. The employee on 70% sabbatical leave must notify the Payroll Department before he/she starts paying his/her monthly installments or making a lump sum payment.

### 7220.5 Service Credit for Sabbatical Leave (Discretionary Education Code Section 22902)

Service credit for sabbatical leave can be arranged through the State Teachers' Retirement System, Records and Statistics Division, Verification Section, in accordance with the provisions of Education Code Section 22902. Inquiries regarding sabbatical leave service and payment thereof should be directed to that office.

7220.6 Health and Welfare  
(Discretionary Education Code Section 87769)

The District will continue the District-paid health and welfare benefits as if the employee were being paid full contract salary.

7220.7 Number of Leave(s)  
(Discretionary Education Code Section 70902)

The maximum number of sabbatical leaves granted in any one year shall not exceed five percent of the full-time academic employees. The maximum number of one-year sabbatical leaves will be limited to three percent of the full-time academic employees.

7220.8 Application for Leave  
(Discretionary Education Code Section 70902)

Applications for a sabbatical leave must be filed with the Vice President of Academic Affairs by the deadline established by the Sabbatical Leave Committee. The Sabbatical Leave Committee, a standing committee of the Faculty Senate, will screen applications and make their recommendations to the Faculty Senate. Upon approval of the Faculty Senate, applications will be forwarded to the Vice President of Academic Affairs and the President/Superintendent for further consideration. In the event that the five percent quota is not met, other qualified employees should be notified by the Committee. These persons may then apply for a sabbatical leave up to the deadline established by the Sabbatical Leave Committee. Should any application be denied for lack of a suitable plan, the applicant will be given an opportunity to improve his/her plan and resubmit his/her application within the designated timelines established by the Committee. In addition to the academic employees who are granted sabbatical leaves of absence during one year, a list of academic employees will be established each year to be alternates in the event of a change of plans by the approved applicants.

7220.9 Report on Sabbatical  
(Discretionary Education Code 87769)

Each employee returning from leave shall file a typed report within one semester after returning from sabbatical with the Sabbatical Leave Committee for acceptance. Accepted reports will be submitted to the Vice President of Academic Affairs for his/her approval. The Vice President of Academic Affairs will then forward the approved reports to the President/Superintendent for approval. The President/Superintendent will then forward the approved reports to the Board of Trustees for their approval. Where formal college credit has been earned during the leave, an official transcript will be provided for the Sabbatical Leave Committee. The Committee will forward the transcript to the Vice President of Academic Affairs. The Vice President of Academic Affairs will then forward the official transcript to the President/Superintendent. The President/Superintendent will then forward the official transcript to the Personnel Services Office for placement in the individual's personnel file.

7220.10 Return to Service  
(Required Education Code Sections 87770 and 87774)

At the expiration of the leave-of-absence of the employee, he/she shall, unless he/she otherwise agrees, be reinstated in the position held by him/her at the time of granting of leave-of-absence. If an employee completed a one year sabbatical, he/she must render two additional years of service to the District. If an employee completed a one semester sabbatical, he/she must render one additional year of service to the District.

7220.11      Salary Increase  
(Discretionary Education Code Section 70902)

Sabbatical leaves shall be considered as regular service to the District for purposes of advancement on the salary schedule.

7220.12      Method of Payment  
(Required Education Code Section 87770)

The compensation shall be paid the employee while on sabbatical leave in the same manner as when the employee is on his/her regular contract with the District upon the furnishing by the employee of a suitable bond indemnifying the District against loss in the event that the employee fails to render at least two years' service in the employ of the District following the return of the employee from a two semester leave or at least one year of service following return from a one semester leave. The bond shall be exonerated in the event that the failure of the employee to return and render the required service is caused by the death or physical or mental disability of the employee which precludes such service. If the Board of Trustees finds and by resolution declares that the interests of the District will be protected by the written agreement of the employee to return to the service of the District and render the required service therein following his/her return from the leave, the Board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

7220.13      Illness or Accident Provision  
(Discretionary Education Code Section 87769)

Interruption of the program caused by a serious illness or accident during a sabbatical leave, evidence of which is satisfactory to the District, shall not prejudice an employee regarding the fulfillment of the conditions on which the leave was granted nor affect the amount of compensation to be paid such employee under the terms of the sabbatical leave. However, the President/Superintendent or his/her designee must be notified in writing within 15 days of such illness or accident.

7220.14      Other Provisions  
(Discretionary Education Code Section 87769)

In the event of any other circumstances which prevent the employee from completing the requirements of his/her leave, he/she must notify the President/Superintendent or designee immediately in writing.


# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**

**Agenda Item No. 41**

**FROM:**

  
\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

<b>SUBJECT:</b> <b>Consideration of Adoption of Resolution No. 18-0411D, Order of Biennial Governing Board Member Elections</b>
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## **ACTION**

It is recommended that the Board adopt Resolution No. 18-0411D, Order of Biennial Governing Board Member Elections.

## **FISCAL IMPACT**

No fiscal impact.

## **REPORT SUMMARY**

Governing boards of districts scheduled to hold elections on November 6, 2018 are required to take action to initiate the regular biennial governing board election by adopting the attached resolution. The resolution is submitted to the Los Angeles County Office of Education as well as the Los Angeles County Registrar-Recorder/County Clerk.

## **NOTICING REQUIREMENTS**

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

## **ATTACHMENT**

Resolution No. 18-0411E, Order of Biennial Governing Board Member Elections

**CERRITOS COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 18-0411E  
RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
CERRITOS COMMUNITY COLLEGE DISTRICT  
TO ORDER BIENNIAL GOVERNING BOARD ELECTION**

Order of Election for the **Cerritos Community College District** of Los Angeles County, California.

RESOLVED that pursuant to Education Code (EC) §§5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC §5302, §5304, and §5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 6, 2018. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the district the question of whether **three (3)** members shall be elected to the Governing Board of the **Cerritos Community College District**.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The **Cerritos Community College District** will pay the costs of the election. If any agency holds an election on November 6, 2018, the **Cerritos Community College District** shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the district is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of **Cerritos Community College District** of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

Signed: \_\_\_\_\_  
Clerk of the Governing Board

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I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on April 11, 2018, as it appears upon the minutes of the said meeting on April 11, 2018.

Signed: \_\_\_\_\_  
Clerk of the Governing Board

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**REGISTRAR-RECORDER INFORMATION**

Public Notice Election Announcement

Listing of three (3) newspapers: Press Telegram  
Los Cerritos Community News  
Downey Patriot

**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 42**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

<b>SUBJECT:        Consideration of Approval of Candidates for CCCT Board of Directors –                          2018</b>
--

**ACTION**

It is recommended that the Board consider this item and determine a vote for each of the five vacancies and authorize staff to forward the official ballot to the League office before the April 25 deadline.

**FISCAL IMPACT**

No financial impact.

**REPORT SUMMARY**

The election of members of the CCCT board of the League will take place between March 10 and April 25. There are nine vacancies on the board.

Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The candidates who receive the most votes will serve three-year terms.

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

List of Candidates



**2018 CCCT BOARD ELECTION**  
**CANDIDATES LISTED IN SECRETARY OF STATE'S**  
**RANDOM DRAWING ORDER OF FEBRUARY 9, 2018**

1. \*Ann Ransford, Glendale CCD
2. Eric Payne, State Center CCD
3. Greg Pensa, Allan Hancock CCD
4. Greg Bonaccorsi, Ohlone CCD
5. \*Brent Hastey, Yuba CCD
6. \*Don Edgar, Sonoma County CCD
7. Suzanne Woods, Palo Verde CCD

\* Incumbent




**CCCT BOARD  
NOMINATION FORM  
2018**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the Glendale Community  
College District nominates Ms. Ann H. Ransford to be a  
candidate for the CCCT Board.

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

  
\_\_\_\_\_  
**Signature of Clerk or Secretary of Governing Board**



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Ann Ransford	DATE: January 15, 2018
ADDRESS: 1846 Caminito del Cielo	CITY & ZIP CODE: Glendale, CA 91208
PHONE: 818-549-9182 (home)	EMAIL: <a href="mailto:annransford@mac.com">annransford@mac.com</a>

**EDUCATION**

CERTIFICATES/DEGREES: BS San Jose State, MA Pacific Oaks (Pasadena)

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Retired Glendale Community College, Director of Communications, Marketing and Foundation

OTHER:

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Glendale Community College District

YEARS OF SERVICE ON LOCAL BOARD: Nine (9) years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:  
President, Vice President, Clerk

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

President, President-elect, Vice-President and 5-year member of CCCT Board. Member FCMAT Board, Member Guided Pathways Advisory Group, Member Chancellor's Consultation Council, Presenter League Conventions.

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**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

Annually attend the ACCT Congress and Legislative Conference and serve as the GCC Board representative to ACCT.

**CIVIC AND COMMUNITY ACTIVITIES**

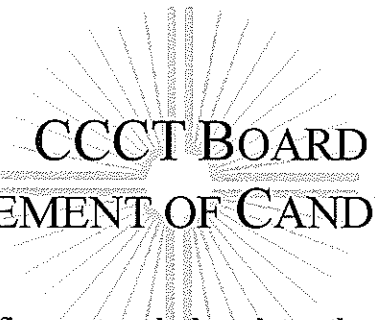
I served a 6-year term, including chair on the City of Glendale Parks, Recreation & Community Services Commission; and have been a member of the executive boards of the YWCA, YMCA, Chamber of Commerce, Rotary, Committee on Aging, Temple Sinai, Rose Float Association, Campbell Center, Career Encores and Life Services.

**OTHER**

Selected for inclusion as a trustee to serve on an ACCJC accreditation team.

I would very much like to continue my service and participation on the CCCT Board of the League.

I respectfully ask for your vote. Thank you.



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Ann Ransford

DATE: February 12, 2018

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

CCCT and the League need to stay focused the next two years on implementation of Guided Pathways and Strong Workforce programs, development of a new funding formula, expansion of on-line education, seeking additional resources for the College Promise program, and most important – closing the achievement gap and increasing student success.

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

As a community college educator, administrator, board member, and CCCT and League board member and leader, I have learned to ask key questions, identify solutions, and make sound policy decisions. There are differences among our 72 districts and I have a record of bringing people together for the common good.

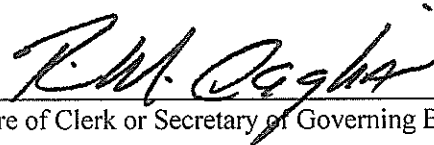
CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the State Center \_\_\_\_\_ Community College District  
nominates Eric Payne \_\_\_\_\_ to be a candidate for the CCCT Board.

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



\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2018, along with the nominating form and statement of candidacy. Faxed and/or electronically mailed material will not be accepted.

## PERSONAL

NAME: Eric Payne	DATE: 2-15-18
ADDRESS: 2457 S. Lily	CITY & ZIP CODE: Fresno 93706
PHONE: 559-666-7644	EMAIL: eric.paynecmc@gmail.com

## EDUCATION

CERTIFICATES/DEGREES: B.S. and M.S. in biology (microbiology)

## PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Managing Partner, Toure Environmental Engineering

OTHER:

## COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: State Center Community College District

YEARS OF SERVICE ON LOCAL BOARD: Five years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Board Secretary  
Legislative Committee

### **STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

CCLC Advisory Committee on Educational Services  
CCLC African American Caucus President  
Excellence in Trusteeship Program Graduate (CCLC)  
ACCJC Accreditation Basics On-line Certificate

### **NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

ACCT Nominations Committee  
ACCT Public Policy Committee  
Presenter "Millennials Leading the Charge for Change" (ACCT in 2015)

### **CIVIC AND COMMUNITY ACTIVITIES**

Fresno Rotary  
Fresno County Trustee Association  
Fresno Chamber of Commerce Education and Business Committee  
Central Valley Cultural Arts Coalition

### **OTHER**

Founder, The Central Valley Urban Institute



CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Eric Payne

DATE:

2-15-18

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

The major issues that I believe need to be addressed include:

On-line community college education  
Capital improvement and bond funding  
Student equity and student success  
College affordability (College Promise)

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

I was elected to the State Center Community College District Board in 2012 and 2016. Serving our students continues to be a great honor. As elected trustees, we must focus on expanding opportunity and access for students. Strengthening our business education partnerships will create a better prepared 21st century workforce.





CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



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Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy: **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Gregory A. Pensa Date: February 8, 2018  
Address: 69 Ironwood Way  
City: Solvang, CA Zip: 93463  
Phone: 805-455-1751 \_\_\_\_\_  
(home) (office)  
E-Mail: gpensa@hancockcollege.edu

**EDUCATION**

Certificates/Degrees: A.A. Allan Hancock College, B.A. San Diego State University  
\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

Present Occupation: Retired  
\_\_\_\_\_  
Other: Petroleum Marketing and Asset Development Director.  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Allan Hancock College  
Years of Service on Local Board: 8  
Offices and Committee Memberships Held on Local Board: \_\_\_\_\_  
Two years Board Vice President and three years Board President.  
\_\_\_\_\_  
\_\_\_\_\_  
State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, \_\_\_\_\_*  
*etc.*): Attended last three ACCT conferences as voting board member.

Help lead seminar with other colleges on the "Six Student Success Factors".

**CIVIC AND COMMUNITY ACTIVITIES**

Education related;

Excellence in Trusteeship

Solvang School Board Trustee 10 years, passed Mello Roos bond, built 6 classrooms & gym.

Santa Ynez High School, coached JV baseball.

Allan Hancock College Foundation board 9 years, helped pass \$180 million dollar bond.

Santa Barbara County School Boards Association, president elect 2017-18

Education Volunteer of the Year" 2004

**OTHER**

President-Election 2019, Santa Ynez Valley Rotary

"Man of the Year" The Valley Foundation 2013

Indigenous Development Coordinators-Founding Board member & Treasurer NGO in Philippines.

Valley Haven-Senior Day Care Center-Founding Board member.

Friendship House-Alzheimer's & Dementia Care-current President

Rotarian since 1980, Past President and multiple Paul Harris Award recipient.

Thru Rotary, delivered medical supplies to El Salvador & Philippines.

Buellton Business Men's Association, Past President

Pony League baseball, past president and coach.

# CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Greg Pensa DATE: February 8, 2018

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

Affordability and access. Access and affordability through Promise programs will lead to  
ensuring students can attend college. Access means getting students not only to an AA,  
but also to a bachelor's degree. Expanding the community college baccalaureate should  
be a key part of building an educated workforce in California.

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

My time as an elected trustee and school board member showed me how we, as policy  
makers, are able to impact our communities. I have earned the Excellence in Trusteeship  
designation, a process that has exposed me to the policy initiatives that will expand  
access and affordability.



CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: <b>Greg Bonaccorsi</b>	DATE: <b>February 9, 2018</b>
ADDRESS: <b>P.O. Box 489</b>	CITY & ZIP CODE: <b>Fremont, 94537</b>
PHONE: <b>(510) 813-4161</b>	EMAIL: <b>greg4ohlone@yahoo.com</b>

**EDUCATION**

CERTIFICATES/DEGREES: BA in Biology with a Minor in Mathematics (1986) - Humboldt State University

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: **7th/8th Grade Science Teacher - Fremont Unified School District**

OTHER: California Teachers Association Board of Directors, National Education Association Board of Directors, IISME Fellow

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: **Ohlone Community College District**

YEARS OF SERVICE ON LOCAL BOARD: **10 years (2008 - Present)**

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Chair, Ohlone CCD Board of Trustees (2014-2015, 2018 - Present)  
 Vice-Chair, Ohlone CCD Board of Trustees (2013-2014, 2016-2017)  
 Member, Ohlone CCD Foundation Board (2013-2015, 2016-Present)  
 Past Member, Ohlone CCD Audit Committee  
 Past Member, Ohlone CCD Policy Sub-Committee  
 Board Representative, Alameda County School Boards Association (2008-Present)

### **STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

Elected Director, California Teachers Association (CTA) Board of Directors  
CTA Governance Documents Committee  
CTA Policy and Organizational De  
Legislative Contact to State Senator Weichowski

### **NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

Elected Past Director, National Education Association (NEA) Board of Directors  
Legislative Contact to Rep. Eric Swalwell

### **CIVIC AND COMMUNITY ACTIVITIES**

Past Member, Fremont Unified School District Financial Advisory Committee  
Past Member, Fremont Youth Symphony Board of Directors  
Member, League of Women Voters for Fremont, Newark, and Union City  
Member (On Leave), Ohlone Wind Orchestra  
Member, Tri-Cities Democratic Forum  
Member, Alameda County Central Labor Council

### **OTHER**

Who's Who Among America's Teachers (1995)  
Member, The Honor Society of Phi Delta Kappa  
Member, The Honor Society of Phi Kappa Phi



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Greg Bonaccorsi

DATE:

February 9, 2018

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

It is my position that the League must continue to be a strong advocate for and coordinate its actions with other allied agencies for publicly funded California Community Colleges so that these institutions of higher education can continue to meet the demands of our ever-increasing and diverse student population.

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

My background as a public school teacher and a life-long public education advocate have prepared me well by providing the context and the connections needed to focus on meeting student needs through the goals of the CCCT Board of the League. Now is the time for action.



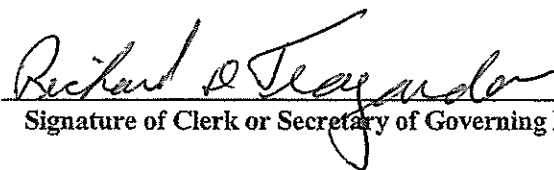
# CCCT BOARD NOMINATION FORM 2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the Yuba \_\_\_\_\_ Community  
College District nominates Brent Haste \_\_\_\_\_ to be a  
candidate for the CCCT Board.

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

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

## PERSONAL

Name: Brent Hastey Date: \_\_\_\_\_

Address: 3024 Plumas-Arboga Road

City: Olivehurst Zip: 95961

Phone: 530-741-3223 530-400-1992  
(home) (office)

E-Mail: bhastey@gmail.com

## EDUCATION

Certificates/Degrees: AA Yuba College

BS Golden Gate University

## PROFESSIONAL EXPERIENCE

Present Occupation: Owner of Plumas Lake Self Storage

President, Association of California Water Agencies; Chairman of the Board of the Yuba County Water Agency.

Other: Adjunct Instructor for Central Texas College

## COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Yuba Community College District

Years of Service on Local Board: 10 years

Offices and Committee Memberships Held on Local Board: Board President 2012 & 2013; Board Vice President, 2011;

Clerk of the Board 2010; Governing Board's Policy and Finance Committee 2013 & 2014;

Board's Audit Committee 2015; Board's Facilities Committee 2016, & 2017

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) Workshop Presenter with YCCD Chancellor Douglas Houston at: (1) 2013 CCLC Trustee

Conference Presentation: New Trustee Orientation; (2) 2013 Rural Community College Alliance Presentation: A Rural

Community College Collaborate; (3) 2014 CCLC Annual Convention Presenter: Trustee Roles in the Accreditation Process;

(4) 2014 ACCJC Cerritos College Accreditation Team; (5) Board Training Sessions for Pasadena City College and El Camino CCD; Member of IEPI Advisory Committee; Current Board Member of CCCT

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

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**CIVIC AND COMMUNITY ACTIVITIES**

(1) Director of Yuba County Water Agency; (2) Bank of Feather River Director \_\_\_\_\_

(3) Public Member of the Yuba County Local Agency Formation Commission (LAFCO) \_\_\_\_\_

(4) Yuba Feather Rivers Rotary Club, Past President; (5) Yuba County Board of Supervisors 1993-2001 \_\_\_\_\_

(6) Sacramento Area Council of Governments, Past Chairperson; (7) Rotary District Governor Designee 2020-2021 \_\_\_\_\_

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**OTHER**

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# CCCT BOARD

## STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Brent Hastey DATE: 1/30/2018

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

I pledge to work cooperatively and collaboratively with community college colleagues throughout California to reduce the cost of a college degree, to improve student success rates and to improve access, affordability and services for all. I will also work towards a fuller integration of technology to better serve student needs.

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

I bring my extensive experience in local government, my working knowledge of the legislative process, and my commitment to maintaining affordability for all California college students. I envision an expanded partnership with K-12 districts, UC, CSU, and the private sector to create clear and open pathways for improved student success.


**CCCT BOARD**  
**NOMINATION FORM**  
**2018**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the \_\_\_\_\_ Sonoma County \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ Donald S. Edgar \_\_\_\_\_ to be a  
candidate for the CCCT Board.

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

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

CCCT BOARD  
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2018, along with the nomination form and statement of candidacy. Faxed and/or electronically mailed material will not be accepted.

PERSONAL

Name: Donald S. Edgar Date: January 11, 2018  
Address: 408 College Avenue  
City: Santa Rosa Zip: 95401  
Phone: (707) 799-4090  
(home) (office)  
E-Mail: don@classattorneys.com

EDUCATION

Certificates/Degrees: University of California School of Law, Los Angeles, CA Juris Doctor, May 1988  
University of California, San Diego, CA, Bachelor of Science, Management Science, May 1981  
Santa Rosa Junior College, Santa Rosa, CA, Associate of Arts, May 1979

PROFESSIONAL EXPERIENCE

Present Occupation: Attorney at Law, Edgar Law Firm

Other: Member, State Bar of California. Member, Bar of The District of Columbia.  
Member, American Bar Association. Member, United States Supreme Court Bar Association  
Member, Sonoma County Bar Association. Member Association of Trial Lawyers of America (AAJ).  
Member, California Trial Lawyers Association (COAC). Member, Sonoma County Trial  
Lawyers Association. Member Consumer Attorneys Association of Los Angeles

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Santa Rosa Junior College

Years of Service on Local Board: Nine

Offices and Committee Memberships Held on Local Board: Board President 2015. Board Clerk 2011-2013

SRJC Foundation Board 2009/10-2014/15 terms. Board Vice President 2013-2015

Bear Cub Athletic Trust Board 2009/10-2014/15 Terms. Board Facilities Committee 2014-2017

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

CCCT Board 2015-2018

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

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**CIVIC AND COMMUNITY ACTIVITIES**

Board Member, Board of Community Services, City of Santa Rosa, 1994-98. Member, Active 20/30 International #50 1989-98

President, Sonoma County Taxpayers' Association 1993. Board Member, Santa Rosa Thursday Night Market Association 1993

Vice President, Santa Rosa Downtown Association, 1993. Board Member, Sonoma County Legal Services Foundation

Board Member, Petaluma Fair Board (appointed by Gov. Pete Wilson) 1998-02. Board Member, Sonoma County Teen Court

Soccer Coach, Annadel Youth Soccer League, 1999, 2003, 2004. Judge Pro Tem, Sonoma County Superior Court

Adjunct Professor, Sonoma State University (Business Law) 1989-91. Board of Directors, Neptune Swimming

Diocesan Pastoral Council, Diocese of Santa Rosa 2011-13. Board Member, Sonoma County Bar Association

Board of Trustees, Cardinal Newman Highschool 2011/12-2014/15 Terms. Board Finance Committee, Cardinal Newman Highschool 2011/15-2014/15 Terms. Buildings and Grounds Committee, Cardinal Newman Highschool 2011/12-2014/15 Terms

**OTHER**

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CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2018 along with the nomination form and biographic sketch form. Faxed and/or electronically mailed material will not be accepted.

CANDIDATE'S NAME: Donald S. Edgar DATE: 1-11-18

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

The success of our colleges can be measured by actual positive outcomes by students in job placement and successful transitions to four year universities. Focusing on necessary outcomes of certificate completion and graduation and improving access for all by reducing and eliminating barriers are important for CCCT and the League

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

I can contribute to further develop a culture of sharing and collegiality among the districts and California Universities, especially as to recognizing sharing and exchanging best practices toward strengthening transfer opportunities, certificate training, and enhancing and broader utilization of technology to improve access, contain costs, and increase student success





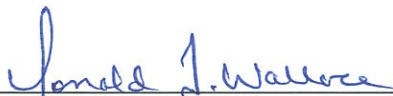
CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the Palo Verde Community  
College District nominates Suzanne P. Woods to be a  
candidate for the CCCT Board.

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

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

  
**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Suzanne P. Woods Date: 01/31/2018  
Address: 180 N. Hickory Road  
City: Blythe Zip: 92225  
Phone: 760-408-4199  
(home) (office)  
E-Mail: Suzzq1969@aol.com

**EDUCATION**

Certificates/Degrees: Master's Degree in Leadership, Bachelor's Degree in Business Administration, Associate Degree in General Studies

**PROFESSIONAL EXPERIENCE**

Present Occupation: Supervisor of Admissions and Records, Southwestern Community College  
Other: Director of Financial Aid and Scholarships, Palo Verde College  
Admissions and Records Specialist, Palo Verde College  
Admissions and Records Technician I & II, Palo Verde College

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Palo Verde Community College  
Years of Service on Local Board: 3 years  
Offices and Committee Memberships Held on Local Board: Vice President--2017, President--2018

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

I have never had the opportunity to serve on CCCT or other organizations, etc. \_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): I have never had  
the opportunity to serve on ACCT board, committees, etc.

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**CIVIC AND COMMUNITY ACTIVITIES**

CSEA Chapter 180 Vice President

CSEA Chapter 180 Treasurer

CSEA Chapter 180 Professional Growth

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**OTHER**

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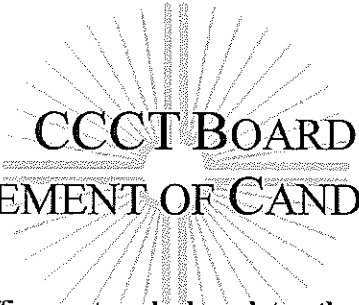
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CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Suzanne P. Woods DATE: 01/31/18

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

Guided pathways/implementation and success

Student achievement/completion

Online college/campus/new funding formula

Economic insecurity and financial aid, gaining trust from the community

Transfer concerns/offering a baccalaureate degree at CC

Allocation of scarce resources; Data continuity and integrity

Education attainment/achievement gap

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

Training and awareness of the new initiatives and changes that occur throughout  
the State would be helpful for new and old board members. In my experience  
board members may not know what faculty, staff, and administrators face  
when a new change occurs on the State level and how it affects the college.

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**CERRITOS COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 18-0411E**

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT  
EXPRESSING APPRECIATION TO THE UNIVERSITY OF TAIPEI FOR THE  
TAIPEI CITY EXPERIENCE EDUCATION PROGRAM**

WHEREAS, the University of Taipei and Cerritos College have collaborated to develop the Taipei City Experience Education Program; and

WHEREAS, the Taipei City Experience Education Program provides the University of Taipei students and Cerritos College students with diverse learning experiences that will broaden their global perspectives; and

WHEREAS, the University of Taipei and Cerritos College students in the program will strengthen the internationalization of education and promote cultural exchanges by learning from each other; and

WHEREAS, Cerritos College representatives Zurich Lewis, Board President; Dr. Shin Liu, Board Vice President; Martha Camacho-Rodriguez, Board Clerk; Carmen Avalos, Trustee; and Dr. Jose Fierro, President/Superintendent visited the University of Taipei during the week of March 26, 2018 for the purpose of executing a Memorandum of Understanding; and

WHEREAS, the Cerritos College representatives wish to express their gratitude to the representatives of the University of Taipei for being gracious and generous hosts throughout their visit to Taiwan; and

WHEREAS, Cerritos College appreciates its collaborative partnership with the University of Taipei and is delighted to offer the Taipei City Experience Education program to its students.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District expresses its appreciation to the University of Taipei for collaborating to develop the Taipei City Experience Education Program, which will promote cultural exchanges and broaden global perspectives.

ADOPTED at a regular meeting of the Board of Trustees of the Cerritos Community College District at Norwalk, California this 11<sup>th</sup> day of April, 2018:

\_\_\_\_\_  
Zurich Lewis, Board President

\_\_\_\_\_  
Dr. Shin Liu, Board Vice President

\_\_\_\_\_  
Martha Camacho-Rodriguez, Clerk

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Carmen Avalos, Member

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James Cody Birkey, Member

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Dr. Sandra Salazar, Member

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Raul Avalos, Student Trustee

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Dr. Jose Fierro, President/Superintendent



**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **April 11, 2018**  
**Agenda Item No. 44**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**PREPARED BY:**

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

<b>SUBJECT:</b> <b>Consideration of Ratification of Emergency Procurement Contract for Repairs to the Dust Collection System at the Woodworking Building Due to Fire</b>
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**ACTION**

It is recommended that the Board of Trustees ratify the emergency contract for repairs to the dust collection system at the Woodworking building due to fire.

**FISCAL IMPACT**

Due to the nature of the repairs, this contract will be conducted on a time and materials basis not to exceed \$83,295.00. Initial funding will be from the general fund. Upon completion of the services, the District's insurance administrator, Keenan & Associates, will reimburse the District the repair costs less a \$5,000.00 deductible.

**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**

**BAGHOUSE & INDUSTRIAL SHEET METAL SERVICES, INC.**  
**REFURBISH AND REPAIR FARR DUST COLLECTOR - WOODWORKING**

Requested by Mr. Felipe R. Lopez, Vice President of Business Services

Purpose: On October 24, 2012, Cerritos College approved Resolution No. 12-15, Delegation of the Authority to Enter into Emergency Contract to the President/Superintendent, or His or Her Designee. The resolution allows Cerritos College the authority to enter into contracts in an emergency without conforming to the competitive bidding requirement under the California Uniform Public Construction Cost Accounting Act (the "Act") per Public Contract Code (PCC) Section 22000 et seq. Per PCC Section 22050 of the Act, the Board of Trustees is authorized, by a four-fifths vote, the authority to enter into contracts during the existence of an emergency affecting public health, safety, and welfare that will not permit a delay resulting from a competitive solicitation or bid to the President/Superintendent. On April 5, 2018, the President/Superintendent authorized the emergency contract. This emergency procurement is necessary to provide proper dust control measures to the Woodworking building that was damaged by a fire on March 5, 2018. Cerritos College filed a claim with its insurance provider and received confirmation on March 29, 2018 to proceed with the repair. This fire damaged the building dust collection system, rendering the equipment inoperable. Continued program use of the woodworking equipment has created a respiratory health hazard to the students and faculty in the area, and is threatening to cause the cancellation of classes and programs. Immediate action must be made

for the safety and health of students and faculty. Any delay could create health issues and possible cancelation of the class.

To alleviate this health hazard, the dust collection system requires emergency repairs that include significant structural repairs to the equipment, filter replacements, and ductwork inspection, repair and cleaning. Repairs to the visible equipment damage is estimated at \$43,295. Due to the unknown conditions of the ductwork, duct inspection, repair and cleaning are estimated on a time and materials basis not to exceed \$40,000. The total estimated cost is \$83,295.

The District recommends utilizing Baghouse Services, the original fabricator of this specialized equipment. The knowledge, skills and abilities of Baghouse provides the most cost effective and timely resource to provide these repair services. Therefore, they are recommended to complete the repairs dictated in his emergency procurement action.

Period: The time period will be from April 5, 2018 through June 30, 2018.

#### **NOTICING REQUIREMENTS**

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