



CERRITOS COLLEGE
BOARD BOOK

JUNE 6, 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, June 6, 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

Phil Herrera
Student Trustee

Dr. Jose Fierro
President/Superintendent

Cerritos College Mission

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

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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

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

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

1. **Invocation**
2. **Pledge of Allegiance: Phil Herrera**
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: Installation of 2018-2019 Student Trustee**

Phil Herrera, Cerritos College student, will be installed as Student Trustee for the 2018-2019 school year.

5. **Institutional Presentation: Condensed Calendar**

Frederick Trapp, consultant for Cambridge West Partnership, LLC, will present information regarding the proposed condensed calendar.

6. Public Hearing: Presentation of the College and Career Access Pathways Partnership Agreement with ABC Unified School District, and Public Comment

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.

The Board of Trustees received and accepted Cerritos College’s College and Career Access Pathways Partnership (CCAP) agreement at its April 11, 2018 meeting. The agreement is hereby returned to this agenda for public discussion.

7. Public Hearing: Presentation of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for July 1, 2018 - June 30, 2021, and Public Comment

In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer. The initial bargaining proposal of CSEA, Chapter #161, was first made public at the May 2, 2018, meeting of the Board of Trustees and is hereby returned to this agenda for public discussion.

CONSENT CALENDAR ITEMS

Agenda Items 8-41 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.

8. New Course Offerings and Modifications to Curriculum

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

9. BSI-Funded Stipends for Professional Development Training for Implementation of AB705 for English Faculty for Spring 2018

It is recommended that the Board of Trustees approve stipends for part-time faculty who participated in the professional development workshops facilitated by full-time English faculty to develop curriculum in compliance with effective practices associated with implementation of AB705 in English. Faculty participated in two 4-hour long workshops covering the co-requisite model of teaching college level composition and submitted completed syllabi and course schedule for their fall courses. Basic Skills Initiative funds will be used for these stipends. General funds will not be used.

10. Embedded Tutoring Program Stipends for Spring 2018

It is recommended that the Board of Trustees approve stipends for faculty members who participated in the Embedded Tutoring program in Spring 2018. Instructors attended training sessions and met with tutors. The coordination between classroom instructors and tutors provides integrated support for students and increases student success. Student Equity funds will be utilized for these stipends. General funds will not be used.

11. Stipend for the Strong Workforce Regional Health Sector Career Pathway Project Grant 2016-2018

It is recommended that the Board of Trustees approve payment of a stipend in the total amount of \$10,600 for nursing faculty for work, performed January 1, 2018 through June 30, 2018, stipulated in and funded by the Strong Workforce Health Sector Career Pathway Project grant.

Strong Workforce Health Sector Career Pathway Project funds in the amount of \$10,600 will be utilized for this expenditure. No general funds will be used. The stipend will be paid after work is completed.

12. College and Career Access Pathways Partnership Agreement with ABC Unified School District

It is recommended that the Board of Trustees approve Cerritos College's College and Career Access Pathways Partnership (CCAP) agreement with ABC Unified School District. There is no fiscal impact.

13. Rejection of All Bids for Bid No. 17P011, Performing Arts Center – Shoring & Dewatering

It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids pursuant to the bid and contract documents, and per Public Contract Code for the reasons as noted below. Funding for the initial advertising of this project, and the rebid, will be allocated from the GO Bond.

14. Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 16P002, Category 01), K.A.R. Construction, Inc., Shade Structures

It is recommended that the Board of Trustees ratify Change Order No. 2 [Deductive Credit] in the deductive amount of \$7,347 for the Shade Structures project. The deductive amount from Change Order No. 2 will be \$7,347, decreasing the contract amount to \$844,620. Funding will be reallocated to the GO Bond.

15. Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 16P002, Category 02), Pierre Landscape, Inc., Shade Structures

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$2,114 for the Shade Structures project. The amount from Change Order No. 1 will be \$2,114, increasing the contract amount to \$228,845. Funding will be allocated from the GO Bond.

16. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 16P002, Category 03), Anderson Charnesky Structural Steel, Inc., Shade

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$37,500 for the Shade Structures project. The deductive amount from Change Order No. 2 will be \$37,500, decreasing the contract amount to \$1,770,725. Funding will be reallocated to the GO Bond.

17. Ratification of Change Order No. 1 [Owner Added Scope, Deductive Credit], (Bid No. 16P002, Category 04), Fix Painting Co., Shade

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope, Deductive Credit] in the deductive amount of \$8,662 for the Shade Structures project. The deductive amount from Change Order No. 1 will be \$8,662, decreasing the contract amount to \$301,338. Funding will be reallocated to the GO Bond

18. Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 16P002, Category 05), RDM Electric Co., Inc., Shade Structures

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$8,532 for the Shade Structures project. The amount from Change Order No. 1 will be \$8,532, increasing the contract amount to \$533,532. Funding will be allocated from the GO Bond.

19. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 16P007), Harwood Construction, Inc., Shade Structures – Category 06

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$3,299 for the Shade Structures project. The deductive amount from Change Order No. 1 will be \$3,299, decreasing the contract amount to \$796,701. Funding will be allocated from the GO Bond.

20. 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.

21. Resolution No. 18-0606D, Approving Delegation of Authority Regarding Approval of Subcontractor Substitutions and Potential Hearings on Substitution of Subcontractors

It is recommended that the Board of Trustees approve Resolution No. 18-0606D, Approving Delegation of Authority Regarding Approval of Subcontractor Substitutions and Potential Hearings on Substitution of Subcontractors. No general funds will be used.

22. Resolution No. 18-0606E To Let Purchase Orders or Contracts with Johnson Controls and its Subsidiary Companies as a Sole Source Procurement of Product and Services

It is recommended that the Board of Trustees approve Resolution No. 18-0606E, authorizing Cerritos College to let sole source purchase orders or contracts to Johnson Controls and its subsidiary companies (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions), without formal, public advertising and receiving of bids, for five fiscal years (i.e. FY 18/19 through 22/23), as needed, to buy products, brands, software, and/or services for fire alarms, mass notification, and security alarm systems, for the reasons set forth below. Procurements for Johnson Control’s products and/or services are processed primarily by the Facilities Departments. Funding for the procurements will be allocated from various District funding sources.

23. Resolution No. 18-0606F To Let Purchase Orders or Contracts with ERP Analysts, Inc. (“ERPA”) as a Sole Source Procurement for Services to Upgrade and Provide Support to Cerritos College’s PeopleSoft Campus Solutions Implementation of Version 9.2.

It is recommended that the Board of Trustees approve Resolution No. 18-0606F, authorizing Cerritos College to let a sole source purchase order and/or contract to ERP Analysts, Inc. (“ERPA”), an Oracle Platinum partner, without formal, public advertising and receiving of bids, to procure services to upgrade and provide support for the College’s PeopleSoft Campus Solutions implementation of Version 9.2. The total sum shall be for the not-to-exceed amount of \$400,000. Funding for the services for Version 9.2 implementation will be allocated from the Capital Outlay Fund.

24. Purchase Orders for the Month of April 2018 (Office of Business Services)

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

25. Contracts Under \$25,000 for the Month of April 2018 (Office of Business Services)

It is recommended that the Board of Trustees approve the Contracts Under \$25,000 that were processed during the month of April 2018. Funding sources vary and are dependent upon the goods/services purchased.

26. Agreement with Sign This! Inc. for Coordination and Scheduling of Interpreter Services

It is recommended that the Board of Trustees approve the agreement with Sign This! Inc. for Coordination and Scheduling of Interpreter Services. The total contract sum shall be for the not-to-exceed amount of \$60,000. Funding will be allocated from the Disabled Student Programs and Services (DSPS) budget.

27. Amendment to the Agreement for the Clean Fuels Transportation Pilot Career Opportunity Training Plan (No. 600-16-005)

It is recommended that the Board of Trustees approve the amendment to the agreement for the Clean Fuels Transportation Pilot Career Opportunity Training Plan (No. 600-16-005). Cerritos College will receive funding in the amount of \$1,000,000; funding is made possible through Cerritos College’s agreement with the State Energy Resources Conservation and Development Commission.

28. Ratification to Amend the Agreement with Yosemite Community College District for the Child Development Training Consortium

It is recommended that the Board of Trustees ratify the amendment to the agreement with Yosemite Community College District for the Child Development Training Consortium. The total revised contract sum shall be for the not-to-exceed amount of \$28,650; the agreement is being amended to include an additional payment augmentation to Cerritos College for \$4,900. This is a revenue generating agreement whereby funding is provided by the Child Development Training Consortium.

29. Resolution No. 18-0606A to Authorize Temporary Interfund Cash Borrowing for the District for Fiscal Year 2018-19

It is recommended that the Board of Trustees approve the attached Resolution No.18-0606A to authorize temporary borrowing of cash between District funds to meet any cash flow shortages that may occur during Fiscal Year 2018-19. No general funds will be used.

30. Resolution No. 18-0606B District Appropriations Limit for 2018-19 per Article XII-B of the California Constitution (Gann Limit) Which Requires the Board of Trustees to Adopt the Appropriation Limit on “Proceeds of Taxes” Revenues for Public Agencies

It is recommended that the Board of Trustees approve Resolution No.18-0606B District Appropriations Limit for 2018-19 per Article XII-B of the California Constitution (Gann Limit). No general funds will be used.

31. Cash Borrowing Resolution No. 18-0606C for Temporary Transfers from the Los Angeles County Treasurer

It is recommended that the Board of Trustees approve the attached Resolution to request temporary borrowing from the Los Angeles County Treasurer to meet cash flow shortages from July 1, 2018, through April 25, 2019. Maximum amount of temporary transfers from the Los Angeles County Treasurer is set at \$20,000,000.

32. Authorize the Los Angeles County Superintendent of Schools to make Budget Appropriation Transfers as needed at the close of the school year 2017-18 per Education Code 85201 (Office of Business Services)

It is recommended that the Board of Trustees authorize the Los Angeles County Office of Education to make appropriation transfers as needed for the end of the Fiscal Year, June 30, 2018 per Education Code 85201. No general funds will be used.

33. Make Budget Transfers and Budget Adjustments (Office of Business Services)

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Unrestricted and Restricted General Funds; Other Special Revenue Fund – Vintage at Cerritos College; and Student Financial Aid Fund ending balances. The Insurance – Property Liability Fund will increase end fund balance coming from Self Insurance Fund.

34. Cerritos College 2020-2024 Five-Year Construction Plan (5YCP) (Office of Business Services)

It is recommended that the Board of Trustees approve Cerritos College's 2020-2024 Five-Year Construction Plan (5YCP). There is no financial impact to the unrestricted general fund. Funding is provided by the State Capital Outlay and local bond funds.

35. Quarterly Fiscal Status Report for the Quarter Ending March 31, 2018

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

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

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

37. Changes to the Student Health & Wellness Center Short-Term and Student Hourly Salary Schedule

It is recommended that the Board of Trustees approve the changes to the Student Health & Wellness Center Short-Term and Student Hourly salary schedule.

38. Changes to the Aides-Special Short-Term and Student Hourly Salary Schedule

It is recommended that the Board of Trustees approve to add the new Title IX Coordinator I and Title IX Coordinator II job classifications to the Short-Term Hourly Salary Schedule for Aides-Special. The following is proposed: The hourly rate for the new position of hourly Title IX Coordinator I would be \$20.00 and Title IX Coordinator II would be \$30.00. The difference between the hourly rates is based on experience. The maximum number of hours for each hourly employee holding any of these positions would be 25 in a week and 900 in a budget year, the maximum number of days would be 175 in a budget year. The maximum annual cost for each Title IX Coordinator will not exceed \$27,000/year. This position will be funded from the Human Resources short-term hourly budget.

39. 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.

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

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

41. Temporary Reassignment of Full-Time Faculty Member from 10-Month to 11-Month of Employment

It is recommended that the Board of Trustees approve the temporary reassignment of Ms. Kelli Brooks, full-time tenured faculty Professor from 10-month employment to 11-month employment, effective July 1, 2018 to June 30, 2019.

INFORMATION ITEMS

Agenda Items 42-45 are presented as Information Items.

42. Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending March 31, 2018

This item is presented for information only. No general funds will be used.

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

This item is presented for informational purposes only. Funding sources vary and are dependent upon the type of solicitation.

44. Information Item: Acknowledgement of Receipt of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for July 1, 2018 - June 30, 2021

It is recommended that the District acknowledge receipt of the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021. The financial implications are contingent on the results of negotiations.

45. Information Item: Citizens' Bond Oversight Committee 2016-17 Annual Report to the Board of Trustees

This item is presented for information only. No general funds will be used.

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

46. **Significant Exposure to Litigation Pursuant to Government Code Section Sections 54954.5(d) and 54956.95 (JPA Liability Claims)**
 Claimant: Razan Anmari. Regarding real property located at 11415 Alondra Blvd., Norwalk, CA 90650
 Agency claimed against: Cerritos Community College District
47. **Consideration of Employment of Acting/Interim Vice President of Student Services/Assistant Superintendent**
48. **Consideration of Employment of Acting/Interim Dean of Liberal Arts**
49. **Consideration of Employment of Acting/Interim Dean of Health, Physical Education, Dance and Athletics**
50. **Consideration of Employment of Acting/Interim of Science, Engineering and Mathematics**
51. **Consideration of Employment of Acting/Interim Executive Director, Cerritos College Foundation and Community Advancement**
52. **Consideration of Extension of Employment Contract (GC#54957)**
 A. Vice President of Business Services /Assistant Superintendent
53. **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

54. **Reconvene to Open Session**

55. **Adjournment**

***The Next Regular Meeting of the Board of Trustees is set for
 Wednesday, June 20, 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 May 31, 2018 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent

FROM: _____
Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY: _____
Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

SUBJECT: Consideration of Approval of New Courses and Programs, and Modifications to Existing Courses and Programs
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ACTION

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

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. 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; 1 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 June 6, 2018

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Technology	EDT 117 - Creating Digital Project-Based Curriculum Projects Units: 3.0 Class Hours: 3.0 Lecture/ 0.0 Laboratory Prerequisite: None Co-requisite: None Recommendation: EDT 110 or EDT 116 or equivalent with a grade of "C" or higher or Pass.	This new course will allow educators and future educators to delve into creating project- and problem-based curriculum using the Internet resources available.	April 26, 2018
New	Technology	EDT 118 - Emerging Trends in Educational Technology Units: 3.0 Class Hours: 3.0 Lecture/ 0.0 Laboratory Prerequisite: None Co-requisite: None Recommendation: None	This new course will allow educators and future educators to delve into emerging trends in educational technology, including supportive organizations and resources. This course is meant to bring current information as to the status of educational technology by keeping up with what is current and what is foreseen in this rapidly changing area.	April 26, 2018
New	Technology	EDT 127 - Fundamentals of Multimedia for Education Units: 2.0 Class Hours: 2.0 Lecture/ 1.0 Laboratory Prerequisite: None Co-requisite: None Recommendation: None	This course will introduce educators, para-educators, and administrators ("educators") to multimedia currently being used in education so that educators can grow their technology skills to enhance their teaching capabilities by incorporating multimedia into their lesson preparation and teaching strategies. This course will replace and update EDT 30, Fundamentals of Instructional Multi-Media Production.	April 26, 2018

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 6, 2018

Modification	Health Occupations	HO 100 – Hlth Underserved Commun	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Health Occupations	NRSG 215 – Advanced Placement Bridge	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Health Occupations	SLP 101 – Introductions to Communication Disorders	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Adult Education	FSAP 72.01 – Introduction to Sprinklers	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.02 – Fire Sprinklers Hand and Power Tools	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.03 – Fire Sprinklers Construction Plans	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.04 – Fire Sprinklers Steel Pipe	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.05 – Fire Sprinklers CPVC	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.06 – Fire Sprinklers Copper Tube Systems	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.07 – Fire Sprinklers Underground Pipe	Added Distance Education	April 12, 2018

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 6, 2018

Modification	Adult Education	FSAP 72.08 – Fire Sprinklers Residential	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.09 – Fire Sprinklers Supports and Attachments	Added Distance Education	April 12, 2018
Modification	Adult Education	. FSAP 72.10 – Fire Sprinklers Flanged, Grooved, and Plain End Pipe	Added Distance Education	April 12, 2018
Modification	Adult Education	. FSAP 72.11 – Fire Sprinklers General Trade Math	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.12 – Fire Sprinklers Shop Drawings	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.13 – Standard Spray Fire Sprinklers	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.14 – Fire Sprinklers Wet Pipe Systems	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.15 – Fire Sprinklers Dry Pipe Systems	Added Distance Education	April 12, 2018
Modification	Adult Education	. FSAP 72.16 – Fire Sprinklers Preaction and Deluge	Added Distance Education	April 12, 2018
Modification	Adult Education	. FSAP 72.17 – Fire Sprinklers Standpipes	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.18 – Fire Sprinklers Water Supplies	Added Distance Education	April 12, 2018

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 6, 2018

Modification	Adult Education	FSAP 72.19 – Fire Sprinklers Fire Pumps	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.20 – Specific Sprinklers and Nozzles Application	Added Distance Education	April 12, 2018
Modification	Adult Education	. FSAP 72.21 – Fire Sprinklers System Layout	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.22 – Fire Sprinklers Inspection, Testing, and Maintenance	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.23 – Fire Sprinklers Extinguishing Systems	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.24 – Fire Sprinklers Foremanship	Added Distance Education	April 12, 2018
Modification	Adult Education	FSAP 72.25 – Fire Sprinklers Procedures and Documentation	Added Distance Education	April 12, 2018
Modification	Health, Physical Education, Dance and Athletics	HED 103: Women, Their Bodies, and Health	General Education (Cross-listed with WGS 103)	April 26, 2018
Modification	Fine Arts	ART 106 – Mexican Art	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Fine Arts	ART 108 – Black Images in Popular Culture	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 6, 2018

Modification	Fine Arts	ART 109 – Gender and Sexuality in Art	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Fine Arts	FILM 159 – World Film	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Fine Arts	JOURN 106 – Talonmarks.com	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Fine Arts	JOURN 107 – College Newspaper	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Liberal Arts	ENGL 155 – Technical Writing	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL100	April 12, 2018
Modification	Counseling	COUN 200 - Success in College and Career	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 26, 2018
Modification	Business, Humanities, and Social Sciences	AJ 71 – First Aid – Administration of Justice	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Business, Humanities, and Social Sciences	AJ 91 – Report Writing Procedures	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	AJ 103 – Criminal Procedures	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	AJ 104 – Criminal Evidence	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	AJ 110 – Patrol Procedures and Enforcement Tactics	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	AJ 173 – Occupational Work Experience	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	AJ 202 – Substantive Law	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	AJ 221 – Narcotics and Vine Control	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Business, Humanities, and Social Sciences	AJ 222 – Juvenile Procedures	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	ANTH 170 – Introduction to Language and Culture	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	ANTH 205 – The Anthropology of Sexuality and Gender	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 204 – Woman in American History	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 210 – History of the United States in the Post World War II Era	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 220 – History of the Americas	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 221 – History of the Americas	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018

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Modification	Business, Humanities, and Social Sciences	HIST 235 – History of Latin America	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 245 – World Civilization from Antiquity to 1500	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 246 – World Civilization from the 1500 to the Present	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 250 – History of England, Great Britain, and the Commonwealth	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 255 – History of Russia and the Soviet Union	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 275 – Global Studies	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HUM 108 – Black Images in Popular Culture	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Business, Humanities, and Social Sciences	HUM 109 – Gender and Sexuality in Art	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	PHIL 200 – World Religions	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	POL 201 – Introduction to Political Science and American Government	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	POL 220 – Comparative Government	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	POL 240 – Introduction to Political Theory	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	POL 250 – Model United Nations: Theory and Practices	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	POL 260 – Introduction to Law and American Politics	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Business, Humanities, and Social Sciences	PSYC 150 – Personal and Social Adjustment	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	PSYC 220 – Elementary Methods	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	PSYC 271 – Abnormal Psychology	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	SPCH 200 – Contemporary Communication Topics	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	ECON 204 – Money, Ethics, and Economic Justice	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	INST 100 – Principles and Strategies for Problem Solving	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 12, 2018
Modification	Business, Humanities, and Social Sciences	HIST 120 - History of California	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 26, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Business, Humanities, and Social Sciences	HIST 230 - History of Mexico	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 26, 2018
Modification	Business, Humanities, and Social Science	HIST 265 - Selected Problems in Contemporary Asian History	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 26, 2018
Modification	Business, Humanities, and Social Sciences	POL 101 - American Political Institutions	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 26, 2018
Modification	Business, Humanities, and Social Sciences	POL 110 - California State and Local Government	Blanket recommendation wording change to the following courses to: Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English Placement Process with eligibility for ENGL 100	April 26, 2018
Modification	Business, Humanities, and Social Sciences	WGS 103 – Women, Their Bodies and Health	General Education (Cross-listed with HED 103)	April 26, 2018
Modification	Business, Humanities, and Social Sciences	WGS 105 – Gender Studies and the Chicana/Latina Experience	General Education	April 26, 2018
Modification	Technology	AUTO 54 – Introduction to Electric Vehicle	Top code change	April 12, 2018
Modification	Technology	Auto 55 – Advanced Technology Electric	Top code change	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Technology	. AUTO 101 - Auto Service Tools & Equipment	Top code change	April 12, 2018
Modification	Technology	EDT 112 - Creating Virtual Curriculum EDT 150 – Podcasting in Education	Updating to reflect new access statement and format changes	April 26, 2018
Modification	Technology	EDT 123 - Internet Tools for Educators	Updating to reflect new access statement and format changes	April 26, 2018
Modification	Technology	EDT 125 - Fundamentals of Online Teaching	Updating to reflect new access statement and format changes	April 26, 2018
Modification	Technology	EDT 132 - Using Audio in the Classroom	Updating to reflect new access statement and format changes	April 26, 2018
Modification	Technology	EDT 137 – Creating Educational Media	Updating to reflect new access statement and format changes	April 26, 2018
Modification	Technology	EDT 150 – Podcasting in Education	Updating to reflect new access statement and format changes	April 26, 2018
Modification	Science, Engineering, Math	GEOG 101 – Physical Geography	Class Size Change	April 26, 2018
Modification	Science, Engineering, Math	GEOG 102 – Cultural Geography	Class Size Change	April 26, 2018
Modification	Science, Engineering, Math	GEOG 105 – World Regional Geography	Class Size Change	April 26, 2018
Modification	Health Occupations	Dental Assisting – Certificate of Achievement	Updating graduating requirement section C to “Completion of ENGL 20, or ENGL 52, or ENGL 72, or ESL 152 or equivalent, with a grade of “C” or higher or “Pass”.	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Modification	Health Occupations	Pharmacy Technician – Certificate of Achievement	Updating writing proficiency requirement to “Completion of ENGL 52, or ENGL 72, or ESL 152 or equivalent, with a grade of “C” or higher or “Pass”.	April 12, 2018
Modification	Business, Humanities, and Social Sciences	Educational Technology - Certificate of Achievement	Modification	April 26, 2018
Modification	Business, Humanities, and Social Sciences	. Instructional Multimedia - Certificate of Achievement	Modification	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT 30 - Fundamentals Of Instruction Multi-Media Production	Class no longer being offered	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT 68 - Using KidPix	Class no longer being offered	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT 101 - Creating Curriculum Projects Using the Internet	Class no longer being offered	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT 102 - Creating Technology-Based Curriculum	Class no longer being offered	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT 107 - Desktop Publishing for Educators	Class no longer being offered	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT 108 - Photoshop Elements for Educators	Class no longer being offered	April 26, 2018
Inactivation	Business, Humanities, and Social Sciences	EDT138 - Teaching with Clay Animation	Class no longer being offered	April 26, 2018

New Course Offerings and Modifications to Curriculum
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Inactivation	Business, Humanities, and Social Sciences	WS 101 – Issues for Women in American Society	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 102 – Women and Religion	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 103 – Women, their Bodies and Health	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 104 – Community Organizing and Activism	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 105 - Gender Studies and the Chicana/Latina Experience	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 107 – Men and Masculinities: Constructing Manhood in America	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 108 – Women in Sports	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 109 – Philosophy of the Body, Feminism, and Gender	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 118 – History of Women in Visual Art	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 202 – Gender and Society	Changing Prefix to WGS	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Inactivation	Business, Humanities, and Social Sciences	WS 204 – Women in American History	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 205 – Anthropology of Sexuality and Gender	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 206 – Women in the Global Economy	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 207 – Women and Media	Changing Prefix to WGS	April 12, 2018
Inactivation	Business, Humanities, and Social Sciences	WS 208 – Leadership for Women in Business	Changing Prefix to WGS	April 12, 2018
Inactivation	Technology	AUTO 1 – Engine Maintenance	Class no longer being offered	April 12, 2018
Inactivation	Technology	AUTO 2 – Fuel Systems	Class no longer being offered	April 12, 2018
Inactivation	Technology	AUTO 3 – Lubrication and Cooling	Class no longer being offered	April 12, 2018
Inactivation	Technology	AUTO 4 – Electrical Systems	Class no longer being offered	April 12, 2018
Inactivation	Technology	AUTO 5 – Brakes and Suspension	Class no longer being offered	April 12, 2018
Inactivation	Technology	AUTO 6-Transmission and Drive Train	Class no longer being offered	April 12, 2018
Inactivation	Technology	AUTO 7 – Air Conditioning and Heating	Class no longer being offered	April 12, 2018

New Course Offerings and Modifications to Curriculum
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Inactivation	Technology	AUTO 60 – Introduction to Intelligent Transportation System (ITS) and Telematics	Class no longer being offered	April 12, 2018
Inactivation	Technology	WMT 185 – Alphacam for CNC Woodworking	Class no longer being offered	April 12, 2018
Inactivation	Technology	WMT 186 – CNC Router for Woodworking	Class no longer being offered	April 12, 2018
Inactivation	Technology	WMT 189L – CNC Woodworking Lab1	Class no longer being offered	April 12, 2018
Inactivation	Technology	WMT 285 – Intermediate Alphacam for CNC Woodworking	Class no longer being offered	April 12, 2018
Inactivation	Technology	WMT 286 – Intermediate CNC Router for Woodworking	Class no longer being offered	April 12, 2018
Inactivation	Technology	WMT 289L – Intermediate CNC Woodworking Lab	Class no longer being offered	April 12, 2018
Inactivation	Liberal Arts	SPCH 240 – Oral Interpretation of Literature: Readers' Theatre	This course has been replaced with SPCH 148-Readers' Theatre.	April 12, 2018

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 6, 2018

Inactivation	Liberal Arts	ENGL 22 – Spelling Bees ENGL 108 – Vocabulary Building for Professionals ENGL 201 – Tutoring Writing	Course no longer being offered.	April 12, 2018
Inactivation	Liberal Arts	ENGL 108 – Vocabulary Building for Professionals	Course no longer being offered.	April 12, 2018
Inactivation	Liberal Arts	ENGL 201 – Tutoring Writing	Course no longer being offered.	April 12, 2018

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

PREPARED BY:

Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

<p>SUBJECT: Consideration of Approval of BSI-Funded Stipends for Professional Development Training for Implementation of AB705 for English Faculty for Spring of 2018</p>

ACTION

It is recommended that the Board of Trustees approve stipends for part-time faculty who participated in the professional development workshops facilitated by full-time English faculty to develop curriculum in compliance with effective practices associated with implementation of AB705 in English. Faculty participated in two 4-hour long workshops covering the co-requisite model of teaching college level composition and submitted completed syllabi and course schedule for their fall courses.

FISCAL IMPACT

Basic Skills Initiative funds will be used for these stipends. General funds will not be used.

REPORT SUMMARY

During the Spring 2018 semester, faculty participated in professional development workshops to learn effective practices and develop curriculum to support and ensure the success of English students in co-requisite courses.

Faculty attended one of the following meeting cohorts:

- February 23 and March 2; or
- March 23 and March 30; or
- April 13 and April 20

On the first meeting day, participants learned about the AB705 legislation and studied models of effective practices from Cerritos College and other regional colleges. Participants did hands-on activities replicating the co-requisite English classroom including deep reading, metacognitive reading practices, and just-in-time remediation and pacing for course material and assignments.

On the second meeting day, participants learned more about equity and access in college composition. Appropriate language to support equity was shared from experts including Luke Wood and Pedro Noguera. Additionally, participants worked on their own course syllabus and activities to use in their co-requisite course in Fall 2018.

All participants were to submit a syllabus with an indication of how the co-requisite support for freshman composition will be delivered. That syllabus was collected and the following participants are eligible for a \$250 stipend.

Facilitators Niki Lovejoy-Robold and Lynn Serwin prepared material, led all six workshops, and followed up with faculty to ensure their syllabi followed both the course outline for English 100 and 5L as well as provided support per the effective practices in the literature on AB705. The facilitators earned \$500 for their time.

The following faculty are eligible for stipends not to exceed the amounts listed:

Niki Lovejoy-Robold	Facilitator	\$500
Lynn Serwin	Facilitator	\$500
Tamar Altebarmakian	Cohort 3	\$250
Lynne Chatham	Cohort 3	\$250
Lindsay Ludvigsen	Cohort 3	\$250
Chimene Mata	Cohort 3	\$250
Amanda Reyes	Half of Cohort 3	\$125
Lesley Blake	Cohort 3	\$250
Judith Crozier	Half of Cohort 3	\$125
Elizabeth Applegate	Cohort 1	\$250
Anjanette Crum	Cohort 1	\$250
Robert Hammond	Cohort 1	\$250
Olivia Hulett	Cohort 1	\$250
Veronica Miranda	Cohort 1	\$250
Wendy Walsh	Cohort 1	\$250
Bethany Avalos	Cohort 2	\$250
Carolina Espinoza Lopez	Cohort 2	\$250
Sarah Hicks	Cohort 2	\$250
James Krulic	Cohort 2	\$250
Mallory Reeves	Cohort 2	\$250
Ryan Sarekhani	Cohort 2	\$250
Christine Walker	Cohort 2	\$250
Dee Masters	Cohort 3	\$250
Michelle Buscher	Cohort 2	\$250
Scott Stanfield	Cohort 3	\$250
Total		\$6,500

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

SUBJECT: Consideration of Approval of Embedded Tutoring Program Stipends for Spring 2018

ACTION

It is recommended that the Board of Trustees approve stipends for faculty members who participated in the Embedded Tutoring program in Spring 2018. 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

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

REPORT SUMMARY

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

- February 9, 2018 Introduce best practices in utilizing embedded tutors in the classroom
- March 22, 2018 Mid-semester check-in to assess utilization of embedded tutors, share information and strategies, and answer questions.
- May 3, 2018 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 two 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 the 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	Sections with Embedded Tutor	Meetings attended	Stipend
Lee Anne McIlroy	3	N/A	\$600.00
Cynthia Berteau	3	N/A	\$600.00
Shelia Hill	1	N/A	\$200.00
Lydia Alvarez	1	2/9/18	\$300.00
Sally Havice	3	N/A	\$600.00
Lynn Cavallaro	2	N/A	\$400.00
Francie Quaas-Berryman	1	N/A	\$300.00
Graham Chalmers	3	N/A	\$600.00
Angela Conley	2	N/A	\$400.00
Mojdeh Nikdel	3	N/A	\$600.00
Tatiana Roque	2	2/9/18	\$400.00
Jason Hultman	1	3/22/18	\$300.00
Norma Yanez	2	N/A	\$400.00
Christian Brown	1	N/A	\$300.00
Jessica Yu	0	2/9/18	\$100.00
Basirat Alabi	1	2/9/18; 3/22/18	\$300.00
Total	29		\$6,400.00

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: **June 6, 2018**

Agenda Item No. 11

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

PREPARED BY:

Sandra Marks
Instructional Dean, Health Occupations

Ann Voorhies
Director, Nursing Program

SUBJECT: Consideration of Approval of Stipend for the Strong Workforce Regional Health Sector Career Pathway Project Grant 2016-2018
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ACTION

It is recommended that the Board of Trustees approve payment of a stipend in the total amount of \$10,600 for nursing faculty for work, performed January 1, 2018 through June 30, 2018, stipulated in and funded by the Strong Workforce Health Sector Career Pathway Project grant.

FISCAL IMPACT

Strong Workforce Health Sector Career Pathway Project funds will be utilized for this expenditure. No general funds will be used. The stipend will be paid after work is completed.

Finalization of curriculum research and the development for the specialty Registered Nurse (RN) area of Emergency Department Nursing:

- Jude Moreno \$10,600 (100 Hours at \$106.00/hr.)

REPORT SUMMARY

This stipend will be utilized to fund the instructional research and development of curriculum and training in the area of Emergency Department Nursing in accordance with the grant work plan. The faculty stipend grant-approved activities include:

- Finalization of curriculum research and development which includes content review and presentation modality to create and implement a training program for hospital registered nurses (RNs) who are interested in working in the hospital Emergency Department for six weekly six hour classes. (50 hours)
 - Creating weekly lecture PowerPoint and clinical skills lab active learning activities that adhere to state and national practice emergency department and nursing standards
 - Vetting of curriculum with the Los Angeles County Emergency Nursing experts
 - Create a level of training that will meet the state Board of Registered Nursing requirements for providing 30 Continuing Education credit for those nurses who complete the program training
 - Create participant evaluation assessment methodology and evaluation tools
 - Create post-course evaluation to obtain participant feedback and suggestions
- Skills Lab configuration for Emergency Room Trauma Bay and equipment set-up (35 Hours)

- Developing weekly high fidelity manikin simulation scenarios to provide a hands-on interactive learning experience
- Preparing the simulation set-ups and coordinating the simulation lab, simulation manikins and emergency room equipment
- Final training program preparations (11 hours)
 - Putting together teaching module folders and packets for each student
 - Reaching out to area hospitals to recruit Registered Nurses for the training
 - Acquire quotes and finalize purchasing of needed specialized instructional equipment and teaching supplies
 - Schedule needed rooms and skills lab space
- Administrative support and project coordinator activities and duties (4 hours)
 - Meet and or communicate with the Regional Project Manager and nursing program grant monitor on a monthly basis to review the grant expenses and needed resources
 - Finalize the preparation with the plan to implement the “Introduction to Emergency Nursing Fundamentals” in July 2018 on campus In the Health Occupations Skills Lab

These funds are intended to maximize the development of the Emergency Nursing training program to ensure that the curriculum is current, evidenced-based and meets all educational, hospital, state, and regulatory requirements, standards and policies. These faculty activities are needed to fully research, develop, and implement the training program to maximize student understanding, critical thinking, clinical judgment, and ability to perform at a caring and competent level in this highly complex medical hospital environment.

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: **June 6, 2018**
Agenda Item No. 12

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

PREPARED BY: _____
Carla Yorke
Dual Enrollment Manager

SUBJECT: Consideration of Approval of College and Career Access Pathways Partnership Agreement with ABC Unified School District
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ACTION

It is recommended that the Board of Trustees approve Cerritos College’s College and Career Access Pathways Partnership (CCAP) agreement with ABC Unified School District.

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.

The Board of Trustees received and accepted Cerritos College’s College and Career Access Pathways Partnership (CCAP) agreement at its April 11, 2018 meeting. The agreement was hereby returned to this agenda for public discussion. The agreement was presented as an informational item to the ABC Unified School District on May 1, 2018, and was returned for public discussion and approved at the May 15, 2018 meeting.

The agreement with ABC Unified School District is now ready for approval by the Cerritos College Board of Trustees. Agreements with Bellflower Unified School District, Downey Unified School District, and Norwalk-La Mirada School District are forthcoming.

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

ABC UNIFIED SCHOOL DISTRICT

Cerritos Community College District (“COLLEGE DISTRICT”) and **ABC 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 student activities fees, unless students elect to complete a Student Activities Fee Waiver form. It is the responsibility of the SCHOOL DISTRICT to provide this form, and explain the implications to students. Students who complete the Waiver Form will not be eligible to participate in many of the academic, cultural, social events and activities offered by the Associated Students of Cerritos College. The SCHOOL DISTRICT will collect the form from students, and provide it to the COLLEGE DISTRICT by the first day of class, as listed in 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 9th 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 resulted 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 lineof 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 oncampus 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:

ABC Unified School District
16700 Norwalk Blvd, Cerritos, CA 90703
Cerritos, CA 90703

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: _____

**ABC 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).

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-10th

College Bridge - 11th & 12th

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 th 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-10th /College Bridge 11th & 12th

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 th Grade)	College Bridge (11 th & 12 th Grade)
<i><u>New Special Admit students must take assessment tests</u></i>	<i><u>New College Bridge students must take assessment tests</u></i>
<i><u>New and Continuing Special Admit Students</u></i>	<i><u>New and Continuing College Bridge Students</u></i>
<ol style="list-style-type: none"> a) G.P.A. - 2.5 b) Max Units: 4 units each Fall, Spring, and Summer c) <u>Signatures Required from Each Listed</u> <ul style="list-style-type: none"> • School Counselor/Principal • Parent/Guardian • Student • Cerritos College Instructor • Dean of Admissions, Records & Services 	<ol style="list-style-type: none"> a) G.P.A. - 2.0 b) Max Units: Spring & Fall 8 units, Summer 7 units c) <u>Signatures Required from Each Listed</u> <ul style="list-style-type: none"> • School Counselor/Principal • Parent/Guardian • Student

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.
 - 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)

<u>Fees</u>	<u>Fall/Spring</u>	<u>Summer</u>
Enrollment Fee*	Waived	Waived
Out of State Tuition Fee**	259.00 Per Unit	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 ABC Unified School District:

Name of Course: ESL 4: ESL Writing, Reading and Grammar 4 and ESL 5: ESL Writing, Reading and Grammar 5

Units: 4 units for ESL 4 and 4 units for ESL 5

Time: Summer 2018

Location of class: High school site of ABC Unified School District

Nature of the course: These courses are designed to improve the grammar, reading and writing skills of non-native English speakers.

Number of class hours to meet the stated objectives: 72 contact hours and 18 lab hours for ESL 4. 72 contact hours and 18 lab hours for ESL 5.

Number of FTES: 4.5

Minimum number of students for the class: 18

Maximum number of students for the class: 30

Enrollment period: Spring 2018

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 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

<p>SUBJECT: Consideration of Rejection of All Bids for Bid No. 17P011, Performing Arts Center – Shoring & Dewatering</p>
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ACTION

It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids pursuant to the bid and contract documents, and per Public Contract Code for the reasons as noted below.

FISCAL IMPACT

Funding for the initial advertising of this project, and the rebid, will be allocated from the GO Bond.

REPORT SUMMARY

On December 19, 2017 and December 26, 2017, Cerritos College advertised the release of Bid No. 17P011 for the Performing Arts Center – Shoring & Dewatering project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses on Cerritos College’s prequalification list were invited to provide a bid for this project. A total of thirty-nine prequalified contractors were contacted for this project. This portion of the project includes, but is not limited to, shoring and dewatering, including excavation, for the future Performing Arts Center. The site prep portion of work was previously awarded during the January 17, 2018 Board of Trustees’ meeting.

The bid had a bid due date of March 1, 2018. This shoring and dewatering phase of the Performing Arts Center project was bid as a single-prime project; the project required that contractors have a valid Class A, Class B, Class C-12, Class C-57, Class D-9 or Class D-30 contractors’ license. The construction cost estimate for the work was approximately \$950,000.

Attendance at one of the two pre-bid conference meeting and job walks scheduled on January 3, 2018 and January 5, 2018 was mandatory. A combined attendance total of eleven contractors attended one of the two pre-bid conference and job walk meetings on January 3, 2018 and January 5, 2018.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. Two contractors submitted a bid for the project.

Upon completion of Cerritos College's due diligence review of the bids received, it was determined that due to DSA delays in approval on future bid categories of the project, it would be better to reject all bids for this portion of the scope of work with the intent to rebid at a later time along with the remaining bid categories.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 17P011, Performing Arts Center – Shoring & Dewatering

Cerritos Community College District

Bid No. 17P011

Project: Performing Arts Center - Shoring & Dewatering

Bid Opening Results

Bid Due Date: March 1, 2018; 2:00 pm

	Southern California Grading, Inc. Irvine, CA		Malcolm Drilling Co., Inc. Irwindale, CA	
Base Bid Amount	\$	877,000.00	\$	1,250,720.00
Allowance Amount	\$	100,000.00	\$	100,000.00
TOTAL BASE BID AMOUNT	\$	977,000.00	\$	1,350,720.00
DELTA FROM LOWEST BID			\$	373,720.00

Bid Alternates				
Alternate A1	\$	150,000.00	\$	150,000.00
Alternate A2	\$	425,000.00	\$	60,000.00
Alternate A3	\$	20,000.00	\$	70,000.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	\$	1,572,000.00	\$	1,630,720.00
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)			\$	58,720.00

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 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>SUBJECT: Consideration of Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 16P002, Category 01), K.A.R. Construction, Inc., Shade Structures</p>

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 2 [Deductive Credit] in the deductive amount of \$7,347 for the Shade Structures project.

FISCAL IMPACT

The deductive amount from Change Order No. 2 will be \$7,347, decreasing the contract amount to \$844,620. Funding will be reallocated to the GO Bond.

REPORT SUMMARY

On October 19, 2016, the Board awarded a contract to K.A.R. Construction, Inc. of Ontario, California for the Shade Structures project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 01 represents the Demo/Grading/Site & Structural Concrete element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 2 is \$7,347. The original contract amount approved by the Board was \$820,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to a deductive credit that was issued due to RDM Electric Co., Inc. replacing an existing light pole adjacent to the Northwalk structure that was damaged by K.A.R. Construction, Inc.; the additive charge for the repairs is reflected in Change Order No. 1 submitted by RDM Electric Co., Inc. A deductive credit was also issued due to Pierre Landscaping, Inc. performing additional grading work on behalf of K.A.R. Construction, Inc. at the Alondra Drop Off structure; the additive charge for the work is reflected in Change Order No. 1 submitted by Pierre Landscape, Inc. 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.

	Change Order	Date	Amount	Percentage of Change
Pending	2	June 6, 2018	(\$7,347)	3.0%
	1	March 7, 2018	\$31,967	3.9%

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. 16P002-01 – K.A.R. Construction, Inc.

Change Order No. 1 to Contract No. 16P002-01 – K.A.R. Construction, Inc.

Contract No. 16P002-01 – K.A.R. Construction, Inc.

Project: Cerritos College
Shade Structures

Change Order Number: 02

Contract # 16P002-01

To: KAR Construction, Inc
1306 West Brooks Street
Ontario, CA 91762
Phone: 909-988-5054
Fax: 909-983-4106

Date: April 30, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: Northwalk Shade Structure
Description: Credit to offset the cost of the replacement of an existing light pole damaged adjacent to the Northwalk Shade Structure. New light pole provided by Bid Category #05 (Electrical) prime contractor.
Reason: During demolition and construction operations at the Northwalk Shade Structure, it was found that an existing light pole was damaged by KAR Construction. As a result the light pole needed to be replaced by RDM Electric (BC 05 – Electrical). Reference RDM Electric (BC 05) Change Order #01.
Benefit: Damaged light pole was replaced.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (5,233.00)

Time Extension:0 Work days

Item 2.02

Building: Alondra Drop Off Shade Structure
Description: Credit to offset the cost of additional grading done at the Alondra Drop Off Shade Structure by Bid Category # 02 (Landscape) prime contractor.
Reason: Due to required grading elevations for the benches and adjacent areas at Alondra Drop Off, it was determined that Pierre Landscaping needed to raise the grading elevations on behalf of KAR Construction prior to starting their irrigation and planting work. Reference Pierre Landscaping (BC 05) Change Order #01.
Benefit: Grading was done per plan which provided required support for the bench footing as well as an aesthetically pleasing appearance.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (2,114.00)

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(7,347.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**


CONTRACT SUMMARY:

Original Contract Amount	\$	820,000.00
Net change by previous Change Order	\$	31,967.00
Net Change by previous Contract Adjustment	\$	-
Net sum prior to this Change Order	\$	851,967.00
Amount of Change Order No. 2	\$	(7,347.00)
New Contract Sum	\$	844,620.00
Percentage of Change to Contract		3.0%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2018

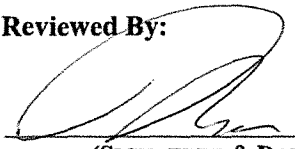
Requested By:

 4/30/18
(SIGNATURE & DATE)
KAR CONSTRUCTION INC.
BRENT ROTHWEILER
1306 West Brooks Street
Ontario, CA 91762

Approved By:

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


Reviewed By:

 5/4/2018
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT


Reviewed By:

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


Reviewed By:

 05/01/18
(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
PROJECT ARCHITECT

Reviewed By:

 5/1/18
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

 05/01/18
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Shade Structures
Category 01

Change Order Number: 01

Contract # 16P002-01A

To: KAR Construction, Inc
1306 West Brooks Street
Ontario, CA 91762
Phone: 909-988-5054
Fax: 909-983-4106

Date: January 16, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Description: Furnish one (1) Stainless Steel Flagpole located at Alondra Drop Off.
Reason: The Division of State Architect (DSA) changed the specified flagpole requirement from aluminum to stainless steel, which has a significant cost to procure an aluminum flagpole.
Benefit: By moving forward with the DSA approved flagpole, time to the construction project schedule was saved. In addition, the stainless steel product is structurally sufficient and has resistance to corrosion per DSA.
Requested by: Division of State Architect
CO Type: Agency Driven

Change Amount: \$ 31,967.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **\$31,967.00**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	820,000.00
Net change by previous Change Order	\$	-
Net Change by previous Contract Adjustment	\$	-
Net sum prior to this Change Order	\$	820,000.00
Amount of Change Order No. 1	\$	31,967.00
New Contract Sum	\$	851,967.00
Percentage of Change to Contract		3.9%

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
7th of March, 2018

Requested By:


1/16/2018
(SIGNATURE & DATE)

KAR CONSTRUCTION INC.
BRENT ROTHWEILER
1306 West Brooks Street
Ontario, CA 91762

Approved By:


3/9/2018
(SIGNATURE & DATE)

CERRITOS COLLEGE
FELIPE LOPEZ
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


2/2/18
(SIGNATURE & DATE)

CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:


2-12-18
(SIGNATURE & DATE)

CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:


1/25/18
(SIGNATURE & DATE)

QDG ARCHITECTURE
GIG PUKPRAYURA
ARCHITECT OF RECORD

Reviewed By:


1/25/18
(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


01/25/18
(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Shade Structures / BID NO.: 16P002

DATE OF CONTRACT: October 24, 2016 / CONTRACT NO.: 16P002-01

BID CATEGORY: 01, Demo/Grading/Site & Structural Concrete

DOLLAR VALUE: \$ 820,000.00

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: K.A.R. Construction, Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: 432 CALENDAR DAYS

K.A.R. Construction, Inc. V#18185

Address: 1306 West Brooks Street, Ontario, CA 91762

Phone: 909-988-5054

Fax: 909-983-4106

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **K.A.R. Construction, 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: **16P002, Shade Structures**
 Category 01, Demo/Grading/Site & Structural Concrete

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 **FOUR HUNDRED THIRTY-TWO (432) 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 **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

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

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

Eight Hundred Twenty Thousand and 00/100 Dollars

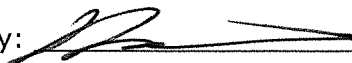
(\$ 820,000.00),

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

K.A.R. CONSTRUCTION, INC.

By:  _____

Title: President _____

Print Name: Kurt Rothweiler _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By:  _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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: **June 6, 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

SUBJECT: Consideration of Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 16P002, Category 02), Pierre Landscape, Inc., Shade Structures

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$2,114 for the Shade Structures project.

FISCAL IMPACT

The amount from Change Order No. 1 will be \$2,114, increasing the contract amount to \$228,845. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 19, 2016, the Board awarded a contract to Pierre Landscape, Inc. of Irwindale, California for the Shade Structures project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 02 represents the Landscaping 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. 1 is \$2,114. The original contract amount approved by the Board was \$226,731. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Pierre Landscape, Inc. conducting additional grading work at the Alondra Drop off structure to raise the grading elevations on behalf of K.A.R. Construction, Inc. prior to starting irrigation and planting work; this can be referenced per the submitted deductive Change Order No. 2 by K.A.R. Construction, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	June 6, 2018	\$2,114	0.9%

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. 1 to Contract No. 16P002-02 – Pierre Landscape, Inc.
 Contract No. 16P002-02 – Pierre Landscape, Inc.

Project: Cerritos College
Shade Structures

Change Order Number: 01

Contract # 16P002-2

To: Pierre Landscape
5455 2nd Street
Irwindale, CA 91706
Phone: 626-587-2121
Fax: 626-513-2220

Date: April 30, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Alondra Drop Off Shade Structure
Description: Cost to offset the cost of additional grading done at the Alondra Drop Off Shade Structure on behalf of Bid Category # 01 (Grading and Concrete) prime contractor.
Reason: Due to required grading elevations for the benches and adjacent areas at Alondra Drop Off, it was determined that Pierre Landscaping needed to raise the grading elevations on behalf of KAR Construction prior to starting their irrigation and planting work. Reference KAR Construction (BC 01) Change Order #02.
Benefit: Grading was done per plan which provided required support for the bench footing as well as an aesthetically pleasing appearance.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the District.

Change Amount: \$ 2,114.00

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... \$2,114.00
TOTAL ADDITIONAL WORKING DAYS Days: 0

CONTRACT SUMMARY:

Original Contract Amount	\$	226,731.00
Net change by previous Change Order	\$	-
Net Change by previous Contract Adjustment	\$	-
Net sum prior to this Change Order	\$	226,731.00
Amount of Change Order No. 1	\$	2,114.00
New Contract Sum	\$	228,845.00
Percentage of Change to Contract		0.9%

JH

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2018

Requested By:




(SIGNATURE & DATE)
PIERRE LANDSCAPE, INC.
SCOTT HORNER
5455 2nd Street
Irwindale, CA 91706

Approved By:

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

Reviewed By:




(SIGNATURE & DATE) 5/4/2018
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:


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

Reviewed By:




(SIGNATURE & DATE) 05/01/18
QDG ARCHITECTURE
GIG PUKPRAYURA
PROJECT ARCHITECT

Reviewed By:



(SIGNATURE & DATE) 5/1/18
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:



(SIGNATURE & DATE) 05/01/18
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Shade Structures / BID NO.: 16P002

DATE OF CONTRACT: October 24, 2016 /CONTRACT NO.: 16P002-02

BID CATEGORY: 02, Landscaping

DOLLAR VALUE: \$ 226,731.00

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: Pierre Landscape, Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

Pierre Landscape, Inc.

V# 19366

Address: 5455 2nd Street, Irwindale, CA 91706

Phone: 626-587-2121

Fax: 626-513-2220

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **Pierre Landscape, 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: **16P002, Shade Structures**
Category 02, Landscape

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 **FOUR HUNDRED THIRTY-TWO (432) 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 **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** 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-27 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 Hundred Twenty-Six Thousand Seven Hundred Thirty-One and 00/100 Dollars

(\$ 226,731.00),

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

PIERRE LANDSCAPE, INC.


By: 

Title: President

Print Name: Joseph J. Lowden, III

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Acting VP Business Services

Print Name: Noorali Delawalla

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: **June 6, 2018**

Agenda Item No. 16

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 16P002, Category 03), Anderson Charnesky Structural Steel, Inc., Shade Structures</p>
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ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$37,500 for the Shade Structures project.

FISCAL IMPACT

The deductive amount from Change Order No. 2 will be \$37,500, decreasing the contract amount to \$1,770,725. Funding will be reallocated to the GO Bond.

REPORT SUMMARY

On October 19, 2016, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Shade Structures project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 03 represents the Shade Structure Steel element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is \$37,500. The original contract amount approved by the Board was \$1,808,225. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to a deductive credit that was issued due to Fix Painting Co. repairing the intumescent paint at the Northwalk structure that was damaged by Anderson Charnesky Structural Steel, Inc.; the additive charge for the repairs is reflected in Change Order No. 1 submitted by Fix Painting Co. A deductive credit as the contractor has completed their overall scope of work and there is a cost credit remaining. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	June 6, 2018	(\$37,500)	-2.1%

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. 1 to Contract No. 16P002-03 – Anderson Charnesky Structural Steel, Inc.
 Contract No. 16P002-03 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Shade Structures

Change Order Number: 01

Contract # 16P002-03

To: Anderson Charnesky Structural Steel
353 Risco Circle
Beaumont, CA 92223
Phone: (951) 769-5700
Fax: (951) 769-5701

Date: April 30, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Northwalk Shade Structure
Description: Credit to offset the cost of intumescent paint repairs made at the Northwalk Shade Structure by Bid Category #04 (Painting) prime contractor.
Reason: While working on punch list items for the project, ACSS damaged the intumescent structure at Northwalk, which required Fix Painting (BC04 – Painting) to complete the repairs. Reference Fix Painting (BC 04) Change Order #01.
Benefit: Northwalk Shade Structure received the proper fire proofing rating.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the District.

Change Amount: \$ (2,918.00)

Time Extension:0 Work days

Item 1.02

Building: Aquatics, Alondra, Northwalk, & South Garden Shade Structures
Description: The Prime Contractor’s overall Scope of Work was completed and there is a cost credit remaining on their Contract.
Reason: The Prime Contractor completed all required work, and the additive/ deductive modifications to their Contract resulted in a credit.
Benefit: The overall project cost to the District is reduced by issuing this credit.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Allowance deduct.

Change Amount: \$ (34,582.00)

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$ (37,500.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	1,808,225.00
Net change by previous Change Order		
Net sum prior to this Change Order	\$	1,808,225.00
Amount of Change Order No. 1	\$	(37,500.00)
New Contract Sum	\$	1,770,725.00
Percentage of Change to Contract		-2.1%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2018

Requested By:

Approved By:



(SIGNATURE & DATE)
ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

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

Reviewed By:

Reviewed By:



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

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

Reviewed By:

Reviewed By:



(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
PROJECT ARCHITECT



(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:



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



PROJECT: Shade Structures / BID NO.: 16P002

DATE OF CONTRACT: October 24, 2016 /CONTRACT NO.: 16P002-03

BID CATEGORY: 03, Shade Structure Steel

DOLLAR VALUE: \$ 1,808,225.00

LIQUIDATED DAMAGES: \$2,500 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223

Phone: 951-769-5700

Fax: 951-769-5701

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, 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: **16P002, Shade Structures**
Category 03, Shade Structure Steel

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 **FOUR HUNDRED THIRTY-TWO (432) 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 **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** 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-51 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9,

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

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

One Million Eight Hundred Thousand Eight Two Hundred Twenty-Five and 00/100 Dollars

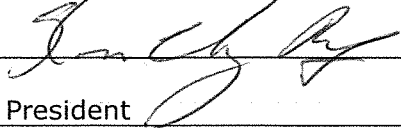
(\$ 1,808,225.00),

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

ANDERSON CHARNESKY STRUCTURAL STEEL, INC.

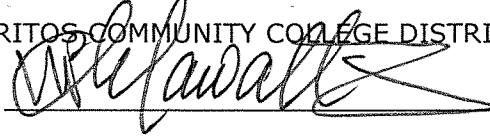
By: 

Title: President

Print Name: Kevin Charnesky

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Acting VP Business Services

Print Name: Noorali Delawalla

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

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Change Order No. 1 [Owner Added Scope, Deductive Credit], (Bid No. 16P002, Category 04), Fix Painting Co., Shade Structures</p>
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ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope, Deductive Credit] in the deductive amount of \$8,662 for the Shade Structures project.

FISCAL IMPACT

The deductive amount from Change Order No. 1 will be \$8,662, decreasing the contract amount to \$301,338. Funding will be reallocated to the GO Bond.

REPORT SUMMARY

On October 19, 2016, the Board awarded a contract to Fix Painting Co. of Woodland Hills, California for the Shade Structures project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 04 represents the Painting element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is \$8,662. The original contract amount approved by the Board was \$310,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Fix Painting Co. performing repair work to the intumescent paint that was damaged at the Northwalk structure on behalf of Anderson Charnesky Structural Steel, Inc.; this can be referenced per the submitted deductive Change Order No. 1 by Anderson Charnesky Structural Steel, Inc. A deductive credit as the contractor has completed their overall scope of work and there is a cost credit remaining. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	June 6, 2018	(\$8,662)	-2.8%

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. 1 to Contract No. 16P002-04 – Fix Painting Co.
 Contract No. 16P002-04 – Fix Painting Co.

Project: Cerritos College
Shade Structures

Change Order Number: 01

Contract # 16P002-04

To: Fix Painting Company
23003 Ventura Blvd.
Woodland Hills, CA 91364
Phone: 818-225-0633
Fax: 818-225-0284

Date: April 30, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Northwalk Shade Structure
Description: Repair of intumescent paint damaged at the Northwalk Shade Structure on behalf of Bid Category #03 (Structural Steel) prime contractor.
Reason: While working on punch list items for the project, ACSS damaged the intumescent structure at Northwalk, which required Fix Painting (BC04 – Painting) to complete the repairs. Reference ACSS Construction (BC 03) Change Order #01.
Benefit: Northwalk Shade Structure received the proper fire proofing rating.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 2,918.00

Time Extension:0 Work days

Item 1.02

Building: Aquatics, Alondra, Northwalk, & South Garden Shade Structures
Description: The Prime Contractor’s overall Scope of Work was completed and there is a cost credit remaining on their Contract.
Reason: The Prime Contractor completed all required work, and the additive/ deductive modifications to their Contract resulted in a credit.
Benefit: The overall project cost to the District is reduced by issuing this credit.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Allowance deduct.

Change Amount: \$ (11,580.00)

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(8,662.00)**
TOTAL ADDITIONAL WORKING DAYS Days: **0**

CONTRACT SUMMARY:

Original Contract Amount	\$	310,000.00
Net change by previous Change Order	\$	-
Net Change by previous Contract Adjustment	\$	-
Net sum prior to this Change Order	\$	310,000.00
Amount of Change Order No. 1	\$	(8,662.00)
New Contract Sum	\$	301,338.00
Percentage of Change to Contract		-2.8%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2018

Requested By:

Approved By:

 04/30/2018

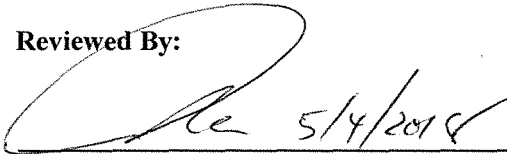
(SIGNATURE & DATE)

FIX PAINTING COMPANY
ANDREAS LOIZU
23003 Ventura Blvd.
Woodland Hills, CA 91364

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

Reviewed By:

Reviewed By:

 5/14/2018

(SIGNATURE & DATE)

CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

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

Reviewed By:

Reviewed By:

 05/01/18

(SIGNATURE & DATE)

QDG ARCHITECTURE
GIG PUKPRAYURA
PROJECT ARCHITECT

 5/1/18

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

 05/04/18

(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Shade Structures / BID NO.: 16P002

DATE OF CONTRACT: October 24, 2016 /CONTRACT NO.: 16P002-04

BID CATEGORY: 04, Paint

DOLLAR VALUE: \$ 310,000.00

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: Fix Painting Company

TERM: 432 Calendar days

TIME FOR COMPLETION: 432 Calendar Days

Fix Painting Company

Address: 23003 Ventura Blvd., Woodland Hills, CA 91364

Phone: 818-225-0633

Fax: 818-225-0284

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **Fix Painting Company** ("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: **16P002, Shade Structures**
Category 04, Paint

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 **FOUR HUNDRED THIRTY-TWO (432) 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 **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

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

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

Three Hundred Ten Thousand and 00/100 Dollars

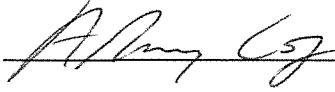
(\$ 310,000.00),

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

FIX PAINTING COMPANY

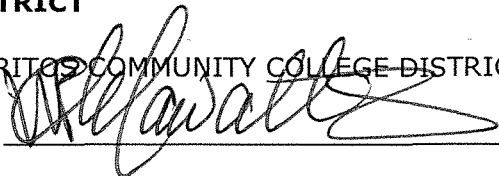
By: 

Title: Owner

Print Name: Andreas Loizu

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Acting VP Business Services

Print Name: Noorali Delawalla

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

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 16P002, Category 05), RDM Electric Co., Inc., Shade Structures</p>
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ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$8,532 for the Shade Structures project.

FISCAL IMPACT

The amount from Change Order No. 1 will be \$8,532, increasing the contract amount to \$533,532. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 19, 2016, the Board awarded a contract to RDM Electric Co., Inc. of Chino, California for the Shade Structures project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 05 represents the Electrical 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. 1 is \$8,532. The original contract amount approved by the Board was \$525,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to RDM Electric Co., Inc. replacing an existing light pole that was damaged adjacent to the Northwalk structure on behalf of K.A.R. Construction, Inc.; this can be referenced per the submitted deductive Change Order No. 2 by K.A.R. Construction, Inc. RDM Electric Co., Inc. also replaced four (4) light drivers that were damaged due to weather exposure on behalf of Harwood Construction, Inc.; this can be referenced per the submitted deductive Change Order No. 1 by Harwood Construction, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	June 6, 2018	\$8,532	1.6%

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. 1 to Contract No. 16P002-05 – RDM Electric Co., Inc.
 Contract No. 16P002-05 – RDM Electric Co., Inc.

Project: Cerritos College
Shade Structures

Change Order Number: 01

Contract # 16P002-5

To: RDM Electric, Inc
13867 Redwood Ave.
Chino, CA 91710
Phone: 949-413-8208
Fax: 949-591-1599

Date: April 30, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Northwalk Shade Structure
Description: Cost associated with the replacement of an existing light pole damaged adjacent to the Northwalk Shade Structure on behalf of Bid Category#01 (Demo and Concrete) prime contractor.
Reason: During demolition and construction operations at the Northwalk Shade Structure, it was found that an existing light pole was damaged by KAR Construction. As a result the light pole needed to be replaced by RDM Electric (BC 05 – Electrical). Reference KAR Construction (BC 01) Change Order #02.
Benefit: Damaged light pole was replaced.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 5,233.00

Time Extension:0 Work days

Item 1.02

Building: Northwalk Shade Structure
Description: Cost for replacement of four (4) light drivers damaged in rain due to the roof not being installed by Bid Category#06.
Reason: Due to exposure of the drivers to the weather elements, some drivers were required to be replaced by (BC 05 – Electrical). Reference Harwood Construction (BC 06) Change Order #01.
Benefit: Damaged drivers were replaced with new.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 3,299.00

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....**\$8,532.00**
TOTAL ADDITIONAL WORKING DAYS Days: 0


CONTRACT SUMMARY:

Original Contract Amount	\$	525,000.00
Net change by previous Change Order	\$	-
Net Change by previous Contract Adjustment	\$	-
Net sum prior to this Change Order	\$	525,000.00
Amount of Change Order No. 1	\$	8,532.00
New Contract Sum	\$	533,532.00
Percentage of Change to Contract		1.6%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2018

Requested By:

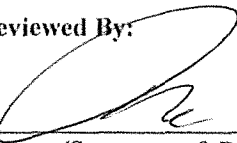
 4/30/18

(SIGNATURE & DATE)
RDM ELECTRIC, INC.
KRIS MATTOX
13867 Redwood Ave.
China, CA 91710

Approved By:

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

Reviewed By:


 5/4/2018

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

Reviewed By:

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

Reviewed By:

 05/01/18


(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
PROJECT ARCHITECT

Reviewed By:

 5/1/18

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

 05/01/18

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



PROJECT: Shade Structures / BID NO.: 16P002

DATE OF CONTRACT: October 24, 2016 / CONTRACT NO.: 16P002-05

BID CATEGORY: 05, Electrical

DOLLAR VALUE: \$ 525,000

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: RDM Electric Co., Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

RDM Electric Co., Inc.

Address: 13867 Redwood Avenue, Chino, CA 91710

Phone: 909-591-0990

Fax: 909-591-1599

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **RDM Electric Co., 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: **16P002, Shade Structures**
Category 05, Electrical

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 **FOUR HUNDRED THIRTY-TWO (432) 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 **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** 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-10 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:

Five Hundred Twenty Five Thousand and 00/100 Dollars

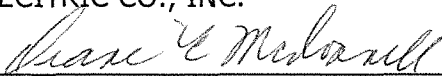
(\$ 525,000.00),

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

RDM ELECTRIC CO., INC.

By: 

Title: Secretary/Treasurer

Print Name: Diane E. McDonnell

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Acting VP Business Services

Print Name: Noorali Delawalla

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

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 16P007), Harwood Construction, Inc., Shade Structures – Category 06</p>
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ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$3,299 for the Shade Structures project.

FISCAL IMPACT

The deductive amount from Change Order No. 1 will be \$3,299, decreasing the contract amount to \$796,701. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On March 3, 2017, the Board awarded a contract to Harwood Construction, Inc. of La Verne, California for the Shade Structures project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 06 represents the Translucent Roof Panels element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is \$3,299. The original contract amount approved by the Board was \$800,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to a deductive credit that was issued due to RDM Electric Co., Inc. replacing four (4) light drivers that were damaged due to weather exposure as a result of the roof not being installed by Harwood Construction, Inc.; the additive charge for the replacement of items is reflected in Change Order No. 1 by submitted by RDM Electric Co., Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	June 6, 2018	(\$3,299)	-0.4%

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. 1 to Contract No. 16P007-06 – Harwood Construction, Inc.
 Contract No. 16P007-06 – Harwood Construction, Inc.

Project: Cerritos College
Shade Structures

Change Order Number: 01

Contract # 16P007-06

To: Harwood Construction, Inc
1695 Curtiss Court
La Verne, CA 91750
Phone: 909-593-6555
Fax: 909-593-4034

Date: April 30, 2018

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Northwalk Shade Structure
Description: Credit for replacement of four (4) light drivers damaged in rain due to the roof not being installed. New drivers provided by Bid Category#05 (Electrical).
Reason: Due to exposure of the drivers to the weather elements, some drivers were required to be replaced by RDM Electric (BC 05 – Electrical). Reference RDM Electric (BC 05) Change Order #01.
Benefit: Damaged drivers were replaced with new.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (3,299.00)

Time Extension:0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(3,299.00)**

TOTAL ADDITIONAL WORKING DAYS..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	800,000.00
Net change by previous Change Order	\$	-
Net Change by previous Contract Adjustment	\$	-
Net sum prior to this Change Order	\$	800,000.00
Amount of Change Order No. 1	\$	(3,299.00)
New Contract Sum	\$	796,701.00
Percentage of Change to Contract		-0.4%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2018

Requested By:

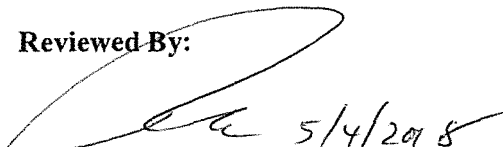

5/11/18
(SIGNATURE & DATE)

HARWOOD CONSTRUCTION INC.
DEAN PIRING
1695 Curtiss Court
La Verne, CA 91750

Approved By:

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

Reviewed By:


5/4/2018
(SIGNATURE & DATE)

CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:


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

Reviewed By:


05/01/18
(SIGNATURE & DATE)

QDG ARCHITECTURE
GIG PUKPRAYURA
PROJECT ARCHITECT

Reviewed By:


5/1/18
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


05/04/18
(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Shade Structures, Category 06 / BID NO.: 16P007

DATE OF CONTRACT: March 3, 2017 / CONTRACT NO.: 16P007-06

BID CATEGORY: 06, Translucent Roof Panels

DOLLAR VALUE: \$ 800,000.00

LIQUIDATED DAMAGES: \$2,500 per day

CONTRACTOR: Harwood Construction, Inc.

TERM: 279 Calendar days

TIME FOR COMPLETION: _____

Harwood Construction, Inc.

Address: 1695 Curtiss Court, La Verne, CA 91750

Phone: 909-593-6555

Fax: 909-593-4034

AGREEMENT FORM

This Agreement is made and entered into this **3rd day of March, 2017**, by and between the **Cerritos Community College District** ("District") and **Harwood Construction, 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: **16P007, Shade Structures BC-06**
Category 06, Translucent Roof Panels

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 **TWO HUNDRED SEVENTY-NINE (279)** 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 Program 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-17 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.

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

Eight Hundred Thousand and 00/100 Dollars

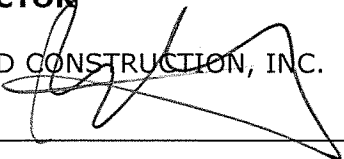
(\$ 800,000.00),

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

HARWOOD CONSTRUCTION, INC.

By:  _____

Title: President _____

Print Name: Bryant Harwood _____

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.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 20

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Acceptance of Gifts

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

The following items were received in April 2018

For Use in the Automotive Department

- Complete BASF Onyx Waterborne & Solvent Paint Mixing System (complete with toners)
- Dedoes 1.7 Paint Mixing Machine
- Sartorius Evolution Smart Scale & Computer
- Color Max Paint Chip System with Cabinet
- Onyx Welcome and Intermix Kit

Donated by: BASF Corporation
ATTN: Mr. Tim Brown
6700 Eighth Street
Buena Park, CA 90620

The estimated value of the above items is \$16,643.

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>SUBJECT: Consideration of Approval of Resolution No. 18-0606D, Approving Delegation of Authority Regarding Approval of Subcontractor Substitutions and Potential Hearings on Substitution of Subcontractors</p>
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ACTION

It is recommended that the Board of Trustees approve Resolution No. 18-0606D, Approving Delegation of Authority Regarding Approval of Subcontractor Substitutions and Potential Hearings on Substitution of Subcontractors.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

California Public Contract Code Section 4100 et seq., referred to as the “Subletting and Subcontracting Fair Practices Act”, requires bidders for public works construction projects, at the time bids are submitted, to designate all of the subcontractors performing in excess of one half of one percent of the total bid that such bidder intends to utilize for the project. After the bids are submitted, a bidder can only substitute a designated subcontractor for specific reasons which are set forth in Public Contract Code Section 4107. Public Contract Code Section 4107 further provides that if a successful bidder desires to substitute one of its designated subcontractors after the bids are submitted, the designated subcontractor is entitled to a hearing by the public entity on the issue of the substitution request.

California Public Contract Code Section 4110 provides that a prime contractor’s violation of the provisions of Section 4100 et seq. constitutes a violation of the prime contractor’s contract with the public entity, and that such a violation may result in cancellation of the contract or assessment of a penalty in an amount of not more than 10 percent of the amount of the subcontract involved. Public Contract Code Section 4110 further provides that in any proceedings under Public Contract Code Section 4110, the prime contractor and/or subcontractor shall be entitled to a public hearing.

In order to expedite a hearing, pursuant to Education Code section 81655, the Board of Trustees may delegate to its Superintendent/President, or his/her designee, the authority to approve subcontractor substitutions, conduct hearings on subcontractor substitutions, and appoint a hearing officer for these hearings.

It is recommended that the Board of Trustees adopt the attached Resolution No. 18-0606D delegating the President/Superintendent of Cerritos College, or his or her designee, effective as of the date of its adoption, or until rescinded by the Board, the authority to approve substitution of subcontractors, to conduct potential hearings on substitution of subcontractors pursuant to Public Contract Code section 4100 et seq. with respect to any current and future district construction projects, and act as hearing officer or appoint a third party hearing officer for hearings on the substitution of subcontractors pursuant to Public Contract Code section 4100 et seq. with respect to any current and future Cerritos College construction projects.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Resolution No. 18-0606D

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 18-0606D

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING THE DELEGATION OF AUTHORITY REGARDING APPROVAL OF
SUBCONTRACTOR SUBSTITUTIONS AND POTENTIAL HEARINGS
ON SUBSTITUTION OF SUBCONTRACTORS**

WHEREAS, California Public Contract Code, Section 4100 et seq., referred to as the “Subletting and Subcontracting Fair Practices Act”, requires bidders for public works construction projects, at the time bids are submitted, to designate all of the subcontractors performing in excess of one half of one percent of the total bid that such bidder intends to utilize for the project; and

WHEREAS, after the bids are submitted, a bidder can only substitute a designated subcontractor for specific reasons which are set forth in Public Contract Code Section 4107; and

WHEREAS, Public Contract Code Section 4110 provides that a prime contractor’s violation of the provisions of Public Contract Code Section 4100 et seq. constitutes a violation of the prime contractor’s contract with the public entity, and that such a violation may result in cancellation of the contract or assessment of a penalty in an amount of not more than 10 percent of the amount of the subcontract involved; and

WHEREAS, Public Contract Code Section 4110 further provides that in any proceedings under Public Contract Code Section 4110 the prime contractor and/or subcontractor shall be entitled to a public hearing; and

WHEREAS, in order to expedite the hearing process, pursuant to Education Code Section 81655, the Board of Trustees may delegate to President/Superintendent of Cerritos College, or his designee, the authority to approve subcontractor substitutions, conduct hearings on subcontractor substitutions requests, and appoint a hearing officer for such hearings.

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

- Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines:

- Section 2. That the Board of Trustees, pursuant to Education Code section 81655, delegates to the President/Superintendent of Cerritos College, or his designee, the authority to approve substitution of subcontractors, conduct necessary hearings on substitution of subcontractors requests pursuant to Public Contract Code Section 4100 et seq. with respect to any current and future Cerritos College construction projects, and act as hearing officer or appoint a third party hearing officer for necessary hearings on the substitution of subcontractors pursuant to Public Contract Code Section 4100 et seq. with respect to any current and future Cerritos College construction projects.

- Section 3. That the outcome of any hearing conducted under the delegation of authority set forth herein may be appealed to the Board of Trustees, and any such appeal shall be determined upon the record established pursuant to the earlier hearing.
- Section 4. That this delegation of authority shall be valid through June 30, 2019, or until rescinded by the Board of Trustees.
- Section 5. That this resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 6th day of June 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Adoption of Resolution No. 18-0606E To Let Purchase Orders or Contracts with Johnson Controls and its Subsidiary Companies as a Sole Source Procurement of Product and Services</p>
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ACTION

It is recommended that the Board of Trustees approve Resolution No. 18-0606E, authorizing Cerritos College to let sole source purchase orders or contracts to Johnson Controls and its subsidiary companies (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions), without formal, public advertising and receiving of bids, for five fiscal years (i.e. FY 18/19 through 22/23), as needed, to buy products, brands, software, and/or services for fire alarms, mass notification, and security alarm systems, for the reasons set forth below.

FISCAL IMPACT

Procurements for Johnson Control's products and/or services are processed primarily by the Facilities Departments. Funding for the procurements will be allocated from various District funding sources.

REPORT SUMMARY

California Public Contract Code Section 20651 requires the college to advertise publicly for bids for the purchase of goods involving an expenditure of \$90,200 or more.

As a limited exception, the college may determine that when no practical value exists to the college in publicly advertising for bids and/or where only one source is available, the Board of Trustees may make a finding that it is in the college's best interests to let a purchase order or contract without formal, public advertising and receiving of bids.

Under California Public Contract Code Section 3400(c), the District may make a finding designating certain materials, products, things, or services by specific brand or trade name for the purpose of matching other products in use on a particular public improvement either completed or in the course of completion.

The District has thirty seven Simplex Grinnell fire alarm systems on campus that are networked into a mass notification and central annunciation system. This fire alarm system is an essential life safety and notification network, and requires the proprietary devices, parts and programing provided by Simplex Grinnell. The District has recently completed installing and upgrading Simplex Grinnell fire alarms systems across campus, and all new construction buildings will continue to utilize Simplex Grinnell technology.

District staff have determined that Simplex Grinnell's products have demonstrated reliability, durability, and quality. District Facilities staff and the District's program management company, Tilden Coil Constructors (TCC), in consultation with other professional consultants, have undertaken considerable research into these products and brand. In order to facilitate the use of the most reliable, dependable, cost efficient, and feasible products and services throughout the campus, District staff and TCC have determined that it needed to establish a uniform, complete and compatible campus fire alarm, mass notification and security standard for the reasons in the attached resolution.

District staff have determined that it is in the District's best interests to designate Johnson Controls and its subsidiary companies' (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions) products, brands, and/or services described in the resolution for use in future District projects so as to establish a uniform district-wide fire alarm, mass notification and security standard, thereby avoiding incompatibility of products and replacement and maintenance problems. This resolution would be to designate proprietary Johnson Controls and its subsidiary companies' (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions) products, brands, and/or services for these services for five fiscal years.

By the attached resolution, District staff requests the Board of Trustees approval to require and specify the use of the certain materials, products, things, or services on district projects as described in the resolution. Cerritos College has determined that there is no practical value in advertising for and receiving of bids for the purchase of Johnson Controls products or services because: (1) Johnson Controls is the sole source of Simplex Grinnell branded fire alarm systems for the college and has become the college's standard; (2) Simplex Grinnell systems have demonstrated reliability, durability, cost effectiveness, and quality; (3) all new construction at the college will utilize Johnson Controls fire alarm systems as it is important to maintain consistency and compatibility in product.

The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase orders or contracts, for five fiscal years (i.e. FY 18/19 through 22/23), to Johnson Controls and its subsidiary companies (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions).

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Resolution No. 18-0606E

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 18-0606E

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING JOHNSON CONTROLS AND ITS SUBSIDIARY COMPANIES
AS A SOLE SOURCE PROCUREMENT
TO LET PURCHASE ORDERS OR CONTRACTS FOR PRODUCT AND SERVICES**

WHEREAS, the Cerritos Community College District ("District") lets purchase orders and/or contracts with Johnson Controls and its subsidiary companies ("Johnson Controls") for the procurement of products and services each fiscal year; and

WHEREAS, the cost of procurements with Johnson Controls may exceed the bid threshold as set forth in Public Contract Code Section 20651; and

WHEREAS, as a limited exception, the college may determine that when no practical value exists to the college in publicly advertising for bids and/or where only one source is available, the Board of Trustees may make a finding that it is in the college's best interests to let a purchase order or contract without formal, public advertising and receiving of bids; and

WHEREAS, the college has determined that there is no practical value in advertising for and receiving of bids for the purchase of Johnson Controls products or services because: (1) Johnson Controls is the sole source of Simplex Grinnell branded fire alarm systems for the college and has become the college's standard; (2) Simplex Grinnell systems have demonstrated reliability, durability, cost effectiveness, and quality; (3) all new construction at the college will utilize Johnson Controls fire alarm systems as it is important to maintain consistency and compatibility in product; and

WHEREAS, pursuant to Public Contract Code Section 3400(c) the Cerritos Community College District ("District") may make a finding(s) designating certain materials, products, things, or services by specific brand or trade name for the statutorily enumerated purposes; and

WHEREAS, the District's staff have reviewed the District's current facilities, general contracts, plans, and specifications in order to evaluate the District's need to establish uniform, complete and compatible a fire alarm, mass notification and security standard District-wide in order to facilitate the use of the most reliable, dependable, cost efficient, and feasible products throughout the District; and

WHEREAS, this resolution would be to designate proprietary Johnson Controls and its subsidiary companies' (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions) products, brands and/or services for campus fire alarm, mass notification and security standard for five fiscal years; and

WHEREAS, the uniform standard will allow the District to ensure that the fire alarm, mass notification and security standard utilized on all future District projects match the existing fire alarm, mass notification and security standard in use, as permitted pursuant to Public Contract Code Section 3400(c)(2); and

WHEREAS, District staff have been trained in the use of the existing systems and software that supports the existing fire alarm, mass notification and security standard of the same brand and manufacturer; and

WHEREAS, District staff have determined that proprietary Johnson Controls and its subsidiary companies' (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions) products, brands, and services will permit congruency with the use and maintenance of the aforementioned systems; and

WHEREAS, based on the above described review and Public Contract Code Section 3400(c)(2), the Board of Trustees has determined that the District must require and specify the use of certain proprietary Johnson Controls and its subsidiary companies' (e.g., Tyco Simplex Grinnell, Grinnell Fire Protection Solutions) products, things, or services on District projects.

WHEREAS, The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase orders or contracts, for five fiscal years (i.e. FY 18/19 through 22/23), as needed, to Johnson Controls.

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. That it would not produce any advantage to the District to competitively bid the purchase of Johnson Controls products.
- Section 3. That the District approves and authorizes the letting of a sole source purchase order and/or contract to Johnson Controls for the procurement of product and services for five fiscal years (i.e. FY 18/19 through 22/23).
- Section 4. The Board of Trustees delegates to the President/Superintendent, or his/her designee, authority to execute a purchase order and/or contract necessary for the procurement.
- Section 5. That this Resolution No. 18-0606E shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 6th of June, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 23

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Adoption of Resolution No. 18-0606F To Let Purchase Orders or Contracts with ERP Analysts, Inc. (“ERPA”) as a Sole Source Procurement for Services to Upgrade and Provide Support to Cerritos College’s PeopleSoft Campus Solutions Implementation of Version 9.2.</p>
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ACTION

It is recommended that the Board of Trustees approve Resolution No. 18-0606F, authorizing Cerritos College to let a sole source purchase order and/or contract to ERP Analysts, Inc. (“ERPA”), an Oracle Platinum partner, without formal, public advertising and receiving of bids, to procure services to upgrade and provide support for the College’s PeopleSoft Campus Solutions implementation of Version 9.2.

FISCAL IMPACT

The total sum shall be for the not-to-exceed amount of \$400,000. Funding for the services for Version 9.2 implementation will be allocated from the Capital Outlay Fund.

REPORT SUMMARY

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

SERVICES – NEW

ERP ANALYSTS, INC.

UPGRADE AND PROVIDE SUPPORT TO CERRITOS COLLEGE’S PEOPLESOFT CAMPUS SOLUTIONS IMPLEMENTATION OF VERSION 9.2.

Requested by: Mr. Felipe R. Lopez, Vice President of Business Services

Cerritos College wishes to enter into an agreement with ERP Analysts, Inc. (“ERPA”) to upgrade and provide support for the PeopleSoft Campus Solutions implementation of Version 9.2. ERPA has specific knowledge of PeopleSoft as an Oracle Platinum Partner, the college’s MIS, PeopleSoft databases, table structure, how the college’s PeopleSoft implementation is configured, and is currently providing post-production support of LACCD’s use of PeopleSoft Campus Solutions and upgrade to 9.2. The college wishes to let sole source purchase orders or contracts with ERPA to provide the following: 1) implement Campus Solutions 9.2 upgrade, 2) provide support functional and technical assistance, 3) provide

troubleshooting, 4) provide regular updates and software patches, 5) provide database and system administration for the upgrade , 6) provide training for both functional and technical users so Cerritos College staff can take full ownership, provide post production support following the implementation , 7) PeopleTools Upgrade to 8.56, and 8) provide support and assistance with conversion of all Crystal Report to BI-Publisher.

ERPA is a consultant that has extensive knowledge in the development and existing custom interface of Oracle's Campus Solutions and Human Capital Management products. They have inherent knowledge and expertise on the information system that allow them to better implement the necessary modifications to expand the existing system, and provide a more comprehensive way to ensure that the quality of the data is accurate.

Staff have researched many consultants to provide similar services, find that ERPA's cost, availability, and expertise for these services is fair and reasonable. Additionally, staff notes that comparable pricing for the scope or work for the project typically exceeds \$400,000.

Staff has been in negotiations with ERPA and, due to the positive relationship with the college, ERPA is providing functional services for this project.

Additionally, due to the sensitive nature of data, staff finds that working with ERPA will ensure the quality and confidentiality of the data will be maintained. For these reasons, staff finds that contracting with ERPA is in the best interest of the district.

California Public Contract Code Section 20651 requires the college to advertise publicly for bids for the purchase of goods involving an expenditure of \$90,200 or more.

As a limited exception, the college may determine that when no practical value exists to the college in publicly advertising for bids and/or where only one source is available, the Board of Trustees may make a finding that it is in the college's best interests to let a purchase order or contract without formal, public advertising and receiving of bids.

Cerritos College has determined that there is no practical value in advertising for and receiving of bids for services to upgrade and provide support to the College's PeopleSoft Campus Solutions implementation of Version 9.2 because: (1) ERPA has specific knowledge of PeopleSoft as an Oracle Platinum Partner; (2) ERPA is familiar with the development of and the existing custom interface and has inherent knowledge and expertise regarding the records; (3) ERPA's knowledge and expertise on the information system allows them to better implement the modifications to the interface, while expanding on the existing system; and (4) staff finds that the cost for the proposed modifications are fair and reasonable; and (5) contracting with ERPA will ensure the quality, confidentiality and security of the data.

The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase order and/or contract to ERP Analysts, Inc. for the purchase of services to upgrade and provide support to Cerritos College's PeopleSoft Campus Solutions implementation of Version 9.2.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Resolution No. 18-0606F

Draft of Contract No. 18C0011 – ERP Analysts, Inc.

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 18-0606F

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING ERP ANALYSTS, INC. AS A SOLE SOURCE PROCUREMENT
TO LET PURCHASE ORDERS OR CONTRACTS FOR SERVICES TO UPGRADE AND
PROVIDE SUPPORT TO CERRITOS COLLEGE'S PEOPLESOFT CAMPUS SOLUTIONS
IMPLEMENTATION OF VERSION 9.2**

WHEREAS, the Cerritos Community College District ("District") wishes to contract with ERP Analysts, Inc. ("ERPA") to upgrade and provide support to Cerritos College's PeopleSoft Campus Solutions Implementation of Version 9.2; and

WHEREAS, the college finds that ERPA has specific knowledge of the college's MIS, PeopleSoft databases, and table structure, and how the college's PeopleSoft implementation is configured; and

WHEREAS, the cost of procurements with ERPA would exceed the bid threshold as set forth in Public Contract Code Section 20651; and

WHEREAS, as a limited exception, the college may determine that when no practical value exists to the college in publicly advertising for bids and/or where only one source is available, the Board of Trustees may make a finding that it is in the college's best interests to let a purchase order or contract without formal, public advertising and receiving of bids; and

WHEREAS, the college has determined that there is no practical value in advertising for and receiving of bids for ERPA's services to upgrade and provide support to the College's PeopleSoft Campus Solutions implementation of Version 9.2 because: (1) ERPA has specific knowledge of PeopleSoft as an Oracle Platinum Partner; (2) ERPA is familiar with the development of and the existing custom interface and has inherent knowledge and expertise regarding the records; (3) ERPA's knowledge and expertise on the information system allows them to better implement the modifications to the interface, while expanding on the existing system; and (4) staff finds that the cost for the proposed modifications are fair and reasonable; and (5) contracting with ERPA will ensure the quality, confidentiality and security of the data; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 hold that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

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. That it would not produce any advantage to Cerritos College to competitively bid the procurement.

- Section 3. That the District approves and authorizes the letting of a sole source purchase order and/or contract to ERPA for the procurement of services to upgrade and provide support to Cerritos College's PeopleSoft Campus Solutions Implementation of Version 9.2.
- Section 4. The Board of Trustees delegates to the President/Superintendent, or his designee, authority to execute a purchase order and/or contract necessary for the procurement.
- Section 5. That this Resolution No. 18-0606F shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 6th day of June, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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



INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 18C0011

PARTIES AND DATE

This Agreement is made and entered into this 1th day of **June, 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 **ERP Analysts, Inc.** ("CONTRACTOR"), incorporated under the laws of the State of California with its principal place of business at 425 Metro Place North, Suite 510, Dublin, OH 43017. 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 **Campus Solutions 9.2 Upgrade, IT and Managed Services**, as directed by DISTRICT; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by DISTRICT, and such services are needed by DISTRICT from time to time on a limited basis; and

WHEREAS, CONTRACTOR represents that it possesses such necessary skill and expertise required, is familiar with the plans of DISTRICT, and desires to provide such services to DISTRICT on the terms and conditions set forth in this Agreement.

NOW THEREFORE, the Parties agree as follows:

1.0 SCOPE OF WORK – SERVICES TO BE PROVIDED BY CONTRACTOR

1.1 CONTRACTOR promises and agrees to furnish to DISTRICT all labor, materials, tools, equipment, services and incidental and customary work, as necessary to fully and adequately provide those services required under this Agreement. The services to be performed shall include:

1.1.1 Services as more fully detailed in Scope of Work (SOW), attached hereto as Exhibit "B" (2 pages, with noted DISTRICT changes) and is incorporated herein by this reference.

1.2 CONTRACTOR shall furnish all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement at CONTRACTOR'S own expense. CONTRACTOR shall perform its services 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 **June 1, 2018**, and end on **June 30, 2019**, unless earlier terminated in Section 7 of this Agreement or unless the Agreement is renewed or extended by execution of a "Cerritos Community College District Contract Amendment Form" attached hereto as Exhibit "A" and incorporated herein by this reference ("Contract Amendment Form"). CONTRACTOR shall complete the services within the term of this Agreement. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement

3.0 SERVICE FEES, EXPENSES, AND INVOICING

3.1 Service Fees. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement contingent upon the ultimate sale and delivery of municipal securities and will be payable from bond proceeds or other monies from the sale of the securities. The **total Not-to-Exceed amount of THREE HUNDRED NINETY FOUR THOUSAND FOUR HUNDRED FORTY AND 00/100 DOLLARS (\$394,440.00)**, attached hereto as Exhibit "B" and is incorporated herein by this reference, inclusive of any reimbursable costs. Services shall be as-needed at the request of DISTRICT'S Representative. .

3.2 Expenses. All direct or indirect expenses incurred by CONTRACTOR in performance of the Agreement are the responsibility of the CONTRACTOR and are considered to be included in the CONTRACTOR'S above service fees.

3.3 Invoices shall be submitted by CONTRACTOR once per month for services rendered and expenses incurred during the prior month. Invoices shall identify the billing period, Contract Number of this Agreement, CONTRACTOR'S Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and, as applicable, associated hours worked and billing rates.

3.4 No invoices will be paid unless (i) this Agreement has been signed by the CONTRACTOR and properly executed by DISTRICT and (ii) the CONTRACTOR has submitted a Department of the Treasury IRS Form W-9 to the DISTRICT'S Accounting Department, attention Accounts Payable.

3.5 At any time during the term of this Agreement, DISTRICT may request that CONTRACTOR perform Extra Work. As used herein, "Extra Work" means any work that is determined by DISTRICT to be necessary for the proper completion of any project or service under this Agreement, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. CONTRACTOR shall not perform, nor be compensated for, Extra Work without written authorization from DISTRICT.

4.0 RESPONSIBILITIES OF CONTRACTOR

4.1 Services and work performed under this Agreement shall be performed by CONTRACTOR and/or under its supervision. CONTRACTOR will determine the means, method and details of performing the services subject to the requirements of this Agreement. DISTRICT retains CONTRACTOR on an independent contractor basis and CONTRACTOR is not an employee, agent or representative of DISTRICT. CONTRACTOR retains the right to perform similar or different services for others during the term of this Agreement. CONTRACTOR understands and agrees that CONTRACTOR'S employees shall not be considered officers, employees or agents of DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of DISTRICT, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. CONTRACTOR assumes the full responsibility for CONTRACTOR'S acts or liabilities including those of CONTRACTOR'S employees or agents as they relate to the services performed under this Agreement. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes, with respect to CONTRACTOR'S employees. The DISTRICT will not withhold taxes for CONTRACTOR or CONTRACTOR'S employees or independent subcontractors. CONTRACTOR agrees to indemnify, defend and hold DISTRICT harmless from and against any and all liability arising from any failure of CONTRACTOR to pay or withhold any applicable tax when due.

4.2 CONTRACTOR is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services that are being performed under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws.

4.3 CONTRACTOR shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out work and services under this Agreement, CONTRACTOR shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

4.4 CONTRACTOR shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. CONTRACTOR shall allow a representative of DISTRICT during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. CONTRACTOR shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

4.5 CONTRACTOR shall perform the services under this Agreement expeditiously, within the term of this Agreement. CONTRACTOR represents that it has the professional and technical personnel required to perform the services under this Agreement in conformance with such conditions. In order to facilitate CONTRACTOR'S conformance with the Schedule, DISTRICT shall respond to CONTRACTOR'S submittals in a timely manner. Upon the DISTRICT'S request, CONTRACTOR shall provide a more detailed schedule of anticipated performance to meet the relevant Schedule of Services.

4.6 CONTRACTOR has represented to DISTRICT that certain key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, CONTRACTOR may substitute other personnel of at least equal competence and experience upon written approval of DISTRICT. In the event that DISTRICT and CONTRACTOR cannot agree as to the substitution of key personnel, DISTRICT shall be entitled to terminate this Agreement, pursuant to provisions of Section 7 of this Agreement.

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Felipe R. Lopez, Vice President of Business Services, 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 hereby designates **Gary Somers, Sales Director, ERPA** or his designee, to act as its representative for the performance of this Agreement ("CONTRACTOR'S Representative"). CONTRACTOR'S Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. The CONTRACTOR'S Representative shall supervise and direct all services under this Agreement, using [his or her] best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of all services under this Agreement.

4.9 CONTRACTOR agrees to work closely with DISTRICT staff in the performance of all services under this Agreement and shall be available to DISTRICT'S staff, contractors and other staff at all reasonable times.

4.10 CONTRACTOR shall perform all services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONTRACTOR represents and maintains that it is skilled in the professional calling necessary to perform all services under this Agreement. CONTRACTOR warrants that all employees and subcontractors shall have sufficient skill and experience to perform the services assigned to them. Finally, CONTRACTOR represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform all services required under this Agreement. As provided for in the indemnification provisions of this Agreement, CONTRACTOR shall perform, at its own cost and expense and without reimbursement from the DISTRICT, any services necessary to correct errors or omissions which are caused by the CONTRACTOR'S failure to comply with the standard of care provided for herein. Any employee of the CONTRACTOR or its subcontractors who is determined by the DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of services under this Agreement, a threat to the safety of persons or property, or any employee who fails or refuses to perform such services in a manner acceptable to the DISTRICT, shall be promptly removed from work by the CONTRACTOR and shall not be re-employed to perform any services or work under this Agreement.

4.11 CONTRACTOR shall perform and complete all services under this Agreement within the term set forth in Section 4.5 above ("Performance Time").

4.12 CONTRACTOR shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting its work or services under this Agreement, including all Cal/OSHA requirements, and shall give all notices required by law. CONTRACTOR shall be liable for all violations of such laws and regulations in connection with such work or services. If CONTRACTOR performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the DISTRICT, CONTRACTOR shall be solely responsible for all costs arising therefrom. CONTRACTOR shall defend, indemnify and hold DISTRICT, its officials, directors, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

4.13 By executing this Agreement, CONTRACTOR verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the CONTRACTOR. CONTRACTOR also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. CONTRACTOR shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. CONTRACTOR shall maintain records of each such verification, and shall make them available to the DISTRICT or its representatives for inspection and copy at any time during normal business hours. The DISTRICT shall not be responsible for any costs or expenses related to CONTRACTOR'S compliance with the requirements provided for in Section 4.0 or any of its sub-sections.

4.14 To the same extent and under the same conditions as CONTRACTOR, CONTRACTOR shall require all of its subcontractors performing any work relating to this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 4.13.

4.15 Each person executing this Agreement on behalf of CONTRACTOR verifies that they are a duly authorized officer of CONTRACTOR, and understands that any of the following shall be grounds for the DISTRICT to terminate the Agreement for cause: (1) failure of CONTRACTOR or its subcontractors to meet any of the requirements provided for in Sections 4.13 or 4.14; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the CONTRACTOR under Section 4.14); or (3) failure to immediately remove from work any person found not to be in compliance with such requirements.

4.16 By its signature hereunder, CONTRACTOR certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the services under this Agreement.

4.17 CONTRACTOR represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

5.0 INDEMNIFICATION.

5.1 To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold DISTRICT and its Governing Board, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, arising out of the negligence, recklessness or willful misconduct of CONTRACTOR, its officials, officers, employees, subcontractors or agents in connection with the performance of CONTRACTOR'S services, project or efforts undertaken pursuant to this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent

CONTRACTOR'S services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR.

5.2 CONTRACTOR shall defend, with CONTRACTOR'S Counsel, as approved by the DISTRICT, and at CONTRACTOR'S own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 5.1 that may be brought or instituted against DISTRICT or its Governing Board, officials, officers, employees, volunteers, and agents. CONTRACTOR shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. CONTRACTOR shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for DISTRICT'S attorney's fees and costs, including expert witness fees. CONTRACTOR shall reimburse DISTRICT and its Governing Board, officials, officers, employees, volunteers and agents, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONTRACTOR'S obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials officers, employees, agents, or volunteers.

6.0 INSURANCE.

6.1 CONTRACTOR shall not commence work under this Agreement until it has provided evidence satisfactory to DISTRICT that it has secured all insurance required under this section. CONTRACTOR agrees to maintain, during the performance of all services under this Agreement, and for period of not less than one year following the expiration of this Agreement, at its sole expense, the following insurance coverages with limits of not less than those designated below:

(a) **Minimum Requirements.** CONTRACTOR shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, its agents, representatives, employees or subcontractors. CONTRACTOR shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

i. **Minimum Scope of Insurance.** Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) Professional Liability Insurance; and (4) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

ii. **Minimum Limits of Insurance.** CONTRACTOR shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage; if Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit and shall specifically include blanket contractual liability, written on an occurrence basis; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; (3) *Professional Liability*: \$1,000,000 per claim; (4) *if Contractor has an employee(s), Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Practices Liability limits of \$1,000,000 per accident.

(b) **Insurance Endorsements.** The insurance policies shall contain the following provisions, or CONTRACTOR shall provide endorsements on forms approved by the DISTRICT to add the following provisions to the insurance policies:

i. **General Liability.** The general liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the services or operations performed by or on behalf of the CONTRACTOR, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the DISTRICT, its Governing Board, officials, officers,

employees, volunteers, and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by the DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

ii. **Automobile Liability.** The automobile liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the CONTRACTOR or for which the CONTRACTOR is responsible; and (2) the insurance coverage shall be primary insurance as respects DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

iii. **Workers' Compensation and Employers Liability Coverage.** The insurer shall agree to waive all rights of subrogation against DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents for losses paid under the terms of the insurance policy which arise from work performed by the CONTRACTOR.

iv. **All Coverages.** Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DISTRICT; and, (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(c) **Separation of Insureds; No Special Limitations.** All insurance required by this Agreement, except for Workers' Compensation and Employer's Liability and Professional Liability coverage, shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(d) **Deductibles and Self-Insurance Retentions.** Any deductibles or self-insured retentions must be declared to and approved by DISTRICT. If DISTRICT does not approve the deductibles or self-insured retentions as presented, CONTRACTOR shall guarantee that, at the option of DISTRICT, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects DISTRICT, its directors, officials, officers, employees and agents; or, (2) CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

(e) **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to DISTRICT.

(f) **Reporting of Claims.** CONTRACTOR shall report to DISTRICT, in addition to CONTRACTOR'S insurer, any and all insurance claims submitted by CONTRACTOR in connection with services under this Agreement.

(g) **Verification of Coverage.** CONTRACTOR shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to DISTRICT. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by DISTRICT before work commences. DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time.

6.2 The DISTRICT does not represent or warrant that the types or limits of insurance adequately protect CONTRACTOR'S interest or sufficiently cover CONTRACTOR'S liability exposure. Failure by CONTRACTOR to maintain the insurance coverages specified herein shall be considered a material breach of this Agreement.

6.3 Prior to commencing work, CONTRACTOR will furnish DISTRICT with properly endorsed certificates of insurance acceptable to DISTRICT which provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to DISTRICT. All certificates must be faxed or emailed, followed by a hard copy "wet ink" signed original in the mail to: Cerritos Community College District, Attn: Purchasing, 11110 Alondra Boulevard, Norwalk, CA 90650-6203.

6.4 No payments will be made to CONTRACTOR until current and complete certificate(s) of insurance are on file with the Purchasing Services Office of DISTRICT.

7.0 TERMINATION OF AGREEMENT

7.1 DISTRICT may, by written notice to CONTRACTOR, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to CONTRACTOR of such termination, and specifying the effective date thereof, not less than ten (10) business days before the effective date of such termination. Upon termination, CONTRACTOR shall be compensated only for those services which have been adequately rendered to DISTRICT, and CONTRACTOR shall be entitled to no further compensation. CONTRACTOR may not terminate this Agreement except for cause.

7.2 If this Agreement is terminated as provided herein, DISTRICT may require CONTRACTOR to provide all finished or unfinished Documents and Data and other information of any kind prepared by CONTRACTOR in connection with the performance of services under this Agreement. CONTRACTOR shall be required to provide such document and other information within fifteen (15) days of the request.

7.3 In the event this Agreement is terminated in whole or in part as provided herein, DISTRICT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

8.0 EMPLOYMENT WITH PUBLIC AGENCY. CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time expended in the execution of the services under this AGREEMENT.

9.0 CONFLICT OF INTEREST. CONTRACTOR shall not hire any officer or employee of the DISTRICT to perform any service covered by this Agreement. CONTRACTOR affirms that to the best of CONTRACTOR'S knowledge there exists no actual or potential conflict between CONTRACTOR'S family, business, or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with DISTRICT. CONTRACTOR shall not be in a reporting relationship to a DISTRICT employee who is a near relative, nor shall the near relative be in a decision-making position with respect to CONTRACTOR.

CONTRACTOR represents that in connection with the issuance of municipal securities, CONTRACTOR may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, the CONTRACTOR hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding CONTRACTOR's ability to provide unbiased advice to enter into such transaction. This conflict of interest will not impair CONTRACTOR's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

If the CONTRACTOR becomes aware of any additional potential or actual conflict of interest after this disclosure, CONTRACTOR will disclose the detailed information in writing to the Issuer in a timely manner.

10.0 ON-SITE ACCOMMODATIONS. DISTRICT shall provide CONTRACTOR with reasonable and customary working accommodations to support any on-site activities in the performance of CONTRACTOR'S services.

11.0 OWNERSHIP OF MATERIALS/CONFIDENTIALITY.

11.1 Originality of Services. CONTRACTOR warrants and represents that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to DISTRICT and/or used in connection with this Agreement, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services or under lawful license by any CONTRACTOR hired subcontractor.

11.2 Documents & Data; Licensing of Intellectual Property. DISTRICT acknowledges that CONTRACTOR is in the business of providing information technology consulting services and has accumulated expertise in this field and agrees that CONTRACTOR will retain all right, title, and interest in and to all CONTRACTOR Materials. "CONTRACTOR Materials" means all discoveries, concepts, inventions and ideas, whether or not registrable under patent, copyright or similar statutes, including, without limitation, patents, copyrights, trademarks, trade secrets, processes, methods, formulae, techniques, tools, solutions, programs, data, and documentation, and related modifications, improvements, and know-how, that CONTRACTOR, alone, or jointly with others, its agents or employees, conceives, makes, develops, acquires, or obtains knowledge of at any time before, after, or during the term of this Agreement without breach of CONTRACTOR's duty of confidentiality to DISTRICT. To the extent CONTRACTOR Materials are included in any Documents & Data, CONTRACTOR will grant DISTRICT a perpetual, irrevocable, nonexclusive, personal, worldwide, royalty-free license to use, execute, reproduce, display, perform, distribute internally, and prepare for internal use derivative works, based upon, such CONTRACTOR Materials, in each case solely in conjunction with the Documents & Data delivered hereunder and solely for DISTRICT's internal use. Any interest in the Documents & Data granted hereunder by CONTRACTOR to DISTRICT shall be contingent upon and to the extent of payment by DISTRICT of the fees, charges and expenses invoiced by CONTRACTOR pursuant to this Agreement. .

11.3 Subcontractors. CONTRACTOR shall require all subcontractors to agree in writing that DISTRICT is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. CONTRACTOR represents and warrants that CONTRACTOR has the legal right to license any and all Documents & Data. CONTRACTOR makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than CONTRACTOR or its subcontractors, or those provided to CONTRACTOR by the DISTRICT.

11.4 Right to Use. DISTRICT shall not be limited in any way in its use or reuse of Documents and Data or any part of thereof at any time for purposes of any project or services under this Agreement provided that any such use not within the purposes intended by this Agreement or on a project or service other than any project or service under this Agreement without employing the services of CONTRACTOR shall be at DISTRICT'S sole risk. If DISTRICT uses or reuses the Documents & Data on any project or service other than a project or service under this Agreement, it shall remove the CONTRACTOR'S seal from the Documents & Data and indemnify and hold harmless CONTRACTOR and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other projects or services. CONTRACTOR shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the DISTRICT upon completion, suspension, abandonment or termination. CONTRACTOR shall not be responsible or liable for any revisions to the Documents & Data made by any party other than CONTRACTOR, a party for whom the CONTRACTOR is legally responsible or liable, or anyone approved by the CONTRACTOR.

11.5 Indemnification. CONTRACTOR shall defend, indemnify and hold the DISTRICT, its directors, officials, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on any project or service by DISTRICT of the Documents & Data, including any method, process, product, or concept specified or depicted

11.6 Confidentiality. All Documents & Data, either created by or provided to CONTRACTOR in connection with the performance of this Agreement, shall be held confidential by CONTRACTOR, to the extent the information is proprietary, confidential, or protected information, including records that are subject to FERPA or other personal identifiable information. All Documents & Data shall not, without the prior written consent of DISTRICT, be used or reproduced by CONTRACTOR for any purposes other than the performance of services under this Agreement. CONTRACTOR shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of any

project or service under this Agreement. Nothing furnished to CONTRACTOR that is otherwise known to CONTRACTOR or is generally known, or has become known, to the related industry shall be deemed confidential. CONTRACTOR shall not use DISTRICT'S name or insignia, photographs of any project, or any publicity pertaining to any services or any project under this Agreement, in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of DISTRICT.

12.0 RECORDS ABOUT INDIVIDUALS. California law, as well as DISTRICT policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.

12.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of the DISTRICT and subject to state law and DISTRICT policies governing privacy and access to files.

12.2 CONTRACTOR shall use his or her best efforts to keep confidential any information provided by DISTRICT and marked "Confidential Information," or any oral information conveyed to CONTRACTOR by DISTRICT and followed by a written communication within thirty (30) days that said information shall be considered Confidential Information. This non-disclosure provision shall not apply to any of the following: (i) information which the CONTRACTOR can demonstrate by written records was known to CONTRACTOR prior to the effective date of this Agreement; (ii) is currently in, or in the future enters, the public domain other than through a breach of this Agreement or through other acts or omissions of CONTRACTOR; or (iii) is obtained lawfully from a third party.

13.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS. While performing any service for DISTRICT, CONTRACTOR'S employees, agents, or subcontractors shall not: (a) be under the influence of alcohol or any controlled substance, (b) use, possess, distribute, or sell illicit or unprescribed controlled drugs, drug paraphernalia, or alcoholic beverages, or (c) misuse legitimate prescription drugs.

13.1 CONTRACTOR shall advise its employees, agents, or subcontractors of this policy. Their entry onto DISTRICT'S premises or the work site constitutes consent to searches and inspections. When DISTRICT has reason to believe there has been a violation of any aspect of the drug-free workplace requirements, CONTRACTOR and its employees, agents, suppliers, subcontractors shall, when requested, immediately submit to a search of their person, and/or lockers, lunch boxes, briefcases, purses, packages, desks, workstations, vehicles and other personal belongings available for inspection.

13.2 CONTRACTOR understands and agrees that any of its employees involved in accidents will be subject to drug and/or alcohol testing as part of the post-accident investigation.

13.3 Declining to submit to required searches and inspections may result in the termination of this Agreement and all current or future business relationships and/or visiting privileges.

14.0 DELAYS.

14.1 Delay, nondelivery, or any other failure to perform shall not be excused, unless it arises as a result of unforeseeable causes beyond the control and without the fault or negligence of CONTRACTOR and CONTRACTOR gives notice to DISTRICT within 24 hours of both the delay or nondelivery and the cause thereof and exerts reasonable efforts to mitigate the effect of same on DISTRICT to cause a complete cure of the failure in no less than five (5) working days. Delays caused by matters outside of CONTRACTOR'S control shall be excusable, and CONTRACTOR waives any other claims or entitlement for fees or compensation based on extended delays or absences hereunder

14.2 If at any time CONTRACTOR becomes aware of circumstances that may cause a delay, CONTRACTOR shall immediately give written notice of such circumstances to the DISTRICT and shall immediately take action to remedy the situation. If CONTRACTOR does not remedy the situation within a reasonable time, the DISTRICT shall have the right, directly or through CONTRACTOR, to investigate and institute action at CONTRACTOR'S expense, to prevent or mitigate any delay.

15.0 FORCE MAJEURE. Neither Party shall be in default for any failure or delay in performance hereunder when such failure or delay is the result of a force majeure, which is hereby defined as any unforeseeable event which is beyond that Party's reasonable control and without its fault or negligence. Such events may include, but are not restricted to: (a) acts of God or of the public enemy, (b) acts of government in either its

sovereign or contractual capacity, (c) strikes, lockouts or other industrial disputes, (d) riots, mutinies, civil commotion, war or war-like operations, or sabotage.

16.0 DISPUTES. All claims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement or the breach thereof shall be addressed in the following manner.

16.1 The Parties shall enter into good faith negotiations to reach an equitable settlement.

16.2 If a good faith settlement cannot be reached, the Parties may agree to select a method of dispute resolution other than litigation, such as arbitration, mediation, or other method of alternative dispute resolution. In the event that the Parties are unable to agree on a method of dispute resolution other than litigation, suit may be brought in a court located nearest the DISTRICT office involved in the suit.

16.3 Should it be necessary for either Party to initiate legal proceedings to resolve disputes arising out of or relating to this Agreement, the prevailing Party shall be entitled to receive from the other Party all costs and expenses, including reasonable attorney's fees, incurred in such proceedings.

16.4 Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any work, the delivery of any material, the payment of any moneys to CONTRACTOR, or otherwise, CONTRACTOR agrees that it will not directly or indirectly stop or delay the work directed by DISTRICT, or any part thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy, or question is or may be subject to litigation or other form of dispute resolution.

17.0 GOVERNING LAW; GOVERNMENT CODE CLAIM COMPLIANCE. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, CONTRACTOR must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the DISTRICT. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONTRACTOR. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONTRACTOR shall be barred from bringing and maintaining a valid lawsuit against the DISTRICT.

18.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT. This Agreement is for the exclusive services of CONTRACTOR. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual by CONTRACTOR without the express written approval of DISTRICT.

19.0 CONSTRUCTION; REFERENCES; CAPTIONS. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not business days unless otherwise specified in this Agreement. All references to CONTRACTOR include all personnel, employees, agents, and subcontractors of CONTRACTOR, except as otherwise specified in this Agreement. All references to DISTRICT include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

20.0 AMENDMENT; MODIFICATION. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties pursuant to a Contract Amendment Form, Exhibit "A", attached hereto and incorporated herein by this reference. DISTRICT may modify the form of the Contract Amendment Form in its sole discretion at any time prior to execution.

21.0 NON-WAIVER. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

- 22.0 COOPERATION; FURTHER ACTS.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 23.0 ATTORNEYS' FEES.** If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other costs of such action.
- 24.0 AUTHORITY TO ENTER AGREEMENT.** CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 25.0 COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original.
- 26.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who is not signatory to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 27.0 SEVERABILITY.** If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.
- 28.0 TIME OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.
- 29.0 ENTIRE AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both DISTRICT and CONTRACTOR.
- 29.1 This Agreement and any attachments or exhibits incorporated by reference are complementary and what is required by one shall be as binding as if required by all. In the case of conflict or inconsistency, this Agreement shall control over any such attachments or exhibits.
- 30.0 NOTICE.** Any notice or demand may be served upon one Party by the other (a) by delivering it, in writing, to the other's representative at the address as set forth below, or (b) by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the other's representative at the address as set forth below, or (c) by sending a facsimile of it to the other's representative at the facsimile number set forth below.

CERRITOS COMMUNITY COLLEGE DISTRICT:

Representative: Felipe R. Lopez
 Vice President of
 Business Services
 Tel: (562) 860-2451 Ext. 2242

For Notices: Cerritos Community College District

Business Services
 11110 Alondra Boulevard
 Norwalk, CA 90650-6203

Fax: (562) 467-5020

CONTRACTOR: ERP Analyst Inc.

Representative: Sabrina Stover, CFO
 (Name & Title)

Tel: (614) 718-9222

For Notices: ERP Analysts, Inc.
 425 Metro Place North, Suite
 510
 Dublin, OH 43017

Fax: (888) 432-0204

**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

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

Typed or Printed Name, & Title

Sabrina Stover
Chief Financial Officer

Typed or Printed Name, & Title

sstover@erpagroup.com
E-mail
31-1688884

Tax Identification Number (EIN)

Date: _____

Date: _____

EXHIBIT "A"

CERRITOS COMMUNITY COLLEGE DISTRICT
CONTRACT AMENDMENT FORM

AMENDMENT NO.

To

CONTRACT NO.

The Agreement made and entered on _____, by and between the **Cerritos Community College District**, a public community college district with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650 ("DISTRICT"), and _____, a _____ organized under the laws of the state of _____ with its principal place of business at _____ ("CONTRACTOR"), is **AMENDED** on _____, as follows:

RECITALS

WHEREAS, DISTRICT and CONTRACTOR entered into that certain Independent Contractor Agreement dated _____ ("Agreement"), whereby CONTRACTOR agreed to provide certain services;

WHEREAS, DISTRICT and CONTRACTOR desire to amend the Agreement to provide for additional services;

NOW THEREFORE, the Parties agree as follows:

1. TERMS

1.1 Pursuant to Sections 2.1 and 20.0 of the Agreement, CONTRACTOR shall provide the following services: [Insert As Applicable]

1.2 Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

1.3 This Amendment may be executed in duplicative originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

1.4 Additional Terms: [Insert As Applicable]

INTENDING TO BE BOUND HEREBY, THE PARTIES EXECUTE THIS AMENDMENT AS OF THE DATE WRITTEN ABOVE:

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

EXHIBIT "B"

**CERRITOS COMMUNITY COLLEGE DISTRICT
SCOPE OF WORK (SOW)**

1. **SCOPE OF WORK (SOW).** The SOW is detailed below and in the attachment, dated March 20, 2018, attached hereto as Exhibit "B" (2 pages, with noted DISTRICT changes) and is incorporated herein by this reference. SOW includes the following:

- 1.1. Implement Campus Solutions 9.2 upgrade
- 1.2. Provide support functional and technical assistance
- 1.3. Provide troubleshooting
- 1.4. Provide regular updates and software patches
- 1.5. Provide database and system administration for the upgrade
- 1.6. Provide training for both functional and technical users so DISTRICT staff take full ownership
- 1.7. Provide post production support following the implementation
- 1.8. PeopleTools Upgrade to 8.56
- 1.9. Provide support and assistance with conversion of all Crystal Report to BI-Publisher
- 1.10. Managed services solutions (80 hours/month for 4 months).

Campus Solutions 9.2 Upgrade (with Tools 8.55.xx) and Managed Services		
Role	Hours	Total Cost
Project Manager (Remote)	320	\$ 49,600
Offshore XML Conversion (Remote)	1120	\$ 56,000
Developer/Retrofits Estimate (Remote)	280	\$ 32,200
PS Admin/Upgrade Specialist (Remote except for Cutover)	920	\$ 105,800
PeopleTools Upgrade (Remote except for Cutover)	296	\$ 34,040
Functional Support- Training and Testing (8 Weeks Onsite)	320	\$ 64,000
Total Upgrade Estimate	3256	\$ 341,640
Estimated Expenses Upgrade Cutover (2 Resources for 4 weeks Onsite)		\$ 12,800
Total Upgrade price		\$ 354,440
Managed Services for Four Months (80 Hours/Mo Remote)	320	\$ 40,000
Total		\$ 394,440

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of April 2018

ACTION

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

April 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

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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
04/05/18	0000067874	C	1	04/10/2018	EDUCATIONAL STUDENT TOURS	CONFERENCE AND TRAVEL	Counseling	01.3	00000.0	03010	73460	7610	6300000	17-18	558.00	
						MISCELLANEOUS		01.3	00000.0	03010	73460	5210	6300000	17-18	1,799.00	
								01.3	00000.0	03010	73460	7610	6300000	17-18	12,792.00	
						04/05/2018	0000067874	EDUCATIONAL STUDENT TOURS							15,149.00	
04/14/18	0000067959	C		04/14/2018	LOS ALAMITOS AUTO PARTS, INC.	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	17-18	412.89	
						04/14/2018	0000067959	LOS ALAMITOS AUTO PARTS, INC.							412.89	
04/02/18	0000067999	C		04/24/2018	BANK OF AMERICA	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	7610	6300000	17-18	1,754.32	
						04/02/2018	0000067999	BANK OF AMERICA							1,754.32	
04/02/18	0000068000	A		04/11/2018	SOUTHWEST SOLUTIONS GROUP,	OFFICE FURNITURE/EQUIP	Media	01.0	00000.0	00000	01220	6460	6130000	17-18	5,249.80	
						04/02/2018	0000068000	SOUTHWEST SOLUTIONS GROUP, INC.							5,249.80	
04/02/18	0000068001	A		04/02/2018	DIVERSIFIED	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00000	79880	6450	4900000	17-18	22,863.60	
						04/02/2018	0000068001	DIVERSIFIED							22,863.60	
04/02/18	0000068002	C		04/02/2018	RAN GRAPHICS	ADVERTISING	Oth Instr Sup Services	01.0	00000.0	00000	02520	5830	6190000	17-18	163.83	
						04/02/2018	0000068002	RAN GRAPHICS							163.83	
04/03/18	0000068003	C		04/03/2018	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76500	4550	1305700	17-18	181.77	
						04/03/2018	0000068003	RODGER'S CATERING							181.77	
04/03/18	0000068004	C		04/03/2018	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	17-18	386.42	
						04/03/2018	0000068004	MCKINLEY, COLLEEN							386.42	
04/04/18	0000068005	C	1	04/24/2018	ALL AMERICAN TROPHY	PLAQUES	Academic-Faculty Senate	01.0	00000.0	00000	01300	4550	6030000	17-18	58.18	

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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
				04/04/2018			0000068005				ALL AMERICAN TROPHY					58.18
04/05/18	0000068006	C		04/05/2018	ARTESIA CHAMBER OF COMMERCE	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	100.00	
				04/05/2018			0000068006				ARTESIA CHAMBER OF COMMERCE					100.00
04/05/18	0000068007	C		04/05/2018	WITTIG, ANDREA	CATERING SERVICES	Board of Trustees	01.0	00000.0	00000	01100	4550	6005000	17-18	177.68	
				04/05/2018			0000068007				WITTIG, ANDREA					177.68
04/05/18	0000068008	C		04/05/2018	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Media	01.0	00000.0	00000	01220	6460	6130000	17-18	1,598.68	
				04/05/2018			0000068008				OFFICE DEPOT/BUSINESS SVCS DIV					1,598.68
04/06/18	0000068009	C		04/06/2018	DAVIS, MURPHY	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	500.00	
				04/06/2018			0000068009				DAVIS, MURPHY					500.00
04/06/18	0000068010	C		04/20/2018	AMAZON	MISCELLANEOUS	Dance	01.0	00000.0	00000	02560	4320	0804000	17-18	171.02	
				04/06/2018			0000068010				AMAZON					171.02
04/07/18	0000068011	C		04/07/2018	DIVERSIFIED BUSINESS SERVICES	UNIFORMS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	87.64	
				04/07/2018			0000068011				DIVERSIFIED BUSINESS SERVICES					87.64
04/07/18	0000068012	C		04/07/2018	PNV	MISCELLANEOUS	Child Development	39.8	00000.0	00000	77530	4550	6920000	17-18	173.00	
				04/07/2018			0000068012				PNV					173.00
04/07/18	0000068013	C		04/07/2018	OFFICE DEPOT/BUSINESS	TONER CARTRIDGES	CulinaryArtsChef ,Catering,Food	01.0	00000.0	00000	02530	4320	1306300	17-18	175.66	
				04/07/2018			0000068013				OFFICE DEPOT/BUSINESS SVCS DIV					175.66
04/07/18	0000068014	C		04/07/2018	TCB PRINTING	OFFICE SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	17-18	58.04	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						04/07/2018	0000068014	TCB PRINTING								58.04
04/07/18	0000068015	C		04/07/2018	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Management Information	01.0	00000.0	00000	02260	4550	6780000	17-18	20.30	
						04/07/2018	0000068015	OFFICE DEPOT/BUSINESS SVCS DIV								20.30
04/07/18	0000068016	C		04/07/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Physical Property-Related	42.2	00000.0	00000	65004	4550	7100000	17-18	70.06	
						04/07/2018	0000068016	OFFICE DEPOT/BUSINESS SVCS DIV								70.06
04/07/18	0000068017	A		04/07/2018	KTS NETWORK SOLUTIONS	TELEPHONE SUPP/EQUIP/SYSTEM	Admissions	01.0	00000.0	00000	03800	6460	6225000	17-18	925.66	
						04/07/2018	0000068017	KTS NETWORK SOLUTIONS								925.66
04/07/18	0000068018	C		04/07/2018	KTS NETWORK SOLUTIONS	TELEPHONE SUPP/EQUIP/SYSTEM	Admissions	01.0	00000.0	00000	03800	6460	6225000	17-18	392.23	
						04/07/2018	0000068018	KTS NETWORK SOLUTIONS								392.23
04/07/18	0000068019	A		04/07/2018	PATTERSON DENTAL SUPPLY INC.	DENTAL SUPP/EQUIP	Dental Assisting	01.0	00000.0	00000	02530	4325	1240100	17-18	918.81	
						04/07/2018	0000068019	PATTERSON DENTAL SUPPLY INC.								918.81
04/07/18	0000068020	C		04/07/2018	JC DENTAL SUPPLY	DENTAL SUPP/EQUIP	Dental Assisting	01.0	00000.0	00000	02530	4325	1240100	17-18	64.61	
						04/07/2018	0000068020	JC DENTAL SUPPLY								64.61
04/07/18	0000068021	C		04/07/2018	COLUMBIA DENTOFORM	DENTAL SUPP/EQUIP	Dental Assisting	01.0	00000.0	00000	02530	4325	1240100	17-18	113.90	
						04/07/2018	0000068021	COLUMBIA DENTOFORM								113.90
04/07/18	0000068022	C		04/07/2018	OFFICE SOLUTIONS	INSTRUCTIONAL SUPPLIES	Dental Hygiene	01.0	00000.0	00000	02530	4325	1240200	17-18	502.61	
						04/07/2018	0000068022	OFFICE SOLUTIONS								502.61
04/10/18	0000068023	C		04/26/2018	BANK OF AMERICA	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	7610	6190000	17-18	582.40	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						04/10/2018	0000068023	BANK OF AMERICA								582.40
04/10/18	0000068024	A		04/11/2018	RED LION HOTEL-REDDING	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	7610	6190000	17-18	122.29	
						04/10/2018	0000068024	RED LION HOTEL-REDDING								122.29
04/11/18	0000068025	C		04/11/2018	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	7,832.50	
						04/11/2018	0000068025	ATKINSON, ANDELSON, LOYA, RUUD								7,832.50
04/11/18	0000068026	C		04/11/2018	BUDGET RENT A CAR	RENTS/RENTALS	Student Personnel	01.0	00000.0	00100	04400	5610	6450000	17-18	430.30	
						04/11/2018	0000068026	BUDGET RENT A CAR								430.30
04/11/18	0000068027	C		04/11/2018	BUDGET RENT A CAR	RENTS/RENTALS	Fine & Applied Arts	01.0	00000.0	00100	04400	5610	1051000	17-18	286.76	
						04/11/2018	0000068027	BUDGET RENT A CAR								286.76
04/11/18	0000068028	A		04/11/2018	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65011	6120	7100000	17-18	2,280.00	
						04/11/2018	0000068028	H2 ENVIRONMENTAL								2,280.00
04/11/18	0000068029	C		04/11/2018	POLICEONE.COM	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	17-18	225.00	
						04/11/2018	0000068029	POLICEONE.COM								225.00
04/11/18	0000068030	C		04/11/2018	EBSCO INFORMATION	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6321	6120000	17-18	4,410.00	
						04/11/2018	0000068030	EBSCO INFORMATION SERVICES								4,410.00
04/11/18	0000068031	P		04/11/2018	AMAZON	BOOKS	Interdisciplinary Studies	01.3	00000.0	00000	75305	4420	4900000	17-18	589.00	
						04/11/2018	0000068031	AMAZON								589.00
04/11/18	0000068032	C		04/11/2018	KTS NETWORK SOLUTIONS	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	6460	6722000	17-18	925.66	

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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
				04/11/2018			0000068032				KTS NETWORK SOLUTIONS					925.66
04/11/18	0000068033	C		04/11/2018	PROVANTAGE LLC	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	263.33	
				04/11/2018			0000068033				PROVANTAGE LLC					263.33
04/11/18	0000068034	C		04/11/2018	RAN GRAPHICS	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	17-18	375.16	
				04/11/2018			0000068034				RAN GRAPHICS					375.16
04/11/18	0000068035	C		04/12/2018	LIEBERT CASSIDY WHITMORE	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	1,986.00	
				04/11/2018			0000068035				LIEBERT CASSIDY WHITMORE					1,986.00
04/11/18	0000068036	C		04/12/2018	ERICKSON LAW FIRM	LEGAL SERVICES	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	2,161.50	
				04/11/2018			0000068036				ERICKSON LAW FIRM					2,161.50
04/11/18	0000068037	C		04/12/2018	EVENTS BY NOONAN	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	17-18	4,470.38	
				04/11/2018			0000068037				EVENTS BY NOONAN					4,470.38
04/11/18	0000068038	C		04/12/2018	RODGER'S CATERING	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	17-18	560.64	
				04/11/2018			0000068038				RODGER'S CATERING					560.64
04/11/18	0000068039	P		04/23/2018	BANK OF AMERICA	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	02321	72000	4550	6190000	17-18	216.00	
				04/11/2018			0000068039				BANK OF AMERICA					216.00
04/11/18	0000068040	C		04/12/2018	EVENTS BY NOONAN	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07001	73460	4550	6730000	17-18	1,025.00	
				04/11/2018			0000068040				EVENTS BY NOONAN					1,025.00
04/11/18	0000068041	C		04/13/2018	AUM SAIRAM CORP.	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	17-18	850.48	

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Change														Distrib		
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				04/11/2018			0000068041									850.48
04/11/18	0000068042	C		04/11/2018	CPP, INC.	MISCELLANEOUS	Matriculation-Std nt Assessment	01.0	00000.0	00100	03410	4325	6320000	17-18	19,227.68	
				04/11/2018			0000068042									19,227.68
04/11/18	0000068043	C		04/11/2018	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	Music	01.0	00000.0	00000	02520	4320	1054000	17-18	65.69	
				04/11/2018			0000068043									65.69
04/11/18	0000068044	C		04/11/2018	MMZ PRINTING AND GRAPHICS	PRINTING SERVICES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	978.93	
				04/11/2018			0000068044									978.93
04/11/18	0000068045	P		04/13/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Music	01.0	00000.0	00000	02520	4320	1054000	17-18	14.99	
				04/11/2018			0000068045									14.99
04/11/18	0000068046	C		04/12/2018	ACHRO/EEO	MEMBERSHIPS	Fiscal Operations	01.3	00000.0	00000	74500	5310	6720000	17-18	350.00	
				04/11/2018			0000068046									350.00
04/11/18	0000068047	C		04/12/2018	EWING CONSULTING, INC.	TRAINING SUPP/EQUIP	Human Resources	01.0	00000.0	00000	05100	5810	6730000	17-18	1,080.00	
				04/11/2018			0000068047									1,080.00
04/11/18	0000068048	P		04/13/2018	AMAZON	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	17-18	163.05	
				04/11/2018			0000068048									163.05
04/11/18	0000068049	C		04/12/2018	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70280	4550	6190000	17-18	261.23	
				04/11/2018			0000068049									261.23
04/11/18	0000068050	A		04/11/2018	PIVOT INTERIORS, INC	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	6460	6780000	17-18	700.93	

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Change															Distrib	
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						04/11/2018	0000068050	PIVOT INTERIORS, INC								700.93
04/11/18	0000068051	C		04/11/2018	CROWN AWARDS	MISCELLANEOUS	Trnsfers & Pymnts to/for	01.3	00000.0	03500	71200	7610	7300000	17-18	580.31	
						04/11/2018	0000068051	CROWN AWARDS								580.31
04/11/18	0000068052	P		04/13/2018	AMAZON	NURSING SUPP/EQUIP	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	61.92	
						04/11/2018	0000068052	AMAZON								61.92
04/11/18	0000068053	P		04/26/2018	BANK OF AMERICA	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	311.76	
						04/11/2018	0000068053	BANK OF AMERICA								311.76
04/11/18	0000068054	A		04/11/2018	KI	FURNITURE, OFFICE	Instructional Office	01.0	00000.0	00000	02110	6420	6016000	17-18	6,118.38	
						04/11/2018	0000068054	KI								6,118.38
04/11/18	0000068055	A		04/11/2018	HAWORTH, INC.	FURNITURE, OFFICE	Instructional Office	01.0	00000.0	00000	02110	6420	6016000	17-18	19,029.57	
						04/11/2018	0000068055	HAWORTH, INC.								19,029.57
04/11/18	0000068056	A	1	04/20/2018	OFFICE SOLUTIONS	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	127.68	
						04/11/2018	0000068056	OFFICE SOLUTIONS								127.68
04/11/18	0000068057	A		04/11/2018	HAWORTH, INC.	FURNITURE, SCHOOL	Scholars' Honors Program	01.0	00000.0	00000	02100	6450	6197000	17-18	4,081.88	
						04/11/2018	0000068057	HAWORTH, INC.								4,081.88
04/11/18	0000068058	A		04/11/2018	APPLE INC	COMPUTER SUPP/EQUIP	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	17-18	1,138.36	
								01.3	00000.0	01004	73460	6450	6195000	17-18	3,163.42	
						04/11/2018	0000068058	APPLE INC								4,301.78
04/11/18	0000068059	C		04/11/2018	CAPED	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	79000	73330	5210	6190000	17-18	75.00	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						04/11/2018	0000068059	00000		00000						75.00
04/11/18	0000068060	C		04/11/2018	CSU, DOMINGUEZ HILLS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72740	5210	6190000	17-18	725.00	
						04/11/2018	0000068060	00000		00000						725.00
04/11/18	0000068061	C		04/11/2018	CSU, DOMINGUEZ HILLS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72740	5210	6190000	17-18	725.00	
						04/11/2018	0000068061	00000		00000						725.00
04/11/18	0000068062	C		04/11/2018	FOUNDATION FOR CALIFORNIA	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	79000	73330	5210	6190000	17-18	110.00	
						04/11/2018	0000068062	00000		00000						110.00
04/11/18	0000068063	C		04/11/2018	AMERICAN COLLEGE HEALTH	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	17-18	580.00	
						04/11/2018	0000068063	00000		00000						580.00
04/11/18	0000068064	C		04/19/2018	KIMPTON GLOVER PARK HOTEL	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	17-18	1,257.06	
						04/11/2018	0000068064	00000		00000						1,257.06
04/11/18	0000068065	C		04/26/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	17-18	398.96	
						04/11/2018	0000068065	00000		00000						398.96
04/11/18	0000068066	A		04/11/2018	LITTLEJOHN, JORDAN	MISCELLANEOUS	Oth Community Srvc-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	500.00	
						04/11/2018	0000068066	00000		00000						500.00
04/12/18	0000068067	C		04/12/2018	NAFSA	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	17-18	1,367.00	
						04/12/2018	0000068067	00000		00000						1,367.00
04/12/18	0000068068	P		04/12/2018	NEED TO ADD VENDOR	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	17-18	1,851.50	

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				04/12/2018			0000068068				NEED TO ADD VENDOR					1,851.50
04/13/18	0000068069	C		04/13/2018	PESI	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	17-18	229.99	
				04/13/2018			0000068069				PESI					229.99
04/13/18	0000068070	C		04/13/2018	DOUBLETREE BY HILTON	OPEN1	Financial Aid Administration	01.3	00000.0	00000	71160	5210	6460000	17-18	297.33	
				04/13/2018			0000068070				DOUBLETREE BY HILTON SACRAMENTO					297.33
04/13/18	0000068071	P		04/13/2018	BANK OF AMERICA	OPEN1	Financial Aid Administration	01.3	00000.0	00000	71160	5210	6460000	17-18	500.00	
				04/13/2018			0000068071				BANK OF AMERICA					500.00
04/13/18	0000068072	C		04/13/2018	LIEBERT CASSIDY WHITMORE	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5210	6730000	17-18	1,125.00	
				04/13/2018			0000068072				LIEBERT CASSIDY WHITMORE					1,125.00
04/13/18	0000068073	C		04/13/2018	PAPERCLIP COMMUNICATIONS	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	71160	5210	6190000	17-18	389.00	
				04/13/2018			0000068073				PAPERCLIP COMMUNICATIONS					389.00
04/13/18	0000068074	C		04/13/2018	CHABOT-LAS POSITAS	CONFERENCE AND TRAVEL	activated	01.0	00000.0	00000	01220	5210	2200000	17-18	75.00	
				04/13/2018			0000068074				CHABOT-LAS POSITAS COMMUNITY COLLEGE DIS					75.00
04/13/18	0000068075	P		04/13/2018	BANK OF AMERICA	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5210	0960000	17-18	618.61	
				04/13/2018			0000068075				BANK OF AMERICA					618.61
04/13/18	0000068076	C		04/13/2018	HILTON AUBURN HILLS SUITES	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5210	0960000	17-18	565.00	
				04/13/2018			0000068076				HILTON AUBURN HILLS SUITES					565.00
04/13/18	0000068077	P		04/13/2018	HERTZ CAR RENTAL	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5210	0960000	17-18	400.00	

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						04/13/2018	0000068077				HERTZ CAR RENTAL					400.00
04/13/18	0000068078	A		04/13/2018	NAFSA	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	17-18	1,474.00	
						04/13/2018	0000068078				NAFSA					1,474.00
04/13/18	0000068079	P		04/13/2018	NAFSA	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	17-18	1,322.48	
						04/13/2018	0000068079				NAFSA					1,322.48
04/13/18	0000068080	P		04/13/2018	AMAZON	VIDEO SUPP/EQUIP/RENTAL	Fine Arts	01.3	00000.0	04300	70200	6450	1000000	17-18	749.00	
						04/13/2018	0000068080				AMAZON					749.00
04/13/18	0000068081	A	1	04/23/2018	GOPHER	MISCELLANEOUS	Education	01.3	00000.0	05600	70200	4320	0800000	17-18	1,697.82	
								01.3	00000.0	05600	70200	6450	0800000	17-18	3,118.57	
						04/13/2018	0000068081				GOPHER					4,816.39
04/13/18	0000068082	A		04/19/2018	4IMPRINT	NON-INSTRUCTIONAL SUPPLIES	Foster Care	39.6	00000.0	00000	76500	4550	1305700	17-18	554.84	
						04/13/2018	0000068082				4IMPRINT					554.84
04/13/18	0000068083	P		04/13/2018	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72003	4550	6190000	17-18	583.30	
						04/13/2018	0000068083				AMAZON					583.30
04/13/18	0000068084	A		04/19/2018	PERFORMANCE HEALTH SUPPLY,	MISCELLANEOUS	Education	01.3	00000.0	05600	70200	4320	0800000	17-18	763.23	
						04/13/2018	0000068084				PERFORMANCE HEALTH SUPPLY, INC.					763.23
04/13/18	0000068085	A		04/18/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	45,527.64	
						04/13/2018	0000068085				GOLDEN STAR TECHNOLOGY INC.					45,527.64
04/13/18	0000068086	P		04/13/2018	AMAZON	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	4550	6780000	17-18	17.99	

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04/13/18	0000068086	P		04/13/2018	AMAZON	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	6450	7100000	17-18	1,199.98	
				04/13/2018			0000068086	AMAZON								1,217.97
04/13/18	0000068087	A		04/18/2018	APPLE INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	3,450.00	
				04/13/2018			0000068087	APPLE INC								3,450.00
04/13/18	0000068088	C		04/18/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	6450	7100000	17-18	4,762.68	
				04/13/2018			0000068088	GOLDEN STAR TECHNOLOGY INC.								4,762.68
04/13/18	0000068089	P		04/13/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Letters	01.0	00000.0	00000	02550	4320	1551000	17-18	382.30	
				04/13/2018			0000068089	AMAZON								382.30
04/13/18	0000068090	A		04/19/2018	ARROW WIRE & CABLE	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00000	79880	4320	4900000	17-18	4,803.77	
				04/13/2018			0000068090	ARROW WIRE & CABLE								4,803.77
04/13/18	0000068091	P		04/13/2018	AMAZON	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	56.98	
				04/13/2018			0000068091	AMAZON								56.98
04/13/18	0000068092	C		04/13/2018	FOREING FILMS PUBLISHING	NON-INSTRUCTIONAL SUPPLIES	Museums-Galleries	01.0	00000.0	00000	02520	4550	6140000	17-18	1,548.72	
				04/13/2018			0000068092	FOREING FILMS PUBLISHING								1,548.72
04/13/18	0000068093	C		04/14/2018	LIEBERT CASSIDY WHITMORE	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	05100	5210	6730000	17-18	100.00	
				04/13/2018			0000068093	LIEBERT CASSIDY WHITMORE								100.00
04/13/18	0000068094	A		04/14/2018	ALBA ENTERPRISES, LLC	PLASTICS SUPP/EQUIP	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	520.13	
				04/13/2018			0000068094	ALBA ENTERPRISES, LLC								520.13
04/13/18	0000068095	C		04/14/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	660.51	

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						04/13/2018	0000068095									660.51
						04/13/2018	0000068096									1,186.72
04/13/18	0000068096	C		04/14/2018	MSC INDUSTRIAL DIRECT, CO INC	MACHINE SHOP SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	1,186.72	
						04/13/2018	0000068096									1,186.72
04/13/18	0000068097	A		04/14/2018	DAILY SAW SERVICES INC	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00100	02600	4325	0984000	17-18	1,343.57	
						04/13/2018	0000068097									1,343.57
04/13/18	0000068098	A		04/14/2018	PRAXAIR DISTRIBUTION INC.	WELDING SUPP/EQUIP	Contract Education	39.3	00000.0	00000	75130	4320	7010000	17-18	2,516.10	
						04/13/2018	0000068098									2,516.10
04/13/18	0000068099	C		04/14/2018	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Law	01.0	00000.0	00000	02510	4320	1400000	17-18	1,081.31	
						04/13/2018	0000068099									1,081.31
04/13/18	0000068100	A		04/14/2018	KIMBALL MIDWEST	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	1,961.74	
						04/13/2018	0000068100									1,961.74
04/13/18	0000068101	C		04/14/2018	PROTOOL WAREHOUSE	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	17-18	644.38	
						04/13/2018	0000068101									644.38
04/13/18	0000068102	A	1	04/28/2018	CLASSIC BODY SUPPLY, INC.	MISCELLANEOUS	Sanitation-Public Health Tech	01.0	00000.0	00000	02600	4320	0958000	17-18	4,801.32	
						04/13/2018	0000068102									4,801.32
04/13/18	0000068103	C		04/14/2018	OFFICE DEPOT/BUSINESS	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	4320	0986000	17-18	76.80	
						04/13/2018	0000068103									76.80
04/13/18	0000068104	A		04/14/2018	LOS ALAMITOS AUTO PARTS, INC.	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	17-18	1,166.63	

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						04/13/2018	0000068104									1,166.63
						LOS ALAMITOS AUTO PARTS, INC.										
04/13/18	0000068105	A	1	05/10/2018	AUTOBODY TOOL MART	MISCELLANEOUS	Sanitation-Public Health Tech	01.0	00000.0	00000	02600	4320	0958000	17-18	2,396.30	
						04/13/2018	0000068105									2,396.30
						AUTOBODY TOOL MART										
04/13/18	0000068106	C		04/14/2018	MCMaster CARR SUPPLY CO.	MACHINE SHOP SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	123.27	
						04/13/2018	0000068106									123.27
						MCMaster CARR SUPPLY CO.										
04/14/18	0000068108	A		04/14/2018	ABACUS DATA SYSTEMS, INC	MISCELLANEOUS	Business-Commerce	01.0	00000.0	00000	02510	6310	0501000	17-18	1,368.75	
						04/14/2018	0000068108									1,368.75
						ABACUS DATA SYSTEMS, INC										
04/14/18	0000068109	A		04/14/2018	FILMS MEDIA GROUP	MISCELLANEOUS	PE Academy	01.0	00000.0	00000	02560	4320	0805000	17-18	240.80	
						04/14/2018	0000068109									240.80
						FILMS MEDIA GROUP										
04/14/18	0000068110	C		04/14/2018	MCMaster CARR SUPPLY CO.	INSTRUCTIONAL SUPPLIES	Drafting Technology	01.0	00000.0	00100	02600	4325	0953000	17-18	254.59	
						04/14/2018	0000068110									254.59
						MCMaster CARR SUPPLY CO.										
04/14/18	0000068111	A	1	05/11/2018	PATTON SALES CORP	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00000	02600	4320	0984000	17-18	11,810.23	
						04/14/2018	0000068111									11,810.23
						PATTON SALES CORP										
04/14/18	0000068112	C		04/16/2018	RYAN HERCO FLOW SOLUTIONS	MACHINE SHOP SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	145.23	
						04/14/2018	0000068112									145.23
						RYAN HERCO FLOW SOLUTIONS										
04/14/18	0000068113	A		04/14/2018	E&M, INC	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	6450	0900000	17-18	4,462.13	
						04/14/2018	0000068113									4,462.13
						E&M, INC										
04/14/18	0000068114	C		04/14/2018	MCMaster CARR SUPPLY CO.	PLASTICS SUPP/EQUIP	Plastic Mfg Tech	01.0	00000.0	00100	02600	4325	0980000	17-18	214.09	

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						04/14/2018	0000068114	MCMASTER CARR SUPPLY CO.							214.09	
04/14/18	0000068115	C		04/16/2018	REYNOLDS ADVANCED	PLASTICS SUPP/EQUIP	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	179.30	
						04/14/2018	0000068115	REYNOLDS ADVANCED MATERIALS							179.30	
04/14/18	0000068116	A		04/14/2018	COMPOSITES ONE	PLASTICS SUPP/EQUIP	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	1,686.29	
						04/14/2018	0000068116	COMPOSITES ONE							1,686.29	
04/14/18	0000068117	A		04/14/2018	PATTON SALES CORP	WELDING SUPP/EQUIP	Contract Education	39.3	00000.0	00000	75130	4320	7010000	17-18	6,530.33	
						04/14/2018	0000068117	PATTON SALES CORP							6,530.33	
04/14/18	0000068118	P		04/14/2018	AMAZON	MISCELLANEOUS	Business-Comm erce	01.0	00000.0	00000	02510	4320	0501000	17-18	76.47	
						04/14/2018	0000068118	AMAZON							76.47	
04/14/18	0000068119	A		04/14/2018	GOLDEN STAR TECHNOLOGY INC.	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	6450	0951000	17-18	1,600.47	
						04/14/2018	0000068119	GOLDEN STAR TECHNOLOGY INC.							1,600.47	
04/14/18	0000068120	A		04/14/2018	ADVANCE MANUFACTURING	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	574.89	
						04/14/2018	0000068120	ADVANCE MANUFACTURING TECHNIQUES, INC							574.89	
04/14/18	0000068121	C		04/14/2018	MCMASTER CARR SUPPLY CO.	PLASTICS SUPP/EQUIP	Drafting Technology	01.0	00000.0	00100	02600	4325	0953000	17-18	220.48	
						04/14/2018	0000068121	MCMASTER CARR SUPPLY CO.							220.48	
04/14/18	0000068122	A		04/14/2018	E&M, INC	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	1,245.67	
						04/14/2018	0000068122	E&M, INC							1,245.67	
04/14/18	0000068123	P		04/16/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	17-18	189.97	

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				04/14/2018			0000068123	AMAZON								189.97
04/14/18	0000068124	A		04/14/2018	DIGI-KEY	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	213.92	
				04/14/2018			0000068124	DIGI-KEY								213.92
04/14/18	0000068125	X	1	04/18/2018	BUDDY'S ALL STARS, INC.	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	4320	0801000	17-18	2,317.60	
				04/14/2018			0000068125	BUDDY'S ALL STARS, INC.								2,317.60
04/14/18	0000068126	A		04/14/2018	WILSON SPORTING GOODS CO	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	4320	0801000	17-18	420.81	
				04/14/2018			0000068126	WILSON SPORTING GOODS CO								420.81
04/14/18	0000068127	P		04/14/2018	AMAZON	BOOKS	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	129.31	
				04/14/2018			0000068127	AMAZON								129.31
04/14/18	0000068128	C		04/14/2018	MCMaster CARR SUPPLY CO.	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	97.52	
				04/14/2018			0000068128	MCMaster CARR SUPPLY CO.								97.52
04/14/18	0000068129	A		04/14/2018	CONCORDANCE HEALTHCARE	MEDICAL & LAB SUPP/EQUIP	Nursing	01.0	00000.0	00000	02530	4325	1230000	17-18	4,446.92	
				04/14/2018			0000068129	CONCORDANCE HEALTHCARE SOLUTIONS								4,446.92
04/14/18	0000068130	C		04/14/2018	POCKET NURSE	MEDICAL & LAB SUPP/EQUIP	Nursing	01.0	00000.0	00000	02530	4325	1230000	17-18	201.20	
				04/14/2018			0000068130	POCKET NURSE								201.20
04/14/18	0000068131	C		04/16/2018	SAL'S PLUMBING INC	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5640	6510000	17-18	3,983.39	
				04/14/2018			0000068131	SAL'S PLUMBING INC								3,983.39
04/14/18	0000068132	C		04/16/2018	CALDARON, QUINN	REIMBURSEMENT	Transportation	01.0	00000.0	00000	04400	4610	6492000	17-18	52.25	

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						04/14/2018	0000068132									52.25
04/14/18	0000068133	A		04/14/2018	MCKESSON GENERAL MEDICAL	INSTRUCTIONAL SUPPLIES	Pharmacy Technician	01.0	00000.0	00000	02530	4325	1221000	17-18	71.07	
						04/14/2018	0000068133									71.07
04/14/18	0000068134	C		04/16/2018	D&S WINDOW COVERING	REPAIRS - OTHER	Building Maintenance-Re	01.0	00000.0	00000	04400	5640	6510000	17-18	1,075.00	
						04/14/2018	0000068134									1,075.00
04/14/18	0000068135	A		04/14/2018	CONCORDANCE HEALTHCARE	CARTS	Health Professions	01.0	00000.0	00000	02530	4320	1201000	17-18	540.19	
						04/14/2018	0000068135									540.19
04/14/18	0000068136	C		04/14/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	17-18	57.84	
						04/14/2018	0000068136									57.84
04/14/18	0000068137	C		04/14/2018	OFFICE SOLUTIONS	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	17-18	132.00	
						04/14/2018	0000068137									132.00
04/14/18	0000068138	P		04/14/2018	NEED TO ADD VENDOR	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	1,161.75	
						04/14/2018	0000068138									1,161.75
04/16/18	0000068139	C		04/16/2018	COURTYARD SANTA CLARITA VALENCIA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	269.27	
						04/16/2018	0000068139									269.27
04/16/18	0000068140	P		04/16/2018	HILTON LOS ANGELES AIRPORT	CONFERENCE AND TRAVEL	District	01.0	00000.0	00000	00000	9330	0000000	17-18	202.63	
						04/16/2018	0000068140									202.63
04/16/18	0000068141	A		04/16/2018	AMERICAN ASSOCIATION OF	CONFERENCE AND TRAVEL	District	01.0	00000.0	00000	00000	9330	0000000	17-18	1,000.00	

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				04/16/2018			0000068141				AMERICAN ASSOCIATION OF COMMUNITY COLLEG					1,000.00
04/16/18	0000068142	P		04/16/2018	LAC-5	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	17-18	250.00	
				04/16/2018			0000068142				LAC-5					250.00
04/16/18	0000068143	P		05/08/2018	BANK OF AMERICA	MISCELLANEOUS	PE Academy	01.0	00000.0	00000	02560	4320	0805000	17-18	131.99	
				04/16/2018			0000068143				BANK OF AMERICA					131.99
04/17/18	0000068144	A		04/17/2018	PREMIER STEEL	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00100	02600	4325	0984000	17-18	13,642.61	
				04/17/2018			0000068144				PREMIER STEEL					13,642.61
04/17/18	0000068145	P		04/17/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70267	4320	6190000	17-18	1,225.00	
				04/17/2018			0000068145				AMAZON					1,225.00
04/17/18	0000068146	A		04/18/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	51,173.81	
				04/17/2018			0000068146				GOLDEN STAR TECHNOLOGY INC.					51,173.81
04/17/18	0000068147	P		04/23/2018	AMAZON	COMPUTER SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	17-18	442.98	
				04/17/2018			0000068147				AMAZON					442.98
04/17/18	0000068148	A		04/19/2018	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	1,724.59	
						MEDICAL & LAB SUPP/EQUIP		01.3	00000.0	04500	70200	6450	1200000	17-18	1,244.55	
				04/17/2018			0000068148				CONCORDANCE HEALTHCARE SOLUTIONS					2,969.14
04/17/18	0000068149	A		04/19/2018	LETSCO MEDICAL	MISCELLANEOUS	Health	01.3	00000.0	04500	70200	6450	1200000	17-18	4,092.00	
				04/17/2018			0000068149				LETSCO MEDICAL					4,092.00
04/17/18	0000068150	C		04/19/2018	CDW-GOVERNMENT INC	INSTRUCTIONAL SUPPLIES	Computer Graphics	01.0	00000.0	00100	02520	4325	1030200	17-18	521.00	

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						04/17/2018	0000068150	CDW-GOVERNMENT INC								521.00
04/17/18	0000068151	C		04/17/2018	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76500	4550	1305700	17-18	659.66	
						04/17/2018	0000068151	RODGER'S CATERING								659.66
04/17/18	0000068152	C		04/17/2018	FRANTONE'S PIZZA	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76500	4550	1305700	17-18	42.06	
						04/17/2018	0000068152	FRANTONE'S PIZZA								42.06
04/17/18	0000068153	C		04/25/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Public Affairs & Services	01.3	00000.0	05700	70200	4320	2100000	17-18	3,004.30	
						04/17/2018	0000068153	OFFICE DEPOT/BUSINESS SVCS DIV								3,004.30
04/17/18	0000068154	A		04/19/2018	KILGORE INTERNATIONAL INC.	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	2,122.19	
						04/17/2018	0000068154	KILGORE INTERNATIONAL INC.								2,122.19
04/17/18	0000068155	A		04/19/2018	POST UP STAND	ADVERTISING	Health	01.3	00000.0	04500	70200	5830	1200000	17-18	677.53	
						04/17/2018	0000068155	POST UP STAND								677.53
04/17/18	0000068156	A		04/18/2018	APPLE INC	COMPUTER SUPP/EQUIP	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	17,844.01	
						04/17/2018	0000068156	APPLE INC								17,844.01
04/17/18	0000068157	A		04/18/2018	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	Health	01.3	00000.0	04500	70200	5830	1200000	17-18	654.66	
						04/17/2018	0000068157	DIVERSIFIED BUSINESS SERVICES								654.66
04/17/18	0000068158	A		04/18/2018	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Instructional Office	01.0	00000.0	00000	02110	6460	6016000	17-18	3,334.95	
								01.0	00000.0	00000	02110	6460	6016000	17-18	861.95	
						04/17/2018	0000068158	GOLDEN STAR TECHNOLOGY INC.								4,196.90
04/17/18	0000068159	A		04/18/2018	MARKERTEK VIDEO SUPPLY	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	301.44	

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						04/17/2018	0000068159	MARKERTEK VIDEO SUPPLY							301.44	
04/17/18	0000068160	P		04/23/2018	AMAZON	AUDIOVISUAL SUPP/EQUIP	Journalism	01.0	00000.0	00000	02520	4320	1053000	17-18	1,286.02	
								01.0	00000.0	00000	02520	4320	1053000	17-18	898.00	
								01.0	00000.0	00000	02520	4320	1053000	17-18	291.71	
						04/17/2018	0000068160	AMAZON							2,475.73	
04/17/18	0000068161	C		04/18/2018	GRAINGER	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	317.77	
						04/17/2018	0000068161	GRAINGER							317.77	
04/17/18	0000068162	P		04/26/2018	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	179.91	
						04/17/2018	0000068162	BANK OF AMERICA							179.91	
04/17/18	0000068163	A		04/17/2018	BALLOON WONDERLAND	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	211.63	
						04/17/2018	0000068163	BALLOON WONDERLAND							211.63	
04/17/18	0000068164	A		04/18/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00006	73840	6450	7100000	17-18	15,511.51	
						04/17/2018	0000068164	GOLDEN STAR TECHNOLOGY INC.							15,511.51	
04/17/18	0000068165	A		04/18/2018	PEARSON DENTAL	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	135.67	
						04/17/2018	0000068165	PEARSON DENTAL							135.67	
04/17/18	0000068166	C		04/18/2018	ULINE	OFFICE SUPPLIES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	160.25	
						04/17/2018	0000068166	ULINE							160.25	
04/17/18	0000068167	A		04/18/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	6420	6780000	17-18	16,592.40	

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						04/17/2018	0000068167	GOLDEN STAR TECHNOLOGY INC.								16,592.40
04/17/18	0000068168	A		04/18/2018	RAN GRAPHICS	MISCELLANEOUS	Public Affairs & Services	01.3	00000.0	05700	70200	4320	2100000	17-18	1,078.15	
						04/17/2018	0000068168	RAN GRAPHICS								1,078.15
04/17/18	0000068169	A		04/18/2018	KTS NETWORK SOLUTIONS	MISCELLANEOUS	Utilities	01.0	00000.0	00000	02210	5540	6570000	17-18	16,767.00	
						04/17/2018	0000068169	KTS NETWORK SOLUTIONS								16,767.00
04/17/18	0000068170	A		04/18/2018	RAN GRAPHICS	MISCELLANEOUS	Auxiliary Operations	01.3	00000.0	00000	71200	5830	7000000	17-18	60.99	
						04/17/2018	0000068170	RAN GRAPHICS								60.99
04/17/18	0000068171	A		04/18/2018	VERNIER SOFTWARE	LABORATORY SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	6450	1951000	17-18	2,188.91	
						04/17/2018	0000068171	VERNIER SOFTWARE								2,188.91
04/17/18	0000068172	P		04/23/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	269.70	
						04/17/2018	0000068172	AMAZON								269.70
04/17/18	0000068173	A		04/18/2018	INDUSTRIAL PIPE AND STEEL CO	INSTRUCTIONAL SUPPLIES	Interdisciplinary Studies	01.3	00000.0	00000	70363	4320	4900000	17-18	2,780.98	
						04/17/2018	0000068173	INDUSTRIAL PIPE AND STEEL CO								2,780.98
04/17/18	0000068174	C		04/18/2018	GRAINGER	INSTRUCTIONAL SUPPLIES	Interdisciplinary Studies	01.3	00000.0	00000	70363	4320	4900000	17-18	874.03	
						04/17/2018	0000068174	GRAINGER								874.03
04/17/18	0000068175	P		05/07/2018	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Interdisciplinary Studies	01.3	00000.0	00000	70363	4320	4900000	17-18	318.59	
						04/17/2018	0000068175	BANK OF AMERICA								318.59
04/17/18	0000068176	C		04/18/2018	MCMASTER CARR SUPPLY CO.	INSTRUCTIONAL SUPPLIES	Interdisciplinary Studies	01.3	00000.0	00000	70363	4320	4900000	17-18	525.28	

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						04/17/2018	0000068176			MCMASTER CARR SUPPLY CO.						525.28
04/18/18	0000068177	A		04/18/2018	DICK BLICK COMPANY	INSTRUCTIONAL SUPPLIES	Computer Graphics	01.0	00000.0	00100	02520	4325	1030200	17-18	143.66	
						04/18/2018	0000068177			DICK BLICK COMPANY						143.66
04/18/18	0000068178	C		04/18/2018	DOUBLETREE BY HILTON LOS	MISCELLANEOUS	Foster Care	01.3	00000.0	00000	75900	5810	1305700	17-18	1,432.06	
						04/18/2018	0000068178			DOUBLETREE BY HILTON LOS ANGELES-NORWALK						1,432.06
04/18/18	0000068179	P		04/23/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	4320	1000000	17-18	159.50	
						04/18/2018	0000068179			AMAZON						159.50
04/18/18	0000068180	A		04/18/2018	MILLER, KIRK	REPAIRS - OTHER	Arts	01.0	00000.0	00000	02520	5630	1052000	17-18	151.18	
						04/18/2018	0000068180			MILLER, KIRK						151.18
04/18/18	0000068181	C	1	04/23/2018	FREESTYLE PHOTOGRAPHIC	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	371.58	
						04/18/2018	0000068181			FREESTYLE PHOTOGRAPHIC SUPPLY						371.58
04/18/18	0000068182	A		04/18/2018	GRAPHIC CHEMICAL & INK CO.	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	385.73	
						04/18/2018	0000068182			GRAPHIC CHEMICAL & INK CO.						385.73
04/18/18	0000068183	P		04/23/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Film Making	01.0	00000.0	00000	02520	4320	1057000	17-18	135.04	
						04/18/2018	0000068183			AMAZON						135.04
04/18/18	0000068184	C		04/19/2018	NAIMIE'S BEAUTY CENTER	LABORATORY SUPP/EQUIP	Theater	01.0	00000.0	00100	02520	4325	1055000	17-18	16.64	
						04/18/2018	0000068184			NAIMIE'S BEAUTY CENTER						16.64
04/18/18	0000068185	C		04/18/2018	WATANABE, SUSAN	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.0	00000.0	00000	02520	4550	6190000	17-18	19.22	

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						04/18/2018	0000068185									19.22
04/18/18	0000068186	A		05/11/2018	PHOTO CENTER	REPAIRS - OTHER	Fine & Applied Arts	01.0	00000.0	00000	02520	5630	1051000	17-18	227.00	
						04/18/2018	0000068186									227.00
04/18/18	0000068187	P		04/23/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	4320	1000000	17-18	588.91	
						04/18/2018	0000068187									588.91
04/18/18	0000068188	C		04/18/2018	WATANABE, SUSAN	LABORATORY SUPP/EQUIP	Theater	01.0	00000.0	00100	02520	4325	1055000	17-18	360.34	
						04/18/2018	0000068188									360.34
04/18/18	0000068189	P		04/27/2018	BANK OF AMERICA	LABORATORY SUPP/EQUIP	Theater	01.0	00000.0	00100	02520	4325	1055000	17-18	199.80	
						04/18/2018	0000068189									199.80
04/18/18	0000068190	A		04/18/2018	SWEETWATER SOUND	INSTRUCTIONAL SUPPLIES	Music	01.0	00000.0	00000	02520	4320	1054000	17-18	1,780.69	
						04/18/2018	0000068190									1,780.69
04/18/18	0000068191	P		04/23/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Music	01.0	00000.0	00000	02520	4320	1054000	17-18	1,070.12	
						04/18/2018	0000068191									1,070.12
04/18/18	0000068192	C		04/18/2018	ALBANO, RANDY	REIMBURSEMENT	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	60.23	
						04/18/2018	0000068192									60.23
04/18/18	0000068193	A		05/07/2018	ULINE	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	6460	6722000	17-18	6,736.88	
						04/18/2018	0000068193									6,736.88
04/18/18	0000068194	P		04/18/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	17-18	528.40	

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						04/18/2018	0000068194	BANK OF AMERICA								528.40
04/18/18	0000068195	A		04/18/2018	RAN GRAPHICS	MISCELLANEOUS	Women's Studies	01.0	00000.0	00000	02540	4320	2201100	17-18	255.90	
						04/18/2018	0000068195	RAN GRAPHICS								255.90
04/19/18	0000068196	A	1	04/27/2018	AMAZON	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	4550	0986000	17-18	254.26	
						04/19/2018	0000068196	AMAZON								254.26
04/19/18	0000068197	C		04/19/2018	LITTLEJOHN, JORDAN	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	500.00	
						04/19/2018	0000068197	LITTLEJOHN, JORDAN								500.00
04/19/18	0000068198	C		04/24/2018	DAVIS, MURPHY	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	200.00	
						04/19/2018	0000068198	DAVIS, MURPHY								200.00
04/19/18	0000068199	C		04/19/2018	LAWTON, DANNY	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	500.00	
						04/19/2018	0000068199	LAWTON, DANNY								500.00
04/19/18	0000068200	C		04/19/2018	HECKARD, JAMAL	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	
						04/19/2018	0000068200	HECKARD, JAMAL								50.00
04/19/18	0000068201	C		04/19/2018	CASAS, ADRIAN	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	70.00	
						04/19/2018	0000068201	CASAS, ADRIAN								70.00
04/19/18	0000068202	C		04/19/2018	POWERS, WESTLEY	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	60.00	
						04/19/2018	0000068202	POWERS, WESTLEY								60.00
04/19/18	0000068203	C		04/19/2018	LOPEZ-GUZMAN, DEBORAH	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	70.00	

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						04/19/2018	0000068203	LOPEZ-GUZMAN, DEBORAH							70.00	
04/19/18	0000068204	C		04/19/2018	LOPEZ, MIGUEL	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	110.00	
						04/19/2018	0000068204	LOPEZ, MIGUEL							110.00	
04/19/18	0000068205	X	1	04/24/2018	RIDDELL ALL AMERICAN SPORTS	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	4320	0801000	17-18	2,272.52	
						04/19/2018	0000068205	RIDDELL ALL AMERICAN SPORTS							2,272.52	
04/20/18	0000068206	A		04/20/2018	ULINE	MISCELLANEOUS	Warehouse	01.0	00000.0	00000	04300	4510	6723000	17-18	555.96	
						04/20/2018	0000068206	ULINE							555.96	
04/20/18	0000068207	A		04/20/2018	PIVOT INTERIORS, INC	MISCELLANEOUS	Switchboard & Mailroom	01.0	00000.0	00000	04300	6475	6724000	17-18	2,387.11	
						04/20/2018	0000068207	PIVOT INTERIORS, INC							2,387.11	
04/21/18	0000068208	P		04/21/2018	AMAZON	INSTRUCTIONAL SUPPLIES	Pharmacy Technician	01.0	00000.0	00000	02530	4320	1221000	17-18	23.92	
							OFFICE SUPPLIES	01.0	00000.0	00000	02530	4320	1221000	17-18	19.84	
						04/21/2018	0000068208	AMAZON							43.76	
04/21/18	0000068209	C		04/21/2018	BRODART COMPANY	BOOKS	Library	01.0	00000.0	00000	02220	6320	6120000	17-18	6,627.00	
						04/21/2018	0000068209	BRODART COMPANY							6,627.00	
04/21/18	0000068210	P		04/21/2018	AMAZON	REFRIGERATION EQUIP/SERVICES	Instructional Office	01.0	00000.0	00000	02100	4320	6016000	17-18	83.98	
						04/21/2018	0000068210	AMAZON							83.98	
04/21/18	0000068211	A	1	04/30/2018	RAN GRAPHICS	ADVERTISING	Health Professions	01.0	00000.0	00000	02530	5830	1201000	17-18	97.13	
						04/21/2018	0000068211	RAN GRAPHICS							97.13	
04/21/18	0000068212	A		04/21/2018	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70267	4320	6190000	17-18	65.21	

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						04/21/2018	0000068212	CONCORDANCE HEALTHCARE SOLUTIONS								65.21
04/21/18	0000068213	A		04/21/2018	RAN GRAPHICS	PRINTING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4390	6016000	17-18	6,714.54	
						04/21/2018	0000068213	RAN GRAPHICS								6,714.54
04/21/18	0000068214	C		04/21/2018	CALIFORNIA TRUCKING	MEMBERSHIPS	Oth Instr Sup Services	01.3	00000.0	00000	76616	5310	6190000	17-18	768.50	
						04/21/2018	0000068214	CALIFORNIA TRUCKING ASSOCIATION								768.50
04/21/18	0000068215	C		04/21/2018	WOW FACTOR BALLONS & MAMMA	NON-INSTRUCTIONAL SUPPLIES	School Relations	01.0	00000.0	00000	03320	4550	6493000	17-18	797.70	
						04/21/2018	0000068215	WOW FACTOR BALLONS & MAMMA MONKEY EVENT								797.70
04/21/18	0000068216	C	1	04/30/2018	RAN GRAPHICS	ADVERTISING	Health Professions	01.0	00000.0	00000	02530	5830	1201000	17-18	246.39	
						04/21/2018	0000068216	RAN GRAPHICS								246.39
04/21/18	0000068217	P		04/26/2018	BANK OF AMERICA	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	214.50	
							Community Service Classes	39.2	00000.0	00000	02310	5830	6820000	17-18	214.50	
						04/21/2018	0000068217	BANK OF AMERICA								429.00
04/23/18	0000068218	C		04/23/2018	SCHOLARS IN PRINT	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	17-18	281.00	
						04/23/2018	0000068218	SCHOLARS IN PRINT								281.00
04/24/18	0000068219	X	1	04/27/2018	HAMPTON INN SANTA CRUZ	MISCELLANEOUS	Counseling	01.3	00000.0	03008	73460	5210	6300000	17-18	168.66	
								01.3	00000.0	03008	73460	7610	6300000	17-18	2,530.35	
						04/24/2018	0000068219	HAMPTON INN SANTA CRUZ								2,699.01
04/24/18	0000068220	C		04/24/2018	RAN GRAPHICS	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	140.93	
						04/24/2018	0000068220	RAN GRAPHICS								140.93

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04/24/18	0000068221	A		04/24/2018	CARTER, JASON	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	250.00	
				04/24/2018			0000068221				CARTER, JASON					250.00
04/24/18	0000068222	C		04/24/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	17-18	198.09	
				04/24/2018			0000068222				BANK OF AMERICA					198.09
04/24/18	0000068223	C		04/26/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	17-18	40.00	
				04/24/2018			0000068223				BANK OF AMERICA					40.00
04/25/18	0000068224	C		04/25/2018	TERAN, SERGIO	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	23.30	
				04/25/2018			0000068224				TERAN, SERGIO					23.30
04/25/18	0000068225	C		04/30/2018	NASFAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5310	6460000	17-18	3,380.00	
				04/25/2018			0000068225				NASFAA					3,380.00
04/25/18	0000068226	A		04/27/2018	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Media	01.0	00000.0	00000	01220	6460	6130000	17-18	4,357.01	
				04/25/2018			0000068226				GOLDEN STAR TECHNOLOGY INC.					4,357.01
04/25/18	0000068227	A		04/26/2018	XEROX CORPORATION	MISCELLANEOUS	Publications	01.0	00000.0	00000	02210	4550	6893000	17-18	5,548.03	
				04/25/2018			0000068227				XEROX CORPORATION					5,548.03
04/25/18	0000068228	C		04/25/2018	NORTH STAR ELECTRONICS	REPAIRS - OTHER	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	35.00	
				04/25/2018			0000068228				NORTH STAR ELECTRONICS					35.00
04/25/18	0000068229	C		04/25/2018	CONSTANT CONTACT	MEMBERSHIPS	Community Service Classes	39.2	00000.0	00000	02310	5310	6820000	17-18	188.00	
				04/25/2018			0000068229				CONSTANT CONTACT					188.00
04/25/18	0000068230	P		04/25/2018	AMAZON	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	17-18	656.08	

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						04/25/2018	0000068230	AMAZON								656.08
04/25/18	0000068231	A		04/26/2018	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	Health Services	69.0	00000.0	00000	03310	4550	6440000	17-18	191.32	
						04/25/2018	0000068231	DIVERSIFIED BUSINESS SERVICES								191.32
04/25/18	0000068232	A		04/27/2018	SPECIAL T'S	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5830	6460000	17-18	4,630.37	
						04/25/2018	0000068232	SPECIAL T'S								4,630.37
04/25/18	0000068233	A		04/26/2018	CROWN PROMOTIONS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5830	6460000	17-18	2,056.23	
						04/25/2018	0000068233	CROWN PROMOTIONS GROUP								2,056.23
04/25/18	0000068234	C		04/25/2018	BURRO CANYON SHOOTING PARK	INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	110.00	
						04/25/2018	0000068234	BURRO CANYON SHOOTING PARK								110.00
04/25/18	0000068235	A		04/26/2018	FLUXLIGHT	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	4550	7100000	17-18	973.67	
						04/25/2018	0000068235	FLUXLIGHT								973.67
04/25/18	0000068236	C		04/25/2018	TALON MARKS	ADVERTISING	Health Services	69.0	00000.0	00000	03310	5830	6440000	17-18	315.00	
						04/25/2018	0000068236	TALON MARKS								315.00
04/26/18	0000068237	A		05/10/2018	DRACO BROADCAST INC.	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	19.48	
						04/26/2018	0000068237	DRACO BROADCAST INC.								19.48
04/26/18	0000068238	A		04/27/2018	iPROMO LLC	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	949.63	
						04/26/2018	0000068238	iPROMO LLC								949.63
04/26/18	0000068239	C		04/26/2018	NORTH STAR ELECTRONICS	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	288.29	

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						04/26/2018	0000068239	NORTH STAR ELECTRONICS							288.29	
04/27/18	0000068240	P		04/27/2018	AMAZON	MISCELLANEOUS	General Administration	01.0	00000.0	00000	01200	4550	6006000	17-18	321.89	
						04/27/2018	0000068240	AMAZON							321.89	
04/26/18	0000068241	C		04/26/2018	STEVE'S CAMERA SERVICE CENTER	REPAIRS - OTHER	Photography	01.0	00000.0	00000	02520	5630	1063000	17-18	85.00	
						04/26/2018	0000068241	STEVE'S CAMERA SERVICE CENTER							85.00	
04/26/18	0000068242	C		04/26/2018	STANTON, MICHAEL	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	04300	70200	5810	6190000	17-18	500.00	
						04/26/2018	0000068242	STANTON, MICHAEL							500.00	
04/26/18	0000068243	A		04/26/2018	NORWALK FLORIST (FLOWERS BY	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02110	4550	6016000	17-18	375.82	
						04/26/2018	0000068243	NORWALK FLORIST (FLOWERS BY ALLAN)							375.82	
04/26/18	0000068244	A		04/27/2018	4IMPRINT	NON-INSTRUCTIONAL SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	1,508.47	
						04/26/2018	0000068244	4IMPRINT							1,508.47	
04/26/18	0000068245	A		04/27/2018	DISPLAYS2GO	HARDWARE SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	13.61	
						04/26/2018	0000068245	DISPLAYS2GO							13.61	
04/26/18	0000068246	A		05/02/2018	LITTLE BITS ELECTRONICS, INC.	NON-INSTRUCTIONAL SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	420.85	
						04/26/2018	0000068246	LITTLE BITS ELECTRONICS, INC.							420.85	
04/26/18	0000068247	A		04/27/2018	CAROLINA BIOLOGICAL SUPPLY	SCIENTIFIC SUPP/EQUIP	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	234.72	
						04/26/2018	0000068247	CAROLINA BIOLOGICAL SUPPLY							234.72	
04/26/18	0000068248	A		04/27/2018	4IMPRINT	NON-INSTRUCTIONAL SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	2,270.15	

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						04/26/2018	0000068248			4IMPRINT						2,270.15
04/26/18	0000068250	C		04/26/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	247.96	
						04/26/2018	0000068250			BANK OF AMERICA						247.96
04/26/18	0000068251	P		04/26/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	17-18	147.52	
						04/26/2018	0000068251			BANK OF AMERICA						147.52
04/26/18	0000068252	C		04/26/2018	ACADEMIC SENATE	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72003	5210	6190000	17-18	100.00	
						04/26/2018	0000068252			ACADEMIC SENATE						100.00
04/26/18	0000068253	C		04/30/2018	BELLFLOWER CHAMBER/	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	315.00	
						04/26/2018	0000068253			BELLFLOWER CHAMBER/ COMMERCE						315.00
04/28/18	0000068254	C		04/28/2018	PALOMAR COLLEGE/TTIP CCC	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72003	5210	6190000	17-18	275.00	
						04/28/2018	0000068254			PALOMAR COLLEGE/TTIP CCC TECHCONNECT						275.00
04/28/18	0000068255	P		04/28/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76616	5210	6190000	17-18	25.00	
						04/28/2018	0000068255			BANK OF AMERICA						25.00
04/28/18	0000068256	C		04/28/2018	PALOMAR COLLEGE/TTIP CCC	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	72003	5210	6190000	17-18	275.00	
						04/28/2018	0000068256			PALOMAR COLLEGE/TTIP CCC TECHCONNECT						275.00
04/28/18	0000068257	C		04/28/2018	ALENIKOV, TERESA	REIMBURSEMENT	Oth Instr Sup Services	01.0	00000.0	00000	01210	4550	6190000	17-18	116.06	
						04/28/2018	0000068257			ALENIKOV, TERESA						116.06
04/28/18	0000068258	C		04/28/2018	MT. SAN ANTONIO COMM. COLLEGE	CONFERENCE AND TRAVEL	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	5210	0900000	17-18	75.00	

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						04/28/2018	0000068258									75.00
04/30/18	0000068259	A		05/01/2018	FHEG CERRITOS COLLEGE	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	17-18	6,692.46	
						04/30/2018	0000068259									6,692.46
04/30/18	0000068260	P		05/07/2018	BANK OF AMERICA	OFFICE SUPPLIES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	15.96	
						04/30/2018	0000068260									15.96
04/30/18	0000068261	A		05/01/2018	JUNTILLA, TIMOTHY	REIMBURSEMENT	Scholars' Honors Program	01.0	00000.0	00000	02100	4320	6197000	17-18	443.72	
						04/30/2018	0000068261									443.72
04/30/18	0000068262	A		05/01/2018	PARALLAX	NON-INSTRUCTIONAL SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	645.42	
						04/30/2018	0000068262									645.42
04/30/18	0000068263	A		05/01/2018	TPUSA-FHCS, INC.	CONTRACTED SERVICES	Human Resources	01.0	00000.0	09000	05100	5810	6730000	17-18	600.00	
						04/30/2018	0000068263									600.00
04/30/18	0000068264	C		05/01/2018	ERICKSON LAW FIRM	LEGAL SERVICES	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	283.50	
						04/30/2018	0000068264									283.50
04/30/18	0000068265	C		05/01/2018	RODGER'S CATERING	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	17-18	275.61	
						04/30/2018	0000068265									275.61
04/30/18	0000068266	A		05/01/2018	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00000	79880	4320	4900000	17-18	2,948.31	
						04/30/2018	0000068266									2,948.31
04/30/18	0000068267	P		05/07/2018	AMAZON	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00000	79880	4320	4900000	17-18	108.50	

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

* Prior Year Payments

Report ID: LAPO009C

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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
						04/30/2018	0000068267	AMAZON								108.50
04/30/18	0000068268	A		05/01/2018	4IMPRINT	NON-INSTRUCTIONAL SUPPLIES	Foster Care	39.6	00000.0	00000	76510	4550	1305700	17-18	1,304.21	
						04/30/2018	0000068268	4IMPRINT								1,304.21
04/30/18	0000068269	A		05/01/2018	TCB PRINTING	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	17-18	26.28	
						04/30/2018	0000068269	TCB PRINTING								26.28
04/30/18	0000068270	A		05/01/2018	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	Staff Development	01.0	00000.0	00000	05100	4550	6750000	17-18	238.10	
						04/30/2018	0000068270	DIVERSIFIED BUSINESS SERVICES								238.10
04/30/18	0000068271	C		05/01/2018	HARRIS LINDA	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	174.63	
						04/30/2018	0000068271	HARRIS LINDA								174.63
04/30/18	0000068272	C		05/01/2018	SAIKRUPA FOODS, INC.	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	17-18	29.95	
						04/30/2018	0000068272	SAIKRUPA FOODS, INC.								29.95
04/30/18	0000068273	C		05/04/2018	AMERIGAS PROPANE COMPANY	RENTS/RENTALS	Transportation	01.0	00000.0	00000	04400	5610	6492000	17-18	116.07	
						04/30/2018	0000068273	AMERIGAS PROPANE COMPANY								116.07
04/30/18	0000068274	C		05/04/2018	STATE WATER RESOURCES	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	17-18	525.00	
						04/30/2018	0000068274	STATE WATER RESOURCES CONTROL								525.00
04/30/18	0000068275	A		05/04/2018	CALIFORNIA QUALITY PLASTICS	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	292.23	
						04/30/2018	0000068275	CALIFORNIA QUALITY PLASTICS								292.23
04/30/18	0000068276	C		05/04/2018	AMERICAN FIDELITY ADMINISTRATIVE	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5810	6721000	17-18	1,672.01	

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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
						04/30/2018	0000068276	AMERICAN FIDELITY ADMINISTRATIVE SERVICE								1,672.01
04/30/18	0000068277	A		05/04/2018	CERRITOS COMMUNITY	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	17-18	1,913.77	
						04/30/2018	0000068277	CERRITOS COMMUNITY COLLEGE DISTRICT								1,913.77
04/30/18	0000068278	A		05/04/2018	ALL-WAYS STEAM CLEANING	CONTRACTED SERVICES	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5810	6550000	17-18	1,950.00	
						04/30/2018	0000068278	ALL-WAYS STEAM CLEANING								1,950.00
04/30/18	0000068279	A		05/04/2018	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Physical Property-Related	42.2	00000.0	00000	65004	4550	7100000	17-18	163.51	
						04/30/2018	0000068279	OFFICE DEPOT/BUSINESS SVCS DIV								163.51
04/30/18	0000068280	A		05/04/2018	DEL MAR FLOOR COVERING INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	2,721.00	
						04/30/2018	0000068280	DEL MAR FLOOR COVERING INC.								2,721.00
04/30/18	0000068281	C		05/04/2018	GRAFIX SYSTEMS	SIGNS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	187.82	
						04/30/2018	0000068281	GRAFIX SYSTEMS								187.82
04/30/18	0000068282	C		05/04/2018	D&S WINDOW COVERING	REPAIRS - OTHER	Building Maintenance-Re	01.0	00000.0	00000	04400	5640	6510000	17-18	160.00	
						04/30/2018	0000068282	D&S WINDOW COVERING								160.00
04/30/18	0000068283	A		05/04/2018	KNORR SYSTEMS, INC.	REPAIRS - OTHER	Building Maintenance-Re	01.0	00000.0	00000	04400	5640	6510000	17-18	1,011.10	
						04/30/2018	0000068283	KNORR SYSTEMS, INC.								1,011.10
04/30/18	0000068284	A		05/04/2018	KEENAN & ASSOCIATES	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	17-18	2,456.67	
						04/30/2018	0000068284	KEENAN & ASSOCIATES								2,456.67
04/30/18	0000068285	C		05/01/2018	CASAS, ADRIAN	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	

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Change															Distrib	
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						04/30/2018	0000068285	CASAS, ADRIAN								50.00
04/30/18	0000068286	C		05/01/2018	CASTILLO, BRIAN	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	55.00	
						04/30/2018	0000068286	CASTILLO, BRIAN								55.00
04/30/18	0000068287	C		05/01/2018	BLANDING, DARION	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	
						04/30/2018	0000068287	BLANDING, DARION								50.00
04/30/18	0000068288	C		05/01/2018	GONZALEZ, MICHAEL	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	100.00	
						04/30/2018	0000068288	GONZALEZ, MICHAEL								100.00
04/30/18	0000068289	C		05/01/2018	LOPEZ-GUZMAN, DEBORAH	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	
						04/30/2018	0000068289	LOPEZ-GUZMAN, DEBORAH								50.00
04/30/18	0000068290	C		05/01/2018	CANO, ALBERTO	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	160.00	
						04/30/2018	0000068290	CANO, ALBERTO								160.00
04/30/18	0000068291	C		05/01/2018	MACIAS, CHRISTIAN	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	
						04/30/2018	0000068291	MACIAS, CHRISTIAN								50.00
04/30/18	0000068292	C		05/01/2018	LOPEZ, MIGUEL	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	
						04/30/2018	0000068292	LOPEZ, MIGUEL								50.00
04/30/18	0000068293	A		05/01/2018	LOPEZ, MIGUEL	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	50.00	
						04/30/2018	0000068293	LOPEZ, MIGUEL								50.00
04/10/18	14P010-23	A		04/10/2018	CONVERSE CONSULTANTS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	24,260.00	

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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
				04/10/2018			14P010-23									24,260.00
04/10/18	14P011-12	A		04/10/2018	KOURY ENGINEERING &	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65011	6130	7100000	17-18	59,052.56	
				04/10/2018			14P011-12									59,052.56
04/10/18	15P010-08	A		04/10/2018	THE SOLIS GROUP	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65035	6130	7100000	17-18	11,706.00	
				04/10/2018			15P010-08									11,706.00
04/14/18	17C0156	A		04/14/2018	VIRGEN, MELISSA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	03000	70200	5810	6190000	17-18	500.00	
				04/14/2018			17C0156									500.00
04/11/18	17C0157	A		04/18/2018	DOUGLAS GOULD AND COMPANY	MISCELLANEOUS	General Administration	01.0	00000.0	00000	01200	5810	6006000	17-18	3,500.00	
				04/11/2018			17C0157									3,500.00
04/25/18	17C0162	C		04/25/2018	CERRITOS FOLK DANCERS	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	17-18	100.00	
				04/25/2018			17C0162									100.00
04/25/18	17C0165	A		04/25/2018	LA MUSIC TRIBE	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	17-18	100.00	
				04/25/2018			17C0165									100.00
04/25/18	17C0166	C		04/25/2018	PASSION INTERNATION	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	17-18	100.00	
				04/25/2018			17C0166									100.00
04/23/18	17FC0042	A		04/23/2018	PREFERRED LANDSCAPE, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65010	6130	7100000	17-18	15,324.00	
				04/23/2018			17FC0042									15,324.00
04/23/18	17FC0043	A		04/23/2018	PREFERRED LANDSCAPE, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65057	6130	7100000	17-18	43,920.00	

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* Prior Year Payments

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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
						04/23/2018	17FC0043									43,920.00
04/23/18	17FC0045	A		04/23/2018	OSCAR'S ELECTRIC INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65051	6130	7100000	17-18	23,800.00	
						04/23/2018	17FC0045									23,800.00
04/30/18	17P013	A		04/30/2018	NATIONAL ROOFING CONSULTANTS, INC.	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65061	6130	7100000	17-18	125,500.00	
						04/30/2018	17P013									125,500.00
04/24/18	67609A	C		04/24/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	17-18	680.90	
						04/24/2018	67609A									680.90
04/27/18	68196A	P		04/27/2018	AMAZON	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	4550	0986000	17-18	111.26	
						04/27/2018	68196A									111.26
04/26/18	68223A	P		04/26/2018	BANK OF AMERICA	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	17-18	40.00	
						04/26/2018	68223A									40.00
04/11/18	APO170463	A		04/11/2018	STACKED RESTURANTS	CATERING SERVICES	Oth Instr Sup Services	01.0	00000.0	00000	01210	4550	6190000	17-18	600.00	
						04/11/2018	APO170463									600.00
04/14/18	APO170464	A		04/14/2018	MODESTO LAUNDRY SERVICE	MISCELLANEOUS	Physical Education	01.0	00000.0	00000	02560	5630	0806000	17-18	500.00	
						04/14/2018	APO170464									500.00
04/17/18	APO170465	A		04/17/2018	HOME DEPOT #0608	OPEN1	Computer Graphics	01.0	00000.0	00100	02520	4325	1030200	17-18	200.00	
						04/17/2018	APO170465									200.00
04/17/18	APO170466	A		04/17/2018	OFFICE DEPOT/BUSINESS	OPEN1	Computer Graphics	01.0	00000.0	00100	02520	4325	1030200	17-18	350.00	

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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
				04/17/2018			APO170466				OFFICE DEPOT/BUSINESS SVCS DIV					350.00
04/17/18	APO170467	A		04/17/2018	FREESTYLE PHOTOGRAPHIC	OPEN1	Computer Graphics	01.0	00000.0	00100	02520	4325	1030200	17-18	2,800.00	
				04/17/2018			APO170467				FREESTYLE PHOTOGRAPHIC SUPPLY					2,800.00
04/17/18	APO170468	A		04/17/2018	ELECTROMECHANICAL SERVICES	OPEN1	Photography	01.0	00000.0	00000	02520	5630	1063000	17-18	2,290.00	
				04/17/2018			APO170468				ELECTROMECHANICAL SERVICES					2,290.00
04/17/18	APO170469	A		04/17/2018	FREESTYLE PHOTOGRAPHIC	OPEN1	Photography	01.0	00000.0	00000	02520	4320	1063000	17-18	1,700.00	
				04/17/2018			APO170469				FREESTYLE PHOTOGRAPHIC SUPPLY					1,700.00

Total by District : 64360	870,140.54	870,140.54
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End of Report LAPO009C

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 25

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts for the Month of April 2018

ACTION

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

April 2018 – Contracts

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

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0156	Melissa Virgen	Contractor to provide a presentation and teaching technical skills for the Culinary Arts department through the "Guest Chef Series"	04/09/18	04/12/18	\$500.00	Perkins
17C0157	Douglas Gould & Company	Contractor to provide media relations training to the Board of Trustees	04/18/18	04/19/18	\$3,500.00	President's Office
17C0158	On Course Workshop	Contractor to provide a three (3) day professional development workshop for up to 50 participants	05/22/18	05/24/18	\$11,250.00	EOPS
17C0159	TCS – Total Compensation Systems, Inc.	Contractor to provide consulting services to comply with requirements of the current GASB Accounting Standards 74/75 related to retiree health benefits	03/12/18	11/30/18	\$13,410.00	Business Services
17C0160*						
17C0161	Beauty Women Club	Contractor to provide a performance at the Festival of Asian Cultures event	04/18/18	04/18/18	\$100.00	Human Resources
17C0162	Cerritos Folk Dancers	Contractor to provide a performance at the Festival of Asian Cultures event	04/18/18	04/18/18	\$100.00	Human Resources
17C0163	West east international culture interflow	Contractor to provide a performance at the Festival of Asian Cultures event	04/18/18	04/18/18	\$100.00	Human Resources
17C0164**						
17C0165	LA Music Tribe	Contractor to provide a performance at the Festival of Asian Cultures event	04/18/18	04/18/18	\$100.00	Human Resources
17C0166	Passion international Christian church	Contractor to provide a performance at the Festival of Asian Cultures event	04/18/18	04/18/18	\$100.00	Human Resources
17C0167****						
17C0168	California Wave Dental Center	Contractor to provide clinical/practicum experiences for students enrolled in the Dental Assisting program	03/22/17	03/21/22	No Cost	Health Occupations

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

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0169						
17C0170	Sign This, Inc.	Contractor to provide coordination and scheduling of interpreter services	03/24/18	06/30/18	\$25,000.00	DSPS
17C0171	Camp Fire	Contractor to provide a rope course for students for the Empowerment Event	04/27/18	04/27/18	\$600.00	Human Resources
17C0172	Hacienda La Puente Unified School District	Contractor to provide clinical/practicum experiences for students enrolled in the Child Development, Nursing, Speech Language Pathology and Education (Teacher TRAC) programs	05/01/18	04/30/23	No Cost	Health Occupations
17C0173	Healthcare Physical Therapy, Inc.	Contractor to provide clinical/practicum experiences for students enrolled in the Physical Therapist Assistant program	05/07/18	05/06/23	No Cost	Health Occupations
17C0174	Leaps & Bounds Pediatric Therapy	Contractor to provide clinical/practicum experiences for students enrolled in the Physical Therapist Assistant program	05/15/18	05/14/23	No Cost	Health Occupations
17C0175	John J. Cross, DDS	Contractor to provide clinical/practicum experiences for students enrolled in the Dental Assisting program	04/18/18	04/17/23	No Cost	Health Occupations
17C0176	Michael M. Namba, DDS	Contractor to provide clinical/practicum experiences for students enrolled in the Dental Assisting program	04/18/18	04/17/23	No Cost	Health Occupations
17C0177	Alex C. Chan, DDS, FADI	Contractor to provide clinical/practicum experiences for students enrolled in the Dental Assisting program	04/11/18	04/10/23	No Cost	Health Occupations
17C0178	Northgate Gonzalez Market	Contractor to provide themed bouquets and leis at the 2018 Commencement ceremony	05/18/19	05/18/19	Income	Student Activities
17C0179	Institute for Democratic Education and Culture	Contractor to provide a speaking engagement with Economist Richard Wolff on April 25, 2018	04/25/18	04/25/18	\$2,000.00	Humanities/ Social Science
18C0001***						

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

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18C0002	Southern California American Red Cross	Contractor to provide education and screening at blood drives for students, faculty, and staff.	01/01/18	06/30/23	No Cost	Student Health Services
18C0003	Red Rooster Design	Contractor to provide website administration services	07/01/18	12/31/18	\$19,200.00	Public Affairs
18C0004*						
18C0005*						

*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

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

AMENDED CONTRACTS

Number	Contractor	Service	Start Date	End Date	Cost	Requestor
16C0020	Ciber, Inc.	Amendment No. 2 – Provides for an extension of the end date to June 30, 2018.	08/01/16	06/30/18	N/A	Information Technology

*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

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

CONSTRUCTION RELATED CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17FC0044*						
17FC0045	Oscar's Electric, Inc.	Contractor to provide labor and materials for two (2) 2-inch conduits and one (1) 4-inch conduit at New Falcon Way	04/11/18	04/10/19	\$23,800.00	Facilities
17FC0046	Empyrean Plumbing, Inc.	Contractor to provide labor and materials for the demolition of three (3) existing recessed mixing valves and to replace with surface mounted valves at the Fine Arts Building	04/11/18	04/10/19	\$16,485.00	Facilities
17FC0047	Marzola Construction Co., Inc.	Contractor to provide labor and materials for the concrete removal and replacement at Lot 9	4/20/2018	4/19/2019	\$44,880.00	Facilities
17FC0048	Barkshire Laser Leveling, Inc.	Contractor to conduct the renovation of the soccer field	4/30/2018	4/29/2019	\$32,000.00	Facilities
17FC0049	Del Mar Floor Covering	Contractor to provide demo and installation of carpet in LC-155	4/30/2018	6/30/2018	\$20,547.15	Facilities
17FC0050	Enviser	Contractor to perform a retrofit of the control panels at Student Health	4/30/2018	4/29/2019	\$23,292.00	Facilities
<p>*Contract was submitted as a separate Board item due to dollar amount and has already been approved ** No contract was issued under this contract number ***Pending ****For tracking purposes only</p>						

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Approval of the Agreement with Sign This! Inc. for Coordination and Scheduling of Interpreter Services</p>

ACTION

It is recommended that the Board of Trustees approve the agreement with Sign This! Inc. for Coordination and Scheduling of Interpreter Services.

FISCAL IMPACT

The total contract sum shall be for the not-to-exceed amount of \$60,000. Funding will be allocated from the Disabled Student Programs and Services (DSPS) budget.

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

SIGN THIS! INC.

COORDINATION AND SCHEDULING OF INTERPRETER SERVICES

Requested by: Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services (DSPS)

Purpose: The District wishes to enter into an agreement with Sign This! Inc. to provide coordination and scheduling of interpreter services. Sign This, Inc.'s services include, but are not limited to, coordinating interpreting services with outside providers under contract with the District, scheduling students' interpreting services in the computer system in accordance with departmental guidelines, analyzing effects of changes on students' schedules and recommending workarounds to mitigate the impact, coordination to implement a campus-wide program to assist students and staff with interpreting services, prepares documents related to scheduling as requested, and reconciles billing statements to validate hours billed by outside providers.

Period: The time period of the agreement is from July 1, 2018 through December 31, 2018.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Contract No. 18C0010 – Sign This! Inc.

Exhibit B – Scope of Work for Contract No. 18C0010



INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 18C0010

PARTIES AND DATE

This Agreement is made and entered into this 7th day of **June, 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 **Sign This! Inc.** ("CONTRACTOR"), incorporated under the laws of the State of California with its principal place of business at P.O. Box 93172, Los Angeles, CA 90093. 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 **Coordination And Scheduling For Interpreter Services, exclusive of scheduling personnel of CONTRACTOR, without exception**, as directed by DISTRICT; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by DISTRICT, and such services are needed by DISTRICT from time to time on a limited basis; and

WHEREAS, CONTRACTOR represents that it possesses such necessary skill and expertise required, is familiar with the plans of DISTRICT, and desires to provide such services to DISTRICT on the terms and conditions set forth in this Agreement.

NOW THEREFORE, the Parties agree as follows:

1.0 SCOPE OF WORK – SERVICES TO BE PROVIDED BY CONTRACTOR

1.1 CONTRACTOR promises and agrees to furnish to DISTRICT all labor, materials, tools, equipment, services and incidental and customary work, as necessary to fully and adequately provide those services required under this Agreement. The services to be performed shall include:

1.1.1 Services as more fully detailed in the Scope of Work, attached hereto as Exhibit "B" and is incorporated herein by this reference.

1.2 CONTRACTOR shall furnish all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement at CONTRACTOR'S own expense. CONTRACTOR shall perform **Coordination And Scheduling For Interpreter Services, exclusive of scheduling personnel of CONTRACTOR, without exception** 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 **July 1, 2018**, and end on **December 30, 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 **Coordination And Scheduling For Interpreter Services, exclusive of scheduling personnel of CONTRACTOR, without exception** within the term of this Agreement. All applicable

indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement.

3.0 SERVICE FEES, EXPENSES, AND INVOICING

3.1 Service Fees. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement the total sum **Not-to-Exceed amount of SIXTY THOUSAND AND 00/100 dollars (\$60,000.00)**.

3.2 Expenses. All direct or indirect expenses incurred by CONTRACTOR in performance of the Agreement are the responsibility of the CONTRACTOR and are considered to be included in the CONTRACTOR'S above service fees.

3.3 Invoices shall be submitted by CONTRACTOR once per month for services rendered and expenses incurred during the prior month. Invoices shall identify the billing period, Contract Number of this Agreement, CONTRACTOR'S Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and, as applicable, associated hours worked and billing rates.

3.4 No invoices will be paid unless (i) this Agreement has been signed by the CONTRACTOR and properly executed by DISTRICT and (ii) the CONTRACTOR has submitted a Department of the Treasury IRS Form W-9 to the DISTRICT'S Accounting Department, attention Accounts Payable.

3.5 At any time during the term of this Agreement, DISTRICT may request that CONTRACTOR perform Extra Work. As used herein, "Extra Work" means any work that is determined by DISTRICT to be necessary for the proper completion of any project or service under this Agreement, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. CONTRACTOR shall not perform, nor be compensated for, Extra Work without written authorization from DISTRICT.

4.0 RESPONSIBILITIES OF CONTRACTOR

4.1 Services and work performed under this Agreement shall be performed by CONTRACTOR and/or under its supervision. CONTRACTOR will determine the means, method and details of performing the services subject to the requirements of this Agreement. DISTRICT retains CONTRACTOR on an independent contractor basis and CONTRACTOR is not an employee, agent or representative of DISTRICT. CONTRACTOR retains the right to perform similar or different services for others during the term of this Agreement. CONTRACTOR understands and agrees that CONTRACTOR'S employees shall not be considered officers, employees or agents of DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of DISTRICT, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. CONTRACTOR assumes the full responsibility for CONTRACTOR'S acts or liabilities including those of CONTRACTOR'S employees or agents as they relate to the services performed under this Agreement. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes, with respect to CONTRACTOR'S employees. The DISTRICT will not withhold taxes for CONTRACTOR or CONTRACTOR'S employees or independent subcontractors. CONTRACTOR agrees to indemnify, defend and hold DISTRICT harmless from and against any and all liability arising from any failure of CONTRACTOR to pay or withhold any applicable tax when due.

4.2 CONTRACTOR is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services that are being performed under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws. DISTRICT shall provide CONTRACTOR with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. CONTRACTOR shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed

to execute the services under this Agreement available to interested parties upon request, and shall post copies at the CONTRACTOR'S principal place of business and at any project site. CONTRACTOR shall defend, indemnify and hold DISTRICT, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

4.3 CONTRACTOR shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out work and services under this Agreement, CONTRACTOR shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

4.4 CONTRACTOR shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. CONTRACTOR shall allow a representative of DISTRICT during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. CONTRACTOR shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

4.5 CONTRACTOR shall perform the services under this Agreement expeditiously, within the term of this Agreement. CONTRACTOR represents that it has the professional and technical personnel required to perform the services under this Agreement in conformance with such conditions.

4.6 CONTRACTOR has represented to DISTRICT that certain key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, CONTRACTOR may substitute other personnel of at least equal competence and experience upon written approval of DISTRICT. In the event that DISTRICT and CONTRACTOR cannot agree as to the substitution of key personnel, DISTRICT shall be entitled to terminate this Agreement, pursuant to provisions of Section 7 of this Agreement.

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Dr. Lucinda Aborn, Dean of Disabled Student Programs & Services** or her designee, to act as its representative for the performance of this Agreement ("DISTRICT'S Representative"). DISTRICT'S Representative shall have the power to act on behalf of the DISTRICT for all purposes under this Agreement. CONTRACTOR shall not accept direction or orders from any person other than the DISTRICT'S Representative or his or her designee.

4.8 CONTRACTOR hereby designates **Arlene Narvaez** or her designee, to act as its representative for the performance of this Agreement ("CONTRACTOR'S Representative"). CONTRACTOR'S Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. The CONTRACTOR'S Representative shall supervise and direct all services under this Agreement, using [his or her] best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of all services under this Agreement.

4.9 CONTRACTOR agrees to work closely with DISTRICT staff in the performance of all services under this Agreement and shall be available to DISTRICT'S staff, contractors and other staff at all reasonable times.

CONTRACTOR shall perform all services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONTRACTOR represents and maintains that it is skilled in the professional calling necessary to perform all services under this Agreement. CONTRACTOR warrants that all employees and subcontractors shall have sufficient skill and experience to perform the services assigned to them. Finally, CONTRACTOR represents that it, its employees and subcontractors have all licenses,

permits, qualifications and approvals of whatever nature that are legally required to perform all services required under this Agreement. As provided for in the indemnification provisions of this Agreement, CONTRACTOR shall perform, at its own cost and expense and without reimbursement from the DISTRICT, any services necessary to correct errors or omissions which are caused by the CONTRACTOR'S failure to comply with the standard of care provided for herein. Any employee of the CONTRACTOR or its subcontractors who is determined by the DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of services under this Agreement, a threat to the safety of persons or property, or any employee who fails or refuses to perform such services in a manner acceptable to the DISTRICT, shall be promptly removed from work by the CONTRACTOR and shall not be re-employed to perform any services or work under this Agreement.

4.10 CONTRACTOR shall perform and complete all services under this Agreement within the term set forth in Section 4.5 above ("Performance Time").

4.11 CONTRACTOR shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting its work or services under this Agreement, including all Cal/OSHA requirements, and shall give all notices required by law. CONTRACTOR shall be liable for all violations of such laws and regulations in connection with such work or services. If CONTRACTOR performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the DISTRICT, CONTRACTOR shall be solely responsible for all costs arising therefrom. CONTRACTOR shall defend, indemnify and hold DISTRICT, its officials, directors, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

4.12 By executing this Agreement, CONTRACTOR verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the CONTRACTOR. CONTRACTOR also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. CONTRACTOR shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. CONTRACTOR shall maintain records of each such verification, and shall make them available to the DISTRICT or its representatives for inspection and copy at any time during normal business hours. The DISTRICT shall not be responsible for any costs or expenses related to CONTRACTOR'S compliance with the requirements provided for in Section 4.0 or any of its sub-sections.

4.13 To the same extent and under the same conditions as CONTRACTOR, CONTRACTOR shall require all of its subcontractors performing any work relating to this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 4.13.

4.14 Each person executing this Agreement on behalf of CONTRACTOR verifies that they are a duly authorized officer of CONTRACTOR, and understands that any of the following shall be grounds for the DISTRICT to terminate the Agreement for cause: (1) failure of CONTRACTOR or its subcontractors to meet any of the requirements provided for in Sections 4.13 or 4.14; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the CONTRACTOR under Section 4.14); or (3) failure to immediately remove from work any person found not to be in compliance with such requirements.

4.15 By its signature hereunder, CONTRACTOR certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers'

Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the services under this Agreement.

4.16 CONTRACTOR represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

5.0 INDEMNIFICATION.

5.1 To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold DISTRICT and its Governing Board, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of CONTRACTOR, its officials, officers, employees, subcontractors or agents in connection with the performance of CONTRACTOR'S services, project or efforts undertaken pursuant to this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent CONTRACTOR'S services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR.

5.2 CONTRACTOR shall defend, with Counsel of DISTRICT'S choosing and at CONTRACTOR'S own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 5.1 that may be brought or instituted against DISTRICT or its Governing Board, officials, officers, employees, volunteers, and agents. CONTRACTOR shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. CONTRACTOR shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for DISTRICT'S attorney's fees and costs, including expert witness fees. CONTRACTOR shall reimburse DISTRICT and its Governing Board, officials, officers, employees, volunteers and agents, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONTRACTOR'S obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials officers, employees, agents, or volunteers.

6.0 INSURANCE.

6.1 CONTRACTOR shall not commence work under this Agreement until it has provided evidence satisfactory to DISTRICT that it has secured all insurance required under this section. CONTRACTOR agrees to maintain, during the performance of all services under this Agreement, and for period of not less than one year following the expiration of this Agreement, at its sole expense, the following insurance coverages with limits of not less than those designated below:

(a) **Minimum Requirements.** CONTRACTOR shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, its agents, representatives, employees or subcontractors. CONTRACTOR shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) Professional Liability Insurance; and (4) *Workers' Compensation and*

Employer's Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

i. **Minimum Limits of Insurance.** CONTRACTOR shall maintain limits no less than: (1) *General Liability:* \$1,000,000 per occurrence for bodily injury, personal injury and property damage; if Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit and shall specifically include blanket contractual liability, written on an occurrence basis; (2) *Automobile Liability:* \$1,000,000 per accident for bodily injury and property damage; (3) *Professional Liability:* \$1,000,000 per claim; (4) *if Contractor has an employee(s), Workers' Compensation and Employer's Liability:* Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Practices Liability limits of \$1,000,000 per accident.

(b) **Insurance Endorsements.** The insurance policies shall contain the following provisions, or CONTRACTOR shall provide endorsements on forms approved by the DISTRICT to add the following provisions to the insurance policies:

i. **General Liability.** The general liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the services or operations performed by or on behalf of the CONTRACTOR, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by the DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

ii. **Automobile Liability.** The automobile liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the CONTRACTOR or for which the CONTRACTOR is responsible; and (2) the insurance coverage shall be primary insurance as respects DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

iii. **Workers' Compensation and Employers Liability Coverage.** The insurer shall agree to waive all rights of subrogation against DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents for losses paid under the terms of the insurance policy which arise from work performed by the CONTRACTOR.

iv. **All Coverages.** Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DISTRICT; and, (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(c) **Separation of Insureds; No Special Limitations.** All insurance required by this Agreement, except for Workers' Compensation and Employer's Liability and Professional Liability coverage, shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(d) **Deductibles and Self-Insurance Retentions.** Any deductibles or self-insured retentions must be declared to and approved by DISTRICT. If DISTRICT does not approve the deductibles or self-insured

retentions as presented, CONTRACTOR shall guarantee that, at the option of DISTRICT, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects DISTRICT, its directors, officials, officers, employees and agents; or, (2) CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

(e) **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to DISTRICT.

(f) **Reporting of Claims.** CONTRACTOR shall report to DISTRICT, in addition to CONTRACTOR'S insurer, any and all insurance claims submitted by CONTRACTOR in connection with services under this Agreement.

(g) **Verification of Coverage.** CONTRACTOR shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to DISTRICT. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by DISTRICT before work commences. DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time.

6.2 The DISTRICT does not represent or warrant that the types or limits of insurance adequately protect CONTRACTOR'S interest or sufficiently cover CONTRACTOR'S liability exposure. Failure by CONTRACTOR to maintain the insurance coverages specified herein shall be considered a material breach of this Agreement.

6.3 Prior to commencing work, CONTRACTOR will furnish DISTRICT with properly endorsed certificates of insurance acceptable to DISTRICT which provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to DISTRICT. All certificates must be faxed or emailed, followed by a hard copy "wet ink" signed original in the mail to: Cerritos Community College District, Attn: Purchasing, 11110 Alondra Boulevard, Norwalk, CA 90650-6203.

6.4 No payments will be made to CONTRACTOR until current and complete certificate(s) of insurance are on file with the Purchasing Services Office of DISTRICT.

7.0 TERMINATION OF AGREEMENT

7.1 DISTRICT may, by written notice to CONTRACTOR, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to CONTRACTOR of such termination, and specifying the effective date thereof, not less than ten (10) business days before the effective date of such termination. Upon termination, CONTRACTOR shall be compensated only for those services which have been adequately rendered to DISTRICT, and CONTRACTOR shall be entitled to no further compensation. CONTRACTOR may not terminate this Agreement except for cause.

7.2 If this Agreement is terminated as provided herein, DISTRICT may require CONTRACTOR to provide all finished or unfinished Documents and Data and other information of any kind prepared by CONTRACTOR in connection with the performance of services under this Agreement. CONTRACTOR shall be required to provide such document and other information within fifteen (15) days of the request.

7.3 In the event this Agreement is terminated in whole or in part as provided herein, DISTRICT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

8.0 EMPLOYMENT WITH PUBLIC AGENCY. CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time expended in the execution of the services under this AGREEMENT.

9.0 CONFLICT OF INTEREST. CONTRACTOR shall not hire any officer or employee of the DISTRICT to perform any service covered by this Agreement. CONTRACTOR affirms that to the best of CONTRACTOR'S knowledge there exists no actual or potential conflict between CONTRACTOR'S family, business, or financial interests and the services provided under this Agreement, and in the event of change

in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with DISTRICT. CONTRACTOR shall not be in a reporting relationship to a DISTRICT employee who is a near relative, nor shall the near relative be in a decision-making position with respect to CONTRACTOR.

10.0 ON-SITE ACCOMMODATIONS. DISTRICT shall provide CONTRACTOR with reasonable and customary working accommodations to support any on-site activities in the performance of CONTRACTOR'S services.

11.0 OWNERSHIP OF MATERIALS/CONFIDENTIALITY.

11.1 Originality of Services. CONTRACTOR warrants and represents that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to DISTRICT and/or used in connection with this Agreement, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services or under lawful license by any CONTRACTOR hired subcontractor.

11.2 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for DISTRICT to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by CONTRACTOR under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of DISTRICT, and shall not be used in whole or in substantial part by CONTRACTOR on other projects or services without DISTRICT'S express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, CONTRACTOR shall provide to DISTRICT reproducible copies of all Documents & Data, in a form and amount required by DISTRICT. DISTRICT reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by DISTRICT at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the CONTRACTOR is entitled under the termination provisions of this Agreement, CONTRACTOR shall provide all Documents & Data to DISTRICT upon payment of the undisputed amount. CONTRACTOR shall have no right to retain or fail to provide to DISTRICT any such documents pending resolution of the dispute. In addition, CONTRACTOR shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of services under this Agreement, and shall make copies available to DISTRICT upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, CONTRACTOR shall make a reasonable effort to notify DISTRICT and provide DISTRICT with the opportunity to obtain the documents.

11.3 Subcontractors. CONTRACTOR shall require all subcontractors to agree in writing that DISTRICT is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. CONTRACTOR represents and warrants that CONTRACTOR has the legal right to license any and all Documents & Data. CONTRACTOR makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than CONTRACTOR or its subcontractors, or those provided to CONTRACTOR by the DISTRICT.

Right to Use. DISTRICT shall not be limited in any way in its use or reuse of Documents and Data or any part of thereof at any time for purposes of any project or services under this Agreement provided that any such use not within the purposes intended by this Agreement or on a project or service other than any project or service under this Agreement without employing the services of CONTRACTOR shall be at DISTRICT'S sole risk. If DISTRICT uses or reuses the Documents & Data on any project or service other than a project or service under this Agreement, it shall remove the CONTRACTOR'S seal from the

Documents & Data and indemnify and hold harmless CONTRACTOR and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other projects or services. CONTRACTOR shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the DISTRICT upon completion, suspension, abandonment or termination. CONTRACTOR shall not be responsible or liable for any revisions to the Documents & Data made by any party other than CONTRACTOR, a party for whom the CONTRACTOR is legally responsible or liable, or anyone approved by the CONTRACTOR.

11.4 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

11.5 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.

- (a) **Student Privacy.** CONTRACTOR and DISTRICT acknowledge and agree that data provided, generated, transmitted, or displayed through product or services provided by CONTRACTOR, or users of product or service, or other information that DISTRICT may provide CONTRACTOR to provide its services, may include personally identifiable information from educational records that are subject to the Family Educational Rights and Privacy Act ("FERPA"). CONTRACTOR, its officers, and employees will comply with FERPA at all times. No other person or entity may have access to educational records under this Agreement.
- (b) CONTRACTOR agrees to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1995, as codified at 42 U.S.C. section 1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated there under including without limitation the federal privacy regulations as contained in 45 CFR Part 142 (the "Federal Security Regulations"). CONTRACTOR agrees not to use or further disclose any protected health information, as defined in 45 CFR 164.504, or individually identifiable health information, as defined in 42 U.S.C. section 1320d (collectively, the "Protected Health Information"), concerning a person other than as permitted by this Agreement and the requirements of HIPAA or regulations promulgated under HIPAA including without limitation the Federal Privacy Regulations and the Federal Security Regulations. CONTRACTOR will utilize appropriate safeguards to prevent the use or disclosure of a person's Protected Health Information other than as provided for by this Agreement or in violation of HIPAA, the Federal Privacy Regulations, or the Federal Security Regulations of which CONTRACTOR becomes aware. Notwithstanding the foregoing, no attorney client, accountant-client, or other legal privilege shall be deemed waived by CONTRACTOR or DISTRICT by virtue of this subparagraph. The provisions of this subparagraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

12.0 RECORDS ABOUT INDIVIDUALS. California law, as well as DISTRICT policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.

12.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of the DISTRICT and subject to state law and DISTRICT policies governing privacy and access to files.

12.2 CONTRACTOR shall use his or her best efforts to keep confidential any information provided by DISTRICT and marked "Confidential Information," or any oral information conveyed to CONTRACTOR by DISTRICT and followed by a written communication within thirty (30) days that said information shall be considered Confidential Information. This non-disclosure provision shall not apply to any of the following: (i) information which the CONTRACTOR can demonstrate by written records was known to CONTRACTOR prior to the effective date of this Agreement; (ii) is currently in, or in the future enters, the public domain other than through a breach of this Agreement or through other acts or omissions of CONTRACTOR; or (iii) is obtained lawfully from a third party.

13.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS. While performing any service for DISTRICT, CONTRACTOR'S employees, agents, or subcontractors shall not: (a) be under the influence of alcohol or any controlled substance, (b) use, possess, distribute, or sell illicit or unprescribed controlled drugs, drug paraphernalia, or alcoholic beverages, or (c) misuse legitimate prescription drugs.

13.1 CONTRACTOR shall advise its employees, agents, or subcontractors of this policy. Their entry onto DISTRICT'S premises or the work site constitutes consent to searches and inspections. When DISTRICT has reason to believe there has been a violation of any aspect of the drug-free workplace requirements, CONTRACTOR and its employees, agents, suppliers, subcontractors shall, when requested, immediately submit to a search of their person, and/or lockers, lunch boxes, briefcases, purses, packages, desks, workstations, vehicles and other personal belongings available for inspection.

13.2 CONTRACTOR understands and agrees that any of its employees involved in accidents will be subject to drug and/or alcohol testing as part of the post-accident investigation.

13.3 Declining to submit to required searches and inspections may result in the termination of this Agreement and all current or future business relationships and/or visiting privileges.

14.0 DELAYS.

14.1 Delay, nondelivery, or any other failure to perform shall not be excused, unless it arises as a result of unforeseeable causes beyond the control and without the fault or negligence of CONTRACTOR and CONTRACTOR gives notice to DISTRICT within 24 hours of both the delay or nondelivery and the cause thereof and exerts reasonable efforts to mitigate the effect of same on DISTRICT to cause a complete cure of the failure in no less than five (5) working days. Delays caused by matters outside of CONTRACTOR'S control shall be excusable, and CONTRACTOR waives any other claims or entitlement for fees or compensation based on extended delays or absences hereunder

14.2 If at any time CONTRACTOR becomes aware of circumstances that may cause a delay, CONTRACTOR shall immediately give written notice of such circumstances to the DISTRICT and shall immediately take action to remedy the situation. If CONTRACTOR does not remedy the situation within a reasonable time, the DISTRICT shall have the right, directly or through CONTRACTOR, to investigate and institute action at CONTRACTOR'S expense, to prevent or mitigate any delay.

15.0 FORCE MAJEURE. Neither Party shall be in default for any failure or delay in performance hereunder when such failure or delay is the result of a force majeure, which is hereby defined as any unforeseeable event which is beyond that Party's reasonable control and without its fault or negligence. Such events may include, but are not restricted to: (a) acts of God or of the public enemy, (b) acts of government in either its sovereign or contractual capacity, (c) strikes, lockouts or other industrial disputes, (d) riots, mutinies, civil commotion, war or war-like operations, or sabotage.

16.0 DISPUTES. All claims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement or the breach thereof shall be addressed in the following manner.

16.1 The Parties shall enter into good faith negotiations to reach an equitable settlement.

16.2 If a good faith settlement cannot be reached, the Parties may agree to select a method of dispute resolution other than litigation, such as arbitration, mediation, or other method of alternative dispute resolution. In the event that the Parties are unable to agree on a method of dispute resolution other than litigation, suit may be brought in a court located nearest the DISTRICT office involved in the suit.

16.3 Should it be necessary for either Party to initiate legal proceedings to resolve disputes arising out of or relating to this Agreement, the prevailing Party shall be entitled to receive from the other Party all costs and expenses, including reasonable attorney's fees, incurred in such proceedings.

16.4 Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any work, the delivery of any material, the payment of any moneys to CONTRACTOR, or otherwise, CONTRACTOR agrees that it will not directly or indirectly stop or delay the work directed by DISTRICT, or any part thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy, or question is or may be subject to litigation or other form of dispute resolution.

17.0 GOVERNING LAW; GOVERNMENT CODE CLAIM COMPLIANCE. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, CONTRACTOR must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the DISTRICT. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONTRACTOR. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONTRACTOR shall be barred from bringing and maintaining a valid lawsuit against the DISTRICT.

18.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT. This Agreement is for the exclusive services of CONTRACTOR. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual by CONTRACTOR without the express written approval of DISTRICT.

19.0 CONSTRUCTION; REFERENCES; CAPTIONS. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not business days unless otherwise specified in this Agreement. All references to CONTRACTOR include all personnel, employees, agents, and subcontractors of CONTRACTOR, except as otherwise specified in this Agreement. All references to DISTRICT include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

20.0 AMENDMENT; MODIFICATION. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties pursuant to a Contract Amendment Form, Exhibit "A", attached hereto and incorporated herein by this reference. DISTRICT may modify the form of the Contract Amendment Form in its sole discretion at any time prior to execution.

21.0 NON-WAIVER. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

- 22.0 COOPERATION; FURTHER ACTS.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 23.0 ATTORNEYS' FEES.** If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other costs of such action.
- 24.0 AUTHORITY TO ENTER AGREEMENT.** CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 25.0 COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original.
- 26.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who is not signatory to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 27.0 SEVERABILITY.** If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.
- 28.0 TIME OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.
- 29.0 ENTIRE AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both DISTRICT and CONTRACTOR.
- 29.1 This Agreement and any attachments or exhibits incorporated by reference are complementary and what is required by one shall be as binding as if required by all. In the case of conflict or inconsistency, this Agreement shall control over any such attachments or exhibits.
- 30.0 NOTICE.** Any notice or demand may be served upon one Party by the other (a) by delivering it, in writing, to the other's representative at the address as set forth below, or (b) by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the other's representative at the address as set forth below, or (c) by sending a facsimile of it to the other's representative at the facsimile number set forth below.

CERRITOS COMMUNITY COLLEGE DISTRICT:

Representative: Dr. Lucinda Aborn
 Dean of Disabled Student
 Programs & Services
 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]

**SIGNATURE PAGE
TO
CERRITOS COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

IN WITNESS WHEREOF, DISTRICT and CONTRACTOR have executed this Agreement on the date first written above.

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

E-mail

Tax Identification Number (EIN)

Date: _____

Date: _____

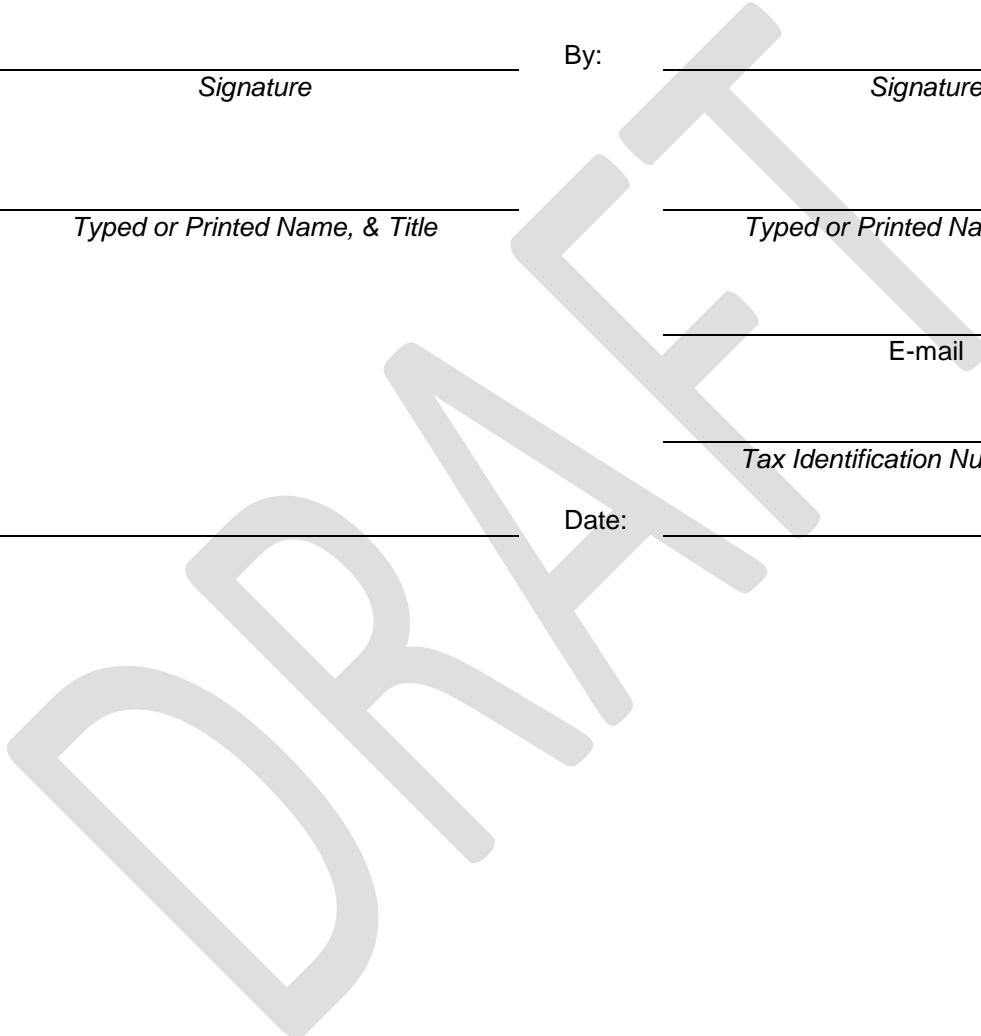


EXHIBIT "A"

**CERRITOS COMMUNITY COLLEGE DISTRICT
CONTRACT AMENDMENT FORM**

AMENDMENT NO.

To

CONTRACT NO.

The Agreement made and entered on _____, by and between the **Cerritos Community College District**, a public community college district with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650 ("DISTRICT"), and _____, a _____ organized under the laws of the state of _____ with its principal place of business at _____ ("CONTRACTOR"), is **AMENDED** on _____, as follows:

RECITALS

WHEREAS, DISTRICT and CONTRACTOR entered into that certain Independent Contractor Agreement dated _____ ("Agreement"), whereby CONTRACTOR agreed to provide certain services;

WHEREAS, DISTRICT and CONTRACTOR desire to amend the Agreement to provide for additional services;

NOW THEREFORE, the Parties agree as follows:

1. TERMS

1.1 Pursuant to Sections 2.1 and 20.0 of the Agreement, CONTRACTOR shall provide the following services: [Insert As Applicable]

1.2 Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

1.3 This Amendment may be executed in duplicative originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

1.4 Additional Terms: [Insert As Applicable]

INTENDING TO BE BOUND HEREBY, THE PARTIES EXECUTE THIS AMENDMENT AS OF THE DATE WRITTEN ABOVE:

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

SCOPE OF WORK

FOR

SIGN LANGUAGE INTERPRETING SCHEDULING SERVICES

Contractor shall perform the below scope of work (SOW), as follows:

- 1. Introduction and General Information.** Sign language interpreting services are provided so that deaf and hard of hearing students have access to communication through sign language interpreters, real-time captionists (RTC), and assistive listening devices on campus; the coordination of these communication services is a legally mandated accommodation and requires a variety of scheduling and coordination of duties.
- 2. Task Description.** Contractors work shall include, but is not limited to:
 - A. Coordinate interpreting services with outside providers under contract with the District
 - B. Schedules students’ interpreting services in computer system in accordance with departmental guidelines
 - C. Analyzing critical paths and restraints to determine effect of changes on students’ schedule and recommend workarounds to mitigate impacts
 - D. Coordination to implement campus-wide program that assist students and staff with interpreting services
 - E. Follows policies and procedures to contribute to the timeliness, effectiveness, and efficiency of the department
 - F. Prepares correspondence, memos, forms and other typing related to scheduling as requested by manager
 - G. Reconciliation of billing statements to validate hours billed by outside providers
- 3. Constraints on the Contractor.** Contractor shall NOT schedule interpreters from within its own agency; only outside providers under contract with District shall be scheduled.
- 4. Contractor Personnel Requirements.** Contractor’s qualifications of key personnel to perform the work shall include:
 - A. Professional specialization in American Sign Language, Signed English and Pidgin Sign Language
 - B. Knowledge of programs and services governing interpreting services for a California community college or similar student population
 - C. Knowledge of learning concepts, theories, principles, and techniques used in instruction and student services
 - D. Knowledge of the interpreting and post-secondary subject matter

- E. Specialized knowledge of working with deaf and hard-of-hearing student, deaf-blind, and deaf culture
 - F. Sufficient math skills to interpret in sign language in business, science, and math instruction
 - G. English language skills to interpret for college-level curriculum
- 5. Other Contractor Responsibilities.** Other Contractor responsibilities may include reviewing curriculum and meeting with faculty to become familiar with content prior to scheduling services for students.
- 6. District Responsibilities.** District shall provide office, computer, phone, and software necessary to perform scheduling services. District shall provide monthly statements so Contractor can verify hours billed by outside providers.
- 7. Reporting Requirements and Procedures.** Contractor shall report to the Director of Disabled Student Program Services (DSPS) or as assigned.
- 8. Special Conditions.** Contractor's personnel shall have valid certification by the Registry of Interpreters for the Deaf (RID); a minimum of two years of experience in providing sign-to-English (expressive skills) and English-to-sign interpreting (receptive skills); and experience in scheduling interpreting services in an instructional or equivalent setting.

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Approval of the Amendment to the Agreement for the Clean Fuels Transportation Pilot Career Opportunity Training Plan (No. 600-16-005)

ACTION

It is recommended that the Board of Trustees approve the amendment to the agreement for the Clean Fuels Transportation Pilot Career Opportunity Training Plan (No. 600-16-005).

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$1,000,000; funding is made possible through Cerritos College’s agreement with the State Energy Resources Conservation and Development 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 – AMENDMENT

CALIFORNIA ENERGY COMMISSION

CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY TRAINING PLAN (NO. 600-16-005)

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

Purpose: On February 7, 2018, Cerritos College entered into an agreement with the California Energy Commission for acceptance of the Clean Fuels Transportation Pilot Career Opportunity Training Plan (No. 600-16-005) to increase the 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.

At this time, Cerritos College wishes to enter into an amendment with the California Energy Commission to extend the end date of the agreement to March 31, 2020. No other changes will be made to the agreement at this time.

Period: The time period will be from May 12, 2017 through March 31, 2020.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Amendment No. 1 to Contract No. 17C0108 – California Energy Commission Agreement

Exhibit A to Amendment No. 1 to Contract No. 17C0108

Contract No. 17C0108 – California Energy Commission Agreement

STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

DRAFT CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 1 Pages

AGREEMENT NUMBER 600-16-005	AMENDMENT NUMBER 01
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and Contractor named below:
STATE AGENCY'S NAME
State Energy Resources Conservation and Development Commission (Energy Commission)
CONTRACTOR'S NAME
Cerritos Community College District
2. The term of this Agreement is May 12, 2017 through March 31, 2020
3. The maximum amount of this Agreement after this amendment is: **\$1,000,000 Total Agreement Amount [\$0 Amendment Amount]**
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
The purpose of this amendment is to extend the agreement term eight months, from July 31, 2019 to March 31, 2020.

Exhibit A, Part V Project Schedule (1 page), is attached and replaces the previously approved Exhibit A, Part V Project Schedule (1 page), in its entirety.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>		
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
AGENCY NAME State Energy Resources Conservation and Development Commission		<input type="checkbox"/> Exempt per:
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING Rachel L. Grant Kiley, Contracts Grants and Loans Office Manager		
ADDRESS 1516 Ninth Street, Sacramento, CA 95814		

Exhibit A Attachment A-1 Schedule of Products and Due Dates

Task Number	Deliverable	Due Date
1		
1.1	Kick Off Meeting with Updated Schedule of Deliverables	10/18/2017 <u>1/10/2018</u>
1.2	Invoices	As Needed - but no more than once per month
1.4	Quarterly Progress Reports	Quarterly (After Executed Agreement Date)
1.5.1	Final Report	3/5/2019 <u>2/28/2020</u>
1.6	Final Meeting - Written documentation of meeting agreements. Schedule for completing closeout activities	2/28/2019 <u>12/1/2019</u>
2	Draft Clean Fuels Transportation Pilot Career Opportunity Training Plan	10/2/2017 <u>1/10/2018</u>
2	Final Clean Fuels Transportation Pilot Career Opportunity Training Plan	10/20/2017 <u>1/20/2018</u>
3	Implementation of Approved Clean Fuels Transportation Pilot Career Opportunity Plan	Upon CAM Approval <u>3/30/2018</u>
4	End of Class Pilot Project Report.	Upon Completion of Course <u>12/1/2019</u>
4	Annual Report of Participation	Upon Completion of Course <u>1/31/2020</u>

CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
SACRAMENTO, CA 95814-5612



December 1, 2017

Steve Richardson
Cerritos Community College District
11110 Alondra Blvd
Norwalk, CA 90650

Re: Agreement Number: 600-16-005
Advanced Transportation Technology and Energy (ATTE) Center at Cerritos
College

Dear Mr. Richardson:

Enclosed is the fully executed copy of the above-referenced Agreement for your records. You are now authorized to provide the agreed upon services.

If you have any questions or need clarification on any items, please contact the Commission Agreement Officer at (916) 654-4299 or Brad.Worster@energy.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Zachary Dextraze".

Zachary Dextraze
Office Technician

Enclosures

cc: David Nichols, Commission Agreement Manager, MS-25
Jennifer Masterson, MS-44
Accounting, MS-2
File

STANDARD AGREEMENT

STD. 213 (NEW 06/03)

AGREEMENT NUMBER 600-16-005
REGISTRATION NUMBER

- This Agreement is entered into between the State Agency and the Contractor named below
 STATE AGENCY'S NAME
State Energy Resources Conservation and Development Commission (Energy Commission)
 CONTRACTOR'S NAME
Cerritos Community College District
- The term of this Agreement is: **May 12, 2017 Through July 31, 2019** The effective date of this Agreement is either the start date or the approval date by the Dept. of General Services, whichever is later. No work shall commence until the effective date.
- The maximum amount of this Agreement is: **\$ 1,000,000.00**

- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:
 - Exhibit A – Scope of Work 7 Pages
 - Exhibit A – Attachments 1 Page
 - Exhibit B – Budget Detail and Payment Provision 7 Pages
 - Exhibit C* – General Terms and Conditions GTC 610
 - Exhibit D – Special Terms and Conditions 10 Page
 - Exhibit E – Additional Provisions 3 Pages
 - Exhibit F - Contacts 1 Page
 - Exhibit G – Information Practices Act Special Terms and Conditions 2 Pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.dgs.ca.gov/ois/Resources/StandardContractLanguage.aspx>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

California Department of General Services Use Only

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Cerritos Community College District

BY (Authorized Signature)

[Signature]

DATE SIGNED (Do not type)

10/2/2017

PRINTED NAME AND TITLE OF PERSON SIGNING

Felipe E. Lopez, VP of Business Services

ADDRESS

11110 Alondra Blvd. Norwalk, CA 90650

STATE OF CALIFORNIA

AGENCY NAME

State Energy Resources Conservation and Development Commission (Energy Commission)

BY (Authorized Signature)

[Signature]

DATE SIGNED (Do not type)

10/25/17

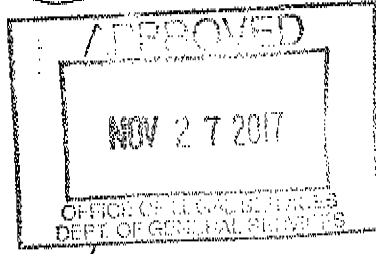
PRINTED NAME AND TITLE OF PERSON SIGNING

Rachel L. Grant Kiley, Contracts Grants and Loans Office Manager

ADDRESS

1516 Ninth Street, Sacramento, CA 95814

[Signature]



[Signature]

Exempt per:

**Exhibit A
SCOPE OF WORK**

TASK LIST

Task #	Task Name
1	Agreement Management
2	Develop and Submit A Clean Fuels Transportation Pilot Career Opportunity Training Plan
3	Implementation of Approved Funding Plan
4	Plan Reporting

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym	Definition
AB 8	Assembly Bill 8
AB 109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative Renewable Fuel and Vehicle Technology Program
ATTE	Advanced Transportation Technology and Energy Center
CAM	Commission Agreement Manager
Contractor	Cerritos Community College District
Energy Commission	The California Energy Commission

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to enter into "Workforce training related to advanced energy technology designed to reduce air pollution, including state-of-the-art equipment and goods, and new processes and system. Workforce training initiatives funded shall be broad-based partnerships that leverage other public and private job training programs and resources. These partnerships may include, though are not limited to, employers, labor unions, labor management partnerships, community organizations, workforce investment boards, postsecondary education providers, including community colleges, and economic development agencies." Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

The market for clean fuel and advance vehicle transportation is creating new workforce career opportunities for Californians. To increase interest in this new field, it is essential that high school students see this new high-tech field as a viable career pathway. The clean fuel and advanced vehicle transportation market offers strong economic opportunities and benefits through high-tech advancements in the transportation field. Many high school students have not considered clean transportation as a career pathway because it traditionally relied on older technologies limited by aging mechanical practices.

THE ADVANCED TRANSPORTATION TECHNOLOGY AND ENERGY CENTER

The Advanced Transportation and Energy (ATTE) Center, hosted by Cerritos Community College District, is a program that was created through initiative funding from the California Community Colleges Chancellor's Office and is responsible for implementing the California Community Colleges Advanced Transportation and Technology Energy initiative, also known as Advanced Transportation and Renewable Energy (ATRE).

GOAL OF THE AGREEMENT

The goal of this contract is to increase the awareness for high school students of the viability in advanced clean transportation career fields. ATTE will develop and implement pilot training projects, in conjunction with the California Department of Education's (CDE) Career Technical Education (CTE) Division. Whenever possible, these high school pilot programs will be directed toward underserved and disadvantaged communities. ATTE, through its established training pathways with high schools will offer advanced vehicle technology training to increase student's awareness and viability of this growing market, to introduce opportunities to students who may not have considered the clean transportation industry for a career, and the potential to matriculate into the community college degree programs.

OBJECTIVE OF THE AGREEMENT

The objective of this agreement is to develop and implement a pilot training program to increase awareness of careers for high school students in the field of clean transportation.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

ADMINISTRATIVE TASKS

TASK 1 AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a "kick-off" meeting with the CAM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. The Contractor shall include their ATTE Project Manager and necessary staff, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Task 1.2 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted as the Contractor deems necessary. Invoices must be submitted to the Energy Commission's Accounting Office.

Deliverables:

- Invoices

Task 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the Energy Commission's process for adding or replacing subcontractors.

Task 1.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:

- Quarterly Progress Reports

Task 1.5 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

Task 1.5.1 Final Report**The Contractor shall:**

- Prepare the Final Report for this Agreement
- Submit the Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.

- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Final Report

Task 1.6 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

TECHNICAL TASKS

Task 2 Develop and Submit A Clean Fuels Transportation Pilot Career Opportunity Training Plan

The goal of this task is to develop and submit a pilot career project plan for creating career interest in clean fuel transportation careers for high school students. The plan is subject to the review and approval of the Commission Agreement Manager.

The Contractor shall:

Prepare and submit a plan that will be used as a pilot project for increasing career awareness for high school students in the clean fuels transportation field.

- The plan shall include, but not be limited to (as applicable):
 - How funding opportunities will be made available throughout the California high schools
 - The requirements and qualifications to receive potential funding
 - How trainers for the High School will be prepared to train students
 - How underserved communities will be engaged for participation
 - The estimated time frame for implementing the pilot project
 - Estimated funding costs for:
 - Curriculum Development
 - Equipment Purchases
 - Train the Trainer Training

- The steps to ensure that the pilot project is implemented
 - Steps to include participation for underserved communities
 - How equipment purchases will be tracked and used in accordance with the goals of this agreement, and how such purchases will comply with the provisions set out for each high school's procedures for equipment purchases and use
 - Questionnaire about career choice opportunities in clean fuels transportation and what students hope to learn from the course
- Submit a *Draft Clean Fuels Transportation Pilot Career Opportunity Training Plan* to CAM for review and input
 - Submit the *Final Clean Fuels Transportation Pilot Career Opportunity Training Plan* for written approval by CAM

Deliverables:

- Draft Clean Fuels Transportation Pilot Career Opportunity Training Plan
- Final Clean Fuels Transportation Pilot Career Opportunity Training Plan

[NOTE: THE CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY TRAINING PLAN CANNOT PROCEED WITHOUT WRITTEN APPROVAL OF THE CAM]

Task 3 Implementation of Approved Funding Plan

The goal of this task is to implement the approved Clean Fuels Transportation Pilot Career Opportunity Training Plan (the "Plan").

The Contractor shall:

- Implement the CAM approved Plan
- Submit contracts between Contractor and participating high schools to CAM
- Fund necessary equipment and curriculum for training as approved in the Plan
- Provide training to underserved communities where applicable
- Provide information in the quarterly reports on the operation and oversight of the approved Plan, including:
 - Activities related to monitoring the program
 - Challenges in implementing the program
 - Proposed solutions to challenges faced in implementing the program
 - Information the Contractor deems essential to the success of the program

Deliverables:

- None. Progress shall be reported in Quarterly Progress Reports

Task 4 Plan Reporting

The goal of this task is to provide data specific to participants on an annual basis. If any of the data is personal information as defined by the Information Practices Act (Cal. Civ. Code § 1798.3(a)), Contractor shall comply with the Information Practices Act (Cal. Civ. Code §§ 1798 *et seq.*). Compliance includes, but is not limited to, working with the Energy Commission to develop appropriate notice pursuant to Cal. Civ. Code § 1798.17. Reporting data and dates may be adjusted by approval of the CAM.

The Contractor shall work with the CAM to develop acceptable criteria for reporting specific data to further inform the public on the progress and benefits for participants from pilot project activities that complies with regulatory restrictions and California community college and participating high schools' policies. The Contractor shall prepare and submit to the CAM an *End of Class Pilot Project Report* and an *Annual Report of Participation*. Both reports shall include, but may not be limited to:

- Which high schools and programs receive(d) funding
- Type of training
- Number of trainees enrolled
- Number of trainees that complete training courses where funding was provided from this contract (as applicable)
- Certificates and/or credits earned by participant trainees
- Types of equipment purchased
- Estimate of potential placement into community college programs, or an equivalent educational path upon completion (as applicable)
- Feedback from students on the course and if a career in clean fuel transportation is now a consideration

The *Class Pilot Project Report* shall include the above information as it pertains to each individual high school or community college class in which training was performed.

The *Annual Report of Participation* shall include the above information as it pertains to all high school and community college classes in which training was performed during the course of this agreement.

Deliverables:

- End of Class Pilot Project Report
- Annual Report of Participation

Exhibit A Attachment A-1 Schedule of Products and Due Dates

Task Number	Deliverable	Due Date
1		
1.1	Kick Off Meeting with Updated Schedule of Deliverables	October 18, 2017
1.2	Invoices	As Needed - but no more than once per month
1.4	Quarterly Progress Reports	Quarterly (After Executed Agreement Date)
1.5.1	Final Report	March 5, 2019
1.6	Final Meeting - Written documentation of meeting agreements. Schedule for completing closeout activities	February 28, 2019
2	Draft Clean Fuels Transportation Pilot Career Opportunity Training Plan	October 2, 2017
2	Final Clean Fuels Transportation Pilot Career Opportunity Training Plan	October 20, 2017
3	Implementation of Approved Clean Fuels Transportation Pilot Career Opportunity Plan	Upon CAM Approval
4	End of Class Pilot Project Report.	Upon Completion of Course
4	Annual Report of Participation	Upon Completion of Course

Public/ Governmental Entity
EXHIBIT B
Budget Detail and Payment Provision

1. **CONDITIONS FOR PAYMENT**

- A. No payment shall be made in advance of services rendered.
- B. For services satisfactorily rendered, and upon receipt and approval of invoices, the Energy Commission agrees to compensate the Contractor for actual allowable expenditures incurred in accordance with Exhibit B. The rates in Exhibit B are rate caps, or the maximum amount allowed to be billed. The Contractor can only bill for actual expenses incurred for hours **worked at the Contractor's and subcontractor's actual labor and non-labor rates**, not to exceed the rates specified in Exhibit B.
- C. The Contractor is not allowed to charge profit, fees or mark-ups on any subcontracted budget item, including lower tier subcontracted amounts. Subcontractors are not allowed to profit from their subcontractors' costs.
- D. Each invoice is subject to the Energy Commission Contract Agreement Manager's (CAM) approval.
- E. Payments shall be made to the Contractor for undisputed invoices. An undisputed invoice is an invoice submitted by the Contractor for services rendered, and for which additional evidence is not required to determine its validity. The invoice will be disputed if all deliverables due for the billing period have not been received and approved, if the invoice is inaccurate, or if it does not comply with the terms of this Agreement. If the invoice is disputed, Contractor will be notified via a Dispute Notification Form within 15 working days of receipt of the invoice.
- F. Payment will be made in accordance with the Prompt Payment Act, Government Code Chapter 4.5, commencing with Section 927, which requires payment of properly submitted, undisputed invoices within 45 days of receipt or automatically pay late payment penalties when applicable.
- G. Final invoice must be received by the Energy Commission no later than 30 calendar days after the Agreement termination date.
- H. The State will pay for State or local sales or use taxes on the services rendered or equipment, parts or software supplied to the Energy Commission pursuant to this Agreement. The State of California is exempt from Federal excise taxes, and no payment will be made for any taxes levied on employee's wages.
- I. No payment will be made for costs identified in Contractor invoices that have or will be reimbursed by another source, including but not limited to a government entity contract or subcontract or other procurement methods.

2. **PAYMENT TERMS**

Check all that apply:

- In Arrears
- Itemized
 - Monthly
 - Quarterly
 - One-Time Payment

- Flat Rate
- Advance Payment to other California state agencies or federal government Not to Exceed \$_____ or _____ % of the Agreement Amount
- Reimbursement/Revenue
- Other (Explain)

3. **INVOICING PROCEDURES**

- A. Invoices shall be submitted in duplicate not more frequently than monthly. The following certification shall be included on each invoice and signed by an authorized official of the Contractor:

I certify that this invoice is correct and proper for payment, and reimbursement for these costs has not and will not be received from any other sources, including but not limited to a government entity contract, subcontract or other procurement method.

- B. The Energy Commission will accept computer generated or electronically transmitted invoices, provided the Contractor sends a paper copy the same day to the Energy Commission. The date of "invoice receipt" shall be the date the Energy Commission receives the paper copy.

Send invoices to:

California Energy Commission
 Accounting Office, MS-2
 1516 Ninth Street
 Sacramento, California 95814

- C. An invoice shall consist of, but not be limited to, the following:
- 1) Agreement number, date prepared, and billing period.
 - 2) The Contractor's actual unloaded hourly labor rates by individual and number of hours worked during the reporting period. Identify actual, agreement, and billed amounts.
 - 3) Non-Labor rates (fringe benefits, indirect overheads, general and administrative, profit, etc.). Identify actual, agreement, and billed amounts.
 - 4) Other direct operating expenses, including equipment, travel, materials, and miscellaneous, etc.
 - 5) Subcontractor expenditures.
 - 6) An indication of whether a subcontractor is a California Certified Small Business or a Certified Disabled Veteran Business Enterprise.
 - 7) By task and category (as specified in Budget Detail): current billing, previously billed, budgeted amounts, and balance of funds.
 - 8) If applicable, the match fund expenditures.
 - 9) All invoices must be accompanied by the following documentation to support the expenditure:

- a) Subcontractor invoices which shall include items 1-8 above for corresponding information, if any, identified in the budget detail (e.g., if the budget detail lists hourly labor rates, then the subcontractor's invoice would include hourly labor rates).
- b) Receipts for travel expenses.
- c) Receipts for materials, miscellaneous, and/or equipment.
- d) A report that documents the progress of the work during the billing period; and
- e) Any other deliverables due during the billing period.

4. **RETENTION:** No retention will be withheld under this Agreement.

5. **TRAVEL AND PER DIEM RATES**

The Contractor shall be reimbursed for travel and per diem expenses using the Energy Commission Contractor Travel Rates. The Contractor must pay for travel in excess of these rates. The Contractor may obtain current rates from the Energy Commission's Web Site at: http://www.energy.ca.gov/contracts/TRAVEL_PER_DIEM.PDF.

- A. Travel that is not included in Exhibit B, Pre-Approved Travel List shall require written authorization from the CAM prior to travel departure. The Energy Commission will reimburse travel expenses from the Contractor's office location. For purposes of payment, the Contractor's office location shall be considered the office location where the Contractor's employees or, if applicable, the employees of a subcontractor with responsibilities for this contract are permanently assigned.
- B. Travel receipts and documentation of travel expenses, including travel meals and incidentals, shall be submitted with invoices requesting reimbursement from the Energy Commission. The documentation must be listed by trip and include dates and times of departure and return.

6. **BUDGET CONTINGENCY CLAUSE**

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the work identified in Exhibit A, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State, or offer an Agreement Amendment to Contractor to reflect the reduced amount.

7. **RATES & CLASSIFICATIONS: CHANGES IN CONTRACTOR PERSONNEL OR SUBCONTRACTOR PERSONNEL**

This section contains provisions allowing rate and classification changes without a formal amendment. Exhibit D contains the rules for adding or replacing personnel and subcontractors listed in the Agreement. When a Contractor makes personnel and

subcontractor changes in accordance with Exhibit D that do not require a formal amendment, the following rules explain the rates and classifications for which the Contractor can invoice. Changes outside of these rules require a formal amendment to the Agreement.

A. New Personnel

If Contractor or a subcontractor adds new personnel after the Agreement has been executed, the Contractor shall submit the new personnel's resume and proposed job classification/rate, consistent with classifications/rates within the respective budget, to CAM for review and approval. If the Agreement budget includes a job classification with the person identified as "To Be Determined", and a person is later identified, this person is considered to be new personnel. The new personnel shall not provide services until the CAM approves the new personnel request in writing and notifies the Commission Contracts Agreement Officer (CAO). Any work performed by these new personnel prior to CAM approval is at Contractor's expense; the Energy Commission will not reimburse Contractor for work performed by these new personnel that occurs prior to CAM approval.

B. Labor Rates & Classifications

The Agreement budget identifies individuals and/or job classifications and the maximum rates that the Contractor can invoice for them. The Contractor shall only invoice for the actual rates up to the maximum amount listed. Contractor can only increase rates or add new job classifications to the Agreement through a formal amendment to this Agreement.

1. Contractor Changes: Addition or Replacement of Personnel

a) Labor Rates

If the Contractor adds a new person to a job classification listed in the Contractor's budget or replaces a person listed in the Contractor's budget, the Contractor can only invoice for the new person's actual rate up to the maximum amount listed for that classification in the Contractor's budget. The Contractor cannot use for its personnel a rate of a subcontractor.

b) Classifications

Additions or replacement of personnel can only be made within existing job classifications identified in the Contractor's budget. The Contractor cannot use for its personnel a job classification of a subcontractor. The new person must be invoiced within job classifications that already exist in the budget for the Contractor. If the Contractor wishes to add a new job classification to the Agreement (for instance to bring in a new person or possibly promote a person) this will require a formal amendment to the Agreement.

c) Promotions

Contractor personnel listed in the Contractor's budget can be moved to a higher-paying job classification listed in the Contractor's budget with prior written approval of the CAM and the appropriate Division Deputy Director. The written approval must be submitted to the CAO.

2. Subcontractor Changes: Addition or Replacement of Personnel

a) Labor Rates

If a subcontractor adds a new person to a job classification listed in the subcontractor's budget or replaces a person listed in the subcontractor's budget for that subcontractor, the subcontractor can only invoice for the new person's actual rate up to the maximum amount listed for that classification in the subcontractor's budget. The subcontractor cannot use for its personnel a rate of another subcontractor or of the Contractor.

b) Classifications

Additions or replacement of personnel can only be made within existing job classifications identified in the subcontractor's budget. The subcontractor cannot use for its personnel a job classification of another subcontractor or of the Contractor. The new person must be invoiced within job classifications that already exist in the budget for the subcontractor. If the subcontractor wishes to add a new job classification to the Agreement (for instance to bring in a new person or possibly promote a person) this will require a formal amendment to the Agreement.

c) Promotions

Subcontractor personnel listed in the subcontractor's budget can be moved to a higher-paying job classification listed in the subcontractor's budget with prior written approval of the CAM and the appropriate Division Deputy Director. The written approval must be submitted to the CAO.

C. Changes in Assigned Personnel Hours

Contractor may move hours allocated for a specific person (employee or subcontractor) to another person listed in the Agreement, upon written notification to the CAM. However such changes cannot change the amount of the budget for the task or labor category. If a change in personnel will result in a change in the dollar amount of the task or in the labor category, then refer to the Budget Reallocation provision in this Exhibit B.

8. **BUDGET REALLOCATIONS**

A. The Energy Commission, through its CAM and CAO, and the Contractor can agree upon and make certain budget reallocations without a formal amendment to this Agreement as long as ALL of the following conditions are met:

- 1) For agreements without work authorizations, the total of all budget reallocations cannot exceed ten percent (10%) with a cap amount of \$150,000 of the Agreement Amount. For purposes of this provision, "Agreement Amount" means the total amount of Energy Commission funds being paid to Contractor under this Agreement. It does not include any match funds provided by Contractor.

For example, if under an agreement the Energy Commission agrees to pay a contractor \$100,000 and the contractor is supplying \$500,000 in match funding, the ten percent (10%) limitation applies to the \$100,000. Only up to \$10,000 of Energy Commission funds can be reallocated without a formal amendment. If under an agreement the Energy Commission agrees to pay a contractor \$1,750,000, ten percent would be \$175,000, but the cap is \$150,000, so the most that could be reallocated without a formal amendment is \$150,000.

For agreements with work authorizations, budget reallocations up to ten percent (10%) with a cap of \$150,000 of the entire agreement can be made. Budget reallocations up to ten percent (10%) of each work authorization can be made so long as the total amount of all work authorization budget reallocations does not exceed 10 percent of the agreement amount and is within the cap of \$150,000. For example, assume an Agreement Amount is \$175,000 and the agreement has two work authorizations, WA1 and WA2. WA1 has a budget of \$100,000, and WA2 has a budget of \$50,000. \$10,000 (10% of \$100,000) can be moved within WA1. \$5,000 (10% of \$50,000) can be moved within WA2. In addition to this, \$2,500 (10% of \$25,000, the Agreement Amount of \$175,000 minus the combined work authorization budgets of \$150,000) can be made to the portion of the Agreement Amount not associated with work authorizations. The total of these budget reallocations does not exceed ten percent of the total agreement amount or the \$150,000 cap.

- 2) The budget reallocation cannot substantially change the Scope of Work. Examples of budget reallocations that do not substantially change the Scope of Work include, but are not limited to, the following:
 - Increasing or decreasing the overall travel budget. This does not mean an increase to the allowed per diem rates under this Agreement.
 - Increasing or decreasing the equipment budget.
 - Increasing or decreasing the number of personnel assigned to complete tasks. This does not include increasing the hourly rates of the personnel and classifications listed in the budget. Increasing hourly rates requires a formal amendment. The addition of personnel also requires a formal amendment unless there is already an identified classification of rates in the budget that the new personnel will be filling.

- 3) The budget reallocation only involves moving funds between tasks or categories. The total Agreement Amount and the total budget of any work authorizations must remain unchanged. Increasing the total amount of the Agreement requires a formal amendment.
 - 4) The budget reallocation does not increase the percentage rate of Indirect Overhead, Direct Overhead, Fringe Benefits, General and Administrative Costs, Profit, or any other rates listed in the budget. For example, if an agreement budget lists the Indirect Overhead percentage rate as 25% of Direct Labor, the 25% cannot be changed without a formal amendment. Another example is that if a contractor listed that its profit rate is 8% of the total agreement, to increase this rate would require a formal amendment.
- B. To effectuate a budget reallocation under this section, the Contractor must make a request in writing to both the CAM and the CAO. Both the CAM and CAO will then approve or disapprove the request in writing; the approval or disapproval is not effective or binding unless signed by both the CAM and the CAO. Oral communications cannot be used or relied upon. If the request is approved, the CAM shall revise the Budget Attachments to reflect the changes and send them to the CAO and Contractor.
 - C. Any desired budget reallocations that do not meet the four criteria in this section must be made through a formal amendment. For purposes of this provision, a "formal amendment" means that all of the following must occur: approval by the Energy Commission at a Commission Business Meeting, a written amendment signed by both parties, and approval by the California Department of General Services.
 - D. Attempted budget reallocations that do not meet the requirements of this section are not legally binding upon the parties.

9. BUDGET DETAIL

Task(s)	Budget
Develop and implement a clean transportation fuels career pilot program for underserved community for high schools, where matriculation into community colleges is possible.	\$900,000
Administrative fees are capped at 10% of the total funding from this agreement.	\$100,000

Public/ Governmental Entity
EXHIBIT D
Special Terms and Conditions

1. AGREEMENT MANAGEMENT

- A. The Contractor Project Manager may not be replaced without the Energy Commission Contract Agreement Manager's (CAM) prior written approval. Such approval shall not be unreasonably withheld. The Contractor Project Manager is responsible for the day-to-day project status, decisions and communications with the CAM.
- B. The Energy Commission may change the CAM by notice given Contractor at any time signed by the Energy Commission Contracts Agreement Officer (CAO). The CAM is responsible for the day-to-day Agreement status, decisions and communications with the Contractor Project Manager. The CAM will review and approve all project deliverables, reports and invoices.
- C. Energy Commission staff will be permitted to work side by side with Contractor's staff to the extent and under conditions that may be directed by the CAM. In this connection, Energy Commission staff will be given access to all data, working papers, etc., which Contractor may seek to utilize.
- D. Contractor will not be permitted to utilize Energy Commission personnel for the performance of services, which are the responsibility of Contractor unless the CAM previously agrees to such utilization in writing and an appropriate adjustment in price is made. No charge will be made to Contractor for the services of Energy Commission employees while performing, coordinating or monitoring functions.
- E. If the Schedule of Deliverables and Due Dates needs to be revised after the execution of the Agreement, the revised dates cannot extend beyond the term end date of the Agreement. Contractor shall work with the CAM to agree on the new deliverable due dates. The CAM shall issue the revised Schedule of Deliverables and Due Dates to the Contractor and the CAO. Although the dates can be revised, the deliverables cannot be changed through this process.

2. SUBCONTRACTORS

No Subcontractor(s) are named for this Agreement. If subcontractor(s) are added later to perform any portion of this Agreement, the following clauses apply and Contractor shall manage the performance of the subcontractor(s).

AND

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation

from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

- B. Contractor shall be responsible for establishing and maintaining contractual agreements with and the reimbursement of each of the subcontractors for work performed in accordance with the terms of this Agreement. Contractor shall be responsible for scheduling and assigning subcontractors to specific tasks in the manner described in this Agreement; coordinating subcontractor accessibility to Energy Commission staff, and submitting completed products to the CAM. Upon request by the CAM, Contractor shall provide copies of all contractual agreements with subcontractors.
- C. All subcontracts shall contain the following: 1) the audit rights and non-discrimination provision stated in the General Terms and Conditions (Exhibit C); 2) further assignments shall not be made to any third or subsequent tier subcontractor without additional written consent of the CAM; and 3) the confidentiality provisions in the Reports paragraph of this Agreement.
- D. Contractors who are subcontracting with University of California may use the terms and conditions negotiated by the Energy Commission with University of California for their subcontracts. Contractors who are subcontracting with the Department of Energy's (DOE) Lawrence Livermore National Laboratory, Lawrence Berkeley National Laboratory, and the Sandia National Laboratories may use the terms and conditions negotiated with the Department of General Services. Contractors who are subcontracting with all other DOE laboratories may use the terms and conditions negotiated by the Energy Commission with DOE for their subcontracts.
- E. **Process for New Subcontractors**
The Energy Commission reserves the right to replace a subcontractor, request additional subcontractors, and approve additional subcontractors requested by Contractor. A replaced subcontractor and an added subcontractor are both defined as a "new" subcontractor. Such changes shall be subject to the following conditions:
 - 1) The new subcontractor shall be selected using either: (a) A competitive bid process with written evaluation criteria by obtaining three or more bids and advertising the work to a suitable pool of subcontractors including without limitation: California Contracts Register; Contractor's mailing lists; mass media; professional papers or journals; posting on websites; and telephone or email solicitations; or (b) Non-competitive bid (sole source) process with a specific subcontractor.
 - 2) When a new subcontractor is proposed the CAM shall complete and submit to the CAO a "Subcontractor Addition" form. The proposed subcontract can be executed only after the CAO approves the Subcontractor Addition form. This form identifies the new subcontractor and bidding method used (competitive or non-competitive), the tasks the new subcontractor will be performing and the following shall be attached: resumes and completed Energy Commission budget forms.
 - 3) **Labor Rates & Classifications:** Personnel of new subcontractors must fit within a classification and be equal to or less than a rate already listed in the Agreement budget and the rate cannot exceed the subcontractor's actual rate. Adding classifications and/or higher rates for the new subcontractor

other than ones currently listed in the Agreement requires a formal amendment.

- 4) **Non-Labor Rates:** The non-labor rates (such as fringe, indirect overhead, general and administrative, profit) charged by the new subcontractor shall be equal to or less than the existing non-labor rates already listed in the Agreement budget and cannot exceed subcontractor's actual non-labor rates. Adding higher non-labor rates for the new subcontractor than ones currently listed in the Agreement requires a formal amendment.
- 5) **Other Direct Operating Expenses:** The new subcontractor may charge other direct operating expenses (such as material or equipment) as already identified in the Agreement budget. No new types of operating expenses are allowed to be charged by the new subcontractor. Adding new types of operating expenses for the new subcontractor requires a formal amendment.

3. **CHANGES TO THE AGREEMENT**

Significant changes to this Agreement must be approved at an Energy Commission business meeting through a formal amendment. Significant changes include, but are not limited to:

- Change of Contractor's legal name
- Change of Contractor
- Changes in order to disencumber funds
- Changes to Exhibit A that reasonably modify the purpose of the Agreement
- Changes to Exhibit A that extend the due dates beyond the term of the Agreement
- Changes to Exhibit B that increase the amount of the Agreement
- Changes to Exhibit B that increase rates or fees
- Reallocations to Exhibit B that substantially changes Exhibit A

4. **STANDARD OF PERFORMANCE**

Contractor shall be responsible in the performance of Contractor's/subcontractor's work under this Agreement for exercising the degree of skill and care required by customarily accepted good professional practices and procedures. Any costs for failure to meet these standards, or otherwise defective services, which require reperformance, as directed by CAM or its designee, shall be borne in total by the Contractor/subcontractor and not the Energy Commission. In the event the Contractor/subcontractor fails to perform in accordance with the above standard the following will apply. Nothing contained in this section is intended to limit any of the rights or remedies which the Energy Commission may have under law.

- A. Contractor/subcontractor will reperform, at its own expense, any task, which was not performed to the reasonable satisfaction of the CAM. Any work reperformed pursuant to this paragraph shall be completed within the time limitations originally set forth for the specific task involved. Contractor/subcontractor shall work any overtime required to meet the deadline for the task at no additional cost to the Energy Commission.

- B. The CAM shall provide a new schedule for the reperformance of any task pursuant to this paragraph in the event that reperformance of a task within the original time limitations is not feasible.
- C. If the CAM directs the Contractor not to reperform a task, the CAM and Contractor shall negotiate a reasonable settlement for satisfactory services rendered. No previous payment shall be considered a waiver of the Energy Commission's right to reimbursement.

5. **REPORTS, DELIVERABLES AND INFORMATION DISCLOSURE**

- A. **Progress and Final Reports:** Contractor shall prepare progress reports summarizing all activities conducted by Contractor to date on a schedule as provided in Exhibit A or a work authorization, if applicable. At the conclusion of this Agreement, Contractor shall prepare a comprehensive Final Report, on a schedule as provided in Exhibit A.
- B. **Title:** Contractor's name shall only appear on the cover and title page of reports as follows:
 - California Energy Commission
 - Project Title
 - Contractor Number
 - By (Contractor)
- C. **Ownership:** Each report shall become the property of the Energy Commission.
- D. **Non-disclosure:** Contractor will not disclose data or disseminate the contents of the final or any progress report without written permission of the CAM, except as provided in F, below. Permission to disclose information on one occasion or at public hearings held by the Energy Commission relating to the same shall not authorize Contractor to further disclose and disseminate the information on any other occasion. Contractor will not comment publicly to the press or any other media regarding its report, or Commission's actions on the same, except to Commission staff, Contractor's own personnel involved in the performance of this Agreement, or at a public hearing, or in response to questions from a legislative committee. Notwithstanding the foregoing, in the event any public statement is made by the Energy Commission or any other party, based on information received from the Energy Commission as to the role of Contractor or the content of any preliminary or final report, Contractor may, if it believes the statement to be incorrect, state publicly what it believes is correct.
- E. **Confidentiality:** No record which has been designated as confidential, or is the subject of a pending application of confidentiality, shall be disclosed by the Contractor, Contractor's employees or any tier of subcontractors, except as provided in 20 California Code of Regulations, Sections 2506 and 2507, unless disclosure is ordered by a court of competent jurisdiction (20 California Code of Regulations, Sections 2501, et seq.). At the election of the CAM, Contractor, Contractor's employees and any subcontractor shall execute a "Confidentiality Agreement," supplied by the CAM or Contract Officer. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality and nondisclosure of data.

- F. **Disclosure:** Ninety days after any document submitted by the contractor is deemed by the CAM to be a part of the public records of the State, Contractor may, if it wishes to do so at its own expense, publish or utilize a report or written document but shall include the following legend:

LEGAL NOTICE

This report was prepared as a result of work sponsored by the California Energy Commission (Energy Commission). It does not necessarily represent the views of the Energy Commission, its employees, or the State of California. The Energy Commission, the State of California, its employees, contractors, and subcontractors make no warranty, express or implied, and assume no legal liability for the information in this report; nor does any party represent that the use of this information will not infringe upon privately owned rights. This report has not been approved or disapproved by the Energy Commission nor has the Energy Commission passed upon the accuracy or adequacy of the information in this report.

COPYRIGHT NOTICE

**©(YEAR OF FIRST PUBLICATION OF DELIVERABLE)
(THE COPYRIGHT HOLDER'S NAME)
ALL RIGHTS RESERVED**

6. CONTRACT DATA, OWNERSHIP RIGHTS

- A. "Data" as used in this Agreement means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research or experimental, developmental or engineering work, or be usable or be used to define a design or process, or to support a premise or conclusion asserted in any deliverable document required by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, data or information, etc. It may be in machine form, such as punched cards, magnetic tape or computer printouts, or may be retained in computer memory.
- B. "Deliverable data" is that data which, under the terms of this Agreement, is required to be delivered to the Energy Commission and shall belong to the Energy Commission.
- C. "Proprietary data" is such data as the Contractor has identified in a satisfactory manner as being under Contractor's control prior to commencement of performance of this Agreement, and which Contractor has reasonably demonstrated as being of a proprietary nature either by reason of copyright, patent or trade secret doctrines in full force and effect at the time when performance of this Agreement is commenced. The title to "proprietary data" shall remain with the Contractor throughout the term of this Agreement and thereafter. The extent of the Energy Commission access to and the testimony available regarding, the proprietary data shall be limited to that reasonably necessary to demonstrate, in a scientific manner to the satisfaction of scientific persons, the validity of any premise, postulate or conclusion referred to or expressed in any deliverable for this Agreement.

- D. "Generated data" is that data, which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at the Energy Commission's expense, together with complete documentation thereof, shall be treated in the same manner as "generated data." "Generated data" shall be the property of the Energy Commission, unless and only to the extent that it is specifically provided otherwise in this Agreement.
- E. As to "generated data" which is reserved to Contractor by the express terms hereof, and as to any pre-existing or "proprietary data" which has been utilized to support any premise, postulate or conclusion referred to or expressed in any deliverable hereunder, Contractor shall preserve the same in a form which may be introduced as evidence in a court of law at Contractor's own expense for a period of not less than three years after receipt by the Energy Commission of the Final Report herein.
- F. Before the expiration of the three years, and before changing the form of or destroying any data, Contractor shall notify the Energy Commission of any contemplated action and the Energy Commission may, within thirty (30) days after notification, determine whether it desires the data to be preserved. If the Energy Commission so elects, the expense of further preserving data shall be paid for by the Energy Commission. Contractor agrees that the Energy Commission may at its own expense, have reasonable access to data throughout the time during which data is preserved. Contractor agrees to use its best efforts to furnish competent witnesses or to identify competent witnesses to testify in any court of law regarding data.

7. PUBLIC HEARINGS

If public hearings on the scope of work are held during the period of the Agreement, Contractor will make available to testify the personnel assigned to this Agreement. The Energy Commission will reimburse Contractor for compensation and travel of the personnel at the Agreement rates for the testimony which the Energy Commission requests.

8. DISPUTES

In the event of an Agreement dispute or grievance between Contractor and the Energy Commission, both parties may follow the procedure detailed below. Contractor shall continue with the responsibilities under this Agreement during any dispute.

A. First Level Dispute Resolution

The Contractor shall first discuss the problem informally with the CAM. If the problem cannot be resolved at this stage, the Contractor must direct the grievance together with any evidence, in writing, to the CAO. The grievance must state the issues in the dispute, the legal authority or other basis for the Contractor's position and the remedy sought. The CAO and the Program Office Manager must make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor. The CAO shall respond in writing to the Contractor, indicating a decision and explanation for the

decision. Should the Contractor disagree with the CAO decision, the Contractor may appeal to the second level.

B. Second Level Dispute Resolution

The Contractor must prepare a letter indicating why the CAO's decision is unacceptable, attaching to it the Contractor's original statement of the dispute with supporting documents, along with a copy of the CAO's response. This letter shall be sent to the Energy Commission's Executive Director within ten (10) working days from receipt of the CAO's decision. The Executive Director or designee shall meet with the Contractor to review the issues raised. A written decision signed by the Executive Director or designee shall be returned to the Contractor within twenty (20) working days of receipt of the Contractor's letter. The Executive Director may inform the Energy Commission of the decision at an Energy Commission business meeting. Should the Contractor disagree with the Executive Director's decision, the Contractor may appeal to the Energy Commission at a regularly scheduled business meeting. Contractor will be provided with the current procedures for placing the appeal on an Energy Commission Business Meeting Agenda.

9. TERMINATION

The parties agree that because the Energy Commission is a state entity, it is necessary for the Energy Commission to be able to terminate, at once, upon the default of Contractors and to proceed with the work required under the Agreement in any manner the Energy Commission deems proper. Contractor specifically acknowledges that the unilateral termination of the Agreement by the Energy Commission under the terms set forth below is an essential term of the Agreement, without which the Energy Commission would not enter into the Agreement. Contractor further agrees that upon any of the events triggering the unilateral termination the Agreement by the Energy Commission, the Energy Commission has the sole right to terminate the Agreement, and it would constitute bad faith of the Contractor to interfere with the immediate termination of the Agreement by the Energy Commission.

This Agreement may be terminated for any reason set forth below.

A. With Cause

In the event of any breach by the Contractor of the conditions set forth in this Agreement, the Energy Commission may, without prejudice to any of its legal remedies, terminate this Agreement for cause upon five (5) days written notice to the Contractor. In such event, the Energy Commission shall pay Contractor only the reasonable value of the services theretofore rendered by Contractor, as may be agreed upon by the parties or determined by a court of law, but not in excess of the Agreement maximum payable. "Cause" includes without limitation:

- 1) Failure to perform or breach of any of the terms or covenants at the time and in the manner provided in this Agreement; or
- 2) Contractor is not able to pay its debts as they become due and/or Contractor is in default of an obligation that impacts his ability to perform under this Agreement; or

- 3) It is determined after notice and hearing by the Energy Commission or the Executive Director that gratuities were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the Energy Commission, with a view toward securing an Agreement or securing favorable treatment with respect to awarding or amending or making a determination with respect to performance of the Agreement; or
- 4) Significant change in Commission policy such that the work or product being funded would not be supported by the Energy Commission; or
- 5) Reorganization to a business entity unsatisfactory to the Energy Commission; or
- 6) The retention or hiring of subcontractors, or the replacement or addition of personnel that fail to perform to the standards and requirements of this Agreement.

B. Without Cause

The Energy Commission may, at its option, terminate this Agreement without cause in whole or in part, upon giving thirty (30) days advance notice in writing to the Contractor. In such event, the Contractor agrees to use all reasonable efforts to mitigate the Contractor's expenses and obligations hereunder. Also, in such event, the Energy Commission shall pay the Contractor for all satisfactory services rendered and expenses incurred within 30 days after notice of termination which could not by reasonable efforts of the Contractor have been avoided, but not in excess of the maximum payable under this Agreement.

10. WAIVER

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative, that is, in addition to every other remedy provided therein or by law. The failure of the Energy Commission to enforce at any time any of the provisions of this Agreement, or to require at any time performance by Contractor of any of the provisions, shall in no way be construed to be a waiver of those provisions, nor in any way affect the validity of this Agreement or any part of it or the right of the Energy Commission to thereafter enforce each and every such provision.

11. CAPTIONS

The clause headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference and do not define, limit, or extend the scope or intent of the clauses.

12. PRIOR DEALINGS, CUSTOM OR TRADE USAGE

In no event shall any prior course of dealing, custom or trade usage modify, alter, or supplement any of these terms.

13. NOTICE

Legal notice must be given using any of the following delivery methods: U.S. Mail, overnight mail, or personal delivery, providing evidence of receipt to the person identified in Exhibit F of this Agreement for legal notices.

Delivery by fax or e-mail is not considered legal notice for the purpose of this clause. This paragraph is not intended to apply to normal, daily communication between the parties related to progress of the work. This clause applies to situations where notice is required to be given by this Agreement or the parties are asserting their legal rights and remedies.

Notice shall be effective when received, unless a legal holiday for the State commences on the date of the attempted delivery. In which case, the effective date shall be postponed until the next business day.

14. **STOP WORK**

The Contract Officer may, at any time, by written notice to Contractor, require Contractor to stop all or any part of the work tasks in this Agreement. Stop Work Orders may be issued for reasons such as a project exceeding budget, standard of performance, out of scope work, delay in project schedule, misrepresentations and the like.

- A. Compliance. Upon receipt of such stop work order, Contractor shall immediately take all necessary steps to comply therewith and to minimize the incurrence of costs allocable to work stopped.
- B. Equitable Adjustment. An equitable adjustment shall be made by Commission based upon a written request by Contractor for an equitable adjustment. Such adjustment request must be made by Contractor within thirty (30) days from the date of receipt of the stop work notice.
- C. Revoking a Stop Work Order. Contractor shall resume the stopped work only upon receipt of written instructions from the Energy Commission Contract Officer canceling the stop work order.

15. **BUSINESS ACTIVITY REPORTING**

- A. Contractor shall promptly notify the CAM of the occurrence of any of the following:
 - 1) A change of address.
 - 2) A change in the business name or ownership.
 - 3) The existence of any litigation or other legal proceeding affecting this Agreement.
 - 4) The occurrence of any casualty or other loss to Project personnel, equipment or third parties.
 - 5) Contractor's receipt of notice of any claim or potential claim against Contractor for patent, copyright, trademark, service mark and/or trade secret infringement that could affect the Energy Commission's rights.
- B. Contractor shall not change or reorganize the type of business entity under which it does business except upon prior written notification to the Energy Commission. A change of business entity or name change requires an amendment assigning or novating the Agreement to the changed entity. In the event the Energy Commission is not satisfied that the new entity can perform as the original

Contractor, the Energy Commission may terminate this Agreement as provided in the Termination clause.

16. **ACCESS TO SITES AND RECORDS**

The Energy Commission staff or its representatives shall have reasonable access to all project sites and to all records related to this Agreement.

17. **ASSURANCES**

The Energy Commission reserves the right to seek further written assurances from the Contractor and its team that the work of the project under the Agreement will be performed consistent with the terms of the Agreement.

18. **INTERPRETATION OF TERMS**

This Agreement shall be conducted in accordance with the terms and conditions of the solicitation, if applicable. The Contractor's proposal is not attached, but is expressly incorporated by reference into this Agreement. In the event of conflict or inconsistency between the terms of this Agreement and the solicitation or proposal, this Agreement shall be considered controlling.

19. **HARASSMENT TRAINING**

All employees of Contractor and any subcontractor who provide service under this Agreement and maintain work space at the Energy Commission shall take annual training on the prevention of discrimination and harassment. The Energy Commission shall provide the online training course at no charge to Contractor or subcontractors. However, Contractor and subcontractors shall not invoice for the time spent taking the course. Contractor shall ensure that all employees of Contractor and any subcontractor who provide service under this Agreement and represent the Energy Commission in public hearings and workshops, but do not maintain office space at the Energy Commission, receive training on prevention of discrimination and harassment.

Public/ Governmental Entity
EXHIBIT E
Additional Provisions

1. CONFIDENTIALITY

A. Information Considered Confidential

If applicable, all Contractor information considered confidential at the commencement of this Agreement is designated in the Attachment to this Exhibit.

B. Confidential Deliverables: Labeling and Submitting Confidential Information

Prior to the commencement of this Agreement, if applicable, the parties have identified in the Attachment to this Exhibit, specific Confidential Information to be provided as a deliverable. All such confidential deliverables shall be marked, by the Contractor, as "Confidential" on each page of the document containing the Confidential Information and presented in a sealed package to the Commission Contracts Officer. (Non-confidential deliverables are submitted to the Accounting Office.) All Confidential Information will be contained in the "confidential" volume: no Confidential Information will be in the "public" volume.

C. Submittal of Unanticipated Confidential Information as a Deliverable

The Contractor and the Energy Commission agree that during this Agreement, it is possible that the Contractor may develop additional data or information not originally anticipated as a confidential deliverable. In this case, Contractor shall follow the procedures for a request for designation of Confidential Information specified in 20 CCR 2505. The Energy Commission's Executive Director makes the determination of confidentiality. Such subsequent determinations may be added to the list of confidential deliverables in the Attachment to this Exhibit.

D. Disclosure of Confidential Information

Disclosure of Confidential Information by the Energy Commission may only be made pursuant to 20 CCR 2506 and 2507. All confidential data, records or deliverables that are legally disclosed by the Contractor or any other entity become public records and are no longer subject to the above confidentiality designation.

2. RIGHTS OF PARTIES IN COPYRIGHTS, PHYSICAL WORKS OF ART AND FINE ART

The Contractor; by signing this Agreement, expressly grants to the Energy Commission for all copyrightable material, work of art and original work of authorship first produced, composed or authored in the performance of this Agreement a royalty-free, paid-up, non-exclusive, irrevocable, nontransferable, worldwide license to produce, translate, publish, use, dispose of, reproduce, prepare derivative works based on, distribute copies of, publicly perform, or publicly display a work of art or fine art, and to authorize others to

produce, translate, publish, use, dispose of, reproduce, prepare derivative works based on, distribute copies of, publicly perform, or publicly display a work of art or fine art.

Contractor, by signing this Agreement, expressly conveys to the Energy Commission all ownership of the physical works of art and fine art produced under this Agreement. Contractor agrees it does not reserve any rights to the physical works of art and fine art produced under this Agreement.

Contractor shall obtain these same rights for the Energy Commission from all subcontractors and others who produce copyrightable material, works of art, or works of fine art under this Agreement. Contractor shall incorporate these paragraphs, modified appropriately, into its agreements with subcontractors. No subcontract shall be entered into without these rights being assured to the Energy Commission from the subcontractor.

3. PURCHASE OF EQUIPMENT

- A. Equipment identified in this Agreement is approved for purchase.
- B. Equipment not identified in this Agreement shall be subject to prior written approval from the Contract Manager.
- C. All equipment purchased with Energy Commission funds shall be made subject to the following terms and conditions:
 - 1) Title to all non-expendable equipment purchased in part or in whole with Commission funds shall be with the Energy Commission.
 - 2) Contractor shall assume all risk for maintenance, repair, destruction and damage to equipment while in the possession or subject to the control of Contractor. Contractor is not expected to repair or replace equipment that is intended to undergo significant modification or testing to the point of damage/destruction as part of the work described in Exhibit A, Scope of Work.

4. EQUIPMENT DISPOSITION

Contractor shall use the equipment funded under this contract for the project for as long as needed, and Contractor shall not encumber the equipment. Upon termination or expiration of this Contract, Contractor may at its option either leave the equipment on site as it is, because continued use on site benefits the public as its use did during the Contract, or utilize, or allow others to utilize, the equipment at a different site in California in a manner that similarly benefits the public for the equipment's remaining useful life. Title to the equipment is automatically transferred to Contractor when the equipment reaches the end of its useful life or some nominal value (e.g. when it would cost the Energy Commission more to move and sell the equipment than the value it would likely receive for it). This transfer of title is allowed under State Administrative Manual section 3520.9 as "discarded"

equipment. Upon request, Contractor will provide information about the equipment (e.g. location, use, condition) until title is transferred in this manner.

EXHIBIT F Agreement Contacts

<p>Commission Agreement Manager:</p> <p>David Nichols, MS-27 California Energy Commission 1516 Ninth Street Sacramento, CA 95814 Phone 916-654-4604 Fax # 916-654-4676 e-mail: david.nichols@energy.ca.gov</p>	<p>Contractor Project Manager:</p> <p>Jannet Malig ATTE Deputy Sector Navigator- LA/Orange 11110 Alondra Blvd Norwalk, CA 90650 Phone: 562-2451 ext. 2912 Fax: 562-653-7876 e-mail: jmalig@cerritos.edu</p>
<p>Commission Agreement Officer:</p> <p>Brad Worster, MS-18 California Energy Commission 1516 Ninth Street Sacramento, CA 95814 Phone: 916-654-4299 Fax: 916-654-4423 e-mail: Brad.Worster@energy.ca.gov</p> <p>Deliver confidential deliverables to this location only.</p>	<p>Contractor Contract Administrator:</p> <p>Steve Richardson Executive Director, Foundation and Community Advancement 11110 Alondra Blvd Norwalk, CA 90650 Phone: 562-860-2451 ext. 2536 Fax: 562-467-5041 e-mail: srichardson@cerritos.edu</p>
<p>Invoices, Progress Reports and Non-Confidential Deliverables to:</p> <p>Lisa Baltodana Accounting Office, MS-2 California Energy Commission 1516 Ninth Street Sacramento, CA 95814 Phone: 916-654-4847 Fax: 916-653-1435 e-mail: lbaltoda@energy.ca.gov</p>	<p>Accounting Officer:</p> <p>Noorali Delawalla 11110 Alondra Blvd Norwalk, CA 90650 Phone: 562-860-2451 ext. 2266 Fax: 562-924-3800 e-mail: ndelawalla@cerritos.edu</p>
<p>Commission Legal Notices:</p> <p>Rachel L. Grant Kiley, Manager Contracts, Grants, and Loans Office California Energy Commission 1516 Ninth Street, MS-18 Sacramento, CA 95814 Phone: 916-654-4379 Fax: 916-654-4423 e-mail: rachel.grant-kiley@energy.ca.gov</p>	<p>Contractor Contact for Notices</p> <p>Purchasing Dept Attn: Mark Logan 11110 Alondra Blvd Norwalk, CA 90650 Phone: 562-860-2451 ext. 2245 Fax: 562-467-5020 e-mail: mlogan@cerritos.edu</p>

EXHIBIT G
INFORMATION PRACTICES ACT
SPECIAL TERMS AND CONDITIONS

1. Priority of these Special Terms

In the event of a conflict between these Special Terms and other terms in this Agreement, these Special Terms shall govern.

2. Recipient and All Subcontractors shall comply with the Information Practices Act

The Information Practices Act ("IPA") is codified at California Civil Code sections 1798 et seq. Personal Information is defined in the IPA at Civil Code section 1798.3(a). Cerritos Community College District ("Recipient"), shall comply and ensure that all of its subcontractors and project partners shall comply with the IPA relative to the activities under this Agreement. This includes but is not limited to complying with Section 1798.16 (Personal Information; maintaining sources of information) and Section 1798.17 (Notice; periodic provision; contents). For example:

- A. Sources of information. Recipient, and Recipient's subcontractors and project partners, shall maintain a record of the source of an individual's Personal Information in accordance with § 1798.16. Per IPA § 1798.16, this requirement does not apply if the data subject is the source of the Personal Information.
- B. Use of information. Pursuant to IPA § 1798.14, the Recipient, and Recipient's subcontractors and project partners shall only use Personal Information for the purposes of this Agreement. Recipient, and Recipient's subcontractors and project partners shall not disclose any Personal Information to any person or entity other than the Energy Commission and Energy Commission employees.
- C. Security. Pursuant to IPA § 1798.21, Recipient, and Recipient's subcontractors and project partners, shall employ appropriate and reasonable safeguards to ensure the security and confidentiality of Personal Information and to protect against anticipated threats or hazards to their security or integrity which could result in any injury.
- D. Notice. On or with any form used to collect Personal Information from individuals, the Recipient, and Recipient's subcontractors and project partners, shall provide the notice required in § 1798.17. At the time of executing this agreement, § 1798.17 requires the following:
 - (a) The name of the agency and the division within the agency that is requesting the information.
 - (b) The title, business address, and telephone number of the agency official who is responsible for the system of records and who shall, upon request, inform an individual regarding the location of his or her records and the categories of any persons who use the information in those records.
 - (c) The authority, whether granted by statute, regulation, or executive order which authorizes the maintenance of the information.
 - (d) With respect to each item of information, whether submission of such information is mandatory or voluntary.
 - (e) The consequences, if any, of not providing all or any part of the requested information.
 - (f) The principal purpose or purposes within the agency for which the information is to be used.

(g) Any known or foreseeable disclosures which may be made of the information pursuant to subdivision (e) or (f) of Section 1798.24.

(h) The individual's right of access to records containing personal information which are maintained by the agency.

3. *Recipient has no Ownership or other Rights to the Personal Information*

The Recipient has, and the Recipient shall ensure that its subcontractors and project partners have, no ownership, license, or other rights in Personal Information or in any form in which it is used (e.g., Products). In this regard, the Personal Information shall NOT be treated like Data, Products, Intellectual Property, or other provisions in the Agreement that may indicate that Recipient has ownership, license, or other rights.

4. *Rights to Anonymized Information Derived from Personal Information*

To the extent that the Recipient uses Personal Information to derive anonymized information that no longer meets the definition of Personal Information, the rights to derived anonymized information follow the rights in Exhibit C. For example, if the Recipient uses Personal Information to derive anonymized figures that are included in a Product, and the Product contains no Personal Information, the rights to the Product flow from Exhibit C, Section 5, like they do for all other Products.

5. *Retention and Destruction of Personal Information*

Upon the request of the Energy Commission, or upon termination of this Agreement, whichever is earlier, the Recipient and all subcontractors and project partners shall promptly deliver to the Energy Commission or destroy all Personal Information, regardless of form (e.g., written or electronic) and all copies, abstracts, media, and backups thereof, however stored in Recipient's and all of its subcontractors' and project partners' possession. No Personal Information shall remain with Recipient, its subcontractors, or its project partners upon request of the Energy Commission or after the termination of this Agreement, whichever occurs first.

6. *Survival*

The terms of this Exhibit shall remain in full force and effect in perpetuity.

7. *Flow-down*

The Recipient shall flow-down the terms in this Exhibit to its subcontractors and project partners.

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Ratification to Amend the Agreement with Yosemite Community College District for the Child Development Training Consortium
--

ACTION

It is recommended that the Board of Trustees ratify the amendment to the agreement with Yosemite Community College District for the Child Development Training Consortium.

FISCAL IMPACT

The total revised contract sum shall be for the not-to-exceed amount of \$28,650; the agreement is being amended to include an additional payment augmentation to Cerritos College for \$4,900. This is a revenue generating agreement whereby funding is provided by the Child Development Training Consortium.

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 – AMENDMENT

**YOSEMITE COMMUNITY COLLEGE DISTRICT
AGENCY FOR THE CHILD DEVELOPMENT TRAINING CONSORTIUM**

Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: On October 4, 2017, Cerritos College entered into an agreement with Yosemite Community College District (“Yosemite”) that is serving as lead agency for the Child Development Training Consortium (“Consortium”), in which Cerritos College would provide, but is not limited to, the generation of units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain new or renewal of a currently held Child Development Permit. The term of the agreement is from September 1, 2017 through June 30, 2018, for a total contract sum of \$23,750 as revenue to Cerritos College.

Yosemite, as lead agency for the Consortium, wishes to amend the agreement with Cerritos College to include the addition of 196 additional units at \$25 per unit for an additional one-time augmentation of \$4,900. Therefore, Cerritos College is seeking Board of Trustee approval to ratify the amendment to the agreement to change the not-to-exceed amount of revenue to Cerritos College to \$28,650.

Period: The time period remains unchanged and will be from September 1, 2017 through June 30, 2018.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft Amendment No. 1 to Contract No. 17C0052 – Yosemite Community College District
Contract No. 17C0052 – Yosemite Community College District

Child Development Training Consortium
2017 – 2018 Amendment # 1 to Instructional Agreement # 17-18- 2761

Amendment to the Instructional Agreement for the period September 1, 2017, to June 30, 2018, between the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and the Cerritos Community College (CONTRACTOR).

In consideration of the performance of the terms of the Instructional Agreement in a satisfactory manner, the YCCD/CDTC **agrees to pay the CONTRACTOR a revised amount not to exceed \$28,650.00**. This amount includes Amended Instructional Units (A) and (if applicable) Contingent Instructional Units (B).

The 2017-2018 Approved Funding amount in (A) is accessible to contractor upon execution of Agreement.

<u>Summary of Instructional Units:</u>	<u># of Units</u>	<u>Funding Amount</u>
Number of <u>initial</u> enrolled units to generate at \$25.00 per unit:	<u>950</u>	<u>\$23,750.00</u>
Number of <u>additional</u> enrolled units to generate at \$25.00 per unit:	<u>196</u>	<u>\$4,900.00</u>
Total Amended Instructional Units and Approved Funding	<u>1,146</u>	<u>\$28,650.00</u>
A: Total 2017 – 2018 Approved Funding:		<u>\$28,650.00</u>

Summary of Contingent Units (Provision for additional funds, if applicable):

The YCCD/CDTC agrees to activate Contingent Units with _____ (CONTRACTOR) to provide additional amended funds not to exceed _____, IN THE EVENT FUNDS BECOME AVAILABLE THROUGH CDTC. CDTC will contact contractor to activate the CONTINGENCY portion of this amendment upon availability of funds. If funds in Section B do not become available, Section A funds remain as amended above.

	<u># of Units</u>	<u>Funding Amount</u>
Number of <u>contingent units</u> to generate at \$25.00 per unit upon CDTC's notification to contractor:	_____	_____
B: Total Contingent Instructional Funds:		_____
Total Amended Approved and Contingent Funding (if applicable):		<u>\$28,650.00</u>

All final reports and invoices are due no later than June 30, 2018. Except as amended herein, all terms and conditions of the original Instructional Agreement shall remain unchanged and in full force and effect.

Agreed to this _____ day of _____, 20____. For questions, call (209) 548-5721.

AGREED TO BY:

Contractor Authorizing Signature:	
Printed Name of Person Signing and Title:	
Date:	

Yosemite Community College District:

Authorizing Signature:	
Printed Name of Person Signing and Title:	Susan C. Yeager, Vice Chancellor/Fiscal Services, YCCD
Date:	

Return **two** Amendments to Instructional Agreement with **original signatures** to:
 Child Development Training Consortium, P.O. Box 3603, Modesto, CA 95352

For CDTC Use Only			
Date Received:	To D.O.:	From D.O.:	To Contractor:

CONTRACT NUMBER
17C0052

RECEIVED
SEP 19 2017
BY:

**CHILD DEVELOPMENT TRAINING CONSORTIUM
2017-2018 INSTRUCTIONAL AGREEMENT
AGREEMENT NUMBER 17-18- 2761**

This Agreement is made and entered into this 1st day of September, 2017, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the **YCCD/CDTC, and Cerritos Community College**, hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

I. STATEMENT OF WORK

- A. The CONTRACTOR will designate a Campus Coordinator to implement the Child Development Training Consortium (CDTC) program at the local level. The scope of work in this contract is supplementary to the typical duties of faculty or other positions that provide career and education guidance to child development students. The Campus Coordinator will be responsible to prepare and submit all required reports; coordinate all Consortium activities; attend one (1) mandatory YCCD/CDTC sponsored meeting and one (1) mandatory YCCD/CDTC webinar; and inform child development/early childhood education department of program requirements and components specific to campus Child Development Training Consortium.

The designated Campus Coordinator is preferably active faculty, either full-time or adjunct, department chair, or director of the campus child development lab center/children's center. If the current Campus Coordinator does not meet these recommendations, they are permitted to continue in the position and new requirements will be applicable upon designation of a new Campus Coordinator. Since the requirement of faculty is preferred, but not required, exceptions will be considered by YCCD/CDTC on an individual basis.

The Campus Coordinator, even in the role as Co-Coordinator, must reside within California and be employed by the college. CDTC will subcontract directly with college and then contracts/agreements will be administered by faculty employed by the college.

The Campus Coordinator must be located on campus with regularly scheduled office hours; thereby being accessible to students enrolled in the program. The Campus Coordinator must attend campus child development/early childhood education (ECE) department meetings and be knowledgeable of all aspects of the ECE profession. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinator status

The Campus Coordinator must notify CDTC at least 30 days in advance of a sabbatical leave. A written plan of action that confirms the intent to continue all coordinator duties as outlined in this Agreement, must be submitted for approval. A temporary Campus Coordinator should be assigned to implement the CDTC program in the absence of a Campus Coordinator who is out of the country or unavailable to continue all coordinator duties.

The Campus Coordinator will act as a liaison between the Child Development Training Consortium and California Department of Education/Early Education and Support Division (CDE/EESD) to disseminate information to campus faculty regarding state initiatives and trends in ECE.

- B. The CONTRACTOR will generate up to **950** units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2017, and June 30, 2018. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
 - 1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as Appendix A) and/or child care licensing regulations.
 - 2. Are degree or certificate applicable.
 - 3. Are offered for credit with the possible exception of remedial courses.
 - 4. Are transferable whenever possible.
 - 5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
 - 6. Are responsive to local community needs.
- E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Student Profile.
 - 1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
 - 2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten or transitional kindergarten classroom is also acceptable, **AND**
 - 3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**

4. Student must work in the state of California.
5. In-home care providers (nannies) are not eligible. Unlicensed, exempt, in-home childcare providers are not eligible.

F. The CONTRACTOR will enroll eligible students according to the following three priorities; *California Department of Education, Early Education and Support Division (CDE/EESD) Priorities for Enrollment:*

Priority 1 Employees of all direct-funded CDE/EESD programs including center-based programs and family child care network programs or center-based programs with satellite family child care providers. This also includes co-located Head Start Programs.

Priority 2 Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services.

Priority 3 Employees of all other programs including center-based and licensed family child care homes.

Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.

Local Priorities for Enrollment

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/EESD priorities listed above must be met before local priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/EESD priorities.

G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.

1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one family child care provider; one representative of a child care program funded by the California Department of Education, Early Education and Support Division (CDE/EESD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local QRIS/IMPACT and/or AB212 programs.

The Advisory Committee will meet one time annually.

2. The meeting must be documented with agenda and minutes, which must be submitted with the Year End Program and Final Expenditure Narrative.
- H. The CONTRACTOR will provide student grade documentation, demonstrating a grade of "C" or better, to YCCD/CDTC upon request for audit purposes.
- I. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due dates are included in this Agreement as *Appendix B – 2017-2018 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, PO Box 3603, Modesto, CA 95352.
- J. The CONTRACTOR will ensure that no full-time equivalent (FTE) fees will be collected for courses that are funded with YCCD/CDTC funds, or portion thereof.
- K. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator. This collaboration will include sharing program services and promote integration of services for student success.

II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2017, to and including June 30, 2018. Enrolled units must be completed between July 1, 2017, and June 30, 2018. All allowable expenditures must be encumbered and/or the services rendered prior to June 30, 2018.

III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 13, 2017, a 2017-2018 budget based on the funding authorized in this Agreement must be posted online with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
 1. When planned expenditures in any of the major expense categories (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five percent (25%).
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or

consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.

- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

IV. PAYMENT FOR SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed **\$23,750.00**. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2018. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including a 2017-2018 Student Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The online final expenditure report is due no later than June 30, 2018.

V. RETENTION OF RECORDS AND UNITS

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

VI. CONTRACT AMENDMENTS

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Early Education and Support Division.

VII. 30 DAY TERMINATION NOTICE

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

VIII. FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Early Education and Support Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

IX. NONDISCRIMINATION CLAUSE

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability

X. INDEPENDENT CONTRACTORS

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

XI. HOLD HARMLESS CLAUSE

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, its officers, employees, boards, volunteers, and agents from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of the activities of such party, its boards, officers, agents, employees, or volunteers pursuant to this Agreement. However, the provisions of this indemnity agreement do not apply to any damages or losses caused by the negligence or willful misconduct of the party being indemnified or its officers, employees, boards, volunteers, or agents.

XII. ACKNOWLEDGMENT

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Early Education and Support Division.

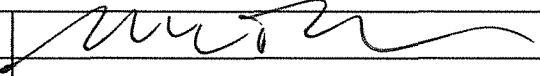
XIII. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

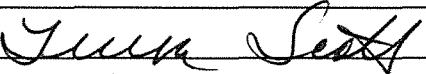
XIV. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instructional Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	Mark B. Logan, CPPO, C.P.M
Title of Person Signing:	Director of Purchasing & Contract Administration
Date:	9-6-17

Yosemite Community College District:

Authorizing Signature:	
Printed Name of Person Signing:	Teresa Scott
Title of Person Signing:	Executive Vice Chancellor/Fiscal Services, YCCD
Date:	10/4/17

Attachments for reference: Appendix A - Child Development Permit Matrix
Appendix B - 2017-2018 Required Reports and Time Lines

Return **two Instructional Agreements with original signatures to:**

Child Development Training Consortium
PO Box 3603
Modesto, CA 95352

For CDTC Use Only			
Date Received: 9/19/17	To D.O.: 9/29/17	From D.O.: 10/5/17	To Contractor: 10/10/17

Appendix B

Child Development Training Consortium 2017-2018 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Online Student Profiles and Transmittal Summary and Detail Sheets AND Professional Development Profile (if submitted hard copy)	Summer/Fall '17: October 13, 2017 Winter/Spring '18: March 9, 2018 (Preferred) Postmarked no later than June 1, 2018
Student Evaluations (Composite generated online)	Summer/Fall '17: February 9, 2018 Winter/Spring '18: June 30, 2018
2017-2018 Program Budget (SUBMIT ONLINE)	October 13, 2017
Student Eligibility and Payment Policies	December 8, 2017
Coordinator Invoice	Summer/Fall '17: February 9, 2018 Winter/Spring '18: June 1, 2018
Child Development Instructional Staff Profiles and Master List (UPDATE ONLINE)	March 9, 2018
Course Offering Matrix of Child Development and CDTC Funded Courses (UPDATE ONLINE)	Submit prior to each semester after course schedule is established at campus (Ex. Enter Spring '18 courses in September/October '17; Enter Fall '18 courses in April/May '18)
2018-2019 Designation of Campus Coordinator and Agreement Specifications	June 1, 2018
Year-End Program and Final Expenditure Narrative (Survey Monkey)	June 30, 2018
Final Expenditure Report (SUBMIT ONLINE)	June 30, 2018
Advisory Committee Meeting Documents	June 30, 2018

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of Resolution No. 18-0606A to Authorize Temporary Interfund Cash Borrowing for the District for Fiscal Year 2018-19

ACTION

It is recommended that the Board of Trustees approve the attached Resolution No.18-0606A to authorize temporary borrowing of cash between District funds to meet any cash flow shortages that may occur during Fiscal Year 2018-19.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

It is recommended by the Los Angeles County Office of Education, based on the California Community College Budget and Accounting Manual, that districts shall adopt a resolution authorizing temporary borrowing of cash, if needed, between District funds.

The District may temporarily find that it does not have enough cash to meet its fiscal obligations in the general or other operating funds due to the shortage of funds created by deferrals or reductions of revenue by the State, or the lack of an authorizing State Adopted Budget which delays the release of other state funds.

In order to be able to temporarily borrow cash from any fund of the district, on an as-needed basis, the Los Angeles County Office of Education requires that a resolution be on file showing Board Authorization for the year 2018-19.

The District will abide by the guidelines to temporarily borrow between district funds as stated in the attached resolution No. 18-0606A.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Cash Borrowing Resolution No. 18-0606A

CASH BORROWING RESOLUTION - #18-0606A

Temporary Inter-fund Cash Borrowing

Cerritos Community College District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$ 20,000,000.
2. For Fiscal Year: 2018-19.
3. Amount Shall not exceed 75 percent of moneys held in any fund.
4. Funds Borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
6. The amounts borrowed shall be **repaid** either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Cerritos Community College District hereby authorize the borrowing of cash between all of the district funds.

Certification of the Clerk of the Board

The agenda with this item for action was posted as required by law.

This resolution was adopted by the Governing Board on: June 6, 2018
Date

Signature: _____
Clerk of the Governing Board

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 30

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>SUBJECT: Consideration of Approval Resolution No. 18-0606B District Appropriations Limit for 2018-19 per Article XII-B of the California Constitution (Gann Limit) Which Requires the Board of Trustees to Adopt the Appropriation Limit on “Proceeds of Taxes” Revenues for Public Agencies</p>

ACTION

It is recommended that the Board of Trustees approve Resolution No.18-0606B District Appropriations Limit for 2018-19 per Article XII-B of the California Constitution (Gann Limit).

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The Board of Trustees is required to adopt the Appropriations Limit for the 2018-19 Fiscal Year per Article XIII-B of the California Constitution (Gann Limit).

Paul Gann, a conservative political activist, sponsored Proposition 4—better known as the Gann Limit—which was approved on November 6, 1979 by 74 percent of California voters just 18 months after the enactment of Proposition 13 which granted significant property tax relief to homeowners. The Gann Limit was approved by voters during the height of the nationwide tax revolt, and was authored by fiscal conservatives who were concerned that state spending increases would prompt California lawmakers to increase other taxes to compensate for the reduction in property tax revenues caused by Proposition 13. As such, the Gann Limit was proposed and approved as a mechanism to limit state spending.

Under the Gann Limit, a maximum ceiling was established for tax-funded government services including local education agencies such as community colleges. This ceiling was to be adjusted each year depending on changes in state population, inflation and the transfer of financial responsibility for various government activities from one level of government to another. Any significant amount of state tax revenue received above the Gann Limit was to lead to future tax rebates or tax cuts. Since inception of the Gann Limit in 1979, each school district and community college has been required by statute to perform a calculation to determine the Gann Limit or, in other words, to determine the maximum ceiling of revenue that the State would provide to the institution. This calculation utilizes a mathematical coefficient related to year-to-year changes in

student FTES totals and a second mathematical coefficient related to inflation. The worksheet showing the calculation for 2018-19 is attached. The initial dollar value of the Gann Limit calculation was established in 1979. Each successive year's Gann Limit calculation established a new baseline figure for the then current year.

Article XIII-B, of the Constitution of the State of California, as approved by the voters in November 1979, requires the establishment of Appropriations Limit on "Proceeds of Taxes" revenues for public agencies, including community college districts, beginning with each fiscal year. Districts are required to determine and adopt such Appropriations Limit for the 2018-19 Fiscal Year as a legislative act by July 1, 2018. The Appropriations Limit Resolution must be approved by the Board of Trustees in accordance with Government Code Section 7910.

For 2018-19:

The calculated Appropriations Limit (Gann [spending] Limit) is \$156,744,555

The calculated Appropriations subject to the Gann Limit is \$91,915,414

The result of these calculations means that \$91,915,414 of the state appropriations for Cerritos College will be counted toward the Gann Limit of \$156,744,555. This will have no effect on the amount of state appropriation that the college receives. For all intents and purposes, the Gann Limit calculation has ceased to be a meaningful constraint on the size of state government in California due in large part to the passage of Proposition 98 (which provides the formula by which community colleges receive funding) in 1988, and Proposition 111 in 1990, which exempted gasoline taxes from the Gann Limit and also raised the spending limit by tying it to per-capita personal income growth instead of inflation. This legislation set a considerably higher Gann Limit as can be seen by the wide spread between the two calculations.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Resolution No. 18-0606B

Worksheet with the calculations for 2018-19

**CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 18-0606B
RESOLUTION OF THE BOARD OF TRUSTEES OF CERRITOS COLLEGE
DISTRICT APPROPRIATIONS LIMIT FOR 2018-19**

WHEREAS, ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA as approved by the voters in November, 1979 requires the establishment of Appropriations Limit on "Proceeds of Taxes" revenues for public agencies, including community college districts, beginning with the Fiscal Year, and

WHEREAS, each district is required to determine and adopt each Appropriations Limit for 2018-19 Fiscal Year, as a legislative act, and

WHEREAS, this community college district's Appropriations Limit has been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code.

NOW THEREFORE, BE IT RESOLVED that as a legislative act of this governing board, that the purposes of Article XIII B, is to hereby establish this district's "Appropriations Limit" of \$156,744,555 for the 2018-19 Fiscal Year.

PASSED AND ADOPTED by the Board of Trustees of Cerritos College at a regular meeting held on June 6, 2018, by the following vote:

AYES:

Signed: _____
President, Board of Trustees

NOES:

ABSENT:

Attest: _____
Secretary, Board of Trustees

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2018-2019

DISTRICT NAME: Cerritos College
DATE: 05/17/18

I.	2017-18 Appropriations Limit:		
A.	2017-18 Appropriations Limit		\$ 152,954,652
B.	2018-19 Price Factor:	1.0367	
C.	Population factor:		
	1 2016-17 Second Period Actual FTES	16,747.54	
	2 2017-18 Second Period Actual FTES	16,555.09	
	3 2018-19 Population change factor (line C.2. divided by line C.1.)	0.9885	
D.	2017-18 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$ 156,744,555
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility	\$ -	
	2 Temporary voter approved increases	0	
	3 Total adjustments - increase		
	Sub-Total		\$ -
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility	\$ -	
	2 Temporary voter approved increases	0	
	3 Total adjustments - decrease		\$ -
G.	2018-19 Appropriations Limit		\$ 156,744,555
II.	2018-19 Appropriations Subject to Limit:		
A.	State Aid (General Apportionment, Apprenticeship Allowance, Prop 30/55 Education Protection Account tax revenue)		\$ 66,630,534
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		\$ 30,779
C.	Local Property taxes		\$ 26,599,279
D.	Estimated excess Debt Service taxes		-
E.	Estimated Parcel taxes, Square Foot taxes, etc.		-
F.	Interest on proceeds of taxes		-
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates		(1,314,399)
H.	2018-19 Appropriations Subject to Limit		\$ 91,915,414

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 322-4005
<http://www.cccco.edu>



Memorandum

May 10, 2018

Fiscal Services Memo 18-04

TO: Chief Business Officers

FROM: Wrenna Finche, Director of Fiscal Standards and Accountability
College Finance and Facilities Planning Division

SUBJECT: Fiscal Year 2018-19 Annual Appropriations (Gann) Limit

Pursuant to Article XIII-B of the State Constitution and Government Code (GC) § 7900 et seq., community college districts are required to compute an annual appropriations limit, commonly referred to as the Gann Limit. The appropriations limit is adjusted annually for changes in price index, population, and other applicable factors.

Report Requirement – Gann Limit Worksheet

GC § 7908(c) requires each community college district to report annually to the Chancellor of the California Community Colleges its appropriations limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit. A form for computing these four items is enclosed for your convenience. This information is to be reported on the Annual Financial and Budget Report, CCFS-311 Gann Appropriations Limit form.

Price Factor

GC § 7909 requires that the Department of Finance notify the California Community Colleges Chancellor's Office by May 1 each year of the price factor to be used in establishing the appropriations limit. The price factor to be used is defined as the change in fourth quarter California per capita personal income. The price factor applicable to the 2018-19 appropriations limit is 3.67%:
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2018.pdf>

Notification if Appropriations Limit is Exceeded

GC § 7910 requires community college districts to annually secure the approval of their local governing boards of the proposed appropriations limit. If a district anticipates exceeding its appropriations limit, the district can increase its appropriations limit by notifying the Department of Finance within 45 days of

local board approval. This notification allows the Department of Finance to transfer surplus state appropriations limit authority from the state to the district per GC § 7902.1(c). Please provide the Chancellor's Office a copy of any notification to the Department of Finance.

Action Requested/Date Due:

Please complete the separately attached Gann Limit Worksheet as part of the process for developing the tentative budget for 2018-19. The appropriations limit must be approved by the district's governing board in accordance with Government Code section 7910. After board approval, keep the worksheet for your files for later reference in reporting the necessary Gann Limit information on the 2017-18 CCFS-311, which is due on or before October 10, 2018.

Contact: If you have questions about this memorandum, or if the projected appropriations exceed the 2018-2019 Gann Limit, please contact Michael Yarber at (916) 327-6818 or myarber@cccco.edu.

Enclosure: Gann Appropriations Limit Worksheet

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**
Agenda Item No. 31

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of Cash Borrowing Resolution No. 18-0606C for Temporary Transfers from the Los Angeles County Treasurer

ACTION

It is recommended that the Board of Trustees approve the attached Resolution to request temporary borrowing from the Los Angeles County Treasurer to meet cash flow shortages from July 1, 2018, through April 25, 2019.

FISCAL IMPACT

Maximum amount of temporary transfers from the Los Angeles County Treasurer is set at \$20,000,000.

REPORT SUMMARY

Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer when sufficient cash is needed to pay obligations for current requirements lawfully incurred in the fiscal year. Temporary borrowing of cash from the Treasurer to meet cash flow shortages is available through the last Monday of April per Article XVI, Section 6, of the California Constitution. Proceeds of Tax and Revenue Anticipation Notes (TRANS) must be utilized before borrowing from the Treasurer is permitted.

The District may temporarily find that it does not have enough cash to meet its fiscal obligations in the general or other operating funds due to the shortage of funds created by deferrals or reductions of revenue by the State or the lack of an authorizing State Adopted budget which delays the release of other state funds.

In order to be able to request temporary transfers from the Los Angeles County Treasurer, on an as-needed basis, the Los Angeles County Office of Education requires that a resolution be on file showing Board Authorization for the year 2018-19. Proceeds of TRANS must be utilized before borrowing from the Treasurer is permitted.

The District will abide by the guidelines to request temporary transfers from the Los Angeles County Treasurer as stated in the attached resolution.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Cash Borrowing Resolution No.18-0606C

CASH BORROWING RESOLUTION - #18-0606C
Temporary Transfers from the School Pools Fund Maintained by the
Los Angeles County Treasurer

Cerritos Community College **District**

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer (Treasurer), and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$ 20,000,000.
2. For Fiscal Year; 2018-19
3. Shall not exceed 85 percent of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the district before any other obligation of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Cerritos Community College District hereby requests the Treasurer to make temporary transfers of funds.

Certification of the Clerk of the Board

The agenda with this item for action was posted as required by law.

This resolution was adopted by the Governing board on: June 6, 2018
Date

Signature: _____
Clerk of the Governing Board

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval to Authorize the Los Angeles County Superintendent of Schools to make Budget Appropriation Transfers as needed at the close of the school year 2017-18 per Education Code 85201

ACTION

It is recommended that the Board of Trustees authorize the Los Angeles County Office of Education to make appropriation transfers as needed for the end of the Fiscal Year, June 30, 2018 per Education Code 85201.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

In order to make appropriation transfers as needed at the end of each fiscal year, the Board of Trustees must annually authorize the Los Angeles County Office of Education to do so as necessary.

Even though the Board has approved budget transfers throughout the year, when the year-end approaches and the books are being closed, adjustments may need to be made within the various accounts. These adjustments can be made by the Los Angeles County Office of Education if the District so authorizes. The adjustments are minor due to overages and shortages in the various accounts by major object code classifications.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Authorization to Make Appropriation Transfers

YEAR-END APPROPRIATION TRANSFERS
Community College Districts

TO: Los Angeles County Office of Education
Division of School Financial Services
Accounting Section – EC 2ND Floor

Attn: Benjie Tamondong

FROM: Cerritos Community College District

_____ No Appropriation Transfer is Requested

_____ Appropriation Transfers are Authorized

Our Board of Trustees hereby authorizes the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2017-18 school year to permit the payment of obligations of the district incurred during such school year.

Signature _____ Date: June 6, 2018
Clerk of the Board of Trustees

Submitted by: _____ Date: _____, 2018

E-mail Address: _____
(Required)

Attachment to:
LACOE Info Bul. No. 4816
SFS-A62-2017-18

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: June 6, 2018
Agenda Item No. 33

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval to Make Budget Transfers and Budget Adjustments
--

ACTION

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented.

FISCAL IMPACT

The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Unrestricted and Restricted General Funds; Other Special Revenue Fund – Vintage at Cerritos College; and Student Financial Aid Fund ending balances. The Insurance – Property Liability Fund will increase end fund balance coming from Self Insurance Fund.

REPORT SUMMARY

Pages 1 thru 3 are budget transfers between major account classifications for the Unrestricted and Restricted General Funds, and Other Special Revenue Fund – Vintage at Cerritos College. These transfers are self-balancing and have no effect on their ending balances.

Pages 4 thru 5 reflect revenue adjustments for the Basic Skills, CalWorks, Supplemental Education Opportunity Grant for reallocated funds per Chancellor’s office; budget set up for Veterans Resource Center per Chancellor’s Office. These revenue adjustments have no effect on the Restricted General Fund, and Student Financial Aid Fund ending balances. Expenditures will be adjusted correspondingly.

Page 6 reflects revenue adjustments for the Unrestricted General Fund for local revenue such as property taxes, use of facilities of PE for their fundraiser event, parking violations. These adjustments will increase the Unrestricted General Fund ending balance.

Pages 7 and 8 are revenue and expense adjustments to transfer the ending fund balance from the Self Insurance Fund to the Property Liability Fund.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Budget Adjustment Details (8 Pages).

BUDGET TRANSFERS FOR JUNE 6, 2018

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM

ACADEMIC SALARIES	\$	(12,000)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(15,508)
EMPLOYEE BENEFITS	\$	(2,285)
SUPPLIES AND MATERIALS	\$	(24,997)
OTHER CONTRACT EXPENSES AND SERVICES	\$	(57,760)
CAPITAL OUTLAY	\$	(11,688)
INTERFUND TRANSFERS	\$	
CONTINGENCY	\$	

TOTAL

	\$	(124,238)
--	----	------------------

TO

ACADEMIC SALARIES	\$	6,800
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	800
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	56,827
OTHER CONTRACT EXPENSES AND SERVICES	\$	26,011
CAPITAL OUTLAY	\$	33,800
OTHER TRANSFERS OUT	\$	

TOTAL

	\$	124,238
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Transfers: To cover cost of iPads for Educational Partnerships and Programs; 48 analog extensions for ShoreTel phone; electric pallet truck for Warehouse; 8GB Ellipse flash drives for Student Services; HP Z840 workstation & temporary keyless lockers for Student Success; P/T Counselors for International Students Program

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Ten (10)

Divisions/Departments/Programs:

Student Success; Academic Affairs; Educational Partnerships and Programs; Information Technology; Science, Engineering, and Math; Student Services; Purchasing, International Student Programs

BUDGET TRANSFERS FOR JUNE 6, 2018

01.3 FUND - GENERAL FUND - RESTRICTED

FROM

ACADEMIC SALARIES	\$	(55,541)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(29,557)
EMPLOYEE BENEFITS	\$	(35,894)
SUPPLIES AND MATERIALS	\$	(500)
OTHER CONTRACT EXPENSES AND SERVICES	\$	(83,702)
CAPITAL OUTLAY	\$	(43,714)
OTHER TRANSFERS OUT	\$	
TOTAL	\$	(248,908)

TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	133,602
EMPLOYEE BENEFITS	\$	32,262
SUPPLIES AND MATERIALS	\$	14,907
OTHER CONTRACT EXPENSES AND SERVICES	\$	25,684
CAPITAL OUTLAY	\$	17,332
OTHER TRANSFERS OUT	\$	21,921
PAYMENTS TO OR FOR STUDENTS	\$	3,200
TOTAL	\$	248,908

Transfers: Reallocation of funds for academic summer hourly, stipend, adult hourly & iPad wifi 64 GB for iFalcon Tutoring CTX; counselors part time hourly for Teacher Preparation Pipeline grant; textbooks for students in Umoja Program.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Nine (9)

Divisions/Departments/Programs:

Strong Workforce Program - Regional Cross Town Engineering Design Manufacturing Hub; Strong Workforce Program - Regional Netlab Hub and Cybersecurity; One Time Block Grant; Student Equity Plan - iFalcon; Student Equity Plan - CTX; Student Equity Plan - Umoja Program; Teacher Preparation Pipeline; AB104; Student Equity - Native American Program

BUDGET TRANSFERS FOR JUNE 6, 2018

39.1 FUND - OTHER SPECIAL REVENUE FUND - VINTAGE AT CERRITOS COLLEGE

FROM

ACADEMIC SALARIES	\$	(1,833)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	(181)
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
PAYMENTS TO OR FOR STUDENTS	\$	(2,392)
OTHER TRANSFERS OUT	\$	

TOTAL

	\$	(4,406)
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TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	2,000
EMPLOYEE BENEFITS	\$	180
SUPPLIES AND MATERIALS	\$	328
OTHER CONTRACT EXPENSES AND SERVICES	\$	118
CAPITAL OUTLAY	\$	1,780
OTHER TRANSFERS OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	

TOTAL

	\$	4,406
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Transfers: Reallocation based on current needs. Reallocate budget to adult hourly and its related payroll taxes for Dual Enrollment program; software for K16 Senior Step.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Vintage at Cerritos: K16 Senior Step Supplies; Dual Enrollment.

BUDGET ADJUSTMENTS FOR JUNE 6, 2018

01.3 FUND - GENERAL FUND - RESTRICTED

Revenue Budget

00000.0-00000-70004-8627-0000000	\$	58,805
State - Veterans Resource Center To set up 2017-18 budget for VRC per apportionment schedule. Budget allocated for supplies; travel; contracted services; advertising; equipment.		
00000.0-xxxxx-70006-8627-0000000	\$	519,110
State - Basic Skills To align budget for Basic Skills per apportionment schedule. Budget allocated for academic hourly; academic stipend; instructional aide hourly and its related payroll taxes; supply; contracted services		
00000.0-00000-70800-8120-0000000	\$	(3,769)
Federal - Federal Work Study To reduce budget for FWS per 2017-18 final funding. Budget for adult hourly was reduced.		
00000.0-00000-71120-8150-0000000	\$	3,110
Federal - Title IV Administrative Cost Allowance To reflect the actual ACA payments to the college. Budget allocated for supply.		
00000.0-00000-72600-8625-0000000	\$	23,169
State - CalWorks To adjust budget for additional funding allocation. Budget allocated for travel; rents & leases; equipment; supply; adult hourly and its related payroll taxes.		
00000.0-00000-75900-8652-0000000	\$	1,495
State - Foster Parent Training To increase budget for 17-18 per memo dated April 13, 2018 for reallocated funds. Budget allocated for supply.		
00000.0-00000-76300-8652-0000000	\$	<u>7,500</u>
State - Faculty Entrepreneurship Champion Mini-Grant To set up budget per grant sub-agreement with Solano Community College. Budget allocated for stipend and its related payroll taxes.		
Total Revenue Budget	\$	<u><u>609,420</u></u>

Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: Seven (7)

BUDGET ADJUSTMENTS FOR JUNE 6, 2018

74.0 FUND - STUDENT FINANCIAL AID FUND

Revenue Budget

00000.0-00000-78200-8150-0000000	\$	<u>35,470</u>
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Federal - Supplemental Education Opportunity Grant
To adjust budget for additional funding allocation. Budget allocated for student aid; indirect cost.

Total Revenue Budget	\$	<u><u>35,470</u></u>
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Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: One (1)

BUDGET ADJUSTMENTS FOR JUNE 6, 2018

01.0 FUND - GENERAL FUND - UNRESTRICTED

Revenue Budget

00000.0-00000-04400-8890-0000000 Local - Physical Plant To adjust budget for local revenue based on actuals as of May 12, 2018.	\$	(16,000)
00000.0-00300-02220-8890-0000000 Local - Library To adjust budget for local revenue based on actuals as of May 12, 2018.	\$	(23,000)
00000.0-00100-04100-8891-0000000 Local - Business Services To adjust budget for revenue from parking violations based on actuals as of May 12, 2018, and anticipated revenue through June 30, 2018.	\$	50,000
00000.0-00000-04400-8890-6899000 Local - Physical Plant To adjust budget for revenue from use of facilities of PE for their fundraiser events based on actuals as of May 12, 2018, and anticipated revenue through June 30, 2018.	\$	180,000
00000.0-00000-04100-8890-0000000 Local - Business Services To adjust budget for revenue from Bank of America reward card based on actuals as of May 12, 2018.	\$	2,200
00000.0-00000-00000-8890-0000000 Local Revenue To adjust budget for revenue from property taxes based on actuals as of May 12, 2018, and anticipated revenue through June 30, 2018.	\$	<u>116,000</u>
Total Revenue Budget	\$	<u><u>309,200</u></u>

Fiscal Impact: Increase to ending balance.

Number of Adjustment Requests: One (1)

BUDGET ADJUSTMENTS FOR JUNE 6, 2018

61.2 FUND - INSURANCE - PROPERTY LIABILITY FUND

Revenue Budget

00000.0-00000-04100-8980-0000000	\$ <u>1,067,912</u>
Incoming Transfers - Business Services	
Transfer of ending fund balance, as of May 14, 2018, from Self Insurance Fund.	

Total Revenue Budget	\$ <u><u>1,067,912</u></u>
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Fiscal Impact: Increase to ending balance.

Number of Adjustment Requests: One (1)

BUDGET ADJUSTMENTS FOR JUNE 6, 2018

61.0 FUND - SELF INSURANCE FUND

Expenditure Budget

00000.0-00000-04100-7310-6720000	\$	<u>1,067,912</u>
Business Services		
To transfer ending fund balance, as of May 14, 2018 to Insurance - Property Liability Fund.		

Total Expenditure Budget	\$	<u><u>1,067,912</u></u>
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Fiscal Impact: Decrease to ending balance.

Number of Adjustment Requests: One (1)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

David C. Moore
Director of Physical Plant and
Construction Services

<p>SUBJECT: Consideration of Approval of Cerritos College 2020-2024 Five-Year Construction Plan (5YCP)</p>
--

ACTION

It is recommended that the Board of Trustees approve Cerritos College's 2020-2024 Five-Year Construction Plan (5YCP).

FISCAL IMPACT

There is no financial impact to the unrestricted general fund. Funding is provided by the State Capital Outlay and local bond funds.

REPORT SUMMARY

The Five-Year Construction Plan (5YCP) is mandated by Education Code and is an annual report and summary of all the major capital outlay projects of a college regardless of what source of revenue will fund the project (e.g., general obligation bond, general fund, capital outlay fund, etc.). The 5YCP communicates to the State the District's plans and needs for current and future capital projects within the plan period by defining the essential capital improvements the college will need if it is to achieve the outcomes specified in its 2011 Facilities Master Plan.

The Chancellor's Office utilizes the information it receives from each community college in the system to make informed decisions regarding project priorities for State funding. In other words, the projects identified by Cerritos College and all other colleges throughout the state system are used by State-level agencies and personnel to determine circumstances such as how much overall classroom space is available throughout the state, how enrollment trends will impact available and future classroom space, and the financial need and amount of overall funding that will be necessary from State construction bonds should any be pursued. The Chancellor's Office combines and analyzes the data from the 5YCPs of all 72 community college districts in a manner consistent with Sections 81820 through 81823 of the California Education Code and publishes the statewide Community Colleges Capital Outlay Plan. This statewide plan is used by the State Legislature and several state agencies, including the Department of Finance, Legislative Analyst's Office and California Postsecondary Education Commission, to help identify and develop short-term and long-range capital outlay needs for higher education in California.

The attached Executive Summary of the 2020-2024 5YCP lists construction projects, anticipated occupancy schedules, assignable square feet (ASF) capacity, total project budget allocation, and source(s) of funding. Regardless of funding source, all anticipated and "in-progress" projects (e.g., Health & Wellness Complex) are included on this list. All pending Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) are included on this list. An IPP is developed by a college, then submitted to the State for determination of whether it is a project that will be eligible to receive State funding. Once approved by the State as an IPP, the next step is for the college to advance the project as an FPP at an appropriate time based on the needs of the college. Once an FPP is approved by the State only very nominal changes, if any, are allowed to the project's identified scope of work and State reimbursement level.

In closing, the 5YCP serves the following purposes: 1) it provides the state with insight as to the District's use of facilities in relationship to student demand; and, 2) it enables the state to determine whether or not the District qualifies to receive state funding support for capital construction projects. During 2017-18, District staff and its consultants have worked diligently to effectively and positively manage the many variables that are utilized by the state in determining the level of state funding support that may be available. This 5YCP is designed to attract the greatest amount of state funds for our major capital outlay needs.

The District is submitting an updated Initial Project Proposal (IPP) for the following:

- Business and Language Arts

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Executive Summary

**CERRITOS COMMUNITY COLLEGE DISTRICT
2020-2024 FIVE YEAR (CAPITAL) CONSTRUCTION PLAN
EXECUTIVE SUMMARY**

					Projected Funding Sources			
Project	Classification	Projected Occupancy	Project Scope in ASF	Total Budget Allocation	State Supported	District Allocation Requirements	Other Supported	
<u>Cerritos Community College District</u>								
1	Health Sciences Bldg FPP	Modernization/Academic	2022/2023	30,176	\$20,412,000	\$10,381,000	\$10,031,000	\$0
2	Health & Wellness Complex	Growth/Academic	2019/2020	53,950	\$67,800,000	\$0	\$67,800,000	\$0
3	Performing Arts Center	Growth Replacement	2021/2022	43,606	\$70,600,000	\$0	\$70,600,000	\$0
4	Field House	Growth Replacement	2020/2021	12,300	\$11,660,000	\$0	\$11,660,000	\$0
5	Administration/Student Services	Growth Replacement	2023/2024	65,996	\$70,447,500	\$0	\$70,447,500	\$0
6	Business & Language Arts IPP	Growth/Academic	2025/2026	52,326	\$31,630,000	\$15,815,000	\$15,815,000	\$0
GRAND TOTAL					\$272,549,500	\$26,196,000	\$246,353,500	

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending March 31, 2018
--

ACTION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending March 31, 2018.

FISCAL IMPACT

This quarterly report shows a snapshot-in-time financial status of the college. There is no fiscal impact.

REPORT SUMMARY

This report depicts the Year-to-Date Actuals of the unrestricted fund financial situation as of March 31, 2018 showing that revenues exceeded expenditures by \$4,086,624. In addition, the ending cash balance *excluding borrowed funds* in the Unrestricted and Restricted General Fund was a positive \$26,939,315.

Title 5 of the California Code of Regulations (CCR), Section 58310, requires California Community College Districts to report quarterly on their financial condition and to indicate any material events that occurred during the quarter. In compliance with this regulation, the District has completed form CCFS-311Q from the State Chancellor's Office (Attachment #1). The Board of Trustees must review and approve this form at a regular meeting.

Section I shows a multi-year trend of Unrestricted General Fund Revenue, Expenditure and Fund Balance.

Section II shows a multi-year trend of Annualized Attendance Full Time Equivalent Student (FTES).

Section III Total General Fund Cash Balance (Unrestricted and Restricted) compares actual cash flow over a four-year period. This information can be useful in predicting possible cash flow problems.

Section IV compares year-to-date revenues received versus expenditures.

Section V provides the Chancellor's Office with information relative to the status of negotiations.

Section VI reflects the issuance of any Tax and Revenue Anticipation Notes (TRANS), Certificates of Participation (COPS) or General Obligation Bonds (GO Bonds).

Section VII addresses any fiscal problems that the District faces in the current and subsequent year.

Attachment #2 is a graph showing the projected revenue expenditures and actual general fund cash balance.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Quarterly Financial Status Report, CCFS-311Q.

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

Record Updated

CHANGE THE PERIOD ▼

Fiscal Year: 2017-2018

District: (810) CERRITOS

Quarter Ended: (Q3) Mar 31, 2018

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
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I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Closed for edits after May 17, 2018

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	101,854,263	101,098,072	69,114,353	101,854,263
A.2	Other Financing Sources (Object 8900)	114,000	114,000	77,841	114,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	101,968,263	101,212,072	69,192,194	101,968,263
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,431,371	105,060,484	72,683,213	105,060,484
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	350,200	835,204	595,605	835,204
B.3	Total Unrestricted Expenditures (B.1 + B.2)	105,781,571	105,895,688	73,278,818	105,895,688
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-3,813,308	-4,683,616	-4,086,624	-3,927,425
D.	Fund Balance, Beginning	28,748,071	28,748,071	28,748,071	28,748,071
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,748,071	28,748,071	28,748,071	28,748,071
E.	Fund Balance, Ending (C. + D.2)	24,934,763	24,064,455	24,661,447	24,820,646
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.6%	22.7%	33.7%	23.4%

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				16,800
-----	---	--	--	--	--------

Amount as of the Specified Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	26,939,315
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	26,939,315

IV. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:										
Year 1:										
Year 2:										
Year 3:										
b. BENEFITS:										
Year 1:										
Year 2:										
Year 3:										

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed? This year? Yes No

Next year?

Yes

No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

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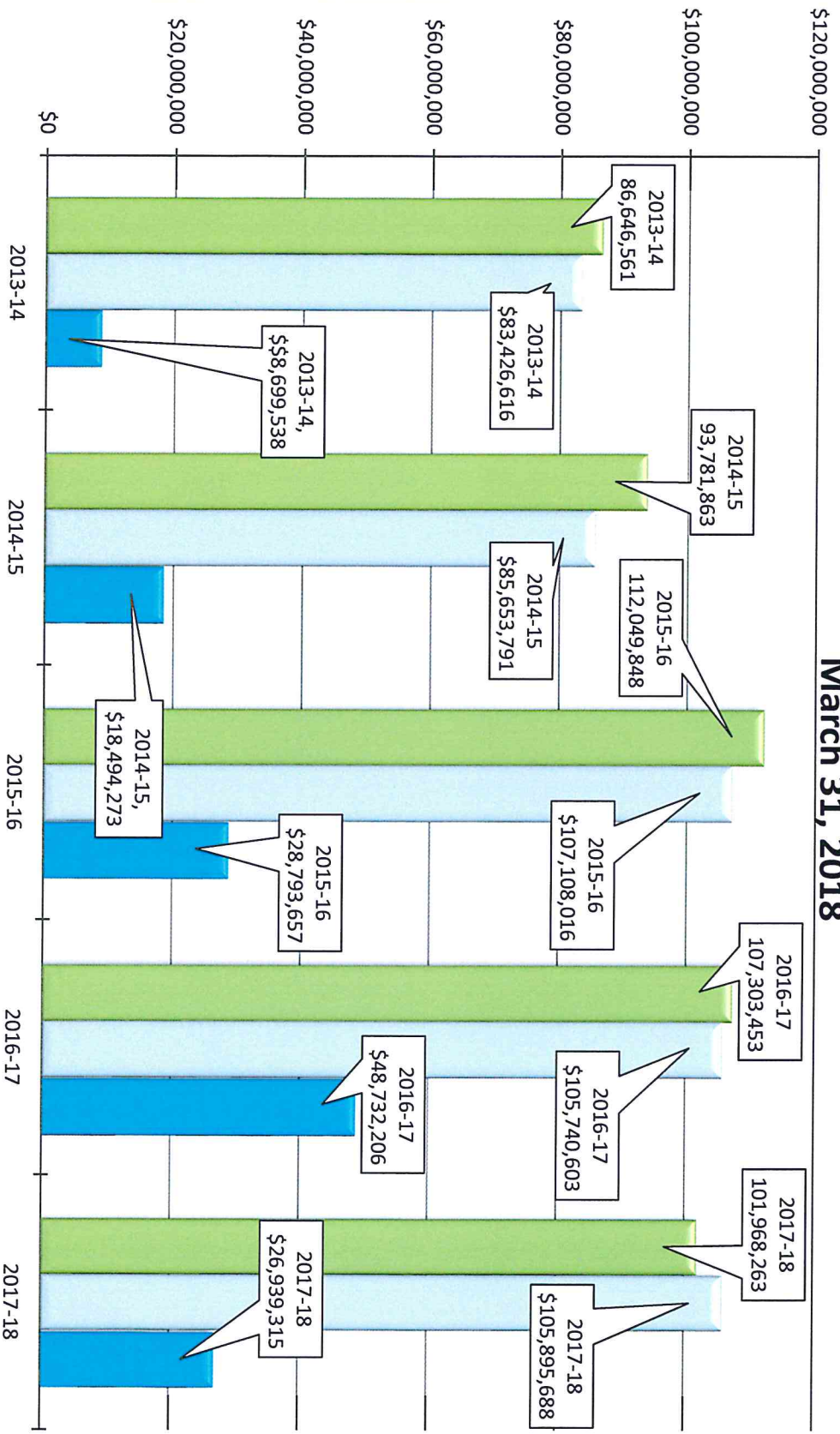
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California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 atalig@ccccc.edu or Tracy Britten (916)324-9794 tbritten@ccccc.edu
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311 FINANCIAL STATUS REPORT

March 31, 2018



■ GENERAL FUND REVENUE/OTHER FINANCING
 ■ GENERAL FUND EXPENDITURES/OTHER OUTGO
 ■ GENERAL FUND CASH BALANCE

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY: _____
Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

SUBJECT: Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent
--

ACTION

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The employees included on the attached list have given notice of their separation from employment. The Office of Human Resources Services received the notices and informed the President. The President accepted the resignations and provided written notification to each employee in accordance with Board Policy 7350.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Employee Resignations (Including Separations and Retirements) Accepted by the President

**EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND
RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350**

<u>Name</u>	<u>Department</u>	<u>Classification</u>	<u>Effective Date</u>
1) Chester, Robert	English, Liberal Art	Professor	6/01/2018*
2) Dellimagine, Trudy	Community Education	Program Facilitator	5/07/2018
3) Henriques, James	Physics, SEM	Professor	5/18/2018*

* Revised Separation Date

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 37

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President, Human Resources
Assistant Superintendent

Dr. Stephen Johnson
Vice President, Student Services
Assistant Superintendent

PREPARED BY:

Dr. Hillary Mennella
Associate Dean, Student Health Services

SUBJECT: Consideration of Approval of Changes to the Student Health & Wellness Center Short-Term and Student Hourly Salary Schedule

ACTION

It is recommended that the Board of Trustees approve the adjustment of the hourly rate of pay for the Short-Term Hourly Nurse Practitioner job classification and to add the Licensed Clinical Psychologist and Medical Director job classifications and stated hourly rate of pay to the Short-Term Hourly Salary Schedule for Student Health & Services (SHS).

FISCAL IMPACT

The following are proposed: Hourly rate for hourly Nurse Practitioner would change from \$52.46 to \$58.00, the hourly rate for new position of hourly Licensed Clinical Psychologist would be \$53.00, and the hourly rate for new Medical Director would be \$95.00; the maximum number of hours for each would be 25 in a week and 900 in a budget year, the maximum number of days would be 175 in a budget year. The costs to be borne entirely by from Student Health Services Fee-funded Student Health Services annual budget.

REPORT SUMMARY

Proposed Hourly Nurse Practitioner pay rate: The recommended hourly rate adjustment from \$52.46 to \$58.00 is necessary to be at least in the prevailing compensation range of hourly Nurse Practitioners. This adjustment will help retain current and recruit new hourly qualified Nurse Practitioners to support our SHS department. Nurse practitioners working in SHS functions under the scope of practice that includes nursing and medicine, requiring specific scientific knowledge and technical skills.

Proposed New Hourly Licensed Clinical Psychologist job classification: It is recommended to add the Licensed Clinical Psychologist job classification with an hourly rate of \$53.00 to the Short-Term Hourly Salary Schedule. Currently, additional mental health services are contracted out using annual Board-approved contracts. That model is limited to providing additional hours of service to students. At additional costs estimated at \$15,000.00 per year beyond that of the contracted services, the proposed position provides both (1) additional hours of clinical services to students and (2) along with our existing College Psychologist,

the required supervision and guidance model for our Student Psychological Services unit to significantly expand clinical service hours for students with a team of three to five stipended post-doctoral or doctoral clinical psychology interns. Such a model has American Psychology Association (APA) requirements of two supervising licensed clinical psychologists for which the addition of the proposed hourly licensed clinical psychologist, with our existing College Psychologist, will make us eligible.

Proposed New Hourly Medical Director job classification: It is recommended to add the Medical Director job classification with an hourly rate of \$95.00 to the Short-Term Hourly Salary Schedule. SHS has held a memorandum of understanding (MOU) with Pioneer Medical Group for over 10 years. The current medical director is retiring. Although Pioneer Medical Group has advertised for a replacement, they do not have a successor at this time. The District cannot yet advertise for medical director because the position is not on the Student Health Services Short-Term Hourly Salary Schedule. The position requires a qualified physician to perform and oversee medical services for students, staff and faculty. Ideally, the medical director will be present on-site two set days per month from 8am-4pm, to provide clinic care and administrative duties. In addition, the medical director will also be available by phone during clinic hours, for any type of consultation in providing medical care to patients. The physician is responsible for conducting monthly chart reviews as part of their administrative duties.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Recommended Student Health & Wellness Center Short-Term Hourly Salary Schedule

Student Health & Wellness Center Short-Term Hourly Salary Schedule

Hourly rate structure applies to student and short-term hourly employees
(excluding summer recreation employees).

Effective 7/1/2014, Revised 6/6/18

Job Class Codes		<i>Student Health Services Job Classifications</i>	<i>Rate</i>
<i>Student</i>	<i>Short-Term</i>		
-----	5320	Health Services Clerk	\$ 13.49
-----	5318	Certified Medical Assistant	\$ 16.85
-----	5316	Health Services Registered Nurse	\$ 32.34
-----	TBD	Licensed Clinical Psychologist*	\$ 53.00
-----	5317	Nurse Practitioner**	\$ 58.00
-----	TBD	Medical Director*	\$ 95.00

Board Date: June 6, 2018

*New job Classifications

** Revised

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President, Human Resources
Assistant Superintendent

PREPARED BY: _____
Dr. Valyncia Raphael
Director, Diversity, Compliance, and
Title IX Coordinator

SUBJECT: Consideration of Approval of Changes to the Aides-Special Short-Term and Student Hourly Salary Schedule
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ACTION

It is recommended that the Board of Trustees approve to add the new Title IX Coordinator I and Title IX Coordinator II job classifications to the Short-Term Hourly Salary Schedule for Aides-Special.

FISCAL IMPACT

The following is proposed: The hourly rate for the new position of hourly Title IX Coordinator I would be \$20.00 and Title IX Coordinator II would be \$30.00. The difference between the hourly rates is based on experience. The maximum number of hours for each hourly employee holding any of these positions would be 25 in a week and 900 in a budget year, the maximum number of days would be 175 in a budget year. The maximum annual cost for each Title IX Coordinator will not exceed \$27,000/year. This position will be funded from the Human Resources short-term hourly budget.

REPORT SUMMARY

Since July 2016, the number of discrimination, harassment, and retaliation cases reported to Human Resources has significantly increased. About half of these cases were Title IX related. The cases vary from stalking, sexual assault, dating/domestic violence, sexual harassment, LGBTQ+ concerns, and pregnancy discrimination. The District is obligated to investigate any allegation of Title IX violation. The Director, Diversity, Compliance, and Title IX Coordinator is the only person currently conducting these investigations. The case workload requires additional personnel to conduct the investigations. Human Resources seeks hourly staff that possess an array of unique skillsets and expertise to assist with the Title IX investigations and training.

The employment of short-term hourly Title IX Coordinators is crucial to assist the Human Resources department in the prompt and equitable processing of intake, and non-complex interventions of gender-based biased violence, harassment, and/or discrimination cases, and enable the District's ability to promptly and fairly resolve complaints and related investigations according to legal timelines. The support will also assist in some prevention programming, as well as facilitating of sexual violence prevention professional development training/workshops.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Recommended Aides Special Short-Term and Student Hourly Salary Schedule

Aides-Special
Short-Term and Student Hourly Salary Schedule

Hourly rate structure applies to student and short-term hourly employees
(excluding summer recreation employees)

Effective 1/1/2018, revised 6/6/2018

Job Class Codes		Aides-Special	First Year	Second Year	Third Year
Student	Short-Term				
4201	5201	Accompanist	\$ 11.00	\$ 11.00	\$ 11.43
4204	5204	Costume Technician	\$ 11.00	\$ 11.00	\$ 11.00
4206	5206	Electronics Technician	\$ 11.00	\$ 11.00	\$ 11.00
4207	5207	Instructional Media Production Assistant	\$ 11.00	\$ 11.00	\$ 11.00
4208	5208	Instructional System Technician	\$ 12.05	\$ 12.69	\$ 13.33
4214	5214	Lead Registration Account Clerk	\$ 11.49	\$ 12.05	\$ 12.66
4216	5216	Outreach Worker	\$ 11.00	\$ 11.00	\$ 11.00
4217	5217	Physical Fitness Laboratory	\$ 11.00	\$ 11.00	\$ 11.00
4218	5218	Press Operator	\$ 11.00	\$ 11.17	\$ 11.76
4219	5219	Projectionist	\$ 11.00	\$ 11.00	\$ 11.00
4221	5221	Registration Account Clerk	\$ 11.00	\$ 11.00	\$ 11.18
4222	5222	Research and Development Technician	\$ 11.18	\$ 11.75	\$ 12.34
4224	5224	Speech and Language Instructional Aide	\$ 13.30	\$ 13.97	\$ 14.67

Job Class Codes		Aides-Special	Rate
Student	Short-Term		
4202	5202	Bilingual	\$ 11.00
4230	5230	Cadet I	\$ 11.00
4231	5231	Cadet II	\$ 11.00
4232	5232	Cadet III	\$ 11.00
4233	5233	Cadet IV	\$ 12.20
4203	5203	Cashier	\$ 11.00
4205	5205	Counselor	\$ 11.00
4209	5209	Interpreter I	\$ 20.25
4210	5210	Interpreter II	\$ 23.89
4211	5211	Interpreter III	\$ 27.52
4212	5212	Interpreter IV	\$ 34.79
4213	5213	Interpreter V	\$ 41.02
4228	5228	Interpreter Certified	\$ 42.58
4229	5229	ASL Interpreter - Instruction Support	\$ 42.58
-----	TBD	Title IX Coordinator I*	\$ 20.00
-----	TBD	Title IX Coordinator II*	\$ 30.00
4215	5215	Lead Traffic Control Officer	\$ 11.00
4318	5319	Recycling Technician	\$ 12.98
4220	5220	Registration	\$ 11.00
4223	5223	Special Education	\$ 11.00
4225	5225	Staff Artist	\$ 11.00
4226	5226	Translator	\$ 11.00
4227	5227	Tutor	\$ 11.00

Board Date: June 6, 2018

*Revised to add new Job Classification

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY: _____
Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

SUBJECT: Consideration of Approval of Employment of 2018 Summer Session Faculty Personnel

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>
Garner, Jacqueline	RE	Adult Education Counseling	4CM	55.84
Mondaca, Frances	RE	Adult Education ESL	6BM	78.56
Ochoa, Lorena	RE	Adult Education Counseling	4DM	55.84

II. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Abbruzzese, Mark	OL	Anthropology	C13	99.53
Abing, Joseph	OL	Anthropology	C13	99.53
Alexander, Cynthia	OL	Educational Technology	F20	116.88
Bellas, Monica	OL	Anthropology	F18	115.31
Binning, Michael	OL	Paralegal Education	F12	105.84
Brady, Mary Ellen	OL	Real Estate	E22	115.31
Daltro, Marcela	OL	Business Administration	E11	99.53
Duff, Kimbereley	OL	Psychology	F18	115.31
Dunn, Matthew	OL	Sociology	F3	77.44
Falcon, Dennis	OL	Political Science	E20	113.73
Farina, Michael	OL	Accounting/Finance	E30	121.61
Fernandez, Walter	OL	History	E24	116.88
Fronke, Mark	OL	Accounting/Finance	E30	121.61
Gomez, Ruben	OL	Administration of Justice	E11	99.53
Greenberg, Bruce	OL	Paralegal Education	F14	112.15
Haas, John	OL	History	F20	116.88
Holzgang, Amy	OL	Sociology	F18	115.31
Hu, Jianli	OL	Business Administration	F12	105.84
Jarrett, George	OL	History	E14	109.00
Johnson, Debra	OL	Accounting/Finance	C13	99.53
Lewellen, Michelle	OL	Psychology	D13	102.68
Livingston, Robert	OL	Business Administration	F26	121.61
Moriarty, Cynthia	OL	Business Administration	E30	121.61
Mullins, Terrance	OL	Political Science	B9	83.75
Namala, Solomon	OL	Economics	F18	115.31
Noyes, Nicholle	OL	Paralegal Education	F10	99.53
Obasohan, Victor	OL	Political Science	C13	99.53
Obazuaye, Sunday	OL	Political Science	F14	112.15
Ramos, Gerardo	OL	Business Administration	E10	96.37

* NH=New Hire, RE=Reemployed, OL= FT Overload

Rigby, Jeff	OL	Anthropology	E26	118.46
Ronquillo, Jaclyn	OL	Psychology	F10	99.53
Sharp, Mageya	OL	Bus Computerized Office Tech	E30	121.61
Stolze, Ted	OL	Philosophy	F16	113.73
Troup, Jackie	OL	Sociology	E26	118.46
Van De Mortel, Joseph	OL	Philosophy	E22	115.31

III. EDUCATIONAL PARTNERSHIPS AND PROGRAMS

Part-Time Instructors				Salary
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Andrade, Olga	OL	Education Futures Grant	E16	110.57
Bradbury, Jeffrey	OL	Education Futures Grant	E26	118.46
DeKraker, Daniel	OL	Education Futures Grant	D14	105.84
Gradin, Susan	OL	Education Futures Grant	E20	113.73
Okbamichael, Mussie	RE	EPP/Earth Science	6BD	81.30
Rosenfeld, Kimberly	OL	Education Futures Grant	F22	118.46

IV. FINE ARTS/COMMUNICATIONS

Part-Time Instructors				Salary
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Betancourt, David	OL	Music	F22	118.46
Brown, Christian	OL	Journalism	E5	80.60
Brown, Reed	OL	Theatre Arts	D13	102.68
Campolo, Robert	OL	Theatre Arts	E16	110.57
De Michele, Anna	OL	Music	F22	118.46
Fernandez, Christina	OL	Photography	C13	99.53
Heckerman, Edward	OL	Photography	C13	99.53
Hirohama, Steven	OL	Theatre Arts	E14	109.00
Lopez, Christine	OL	Music	F26	121.61
Macdevitt, James	OL	Art	C13	99.53
Mayfield, Connie	OL	Music	F24	120.04
Maz, Andrew	OL	Music	F8	93.22
Miller, Kirk	OL	Art	E30	121.61
Najarian, Hagop	OL	Art	D14	105.84
Reiter, Brandt	OL	Theatre Arts	C6	77.44
Teran, Sergio	OL	Art	B6	74.29
Vitela, Lisa	OL	Art	F8	93.22
Watanabe, Susan	OL	Theatre Arts	E26	118.46
Wilson, Christopher	OL	Art	E22	115.31

* NH=New Hire, RE=Reemployed, OL= FT Overload
Presented to the Board: June 6, 2018

V. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Andrade, Olga	OL	Child Dev/Early Childhood	E14	109.00
Beck, Angela	OL	Child Dev/Early Childhood	B12	93.22
Brooks, Kelli	OL	Nursing	E20	113.73
Caminiti, Carol	OL	Nursing	E22	115.31
Casas, Ralph	OL	Pharmacy Technology	F30	124.77
Gibson, Dionne	OL	Child Dev/Early Childhood	E12	102.68
Gradin, Susan	OL	Child Dev/Early Childhood	E20	113.73
Lew, Ernest	OL	Culinary Arts	E11	99.53
Loera, Diane	OL	Dental Hygiene	E20	113.73
Lopez, Jesusita	OL	Culinary Arts	E18	112.15

VI. LIBERAL ARTS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Alvarez, Lydia	OL	English	B12	93.22
Arce, Carlos	OL	Foreign Language	E30	121.61
Ashe, Suzanne	OL	English	E30	121.61
Belroy, Barbara	OL	Reading	E20	113.73
Cabuto, Froylan	OL	Foreign Language	E20	113.73
Cagnolatti, Damon	OL	English	B9	83.75
Cheatham, Teresa	OL	English	C11	93.22
Chester, Robert	OL	English	E22	115.31
Clifford, Stephen	OL	English	F24	120.04
Codd, Geraldine	OL	Reading	F26	121.61
Cole, Erin	OL	English	D3	71.13
Danielo, Ja'net	OL	English	E8	90.06
Fagundes, Michelle	OL	English	B5	71.13
Florescu, Mihaela	OL	Foreign Language	F26	121.61
Gardner, Daniel	OL	English	F6	86.90
Gil, Nicholas	RE	English	4AM	72.98
Greene, Chad	OL	English	D10	93.22
Hall, Cindy	OL	Foreign Language	E10	93.97
Havice, Sally	OL	English	D14	105.84
Helberg, Bonnie	OL	Reading	D14	105.84
Hoppe-Nagao, Angela	OL	Speech	F22	118.46
Hua, Linda	OL	English	B6	74.29
Juntilla, Tim	OL	English	D14	105.84
Kayser, Lance	OL	English	E14	109.00
Kelly, Ed	OL	Foreign Language	A11	86.90
Lavariere, Cynthia	OL	Speech	F18	115.31
Lovejoy-Robold, Niki	OL	English	C9	86.90
Matthews, Nicholas	OL	Speech	B4	67.97
McIlroy, Leanne	OL	ESL	B6	74.29

* NH=New Hire, RE=Reemployed, OL= FT Overload

Mixson, Frank	OL	English	F20	116.88
Olague, Mark	OL	English	C5	74.29
Paige, Matthew	OL	Reading	E28	120.04
Potter, Inge	OL	Foreign Language	E30	121.61
Quaas-Berryman, Francie	OL	English	F18	115.31
Rosenfeld, Kimberly	OL	Speech	F20	116.88
Russell, Christy	RE	English	6BM	78.56
Sartin, Natalie	OL	English	F5	83.75
Serwin, Lynn	OL	English	D14	105.84
Shah, Nishi	OL	English	D14	105.84
Sugihara-Cheetham, Joann	OL	ESL	E18	112.15
Ugalde, Maria	OL	Foreign Language	B4	67.97
Zhou, Yiran	OL	Foreign Language	E10	93.97

VII. PHYSICAL EDUCATION

Part-Time Instructors				Salary
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Alenikov, Teresa	OL	Athletics	E24	116.88
Artiaga, Benjamin	OL	Athletics	C13	99.53
Bueno, Ni	OL	Health Education	F14	112.15
Caines, Thomas	OL	Athletics	E22	115.31
Edwards, Carrie	OL	Fitness	F20	116.88
Garriot, Don	OL	Physical Education/Athletics	C13	99.53
Grosfeld, Stephen	OL	Athletics	E16	110.57
Hathaway, Rebekah	OL	Dance	E8	90.06
Jensen, Deborah	OL	Athletics	E26	118.46
Kozlowski, Trisha	OL	Physical Education/Athletics	B9	83.75
Macias, Sergio	OL	Athletics	D14	105.84
May, Russell	OL	Physical Education	E16	110.57
Mcperson, Michael	OL	Health Education	D14	105.84
Murray, Kodee	OL	Athletics	E18	112.15
O'connor, Jennifer	OL	Physical Education/Athletics	B4	67.97
Pestolesi, Kari	OL	Physical Education/Athletics	B4	67.97
Richardson, Chris	OL	Physical Education/Athletics	E10	96.37

VIII. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors				Salary
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Alavian, Masoud	RE	Computer Information Systems	6BM	78.56
Babiar, Ryan	OL	Biological Sciences	F4	80.60
Beyene, Amiro	OL	Mathematics	C12	96.37
Bonness, Nicholas	OL	Chemistry	F4	80.60
Bradbury, Jeff	OL	Chemistry	E24	116.88
Budarin, Dmitri	OL	Mathematics	E24	116.88
Byun, James	OL	Mathematics	C13	99.53
Campeau, Lori	OL	Mathematics	B12	93.22
Cortez, Daniela	OL	Mathematics	D11	96.37

* NH=New Hire, RE=Reemployed, OL= FT Overload

Dekraker, Daniel	OL	Earth Science	D14	105.84
George, Patty	OL	Mathematics	E28	120.04
Goode, Ryan	OL	Earth Science	F3	77.44
Hugen, Mark	OL	Mathematics	C13	99.53
Lacy, Tor	OL	Earth Science	E20	113.73
Lazor, Claire	OL	Computer & Info Sciences	E30	121.61
Leon, Ruben	OL	Mathematics	B12	93.22
Lopez, Manuel	OL	Mathematics	E18	112.15
Lou, Zheng	OL	Computer & Info Sciences	E26	118.46
Lovetere, Crystal	OL	Earth Science	F16	113.73
Mccance, Ian	OL	Mathematics	C9	86.90
Mera, Carlos	OL	Physics/Astronomy	A5	67.97
Morales, Manuel	OL	Mathematics	D11	96.37
Moskun, Amy	OL	Chemistry	F11	102.68
Negrete, Bernard	OL	Computer & Info Sciences	E30	121.61
Nguyen, Phuong	OL	Computer & Info Sciences	E28	120.04
Nikdel, Mojdeh	OL	Mathematics	F22	118.46
Riasti, Mohamdreza	RE	Mathematics	2AM	66.04
Rojas, Santos	OL	Biological Sciences	F9	96.37
Shimazu, Cheryl	OL	Chemistry	E26	118.46
Trinh, Thanh	OL	Mathematics	B6	74.29
Waldman, Linda	OL	Chemistry	F20	116.88

IX. TECHNOLOGY

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Allen, Albert	OL	Welding	B9	83.75
Baron, Tony	OL	Automotive Mechanical Repair	E30	121.61
Bender, Jon	OL	Automotive Mechanical Repair	E30	121.61
Chisum, Anthony	OL	Automotive Collision Repair	B10	86.90
Foat, Reuben	OL	Woodworking Mfg Technology	E9	93.22
Foral, Jason	OL	Welding	B12	93.22
Fortner, Tony	OL	Woodworking Mfg Technology	E28	120.04
Glick, Leonard	OL	Automotive Mechanical Repair	E20	113.73
Li, David	OL	Engineering Design Technology	E11	99.53
Micic, Miodrag	OL	Engineering Design Technology	F14	112.15
Motruk, Nina	OL	Cosmetology	E26	118.46
Mulleary, Joe	OL	Automotive Mechanical Repair	D8	86.90
Nunez, Johnny	OL	Welding	E4	77.44
Petrova, Rossi	OL	Cosmetology	E12	102.68
Ramirez-Han, Janet	OL	Cosmetology	E9	93.22
Robertson, Charles	OL	Automotive Collision Repair	E30	121.61
Rother, Ed	OL	Architecture	F30	124.77
Smith, Felicia	OL	Cosmetology	E20	113.73
Taylor, Kevin	OL	Automotive Mechanical Repair	E30	121.61
Vega, Frank	OL	Automotive Mechanical Repair	E20	113.73
Vo, Chuong	OL	Machine Tool Technology	E13	105.84

* NH=New Hire, RE=Reemployed, OL= FT Overload

X. STUDENT SERVICES - COUNSELING

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Alvarado, Joanna	RE	Inter. Students Counseling	3CM	53.95
Anang, Yuhaniz	RE	Counseling	4DM	55.84
Beckham, Meri	RE	Counseling	4DD	57.80
Boudreau, Debbie	RE	Counseling	4DM	55.84
Boudreau, Debbie	RE	Counseling Instructor	6BM	78.56
Chew, Harvey	RE	Counseling	1CM	50.37
Cutkomp, Jeffrey	RE	Counseling	2CM	52.13
Embry, Bernice	RE	Counseling	2CM	52.13
Franco, Ramon	RE	Counseling	2CM	52.13
Fujii, Allison	RE	Career Services Counseling	4CM	55.84
Gaines, Kenneth	RE	Counseling	4DM	55.84
Gambala, Mark	RE	Counseling	3CM	53.95
Loera, Claudia	RE	Counseling	4DM	55.84
Macias, Dora	RE	Inter. Students Counseling	4DM	55.84
Majano, Natasha	RE	Counseling	2CM	52.13
Toumajian, Mary Kay	RE	Edu. Partnerships; Counseling	4DM	55.84
Toumajian, Mary Kay	RE	Counseling Instructor	4BM	72.98
Young, David	RE	Career Services Counseling	4DD	57.80

* NH=New Hire, RE=Reemployed, OL = Full-Time Faculty Overload

** 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

* NH=New Hire, RE=Reemployed, OL= FT Overload

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**
Agenda Item No. 40

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

<p>SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2017-2018 & 2018-2019 Academic Year</p>

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human Resource Services has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resource Services has cleared the individuals for employment.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

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

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

EOPS Specialist (Student Support Services/EOPS), Grade 38, Step 4 (\$5,292.00/month) voluntary transfer effective July 1, 2018, Stephanie Minami

Out-of-Class* assignment as Budget Analyst, Grade 38, Step 3 (\$5,052.00/month) effective July 1, 2018, not to exceed December 31, 2018: Tran (Tracy) Chau

Out-of-Class* assignment extension as Career Technical Education Coordinator 45L, Step 3 (\$7,952.53/month, includes 5% Out-of-Class) effective July 1, 2018 not to exceed June 30, 2019: Kathy Hogue

** Classified employees required to work in a higher classification according to the provisions of Administrative Procedure 7233 (AP 7233) and Article 5.12 of the CSEA collective bargaining agreement, shall qualify for "out-of-class" pay and their salary be adjusted upward for the entire period required to work out-of-classification.*

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 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>
Araiza, Arlene	SEM	Special Populations Coordinator	\$17.04/hr	05/03/18
Arambula, Ariana L.*	CTE	Program Facilitator	\$14.32/hr	05/11/18
Botello, Matthew A.	EPP	Voc. Ed. & Special Projects Assistant	\$17.04/hr	04/16/18
Cilia-Garcia, Brenda*	EPP	Instructional Aide I	\$11.00/hr (1)	05/10/18
Davies, Lucila	HPEDA	Aquatics Specialist	\$11.00/hr	04/24/18
Davis, Jeremy Todd*	EPP	Instructional Aide I	\$11.00/hr (1)	05/10/18
De Haas, Lindsay*	EPP	Instructional Aide I	\$11.00/hr (1)	05/11/18
De Oyague Estuat, Carlos	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Diaz, Genesis	Success Center	Instructional Aide II	\$13.30/hr (1)	05/17/18
Farina, Michael J.*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	04/08/18
Gonzalez, Beyanka	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Hernandez, Ariana M.	SEM	Aides-General (Laboratory)	\$11.00/hr	05/04/18
Islas, Destiny Jasmine*	EPP	Student Affairs Technician	\$12.05/hr	04/30/18
Johnson, Debra*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	05/07/18
Karki, Anuska	Success Center	Instructional Aide II	\$13.30/hr (1)	05/17/18
Lourenco, Jon Paul*	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Martinez, Suleyma**	CalWORKs	Program Assistant II	\$11.78/hr	04/26/18
Nabi, Gulshan**	CalWORKs	Program Assistant II	\$11.78/hr	05/11/18
Pope, Elonda**	Adult Education	Community Education Specialist	\$30.27/hr	05/15/18
Recinos, Genesis J	EPP	Instructional Aide I	\$11.00/hr	05/15/18
Robinson Jr.,Ethan**	Community Education	Program Assistant II	\$11.78/hr	05/10/18
Rust, Lance**	Community Education	Program Assistant I	\$11.00/hr	05/10/18
Salazar, Noemi*	Adult Education	Instructional Aide II	\$13.30/hr (1)	05/16/18
Smith, Sandra*	Adult Education	Community Education Specialist	\$30.27/hr	05/11/18
Torres, Alma*	CalWORKs	Program Assistant II	\$11.78/hr	04/24/18
Torres, Erick E*	EPP	Student Affairs Technician	\$12.05/hr	04/27/18
Torres-Bower, Ana*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	05/11/18
Vargas, Maddison C*	CTE	Program Facilitator	\$14.32/hr	04/20/18
Velazquez, Stephanie M*	EPP	Instructional Aide I	\$11.00/hr	05/10/18
Young, Terri**	Community Education	Program Assistant I	\$11.00/hr	05/15/18

III. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period on or after July 1, 2018 not to exceed June 30, 2019, or 175 total workdays, whichever occurs first

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Aceves, Andrea**	CalWORKs	Program Assistant II	\$11.78/hr	05/03/18
Acosta, Marcelino	Success Center	Instructional Aide I	\$11.00/hr (3)	05/09/18
Acosta, Marcelino*	DSPS	Instructional Aide I	\$11.00/hr (3)	04/18/18
Aguilar Bastida, Rocio	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Ajluni, Amber Christine	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Alamgir, Jenifar*	CalWORKs	Instructional Aide II	\$13.30/hr	05/03/18
Alcazar, Berta Alisia*	CalWORKs	Instructional Aide II	\$13.30/hr	05/09/18
Alenikov, Aliya S.	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Alhousari, Diala*	SEM	Instructional Aide II	\$13.97/hr (2)	05/10/18

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Almonte, Julienne	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Altamirano, Vanessa	Business	Instructional Aide I	\$11.00/hr	05/11/18
Alvarez, Juan*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Alvarez, Ruben Jr.*	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Alvarez, Ruben Jr.*	SEM	Instructional Aide II	\$14.67/hr (3)	05/14/18
Aly, Hemat Sobhy K.*	CalWORKs	Clerk	\$11.00/hr	05/03/18
Araiza Ramos, Frida*	Adult Education	Instructional Scheduling Coordinator	\$12.98/hr	04/18/18
Araiza, Arlene*	SEM	Special Populations Coordinator	\$17.04/hr	05/03/18
Arambula, Ariana*	CTE	Program Facilitator	\$14.32/hr	05/11/18
Arambula, Michael	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Araujo, Kimberly D.*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Arellano, Emily*	Child Development	Instructional Aide II	\$13.30/hr (1)	05/10/18
Arias, Arlene	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/02/18
Arias, Dulce Maria*	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Armenta, Edwin*	Adult Education	Instructional Aide II	\$13.30/hr (1)	04/18/18
Arredondo, Alexis	HPEDA	Instructional Aide II	\$13.30/hr (1)	04/02/18
Arredondo, John	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/01/18
Austin Jr., James	HPEDA	Instructional Aide II	\$14.67/hr (3)	05/07/18
Avalos, Angel A.	Facilities	Custodian	\$11.00/hr	04/24/18
Avalos, Annel*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Aviso, Ian Villaruel	Success Center	Instructional Aide I	\$11.00/hr (3)	05/09/18
Baeza, Tristin C.*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Barcena, Fabiola*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Barrios, Dolores*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Barrios, Jeff*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Barrios, Martin*	Adult Education	Instructional Aide II	\$13.30/hr (1)	04/18/18
Barua, Protyuth Parna	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Barua, Protyuth Parna*	DSPS	Aides-Special Education	\$11.00/hr	04/18/18
Basto, Paula Lyn	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Bates, Megan Rochelle	Fine Arts	Community Outreach Worker	\$11.00/hr	05/04/18
Batres Favela, Ruth*	Adult Education	Special Populations Coordinator	\$17.04/hr	04/19/18
Bauk, Marco A.**	HPEDA	Sports Specialist	\$12.22/hr	05/16/18
Becerra Coronel, Anayanci	Success Center	Instructional Aide	\$13.97/hr (2)	05/11/18
Becerra, Abigail*	Financial Aid	Clerk	\$11.00/hr	05/03/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Becker, Hillary	Success Center	Instructional Aide II	\$14.67/hr (3)	05/14/18
Bekhit, Mariam N.*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Bekhit, Mariam N*	Adult Education	Program Facilitator	\$14.32/hr	04/26/18
Beltran, Antonio	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Beltran, Antonio	Academic Affairs	ASL Interpreter-Instruction Support	\$42.58/hr	05/16/18
Benavidez, Kimberly*	DSPS	Instructional Aide II	\$13.30/hr (1)	04/18/18
Bernal, Gisselle Shantelle**	CalWORKs	Program Assistant II	\$11.78/hr	05/03/18
Berteau, Cynthia Kay**	Health Occupations	Continuing Education Specialist/Health Occupations	\$52.47/hr	05/14/18
Beshara, Martina*	SEM	Instructional Aide II	\$13.97/hr (2)	05/10/18
Billish, Joseph	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/02/18
Bodkin, Harold	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Bodmer, Ryan T.**	Community Education	Community Education Specialist	\$30.27/hr	04/09/18
Bonakdar, Mehrdad*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Botello, Matthew Alexander*	EPP	Vocational Education & Special Project Assistant	\$17.04/hr	05/11/18
Bouris, Peter William	Success Center	Instructional Aide I	\$11.00/hr (2)	05/09/18
Brito, Carlos	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Broudiack, Johanna M.*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Brown, Donisha Roquelle*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Brown, Malinda	Health Occupations	Instructional Aide II	\$14.67 (3)	05/09/18
Cabrera, Galilea*	EOPS	Student Affairs Assistant	\$14.32/hr	04/18/18
Cabrera, Galilea*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Cabrera, Galilea*	Financial Aid	Student Affairs Assistant	\$14.32/hr	05/10/18
Cabrera, Mirna B.*	EOPS	Student Affairs Assistant	\$14.32/hr	05/01/18
Caines, Justin	HPEDA	Instructional Aide II	\$13.67/hr (2)	04/02/18
Calderon, Jennifer M.	Fine Arts	Technical Director/Designer	\$15.36/hr	05/10/18
Calderon, Megan	EPP	Vocational Education & Special Project Assistant	\$17.04/hr	05/11/18
Calderon, Megan*	DSPS	Instructional Aide II	\$13.30/hr	04/18/18
Canto, Michelle Angela*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Carbajal, Steve	Technology	Instructional Aide II	\$14.67/hr (3)	04/09/18
Cardona, Rodolfo*	Adult Education	Community Education Specialist	\$30.27/hr	04/21/18
Carmona, Rosario G.	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Carranza, Ernesto*	Adult Education	Special Populations Coordinator	\$17.04/hr	04/18/18
Carrillo, Stephanie G.*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Casian, Maria*	Child Development	Instructional Aide II	\$13.30/hr (1)	05/10/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Castanedo, Alberto	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Castanedo, Alberto	SEM	Aides-General (Laboratory)	\$11.00/hr	05/10/18
Castellanos, Daisy J.	SEM	Aides-General (Laboratory)	\$11.00/hr	05/10/18
Castillo, Maria Carolina*	EPP	Student Affairs Technician	\$12.05/hr	05/15/18
Castro Alvarez, Joel*	Financial Aid	Student Affairs Assistant	\$14.32/hr	05/03/18
Castro, Walter*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Cedillos, Ashlie B*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Cesin Perez, Guadalupe L.*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Chahine, Ahman Mohamad	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Chatman Jr., Daniel D.	Facilities	Custodian	\$11.00/hr	05/07/18
Chavez, Andrea Ivette*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Chavez, Pedro*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Choi, Ji Hye Jennie	Fine Arts	Continuing Education Specialist/Arts & Crafts	\$23.31/hr	05/04/18
Cilia Garcia, Brenda*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Cole, John Steven	Fine Arts	Continuing Education Specialist/Arts & Crafts	\$23.31/hr	05/10/18
Collazo, Elizabeth Fatima*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Colln, Connie	Success Center	Instructional Aide I	\$11.00/hr (3)	05/09/18
Connell, Brittany	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/02/18
Contreras, Dennis Gustavo*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Coon, Rhea Fontanilla *	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Corby, Allison E.**	Student Health Services	Nurse Practitioner	\$52.46/hr	05/09/18
Coronel Jonathan	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Correa, Rosario Del Rocio*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Covarrubias, Lizette*	EPP	Vocational Education & Special Project Assistant	\$17.04/hr	05/10/18
Cox, Adam D.	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/02/18
Crable, Kristine*	DSPS	Instructional Aide II	\$13.30/hr	05/09/18
Cravens, Robert Lee	Facilities	Gardener/Groundskeeper	\$11.00/hr	04/24/18
Cruz, Denise E.	Fine Arts	Community Outreach Worker	\$11.00/hr	05/04/18
Cruz, Jennifer Victoria	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Csiszer, Pauline*	DSPS	Interpreter Certified	\$42.58/hr	05/15/18
Cudequest, Taylor H.	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Cuevas, Joel Isaiah	Success Center	Instructional Aide I	\$11.00/hr (1)	05/09/18
Cuevas, Leslie	Success Center	Instructional Aide I	\$11.00/hr (2)	05/09/18
Cuevas-Valverde, Selene	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Davis, Jeremy*	EPP	Instructional Aide I	\$11.00/hr (1)	05/10/18
Day, Pamela L.*	CTE	Program Facilitator	\$14.32/hr	04/20/18
De Dios, Onica Lisette	Health Occupations	Instructional Aide I	\$11.00/hr (1)	05/14/18
De La Garza, Julian N.	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
De La Torre, Gloria*	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/18/18
Dela Rosa, Mario	Facilities	Custodian	\$11.00/hr	04/24/18
Delgado, Emily Ann*	DSPS	Instructional Aide II	\$13.30/hr (1)	04/18/18
Delos Angeles, Gillianne**	HPEDA	Aquatic Specialist	\$11.00/hr	05/16/18
Demian, Mariam F.*	CalWORKS	Instructional Aide II	\$13.30/hr	05/03/18
Derifield, Jay Michael*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Devai, Trace Sutherland	Fine Arts	Continuing Education Specialist/Art & Crafts	\$23.31/hr	05/10/18
Dharmadhikari, Anita*	DSPS	Aides-Special Education	\$11.00/hr	04/18/18
Diaz Robles, Wendy*	CalWORKS	Instructional Aide II	\$13.30/hr	05/03/18
Diaz, Hector F.	Facilities	Custodian	\$11.00/hr	04/24/18
Diaz-Carrillo, Elizabeth*	DSPS	Instructional Aide II	\$13.30/hr (1)	04/18/18
DiGiovanni, Aleisa	Success Center	Instructional Aide I	\$11.00/hr (3)	05/09/18
Do, Trinh	SEM	Aides-General (Laboratory)	\$11.00/hr	05/10/18
Dominguez, Ruben A.	Success Center	Instructional Aide I	\$11.00/hr (3)	05/09/18
Duarte, Luis R.	Campus Police	Equipment Mechanic	\$14.32/hr	05/16/18
Duenas, Crystal	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Duran, Jose Luis	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Dwight, Melanie Ann	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Dy Liacco, Kevin Anthony	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Eckhart, Sherry Lynn	Fine Arts	Continuing Education Specialist/Art & Crafts	\$23.31/hr	05/10/18
Edwards, Selena B.	Library	Instructional Aide I	\$11.00/hr (2)	05/07/18
Egbe, Zina*	DSPS	Interpreter IV	\$34.79/hr	04/16/18
Enriquez, Mary-Joe	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Esparza Guerrero, Jose	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/02/18
Espejel, Michael	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Espejo, Graciela B.	Financial Aid	Clerk	\$11.00/hr	05/03/18
Esquivias, Diana*	Financial Aid	Student Affairs Assistant	\$14.32/hr	04/18/18
Estevez, Brenda G.	Success Center	Instructional Aide I	\$11.00/hr (3)	05/09/18
Estwick, Alexis**	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Farina, Michael J.*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	04/08/18
Faustinos, Stacey*	CalWORKs	Instructional Aide II	\$13.30/hr	05/03/18
Fernandez, Marisol*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Ferrer, Bernardo Jose	Facilities	Gardener/Groundskeeper	\$11.00/hr	04/24/18
Ferruz De Zepeda, Paola*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Ferruz De Zepeda, Paola*	Student Health Services	Community Education Specialist	\$30.27/hr	05/09/18
Figueroa, Anthony	Facilities	Custodian	\$11.00/hr	04/24/18
Figueroa, Erica	Fine Arts	Aides-General (Laboratory)	\$11.00/hr	05/10/18
Fitzgerald, Barrett*	CTE	Community Education Specialist	\$30.27/hr	04/24/18
Fletcher Uranga, Madeline*	EPP	Vocational Education & Special Project Assistant	\$17.04/hr	05/11/18
Flores, Chris Anthony	Fine Arts	Technical Director/Designer	\$15.36/hr	05/04/18
Flores, Maria De Jesus*	CalWORKs	Student Affairs Assistant	\$14.32/hr	05/09/18
Fojas, Jose D.	Health Occupations	Instructional Aide II	\$14.67/hr (3)	05/09/18
Fragoso, Manuel*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Franco, Leonardo	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Fritz Calhoun, Joshua**	Community Education	Continuing Education Specialist II/Kids College	\$33.23/hr	04/09/18
Fuentes, Debora Joanna*	DSPS	Instructional Aide II	\$13.30/hr	05/09/18
Gajaweera, Kaushalya U.	SEM	Aides-General (Laboratory)	\$11.00/hr	05/09/18
Gallardo, Salvador	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Gallegos Mendez, Kevin A.*	SEM	Instructional Aide II	\$13.30/hr (1)	05/10/18
Galloway, Naomi	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Galvan, Eric A.	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/01/18
Galvan, Suzanna Cordova*	DSPS	Interpreter Certified	\$42.58/hr	05/11/18
Garcia Gomez, Eliot*	Financial Aid	Student Affairs Technician	\$12.05/hr	05/11/18
Garcia Pedrao, Sneider	Technology	Instructional Aide II	\$13.97/hr (2)	03/26/18
Garcia Pedrao, Sneider*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Garcia, Aviance Marie*	CalWORKs	Clerk	\$11.00/hr	05/03/18
Garcia, Jacqueline*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Garcia, Jacqueline*	EPP	Student Affairs Technician	\$12.05/hr	05/11/18
Garner, Jacqueline*	Adult Education	Community Education Specialist	\$30.27/hr	05/14/18
Garrido, Sandy	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Gaxiola Jr., George M.	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Girgis, Renee F.*	Adult Education	Community Education Specialist	\$30.27/hr	04/18/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Girgis, Rose*	Adult Education	Community Education Specialist	\$30.27/hr	04/18/18
Giron, Patricia*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Godinez, Nancy Gabriela*	CalWORKs	Clerk	\$11.00/hr	05/09/18
Gomez Juarez, Nancy	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Gomez Juarez, Nancy	Business Humanities	Instructional Aide I	\$11.00/hr	05/11/18
Gomez, Jennifer*	EPP	Community Education Specialist	\$30.27/hr	05/11/18
Gomez, Norma	Facilities	Custodian	\$11.00/hr	04/24/18
Gomez, Regine Marie*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Gonzalez Magana, Zaira*	EPP	Instructional Aide I	\$11.00/hr (1)	05/11/18
Gonzalez, Amanda E. *	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Gonzalez, Amanda E. *	Child Development	Instructional Aide II	\$14.67/hr (3)	05/10/18
Gonzalez, Anthony	Fine Arts	Instructional Aide II	\$13.30/hr	05/04/18
Gonzalez, Elizabeth	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Gonzalez, Emmanuel E.*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Gonzalez, Marysol*	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/19/18
Gonzalez, Patricia	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Gonzalez, Rosie*	Financial Aid	Instructional Aide II	\$13.97/hr (2)	05/03/18
Gotauco, Richard	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/01/18
Grace, Kyrillos	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Grace, Lori L.	Fine Arts	Continuing Education Specialist/Art & Crafts	\$23.31/hr	05/10/18
Guerra, Ashley Michelle	Success Center	Instructional Aide II	\$13.30/hr (1)	05/09/18
Gutierrez, Anthony	Technology	Instructional Aide II	\$13.30/hr (1)	03/26/18
Gutierrez, Diana*	Child Development	Instructional Aide II	\$13.97/hr (2)	05/10/18
Gutierrez, Evelyn	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Guzman, Jonathan A.*	Adult Education	Program Facilitator	\$14.32/hr	04/18/18
Guzman, Jose Luis*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Hatfield, Linda M.*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Hatfield, Tyrone*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Henderson, Sarah*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Hernandez, Amy**	HPEDA	Aquatic Specialist	\$11.00/hr	05/16/18
Hernandez, Ariana M.	SEM	Aides-General (Laboratory)	\$11.00/hr	05/17/18
Hernandez, Brooke*	Adult Education	Special Populations Coordinator	\$17.04/hr	04/19/18
Hernandez, Brooke*	Adult Education	Community Education Specialist	\$30.27/hr	05/16/18
Hernandez, Delone*	DSPS	Instructional Aide I	\$11.00/hr (1)	04/18/18

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Hernandez, Jesus	Success Center	Instructional Aide I	\$11.00/hr (1)	05/09/18
Hernandez, Jesus	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Hernandez, Marilyn*	Child Development	Instructional Aide II	\$13.30/hr (1)	05/11/18
Hernandez, Miguel Angel	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Hernandez, Sarah M.	Admissions and Records	Aides-Special Registration Account Clerk	\$11.18/hr (3)	04/09/18
Hernandez, Tanya	Child Development	Instructional Aide I	\$11.00/hr (1)	05/10/18
Hernandez, Tanya*	Child Development	Instructional Aide II	\$13.97/hr (2)	05/10/18
Hernandez, Trinidad Y. *	CalWORKs	Clerk	\$11.00/hr	05/07/18
Herrera, Crystal L.*	CalWORKs	Instructional Aide II	\$13.30/hr	05/03/18
Herrera, Jasmine Amber*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Herrera, Marisela Martinez	Success Center	Instructional Aide II	\$13.97/hr (2)	05/09/18
Hibbard, Mary L.**	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Hinton, Olivia Joy	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Hinton, Olivia Joy	SEM	Aides-General (Laboratory)	\$11.00/hr	05/10/18
Hinton, Sarah M.	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Ho, Austin James*	SEM	Instructional Aide II	\$14.67/hr (3)	05/14/18
Ho, Kayla Delena*	Financial Aid	Instructional Aide II	\$13.97/hr (2)	05/03/18
Holmes II, William S.**	Community Education	Continuing Education Specialist I/Kids College	\$30.27/hr	04/19/18
Horn, Glenn	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Howard, Terry T.	Facilities	Custodian	\$11.00/hr	04/24/18
Hu, Jianli*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	05/11/18
Hughes, Areal Le Vine	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Hunter, Claire A.*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Iachetta, Carolyne*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Ibanez, Valerie M.*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Isas, Jaqueline*	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/18/18
Islas, Destiny Jasmine	EPP	Intermediate Typist Clerk	\$11.00/hr	05/11/18
Islas, Destiny Jasmine*	EPP	Student Affairs Assistant	\$12.05/hr	04/30/18
Issac, Terrance*	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/18/18
Jackson, Michael	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Jacobsen, Steven Lee	Fine Arts	Continuing Education Specialist/Arts & Craft	\$23.31/hr	05/10/18
Jaimez Jr., Gerald	Facilities	Custodian	\$11.00/hr	04/24/18
Jarrin, Jessi M.	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18

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Jauregui, Karelia M.*	Adult Education	Program Assistant II	\$11.78/hr	04/19/18
Jazayri, Yousef	Success Center	Instructional Aide II	\$13.30/hr (1)	05/04/18
Jesmin, Sharifa	Success Center	Instructional Aide II	\$13.30/hr (1)	05/04/18
Jiang, Jinhui	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Johnson, Cameron Barrett	Fine Arts	Technical Director/Designer	\$15.36/hr	05/10/18
Johnson, Debra*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	05/07/18
Joo, Susie Rena	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Joseph, Joel*	Success Center	Instructional Aide II	\$14.67/hr (3)	05/09/18
Joson, Joseph	HPEDA	Instructional Aide II	\$14.67/hr (3)	05/14/18
Joson, Joseph	Facilities	Pool Maintenance Technician	\$12.34/hr	04/24/18
Joson, Joseph**	HPEDA	Community Education Specialist	\$30.27/hr	05/16/18
Juarez, Cindy Julie	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Karki, Uma*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Kaveney, Heather Renee	Library	Instructional Aide II	\$13.97/hr (2)	04/03/18
Kennedy, Christina	Fine Arts	Technical Director/Designer	\$15.36/hr	05/10/18
Khalil, Ragaa Rasmy*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Khong, Erin B.**	HPEDA	Sports Specialist	\$12.22/hr	05/16/18
Kilis, Jeanette Marie	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Kim Abigail	Success Center	Instructional Aide II	\$13.97/hr (2)	05/04/18
Kim, Kyounghee	Fine Arts	Continuing Education Specialist/Arts & Craft	\$23.31/hr	05/04/18
Kim, Angela G.	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Klein, Jason Allen	Fine Arts	Community Outreach Worker	\$11.00/hr	05/04/18
Kovach, Kaitlin Elaine	Fine Arts	Technical Director/Designer	\$15.36/hr	05/10/18
Kuo, Brian Po Chen	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18
Kwak, Christina	Success Center	Instructional Aide II	\$13.97/hr (2)	05/04/18
Kwon, Chung IL*	DSPS	Interpreter Certified	\$42.58/hr	05/07/18
Lamadrid, Aimee Ali	Success Center	Instructional Aide II	\$13.30/hr (1)	05/04/18
Landa, Juan Carlos	Success Center	Instructional Aide II	\$13.30/hr (1)	05/04/18
Lapitan Carolyn E.*	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Lapitan Carolyn E.*	Child Development	Instructional Aide II	\$13.97/hr (2)	05/10/18
Larios, Elizabeth*	Financial Aid	Student Affairs Assistant	\$12.05/hr	05/10/18
Larrimore, Kareem M.	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/01/18
Lavulo, Alifeleti S.	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/01/18

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Lay, Sonya	Adult Education	Instructional Aide II	\$13.97/hr (2)	04/18/18
Layne, Jonathan D.*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Le Van, Kathleen R.	Success Center	Instructional Aide II	\$13.97/hr (2)	05/04/18
Lee, Eunice E.**	Community Education	Community Education Specialist	\$30.27/hr	05/07/18
Leekley, Brandy L.*	Student Health Services	Clerk	\$11.00/hr	05/09/18
Legaspi, Brent E	Success Center	Instructional Aide II	\$13.30/hr (1)	05/04/18
Legaspi, Brent E.*	DSPS	Aides-Special Education	\$11.00/hr	04/18/18
Leguizamon-Tunnell, Claudia*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Lekavich, Christopher Carl	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/21/18
Lemus, Estefany*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Lemus, Estefany**	CalWORKS	Program Assistant II	\$11.78/hr	05/03/18
Leon, Lorena*	CalWORKS	Clerk	\$11.00/hr	05/03/18
Levy, Elijah*	Adult Education	Community Education Specialist	\$30.76/hr	05/14/18
Lewis, Jermaine	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/02/18
Liggins, Monique R	Health Occupations	Instructional Aide II	\$14.67/hr (3)	05/10/18
Liu, Xuanyuan	Success Center	Instructional Aide II	\$13.97/hr (2)	05/04/18
Lizarraga, Jennifer*	Library	Program Facilitator	\$14.32/hr	05/10/18
Llanes, Carlos A.	Success Center	Instructional Aide I	\$11.00/hr (1)	05/04/18
Loaiza, Anayely	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/19/18
Loaiza, Julissa	Adult Education	Program Assistant II	\$11.78/hr	04/18/18
Loayza, Diana M.	Fine Arts	Program Facilitator	\$14.32/hr	05/04/18
Lock, Bradley Allen	Fine Arts	Continuing Education Specialist/Arts & Craft	\$23.31/hr	05/04/18
Lombera, Brian	Fine Arts	Community Outreach Worker	\$11.00/hr	05/04/18
Lopez Calderon, Erick*	SEM	Instructional Aide II	\$14.67/hr (3)	05/10/18
Lopez, Alejandro*	Adult Education	Community Education Specialist	\$30.27/hr	05/15/18
Lopez, Daniela	Financial Aid	Clerk	\$11.00/hr	05/03/18
Lopez, Karla E.*	Adult Education	Program Assistant II	\$11.78/hr	04/19/18
Lopez, Krystal Claire*	DSPS	Aides-Special Education	\$11.00/hr	04/18/18
Lopez, Krystal Claire*	DSPS	Instructional Aide II	\$13.30/hr	04/18/18
Lopez, Lourdes*	CalWORKS	Program Assistant II	\$11.78/hr	05/03/18
Lopez, Martha*	Child Development	Instructional Aide II	\$14.67/hr (3)	05/10/18
Lopez, Priscilla Evelina*	Financial Aid	Instructional Aide II	\$13.30/hr	05/03/18
Lopez, Sandra	Success Center	Instructional Aide II	\$14.67/hr (3)	05/04/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Lopez, Sandra*	SEM	Instructional Aide II	\$14.67/hr (3)	05/10/18
Lourenco, Jon Paul*	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Lozano, Jorge*	Adult Education	Community Education Specialist	\$30.27/hr	04/19/18
Lugo, Luis	SEM	Aides-General (Laboratory)	\$11.00/hr	05/11/18
Luna, Javier*	Financial Aid	Clerk	\$11.00/hr	05/03/18
Luna, Mercedes*	CTE	Program Facilitator	\$14.32/hr	04/20/18
Lynch, Stephen	Success Center	Instructional Aide II	\$13.97/hr (2)	05/04/18
Maae, Stacey J**	Community Education	Sports Specialist	\$12.22/hr	04/26/18
Macedo, Diana Estela*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Macias, Omar	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Mack-Talalemotu, Destiny**	Community Education	Program Assistant I	\$11.00/hr	05/03/18
Madlangbayan, Jo Aizel*	Financial Aid	Instructional Aide II	\$13.30/hr	05/15/18
Madrigal, Lucas	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Maehara, June E**	Community Education	Continuing Education Specialist I/Kids College	\$30.27/hr	04/26/18
Magao, Engelbert, Madaag*	CTE	Vocational Education & Special Project Assistant	\$17.04/hr	04/26/18
Major, Amber Elizabeth**	Community Education	Program Facilitator	\$14.32/hr	04/26/18
Major, Andrea C*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Malfavon, Allen	Success Center	Instructional Aide II	\$13.97/hr (2)	05/15/18
Mancilla Solar, Michelle*	Library	Program Assistant II	\$11.78/hr	04/26/18
Mansell, Bonnie*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Maragno, Kathryne	HPEDA	Program Facilitator	\$14.32/hr	04/26/18
Marin, Silvia Patricia*	CalWORKs	Clerk	\$11.00/hr	05/15/18
Maris-Gramajo, Edgar	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Marquez, Cynthia J*	Financial Aid	Student Affairs Technician	\$12.05/hr	04/18/18
Marquez-Alvidrez, Delores*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Marroquin, Sonia Marie**	Community Education	Continuing Education Specialist III/Kids College	\$36.35/hr	04/26/18
Marshall, Issac Jr.	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Martinez III, Tony	Fine Arts	Technical Director/Designer	\$15.36/hr	05/15/18
Martinez, Espindola Sandra*	Success Center	Instructional Aide II	\$14.67/hr (3)	05/15/18
Martinez, Genessis	Fine Arts	Instructional Aide I	\$11.00/hr	05/15/18
Martinez, Jaime	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Martinez, Laura*	Adult Education	Community Education Specialist	\$30.27/hr	05/15/18
Martinez, Suleyma*	CalWORKs	Clerk	\$11.00/hr	05/15/18
Martinez, Suleyma**	CalWORKs	Program Assistant II	\$11.78/hr	05/07/18

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Marzal, Diego	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Mata, Micah	Success Center	Instructional Aide II	\$13.97/hr (2)	05/15/18
Matsunaga, Zorayda	DSPS	Interpreter II	\$23.89/hr	04/26/18
Mavrikis, Alexandra**	Community Education	Program Facilitator	\$14.32/hr	04/26/18
McDevitt, David	Success Center	Instructional Aide II	\$13.30/hr (1)	05/16/18
McKelly, Shauna	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18
McLaughlin, Mark**	Community Education	Continuing Education Specialist I/Kids College	\$30.27/hr	04/26/18
McMillen, Lana	Community Education	Continuing Education Specialist III/Kids College	\$36.35/hr	04/26/18
Medina-Quiroz, Thomas	Success Center	Instructional Aide II	\$13.30/hr (1)	05/16/18
Mejia, Michael Alexander*	Financial Aid	Clerk	\$11.00/hr	05/16/18
Mellena, Thomas D**	Community Education	Community Education Specialist	\$30.27/hr	04/26/18
Mendez, Jacqueline*	SEM	Instructional Aide II	\$14.67/hr (3)	05/16/18
Mendiola, Ariana	EPP	Program Facilitator	\$14.32/hr	05/16/18
Mesa, David M**	Community Education	Program Facilitator	\$14.32/hr	04/26/18
Mesa, Evan	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18
Miranda, Adrian C**	Community Education	Program Facilitator	\$14.32/hr	04/26/18
Miranda, Jessica Brianna*	Financial Aid	Clerk	\$11.00/hr	05/16/18
Modesto, William	Library	Instructional Aide I	\$11.00/hr	04/26/18
Molina, Robeto Julio*	Financial Aid	Clerk	\$11.00/hr	05/16/18
Mondaca, Frances*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Monge, Sauny Kary*	Financial Aid	Instructional Aide II	\$13.30/hr	05/16/18
Montalvo, Vilma*	CTE	Program Facilitator	\$14.32/hr	04/26/18
Monterroza, Marvin*	SEM	Instructional Aide II	\$13.97/hr (2)	05/16/18
Montes de Oca, Erica	Success Center	Instructional Aide I	\$11.00/hr	05/15/18
Montion, Laura*	Financial Aid	Clerk	\$11.00/hr	04/26/18
Montoya, Luisafer	Technology	Instructional Aide II	\$13.30/hr (1)	05/11/18
Moore, Melanye M*	CalWORKS	Instructional Aide I	\$11.00/hr	05/16/18
Morales, Carolina	Success Center	Instructional Aide II	\$13.30/hr (1)	05/16/18
Morales, Danielle M*	CalWORKS	Student Affairs Assistant	\$14.32/hr	04/26/18
Morales, Margaret*	SEM	Special Population Coordinator	\$17.04/hr	04/26/18
Moran Garcia, Brenda A	Liberal Arts	Intermediate Clerk	\$11.00/hr	05/16/18
Moreno, Luis*	SEM	Instructional Aide II	\$13.30/hr (1)	05/16/18
Moreno, Melissa	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18
Moreno, Samantha	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18

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Morga, Brittney*	Child Development	CDC Substitute Teacher	\$21.52/hr	05/10/18
Moriarty, Cynthia*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	05/17/18
Morrison, Anna	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Morrison, Sharon Renee*	Financial Aid	Clerk	\$11.00/hr	05/16/18
Munoz, Edurado	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18
Munoz, Kimberly*	Financial Aid	Student Affairs Technician	\$12.05/hr	04/18/18
Munteanu, John	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18
Murase, Tadashi Ron	Technology	Instructional Aide II	\$13.30/hr (1)	05/16/18
Murase, Tadashi Ron*	CTE	Program Facilitator	\$14.32/hr	04/26/18
Murillo-Reyes, Esmeralda*	Financial Aid	Clerk	\$11.00/hr	05/16/18
Nabi, Gulshan*	CalWORKs	Instructional Aide I	\$11.00/hr	05/11/18
Nabi, Gulshan**	CalWORKs	Program Assistant II	\$11.78/hr	05/11/18
Nance, Michael*	DSPS	Vocational Education & Special Project Assistant	\$17.04/hr	04/26/18
Nasr, Daniel	Success Center	Instructional Aide II	\$13.30/hr (1)	05/11/18
Nava, Dolores*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Navarro, Melissa Teresa*	Financial Aid	Clerk	\$11.00/hr	05/11/18
Negen, Jacob	Success Center	Instructional Aide II	\$14.67/hr (3)	05/11/18
Negrete, Viviana	Success Center	Instructional Aide I	\$11.00/hr	05/11/18
Nehls, Carl*	DSPS	Instructional Aide II	\$13.30/hr	05/11/18
Nelson, Dulcinea St. Claire	Community Education	Program Assistant II	\$11.78/hr	04/26/18
Nelson, Kerry**	Community Education	Sports Specialist	\$12.22/hr	04/26/18
Nepomuceno, Cheryl*	DSPS	Aides - Special Education	\$11.00/hr	04/26/18
Newmaster, Charity B*	DSPS	Interpreter V	\$41.02/hr	04/26/18
Newsome, Mary*	DSPS	Interpreter V	\$41.02/hr	04/26/18
Ng, Hazel**	Student Health Services	Continuing Education Specialist/Health Occupations	\$52.47/hr	05/14/18
Ngoun, Kevin	Community Education	Sports Specialist	\$12.22/hr	04/26/18
Nieto, Jennifer*	Adult Education	Program Facilitator	\$14.32/hr	04/26/18
Nieto, Wendy*	Adult Education	Special Population Coordinator	\$17.04/hr	04/26/18
Nino de Rivera, Irene	Library	Instructional Aide I	\$11.00/hr	05/11/18
Noriega, Dezirae Nicole*	CalWORKs	Clerk	\$11.00/hr	05/11/18
Nunez, Maria*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Nunez, Norberto*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Nutt, Karen*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
O'Brien-Lux, Colin*	DSPS	Interpreter Certified	\$42.58/hr	05/16/18
Ochoa, Lorena*	Adult Education	Community Education Specialist	\$30.27/hr	05/16/18
Odrich, Eileen M	EPP	Technical Support Coordinator	\$19.32/hr	05/11/18
Oliva, Angelica	EPP	Grant Writer	\$20.26/hr	05/11/18
Olive, Jeanette Yvonne**	Student Health Services	Continuing Education Specialist/Health Occupations	\$52.47/hr	05/11/18
O'Neil, Jeannie*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Ong, Dustin Aldrich	Fine Arts	Multimedia Production Specialist	\$14.32/hr	05/11/18
Ortega, Chris	SEM	Aides - General Laboratory	\$11.00/hr	05/11/18
Ortega, Curtis	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Ortega, Joshua	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Ortiz, Margarita*	DSPS	Interpreter Certified	\$42.58/hr	05/16/18
Ortiz, Marissa*	DSPS	Interpreter III	\$27.52/hr	05/16/18
Ortiz, Vernice*	Financial Aid	Program Assistant II	\$11.78/hr	05/16/18
Oviedo, Andrea*	Adult Education	Special Population Coordinator	\$17.04/hr	05/16/18
Pacheco, Andy	Success Center	Instructional Aide II	\$13.97/hr (2)	05/16/18
Padilla, Debra**	Community Education	Recreation Activity Specialist	\$14.18/hr	05/14/18
Padilla, Fanny Francine*	Child Development	Instructional Aide II	\$13.97/hr (2)	05/16/18
Paffenroth, Michelle	Success Center	Instructional Aide II	\$13.97/hr (2)	05/14/18
Palacios, Steven	Success Center	Instructional Aide II	\$14.67/hr (3)	05/14/18
Parr, Richard	Facilities	Gardener/Groundskeeper	\$11.00/hr	05/14/18
Partida, Gilbert*	DSPS	Interpreter V	\$41.02/hr	05/14/18
Paschall, Alante Jamone	Success Center	Instructional Aide II	\$13.97/hr (2)	05/14/18
Pasillas, Crystal Janelle	Culinary Arts	Cashier/Clerk	\$11.00/hr	05/14/18
Patton, Lori	DSPS	Interpreter V	\$41.02/hr	05/14/18
Pena, Briana	EOPS	Student Affairs Assistant	\$14.32/hr	04/30/18
Pena, Briana*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Pena, Sergio Edward	Fine Arts	Aides - General Laboratory	\$11.00/hr	05/15/18
Penaloza Jr., Elio	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Peplowski, Hillary Lyn**	Community Education	Continuing Education Specialist I/Kids College	\$30.27/hr	05/15/18
Peregrina, Andrew	Facilities	Custodian	\$11.00/hr	05/15/18
Perez Juarez, Marcela*	Adult Education	Community Education Specialist	\$30.27/hr	05/15/18
Perez Martinez, Moises*	Adult Education	Community Education Specialist	\$30.27/hr	05/15/18
Perez, Andres	Success Center	Instructional Aide I	\$11.00/hr	05/15/18
Perez, Jacob*	SEM	Instructional Aide II	\$14.67/hr (3)	05/15/18

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Perez, Jennifer	SEM	Aides - General Laboratory	\$11.00/hr	05/15/18
Perez, Vicki M*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Perkins, David*	CTE	Technical Support Coordinator	\$19.32/hr	05/15/18
Pesina, Juan	Business	Secretary	\$11.78/hr	05/15/18
Pesina, Victor	Business	Secretary	\$11.78/hr	03/30/18
Pham, Vi	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Ponce, Jailene*	EOPS	Student Affairs Assistant	\$14.32/hr	04/30/18
Ponce, Jailene*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Ponce, Jailene*	Financial Aid	Student Affairs Assistant	\$14.32/hr	05/15/18
Ponce, Ruben Martin*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Pope, Elonda**	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Prado, Veronica*	Adult Education	Program Facilitator	\$14.32/hr	05/15/18
Pulido Villanueva, Luis*	Financial Aid	Program Assistant II	\$11.78/hr	05/15/18
Quesada, Alfredo*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Quesada, Deanna*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Quezada, Vanessa*	Child Development	CDC Substitute Teacher	\$22.55/hr	05/10/18
Quiatchon, Aaron John Baptista	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Quinonez, Mariela*	Adult Education	Program Facilitator	\$14.32/hr	04/26/18
Raines, Carrisa*	DSPS	Interpreter I	\$20.25/hr	04/24/18
Ramirez Jr., David	SEM	Aides - General Laboratory	\$11.00/hr	05/15/18
Ramirez Renteria, Trixie Lupe*	Financial Aid	Instructional Aide II	\$13.30/hr	05/15/18
Ramirez, Ariel	Success Center	Instructional Aide II	\$13.97/hr (2)	05/15/18
Ramirez, Jessica	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Ramirez, Monica	Success Center	Instructional Aide II	\$13.97/hr (2)	04/06/18
Ramirez, Norma	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Ramos, Kimberly*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Ramos, Maria*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Raya, Karla	Library	Program Assistant I	\$11.00/hr	05/15/18
Raygoza Arroyo, Roxana*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Recinos, Genesis J	EPP	Instructional Aide I	\$11.00/hr	05/15/18
Reed, Ashley*	Child Development	CDC Substitute Teacher	\$21.52/hr	05/15/18
Reed, Theresa*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Reyes Jimenez, Jose B	Health Occupations	Instructional Aide I	\$11.00/hr	05/10/18

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Reyes, Paulina Ruiz*	DSPS	Instructional Aide II	\$13.30/hr	05/15/18
Reynolds, Clare	Success Center	Instructional Aide II	\$14.67/hr (3)	05/15/18
Reynolds, Trevor*	Success Center	Instructional Aide II	\$14.67/hr (3)	05/15/18
Rios, Hugo*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Rivas, Stephanie*	Financial Aid	Instructional Aide II	\$13.30/hr	05/15/18
Robbins, Rachel Diane**	Community Education	Program Facilitator	\$14.32/hr	04/24/18
Roberts, Gerald Keith	Success Center	Instructional Aide II	\$14.67/hr (3)	05/15/18
Roberts, Rachel Anne**	Community Education	Program Assistant II	\$11.78/hr	04/24/18
Robertson, Deena*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Robinson, Emily G*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Robinson Jr., Ethan**	Community Education	Program Assistant II	\$11.78/hr	05/10/18
Robles Zaragoza, Elena	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Robles, Sally	Success Center	Instructional Aide II	\$14.67/hr (3)	05/15/18
Roche Ramirez, Karia*	Adult Education	Instructional Aide II	\$13.30/hr (1)	04/24/18
Roche Ramirez, Sergio*	Adult Education	Instructional Aide II	\$13.30/hr (1)	04/24/18
Rodgers-Griffin, Allison*	DSPS	Interpreter IV	\$34.79/hr	04/24/18
Rodriguez Cervantes, Pamela	Library	Instructional Aide I	\$11.00/hr	04/24/18
Rodriguez, Desiree	Success Center	Instructional Aide II	\$14.67/hr (3)	05/15/18
Rodriguez, Desiree*	SEM	Instructional Aide II	\$14.67/hr (3)	05/15/18
Rodriguez, Elizabeth	Fiscal Services	Administrative Secretary	\$13.64/hr	05/08/18
Rodriguez, Nadia*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Rodriguez, Natalie	Success Center	Instructional Aide I	\$11.00/hr	05/15/18
Rojas de Mejia, Mary*	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/24/18
Rojas Rivera, Juan Carlos	Success Center	Instructional Aide I	\$11.00/hr	05/15/18
Rojas Rivera, Juan Carlos	Success Center	Instructional Aide II	\$13.97/hr (2)	05/15/18
Romero Ruiz, Irabiel	Success Center	Instructional Aide II	\$13.97/hr (2)	05/15/18
Romero, Alex*	Financial Aid	Instructional Aide II	\$13.30/hr	05/15/18
Romero, Chantel	Success Center	Instructional Aide I	\$11.00/hr	05/15/18
Romero-Cardenas, Itzel	Fine Arts	Aides - General Laboratory	\$11.00/hr	05/15/18
Romo, Steven**	Community Education	Program Facilitator	\$14.32/hr	04/24/18
Rosales, Gabrielle	Success Center	Instructional Aide II	\$13.30/hr (1)	05/15/18
Rosales, Israel*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Rosell, Pablo	Success Center	Instructional Aide I	\$11.00/hr	05/15/18

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Roybal, Elika**	Student Health Services	Nurse Practitioner	\$52.46/hr	05/15/18
Ruiz Limon, Maria G*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Ruiz, Amy*	Financial Aid	Student Affairs Assistant	\$14.32/hr	04/24/18
Ruiz, Dedrick*	SEM	Instructional Aide II	\$14.67/hr (3)	05/15/18
Ruiz, Jacob*	DSPS	Aides - Special Education	\$11.00/hr	04/24/18
Ruiz, Jennifer C*	Financial Aid	Clerk	\$11.00/hr	05/15/18
Ruiz, Jennifer C**	Community Education	Administrative Secretary	\$13.64/hr	04/24/18
Ruiz, Julian	Success Center	Instructional Aide II	\$13.97/hr (2)	05/15/18
Ruiz, Stephanie	HPEDA	Instructional Aide II	\$13.97/hr (2)	04/24/18
Russ, Teresa*	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Russell, Carolyn A*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Rust, Lance**	Community Education	Program Assistant I	\$11.00/hr	05/10/18
Saavedra Meza, Alexandria*	Financial Aid	Instructional Aide II	\$13.30/hr	05/11/18
Sakurai, Lester H*	SEM	Instructional Aide II	\$14.67/hr (3)	05/11/18
Salazar, Felicitas*	Adult Education	Coordinator of Community Relations	\$16.42/hr	04/24/18
Salazar, Noemi*	Adult Education	Instructional Aide II	\$13.30/hr (1)	05/16/18
Saldana Jr., Frank	Success Center	Instructional Aide I	\$11.00/hr	05/14/18
Saldana, Sunny*	CalWORKs	Program Assistant II	\$11.78/hr	05/11/18
Salguero, Naila Y*	Adult Education	Program Assistant II	\$11.78/hr	04/24/18
Samel, Chryсна*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Sanchez, Jacky**	Community Education	Program Assistant II	\$11.78/hr	04/24/18
Sanchez, Marisol*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Sanchez, Sandra*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Sandoval, Roberto R	Fine Arts	Aides - General Laboratory	\$11.00/hr	05/11/18
Santos, Jose	Facilities	Custodian	\$11.00/hr	04/24/18
Santos, Justine	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Santos, Michelle**	Student Health Services	Nurse Practitioner	\$52.46/hr	05/10/18
Saucedo, Deanna Jessica	Fine Arts	Aides - General Laboratory	\$11.00/hr	05/11/18
Sawyer, Elizabeth	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Schellar, Kyle	Success Center	Instructional Aide II	\$13.30/hr (1)	05/14/18
Schiavo, Mark**	Community Education	Continuing Education Specialist III/Kids College	\$36.35/hr	04/24/18
Schumacher, Owen	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Scurlock, Monae Sierra*	Financial Aid	Clerk	\$11.00/hr	05/11/18
Semeniuk, Clarissa A**	Student Health Services	Nurse Practitioner	\$52.46/hr	05/14/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Sepulveda, Cecilia	Success Center	Instructional Aide II	\$13.97/hr (2)	05/11/18
Serrano de Lorenzo, Maria*	Child Development	CDC Substitute Teacher	\$22.55/hr	05/11/18
Siangio, John*	DSPS	Instructional Aide II	\$13.30/hr	04/24/18
Silveria, Deborah*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Singh, Hardit	SEM	Aides - General Laboratory	\$11.00/hr	05/11/18
Smith, Chelsea	Success Center	Instructional Aide II	\$13.97/hr (2)	05/14/18
Smith, Sandra*	Adult Education	Community Education Specialist	\$30.27/hr	05/11/18
Soriano Perez, Miriam G*	Financial Aid	Clerk	\$11.00/hr	05/11/18
Soto Diaz, Juan Daniel*	Financial Aid	Clerk	\$11.00/hr	05/11/18
Soto, Valerie*	Adult Education	Program Facilitator	\$14.32/hr	04/24/18
Spjut-Wilcox, Sarah J*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Spradlin, Nancy**	Community Education	Continuing Education Specialist/Health Occupations	\$52.47/hr	04/24/18
Stephens, Brianna	Success Center	Instructional Aide II	\$14.67/hr (3)	05/14/18
Stiles, Ian	Success Center	Instructional Aide II	\$14.67/hr (3)	05/14/18
Stockwell, Melissa	Success Center	Instructional Aide II	\$14.67/hr (3)	05/14/18
Suarez Garduno, Natali	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Suresh, Nidheya	Success Center	Instructional Aide II	\$13.30/hr (1)	05/10/18
Tabayoyong, Janalee	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Tait, Mark**	Technology	Continuing Education Specialist/Business Technology	\$52.47/hr	04/24/18
Takeuchi, Kevin*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Talavera, Alvi Leticia	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Tanner, Desiree*	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Tate, William D.	Facilities	Custodian	\$11.00/hr	04/24/18
Tawa, Joshua	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Taylor, Ambrosia N*	Financial Aid	Instructional Aide II	\$13.30/hr	05/10/18
Taylor, Katrina*	DSPS	Instructional Aide II	\$13.30/hr (1)	04/24/18
Taylor, Katrina*	DSPS	Interpreter I	\$20.25/hr	04/24/18
Tenner, Lakesha	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Testani, Robert	Facilities	Custodian	\$11.00/hr	04/24/18
Thind, Chandandeep	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Thormodsen, Kurt R	Fine Arts	Technical Director/Designer	\$15.36/hr	05/10/18
Thornbury, Robert**	Community Education	Continuing Education Specialist/Health Occupations	\$52.47/hr	04/24/18
Tiano, Anthony	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18

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<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Tingley, Tyler	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Toohey, Erika	Fine Arts	Continuing Education Specialist/Arts & Craft	\$23.31/hr	05/10/18
Toribio, Neptali	Success Center	Instructional Aide II	\$13.30/hr (1)	05/10/18
Torres, Alma*	CalWORKs	Program Assistant II	\$11.78/hr	04/24/18
Torres, Alma*	CalWORKs	Clerk	\$11.00/hr	05/10/18
Torres, Carolanne*	Financial Aid	Program Assistant II	\$11.78/hr	04/24/18
Torres, Daniel	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Torres, Diana	Fiscal Services	Administrative Secretary	\$13.64/hr	04/30/18
Torres, Erick E*	EPP	Student Affairs Technician	\$12.05/hr	04/27/18
Torres, Priscilla*	CalWORKs	Instructional Aide I	\$11.00/hr	05/10/18
Trejo, Andrew	Success Center	Instructional Aide II	\$13.30/hr (1)	05/10/18
Trimble, William Clifford**	Community Education	Community Education Specialist	\$30.27/hr	04/24/18
Trimble, William Clifford**	Community Education	Program Facilitator	\$14.32/hr	04/24/18
Trinh, Antwan	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Try, Kim Beau	SEM	Science Laboratory Technician - Biology	\$12.34/hr	05/10/18
Tsang, William*	CTE	Continuing Education Specialist/Business Technology	\$52.47/hr	05/11/18
Tucker, Jazmine*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Turner, Andrea*	Child Development	CDC Substitute Teacher	\$22.55/hr	05/10/18
Turner, Tracey	Fine Arts	Continuing Education Specialist/Arts & Craft	\$23.31/hr	05/10/18
Tyler, Daryl*	DSPS	Instructional Aide II	\$13.30/hr	05/10/18
Umana, Andrew*	SEM	Instructional Aide II	\$13.97/hr (2)	05/10/18
Valencia, Cristan I.	Fine Arts	Community Outreach Worker	\$11.00/hr	05/10/18
Valentin Sotelo, Flor Edith*	Financial Aid	Instructional Aide II	\$13.30/hr	05/10/18
Valenzuela, Jasiel**	HPEDA	Aquatic Specialist	\$11.00/hr	05/16/18
Valenzuela, Juan	Fine Arts	Aides - General Laboratory	\$11.00/hr	05/10/18
Valenzuela, Liana*	CalWORKs	Clerk	\$11.00/hr	05/10/18
Valenzuela, Mathew*	Financial Aid	Instructional Aide II	\$13.30/hr	05/10/18
Valenzuela-Lizarme, Hether	Success Center	Instructional Aide I	\$11.00/hr	05/10/18
Valladares, Manuel	Success Center	Instructional Aide II	\$13.30/hr (1)	05/10/18
Valladolido-Vergara, Cinthya*	CalWORKs	Student Placement Specialist	\$12.34/hr	05/10/18
Valle Jimenez, Samuel	Success Center	Instructional Aide II	\$14.67/hr (3)	05/10/18
Van Herk, Tracy*	Adult Education	Community Education Specialist	\$30.27/hr	04/24/18
Vander Linden, Daneille**	Community Education	Vocational Education & Special Project Assistant	\$17.04/hr	04/24/18

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Varela, Daniel Alonso*	Adult Education	Program Facilitator	\$14.32/hr	04/24/18
Varela, Daniel Alonso*	Financial Aid	Program Assistant II	\$11.78/hr	05/10/18
Varela, Phillip	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Vargas, Jose	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
Vargas, Maddison C*	CTE	Program Facilitator	\$14.32/hr	04/20/18
Vargas, Michael	Success Center	Instructional Aide I	\$11.00/hr	05/10/18
Vargas, Rose**	Student Health Services	Nurse Practitioner	\$52.46/hr	05/10/18
Veal, Eglar*	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Vega, Rosa*	Financial Aid	Student Affairs Technician	\$12.05/hr	04/24/18
Velazquez Ramirez, Paola*	EOPS	Student Affairs Assistant	\$14.32/hr	04/30/18
Velazquez Ramirez, Paola*	Financial Aid	Student Affairs Assistant	\$14.32/hr	05/10/18
Velazquez, Stephanie M*	EPP	Instructional Aide I	\$11.00/hr	05/10/18
Verduzco, Angel*	DSPS	Aides - Special Education	\$11.00/hr	04/24/18
Vergara, Raymundo*	SEM	Instructional Aide II	\$14.67/hr (3)	06/06/18
Villa, Beatriz	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Villa, Jamie*	Adult Education	Special Population Coordinator	\$17.04/hr	04/24/18
Villalba, Raymond	SEM	Aides - General Laboratory	\$11.00/hr	05/10/18
Villalba, Raymond	Success Center	Instructional Aide II	\$14.67/hr (3)	05/10/18
Villalobos, Victor E*	SEM	Instructional Aide II	\$14.67/hr (3)	05/10/18
Villalovos, Mary Jane	Fine Arts	Technical Director/Designer	\$15.36/hr	05/10/18
Villamil, Jacqueline*	Financial Aid	Student Affairs Technician	\$12.05/hr	05/11/18
Vollmar, Jazmin*	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Vu, Bryant*	DSPS	Instructional Aide II	\$13.30/hr	05/15/18
Washington, Montanique	HPEDA	Instructional Aide II	\$14.67/hr (3)	04/24/18
Washington, Nicole*	Adult Education	Community Education Specialist	\$30.27/hr	04/26/18
White, Darleen*	DSPS	Aides - Special Education	\$11.00/hr	04/24/18
Williams, Gloria*	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Williams, Harry*	Community Education	Program Facilitator	\$14.32/hr	04/24/18
Williams, Landon*	DSPS	Aides - Special Education	\$11.00/hr	04/24/18
Willis, Esther	Human Resources	Administrative Secretary	\$13.64/hr	05/10/18
Wilson, Lisa*	Financial Aid	Instructional Aide II	\$13.30/hr	05/10/18
Wilt, Stephanie	Success Center	Instructional Aide II	\$14.67/hr (3)	05/10/18
Winters, Kimberly*	DSPS	Interpreter Certified	\$42.58/hr	04/24/18
Won, Moses	Success Center	Instructional Aide II	\$13.30/hr (1)	05/10/18

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Wood, John Edward**	Community Education	Continuing Education Specialist/Health Occupations	\$52.47/hr	04/24/18
Yan, Frank**	Community Education	Program Facilitator	\$14.32/hr	04/24/18
Yan, Zhilia	Success Center	Instructional Aide I	\$11.00/hr	05/10/18
Yanez, Janet*	Library	Program Assistant I	\$11.00/hr	04/24/18
Ye, Liang**	Community Education	Continuing Education Specialist/Cultural Arts	\$29.15/hr	04/24/18
Young, Terri**	Community Education	Program Assistant I	\$11.00/hr	05/15/18
Yune, Joseph**	Community Education	Community Education Specialist	\$30.27/hr	04/24/18
Zamora, David	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Zamora, Hector David**	Community Education	Sports Leader	\$11.00/hr	04/24/18
Zamora-Martinez, Guadalupe*	DSPS	Aides - Special Education	\$11.00/hr	04/24/18
Zanabria, Dennis	Success Center	Instructional Aide II	\$13.97/hr (2)	05/10/18
Zuniga, Mareta*	CTE	Research Analyst	\$27.40/hr	04/27/18

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FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY: _____
Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

SUBJECT: Consideration of Approval of Temporary Reassignment of Full-Time Faculty Member from 10-Month to 11-Month of Employment: Kelli Brooks
--

ACTION

It is recommended that the Board of Trustees approve the temporary reassignment of Ms. Kelli Brooks, full-time tenured faculty Professor from 10-month employment to 11-month employment, effective July 1, 2018 to June 30, 2019.

FISCAL IMPACT

The current annual cost to move from the 10-month to the 11-month assignment is \$ 11,530.

REPORT SUMMARY

It is requested that Ms. Kelli Brooks be temporarily assigned to an 11-month employment contract.

The current Nursing Program Director will be retiring from the District. In order to meet the requirements of internal and external accreditors and regulatory agencies, Kelli Brooks has been appointed to assume the duties for the Nursing Program Director.

Sandy Marks, Dean, Health Occupations, and Rick Miranda, Vice President of Academic Affairs/Assistant Superintendent, reviewed and recommended approval of the temporary reassignment of Ms. Kelli Brooks, full-time tenured faculty, Professor, from 10-month employment to 11-month employment, effective July 1, 2018 through June 30, 2019.

NOTICING REQUIREMENTS

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

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**
Agenda Item No. 42

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending March 31, 2018
--

ACTION

This item is presented for information only.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The ASCC Financial Report for the period ending March 31, 2018 is attached.

Page 1 is the Combined Balance Sheet listing all Associated Students, Clubs & Trust, and Scholarships & Loan Fund account balances.

Page 2 is the Combined Statement of Revenues, Expenditures and changes in fund balance for budget and actual revenues and expenditures. ASCC generated revenue of \$871,546 and total expenditures of \$807,437 which resulted in an excess of \$64,109.

Page 3 is the Budget Summary graphic depiction of actual revenues and expenditures. Sources of income are: 1) College Services Fees (CCSA); 2) Student Store; 3) Commissions (Vending and Food Court); 4) Fine Arts/Athletics; and 5) Interest and Other Income.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Associated Students-Cerritos College Combining Statement of Revenues, Expenditures and Changes in Fund Balance for the Periods July 1, 2017 through March 31, 2018.

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2017 - March 31, 2018

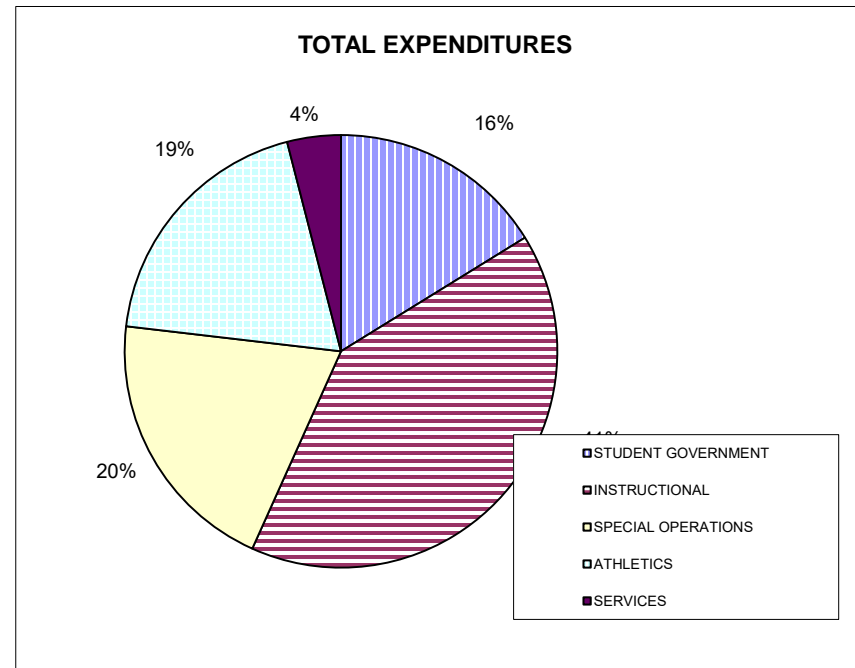
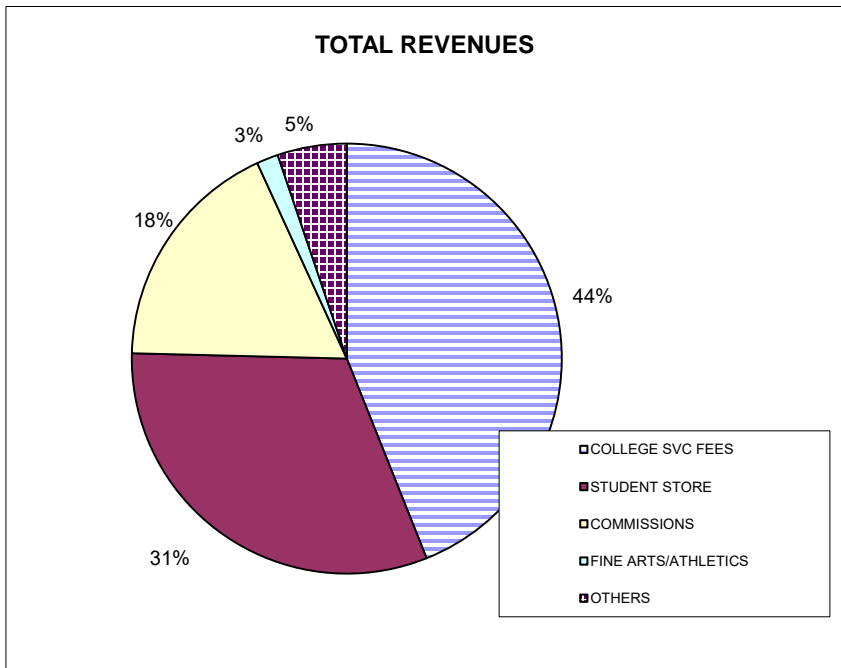
	Associated Students Fund		Students Clubs & Trust Fund (250's)	Scholarship & Loans Fund (275's)
	BUDGET	ACTUAL	ACTUAL	ACTUAL
REVENUES				
College Services Fee (400-01-001)	450,000.00	383,029.00		
Student Store (400-01-002)	500,000.00	274,070.70		
Football (400-02-001)	7,000.00	8,841.00		
Basketball (400-02-002)	1,000.00	0.00		
Student Activities (400-03-001)	0.00	0.00		
Newspaper Advertising (400-03-002)	2,000.00	0.00		
Other Income (400-03-005) (Kiosk - space fee)	3,000.00	2,000.00		
Interest Income (400-03-007)	10,000.00	43,384.61		
Vending Commission (Canteen Vending & Pepsi) (400-04-002)	90,000.00	47,371.13		
Electronic Games (400-04-003)	5,000.00	1,769.42		
Food Court Income (400-04-004)	125,000.00	73,489.93		
Elbow Rooms Commission (400-04-005)	35,000.00	32,260.71		
Fine Arts/Theatre (400-05-001)	7,000.00	5,329.13		
Fine Arts/Music (400-05-002)	0.00	0.00		
ASCC Undistributed Reserves (400-05-003)	452,959.00	0.00		
Receipts (Deposits)			468,503.13	14,552.50
TOTAL REVENUES	1,687,959.00	871,545.63	468,503.13	14,552.50
EXPENDITURES				
Student Government Program (600-01-000 to 600-01-999)	308,560.00	130,748.18		
Instructional Programs (600-02-000 to 600-02-999)	604,868.00	327,276.00		
Special Operations (600-03-000 to 600-03-999)	480,773.00	162,502.00		
Intercollegiate Athletics Program (600-04-000 to 600-04-999)	216,135.00	154,541.39		
Student Services (600-05-000 to 600-05-999) + (250-00-001)	77,623.00	32,369.64		
Adjust for restatements		0.00		
Disbursements			781,202.18	14,552.50
TOTAL EXPENDITURES	1,687,959.00	807,437.21	781,202.18	14,552.50
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		64,108.42	-312,699.05	0.00
BEGINNING FUND BALANCE, JULY 1, 2017		1,313,565.46	807,638.66	0.00
ENDING FUND BALANCE, MARCH 31, 2018		1,377,673.88	494,939.61	0.00

ASSOCIATED STUDENTS-CERRITOS COLLEGE

BUDGET SUMMARY

MARCH 2018

1) COLLEGE SVC FEES	\$	383,029	STUDENT GOVERNMENT	\$	130,748
2) STUDENT STORE		274,071	INSTRUCTIONAL		327,276
3) COMMISSIONS		154,891	SPECIAL OPERATIONS		162,502
4) FINE ARTS/ATHLETICS		14,170	ATHLETICS		154,541
5) OTHERS		45,385	SERVICES		32,370
			ADJ FOR RESTATEMENT		0
TOTAL REVENUES	\$	871,546	TOTAL EXPENDITURES	\$	807,437



**ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING BALANCE SHEET
March 31, 2018**

	Associated Students Fund	Students Clubs & Trust Fund	Scholarship & Loans Fund	Combined
ASSETS				
Cash On Hand And In Banks				
Bank of America - ASCC	\$ 314,352	\$ -	\$ -	\$ 314,352
Bank of America - Trust		236,498	-	\$ 236,498
Investments				
Los Angeles County Treasurer (109-00-000)				0
Cal National Bank-Trust				0
Petty Cash & Change Funds				
ASCC Account (104-00-000)	1,750			1,750
ASCC Accounts Receivable (121-00-000)	0			0
ASCC Prepaid Expense Account (170-00-000)	0			0
QuickBooks Temporary Clearing A (205-02-000)				0
Due From District - ASCC (109-00-000) LAC Investment	1,089,412			1,089,412
Due From District - Trust (123-00-000) LAC Investment	0	263,930		263,930
TOTAL ASSETS	1,405,513	500,428	0	1,905,941
LIABILITIES AND FUND BALANCE				
Accounts Payable	\$ 27,840	\$ 5,489	\$ -	\$ 33,329
Due To Other Funds (202-00-000)	0			0
Amounts Held For Others		494,939	0	494,939
Misc. Adjustments				
TOTAL LIABILITIES	27,840	500,428	0	528,268
FUND BALANCE				
Designated for Special Purpose	1,377,673			1,377,673
TOTAL FUND BALANCE	1,377,673			1,377,673
TOTAL LIABILITIES AND FUND BALANCE	1,405,513	500,428	0	1,905,941

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**

Agenda Item No. 43

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Information Item: Three Month Look-Ahead Schedule of RFP and RFQ Solicitations</p>
--

ACTION

This item is presented for informational purposes only.

FISCAL IMPACT

Funding sources vary and are dependent upon the type of solicitation.

REPORT SUMMARY

This report of scheduled request for proposals (RFP) and request for qualifications (RFQ) for the next three months is provided for review. The report provides the RFP/RFQ number, title, release date or anticipated release date, brief description or scope of work, and the name of the requesting department.

In accordance with applicable California public procurement law and Cerritos College's procedure, a public notice advertising the solicitation and inviting proposals will be published in the College's adjudicated newspaper of general circulation. Additionally, other appropriate outreach efforts will be employed including, but not limited to, notifying vendors that are on the College's vendor list and posting the solicitation on the Purchasing's Department's website.

Proposals received in response to RFPs and RFQs will be evaluated by diverse panels of technically qualified individuals familiar with the subject matter of the project or equipment, as appropriate, and may include outside public sector expertise or consultants.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Three Month Look-Ahead Schedule of RFP and RFQ Solicitations

**Cerritos Community College District
Board Meeting: June 6, 2018
Three Month Look-Ahead Schedule of RFP and RFQ Solicitations**

RFP/RFQ Number	Title of RFP/RFQ	Release Date*	Description/ Scope of Work	Requestor/ Department
17C0024	Facilities Master Planning Services	May 1, 2018	Provide consulting services for the preparation of the District's Facilities Master Plan	Business Services
18C0001	Food and/or Concession Services	TBD (Fall 2018)	Provide food and/or concession services at various vendor locations on campus	Student Services

*Future dates are subject to change. See <http://cms.cerritos.edu/purchasing/bids-and-proposals.htm> for up-to-date information about RFP and RFQ releases.

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**
Agenda Item No. 44

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Acknowledgement of Receipt of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for July 1, 2018 - June 30, 2021.</p>

ACTION

It is recommended that the District acknowledge receipt of the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021.

FISCAL IMPACT

The financial implications are contingent on the results of negotiations.

REPORT SUMMARY

The attached initial proposal was submitted by CSEA, Chapter #161, for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, pursuant to the provisions of Article 2 and Article 28 of the CSEA-District Collective Bargaining Agreement and for public review at the May 2, 2018, meeting of the Board of Trustees. Per the District's Administrative Procedure 2610, the public shall have an opportunity to respond to the CSEA initial proposal. A public hearing item has been placed on the June 6, 2018, regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board shall take action to acknowledge official receipt of CSEA's initial proposal.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

CSEA Chapter #161 Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2018 - June 30, 2021.



CSEA Chapter 161

RECEIVED
HUMAN RESOURCES
CERRITOS COLLEGE

Memorandum

2018 APR 3 PM 1 19

TO: Dr. Adriana Flores-Church, Vice President of Human Resources

FROM: Lynn Laughon, President CSEA Chapter #161 *LL*

DATE: 3/28/2018

SUBJECT: CSEA Chapter #161's Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2018, and ending June 30, 2021.

The following represents CSEA Chapter #161's initial proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the District, as per Article 2, for the period beginning July 1, 2018, and ending June 30, 2021.

ARTICLE 1: RECOGNITION

CSEA Proposes changes to certain job descriptions in the classified bargaining unit, under Licenses and Certificates

ARTICLE 4: GREIVANCE PROCEDURE

CSEA Proposes changes to 4.3.4.5 to include binding arbitration

ARTICLE 5: COMPENSATION

CSEA Proposes a salary increase to the classified salary schedule (Appendix B)

5.4 Longevity CSEA Proposes changes to the longevity increment table as provided in Appendix B

5.5 Differentials CSEA Proposes changes to the way differentials are calculated

5.13 Reclassification Procedures CSEA Proposes changes to the rules and procedures for the reclassification process.

CSEA Proposes the addition educational incentives to the salary schedule

ARTICLE 6: HEALTH AND WELFARE BENEFITS

6.1 Medical Plan Coverage CSEA Proposes the District pick up all increased costs for Medical, Dental, and Vision plan premiums.

6.5 Cash –In-Lieu CSEA Proposes changes to the amount of cash-in-lieu available to classified unit members

6.8 Retiree Medical Coverage CSEA Proposes changes to retiree Medical benefits

ARTICLE 7: HOURS OF EMPLOYMENT

7.123 Schedule of Paid Holidays CSEA proposes the addition Cesar Chavez Day be added to the schedule of paid holidays

7.16.5 Vacations CSEA Proposes changes to the provisions for approval of vacation requests

7.16.9 Vacation Leave Buy Back CSEA proposes changes to the amount vacation they may sell back to the District

7.20 Floating Holidays CSEA Proposes the addition of a third floating holiday

ARTICLE 10: EVALUATIONS

CSEA Proposes additional procedures for the evaluation process as it regards the immediate manager.

ARTICLE 14: BEREAVEMENT LEAVE

CSEA proposes changes to the procedures for notice and time of bereavement leave

ARTICLE 24: ANNOUNCEMENT OF JOB OPENINGS

CSEA Proposes changes to the procedures for announcing job openings

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **June 6, 2018**
Agenda Item No. 45

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Information Item: Citizens' Bond Oversight Committee 2016-17 Annual Report to the Board of Trustees

ACTION

This item is presented for information only.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

In accordance with the Citizens' Bond Oversight Committee Bylaws (Section 3.3 Annual Report), The Committee shall present to the Board, in public session, an annual written report which shall include the following: (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and (b) A summary of the Committee's proceedings and activities for the preceding year.

The Citizens' Bond Oversight Committee unanimously approved the attached Committee Annual Report at its meeting on May 7, 2018.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Citizens' Bond Oversight Committee 2016-17 Annual Report

Cerritos College



2016-17 | ANNUAL REPORT
Cerritos Community College District
Citizens' Bond Oversight Committee

Citizens' Bond Oversight Committee Annual Report – 2016-2017

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Citizens' Bond Oversight Committee

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Cerritos Community College District Citizens' Bond Oversight Committee Annual Report – Introduction

As outlined in Education Code Section 15278, the role of the Cerritos Community College District (CCCD) Citizens' Bond Oversight Committee is to "inform the public concerning the District's expenditure of revenues received from the sale of bonds authorized by the voters." Members are appointed for two years, with a three-term maximum. Members do not receive any compensation or benefits for their service. The committee meets a minimum of four times per year

As mandated by Proposition 39, the CCCD Board of Trustees is required to appoint an independent citizens' oversight committee of at least seven people. Each member must represent one of the following constituencies: a local business, a senior group, a bona fide taxpayer's association, an enrolled student active in a student group, and an active member of a college supporting organization, such as the foundation or a community advisory group. No district employee or official, vendor, contractor, or consultant may serve on the committee.

During the 2016-17 annual report period, the CCCD requested the submission of applications from community members interested in serving on its Citizen Bond Oversight Committee. The Citizen's Bond Oversight Committee met two times.

The following members serve on the Citizens' Bond Oversight Committee:

Pat Patnaik, (Chair) Community Member
Richard Fisler, Business Organization Member
Alan Gafford, Bona-Fide Taxpayers Association Member
Phil Herrera, Student Member
Paul Martinez, Support Organization
Carmen Amarillas-Rivera, Community Member
Parimal Shah, Business Member

Executive Summary

The charter of the Citizens' Bond Oversight Committee for the Cerritos Community College District is to inform the public concerning bond revenue expenditures and to actively "review and report" on the expenditure of these funds. Our committee comprises a cross section of the citizenry who have volunteered their time to represent various constituencies, and fulfill the responsibilities listed above.

During this year of existence, the committee has met on a regular basis; reviewing expenditures, touring campus renovations, asking questions, and expressing concerns and recommendations. This Annual Report of the Citizens' Bond Oversight Committee for the Cerritos Community College District documents the results of these activities and serves to fulfill the basic tenets of the charter.

Within this report is the independent financial and performance audits for the fiscal year ending June 30, 2017, performed by the firm of CliftonLarsonAllen LLP. The committee examined and reviewed the audits on January 22, 2018, the results of which are contained herein.

A summary of Measure CC Bond Expenditures for the Fiscal Year ending June 30, 2017:

Building and Site Improvements	\$ 1,381,891
Energy and Water Efficiency Improvements	\$ 52,435
Health & Safety Improvements	\$ 20,097
Information Technology & Equipment	\$ 369,458
Instructional Facilities Improvements	\$ 6,918,100
Physical Education Facilities Improvements	\$ 801,031
Total Expenditures	\$ 9,543,012

Executive Summary

A summary of Measure G Bond Expenditures for the Fiscal Year ending June 30, 2017:

Campus Site Improvements	\$ 2,923,941
Energy Efficiency Improvements	\$ 5,239,339
Health & Safety Improvements	\$ 1,328,438
Instructional Facilities Improvements	\$ 20,880,109
Physical Education Facilities Improvements	\$ 659,747
Total Expenditures	\$ 32,004,100

Statement of Compliance

This Annual Report is submitted to the Board of Trustees by the Citizens' Bond Oversight Committee for the Cerritos Community College District.

This Committee advises that, to the best of its knowledge, the Cerritos Community College District complies with the requirements in Article XIII A, Section 1(b) (3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure CC and Measure G and no funds were used for any teacher or administrative salaries or other operating expenses as prohibited by Article XIII A, Section (b) (s) (a) of the California Constitution.

Respectfully submitted:
Pat Patnaik, Chair
Citizens' Bond Oversight Committee
Date: May 7, 2018

Citizens' Bond Oversight Committee Roster 2016-2017

Member	Representing	Beginning Term	Second Term	Final Term
Alan Gafford	Bona-Fide Taxpayers Association	March 2017 – March 2019	March 2019 – March 2021	March 2021 – March 2023
John Moore	Senior Citizens' Organization	June 2009 – June 2011	June 2011 – June 2013	June 2013 – June 2015
Paul Martinez	Support Organization	August 2013 – August 2015	January 2018- January 2020	January 2020- January 2021
Lisa Ann Rapp	Community Member	August 2011 – August 2013	August 2013 – August 2015	August 2015 – August 2017
Lola Rizkallah	Community Member	December 2011 – December 2013	December 2013 – December 2015	December 2015 – December 2017
Parimal Shah	Business Organization	March 2017 – March 2019	March 2019 – March 2021	March 2021 – March 2023
Phillip Herrera	Student	January 2017- January 2019		

Terms are based on date of appointment approved by the Board of Trustees.

Expired terms: Members whose term have expired may continue to serve on the Committee until a successor has been appointed.

Year Fourteen Commentary

July 1, 2016 through June 30, 2017

Measure CC and Measure G Bond Overview

The Citizens' Bond Oversight Committee for the Cerritos Community College District (the District) is pleased to present its Twelfth Annual Report as required by Proposition 39, the legislative authority of Measure CC and Measure G. It is the Committee's responsibility to represent the voters and to oversee the expenditures of bond funds to assure that bond proceeds are expended for the purposes set forth in the ballot measures

On March 2, 2004, the voters in the Cerritos Community College District approved Measure CC, a \$210 million General Obligation Bond for Cerritos College. One of the key elements of Measure CC was the establishment of a Bond Oversight Committee, composed of seven (7) interested community members appointed by the District's Board of Trustees. The committee represents a cross section of the Cerritos Community College District.

Eight years later on November 6, 2012, the voters in the Cerritos Community College District approved Measure G, a \$350 million General Obligation Bond for Cerritos College, providing funding for the continuing renovation of the nearly 60-year-old campus. In preparation of the final spending of Measure CC monies and the initial spending of Measure G monies, the District's Board of Trustees approved Resolution No. 13-05 on February 6, 2013, adopting Amended and Restated Bylaws that combined Measure CC and Measure G oversight responsibilities into the existing Citizens' Bond Oversight Committee.

The District issued its final Measure CC General Obligation Series 2012D in the amount of \$82,825,515 in April 2012 and is in the process of fully expending these funds. For continuity of the building program, the District issued its first Measure G General Obligation Bond Series 2014A in the amount of \$100 million in November 2014. Concurrently, the District saved taxpayers \$10,995,122.91 by refinancing previously issued Measure CC bonds.

Several construction projects have successfully completed during the current fiscal year. The most noteworthy of these completed projects is the new Fine Arts Complex and Math/Computer Information Sciences building. These two new instructional facilities were built concurrently with occupancy in January 2017. A grand opening dedication of both buildings occurred on February 15, 2017 with a double ribbon cutting and tours of the buildings.

Numerous infrastructure projects have progressed during the fiscal year, including the Energy Management System upgrade, Chilled Water Loop expansion, Campus Fiber, and the Blue Light Emergency Phones project. As of June 30, 2017, ten Blue Light Emergency Phones have been installed.

The Health and Wellness Complex officially began construction. A groundbreaking ceremony was held on April 5, 2017. This project has an estimated project budget of \$68 million with an estimated completion date of August 2020.

Site improvements projects, including the Shade Structure project, will provide for student and instructional gathering spaces on campus. This project will provide four areas for students to

Year Fourteen Commentary

gather which include the Aquatics Center, Alondra Drop Off, North Walk, and South Garden. The Stadium Turf replacement project commenced in June 2017, with an estimated completion date by Fall 2017 semester.

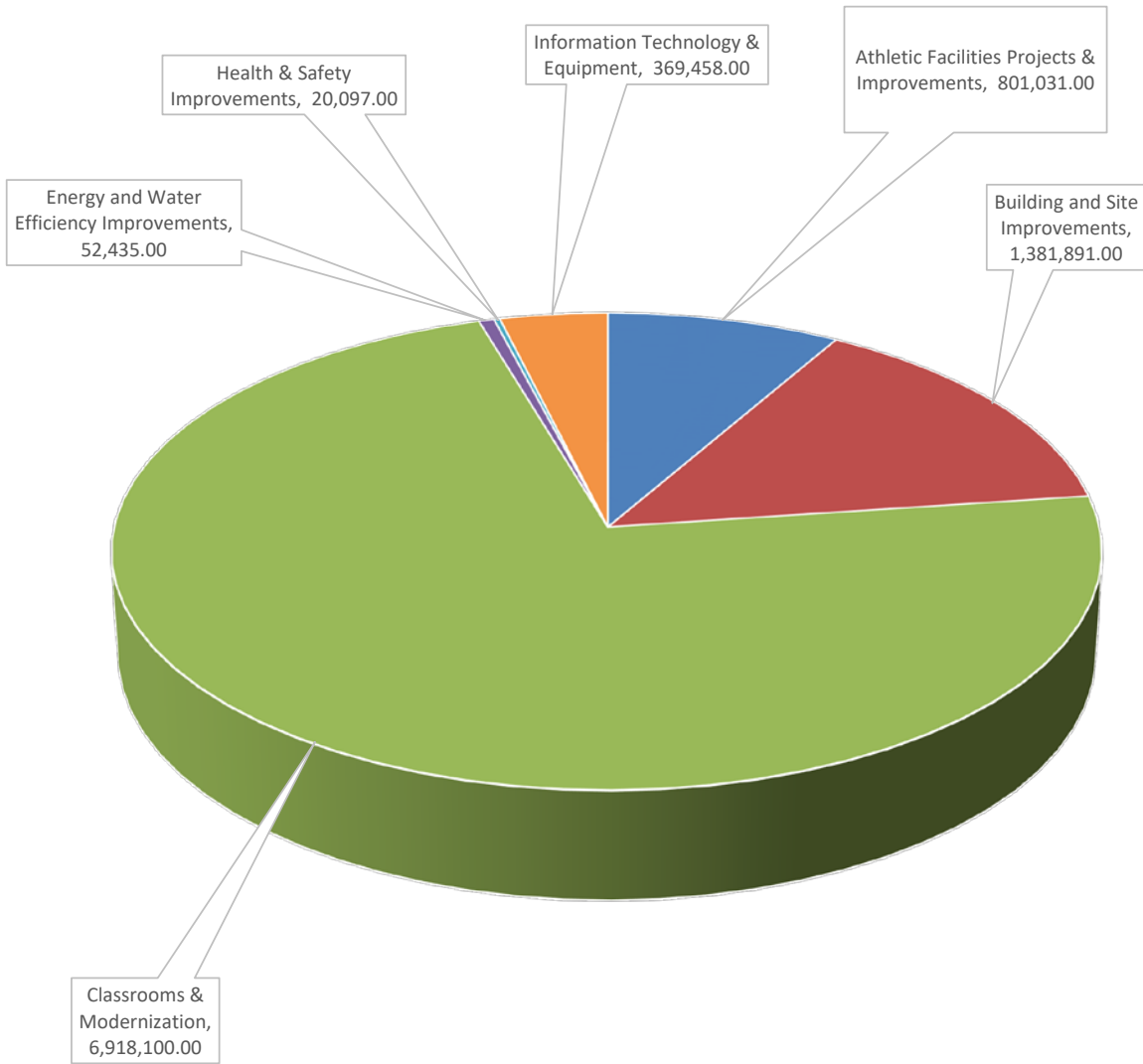
Planning for future construction, the new Field House design continues and the design for the new Performing Arts Center has been submitted to the Division of State Architects for approval. The Social Science Building elevator is awaiting Division of State Architects approval, with construction scheduled to start after conclusion of the Fall 2017 semester. Additional programming and planning for bond construction continues on an ongoing basis.

These are some of the many positive changes that enables Cerritos College to continue to provide top tier educational opportunities for the citizens in our communities. Information on past and future meetings and the ongoing bond projects can be found at Cerritos College's website (www.cerritos.edu/bond). This website provides detailed information about the current Facilities Master Plan and the projects in progress. We welcome all members of the public to attend our meetings.

Challenges:

A continuing challenge is minimizing the disruption to students, faculty and operations stemming from the growing number of construction activities. Other challenges include limited bond proceeds available to build out the current Facilities Master Plan therefore, it is important to leverage bond proceeds with state capital outlay.

Measure CC Bond Fund Expenditures
As of June 30, 2017



Cerritos Community College District
Measure CC Bond Fund
Year 2004 - 2017

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Beginning Balance	-	(108,263)	20,220,805	13,413,488
Restatement	-	(1,769,689)	-	-
Adjusted Beginning Balance	-	(1,877,952)	20,220,805	13,413,488
Revenues				
8860 Interest	-	418,642	700,942	2,052,196
8900 Other	-	4,036,000	-	-
8940 Proceeds	-	37,325,000	-	34,845,000
	-	41,779,642	700,942	36,897,196
Expenditures				
1000 Certificated	-	-	-	-
2000 Classified	-	-	-	-
3000 Benefits	-	-	-	-
4000 Supplies/Materials	-	25,260	136,709	4,979
5000 Other Operating	22,530	2,683,626	1,663,612	6,495,003
6000 Capital Outlay	85,733	784,359	5,707,938	1,206,440
7000 Debt Service Principal	-	15,910,000	-	-
7000 Debt Service Interest	-	277,640	-	-
	108,263	19,680,885	7,508,259	7,706,422
7000 Other uses	-	-	-	-
Unadjusted Ending Fund Balance	(108,263)	20,220,805	13,413,488	42,604,262
Ending Fund Balance (Audited)	(108,263)	20,220,805	13,413,488	42,604,262

Cerritos Community College District
Measure CC Bond Fund
Year 2004 - 2017

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Beginning Balance	42,604,262	23,763,401	55,324,856	27,889,107
Restatement	-	-	-	-
Adjusted Beginning Balance	<u>42,604,262</u>	<u>23,763,401</u>	<u>55,324,856</u>	<u>27,889,107</u>
Revenues				
8860 Interest	1,781,382	486,162	672,887	306,424
8900 Other	-	-	-	10,150
8940 Proceeds	-	55,000,000	-	20,000,000
	<u>1,781,382</u>	<u>55,486,162</u>	<u>672,887</u>	<u>20,316,574</u>
Expenditures				
1000 Certificated	-	-	-	-
2000 Classified	-	-	-	-
3000 Benefits	-	-	-	-
4000 Supplies/Materials	4,427	52,355	763,746	957,330
5000 Other Operating	2,980,585	5,168,886	6,913,495	6,560,267
6000 Capital Outlay	17,637,231	18,703,466	20,431,395	11,856,274
7000 Debt Service Principal	-	-	-	-
7000 Debt Service Interest	-	-	-	-
	<u>20,622,243</u>	<u>23,924,707</u>	<u>28,108,636</u>	<u>19,373,871</u>
7000 Other uses	-	-	-	-
Unadjusted Ending Fund Balance	<u>23,763,401</u>	<u>55,324,856</u>	<u>27,889,107</u>	<u>28,831,810</u>
Ending Fund Balance (Audited)	<u><u>23,763,401</u></u>	<u><u>55,324,856</u></u>	<u><u>27,889,107</u></u>	<u><u>28,831,810</u></u>

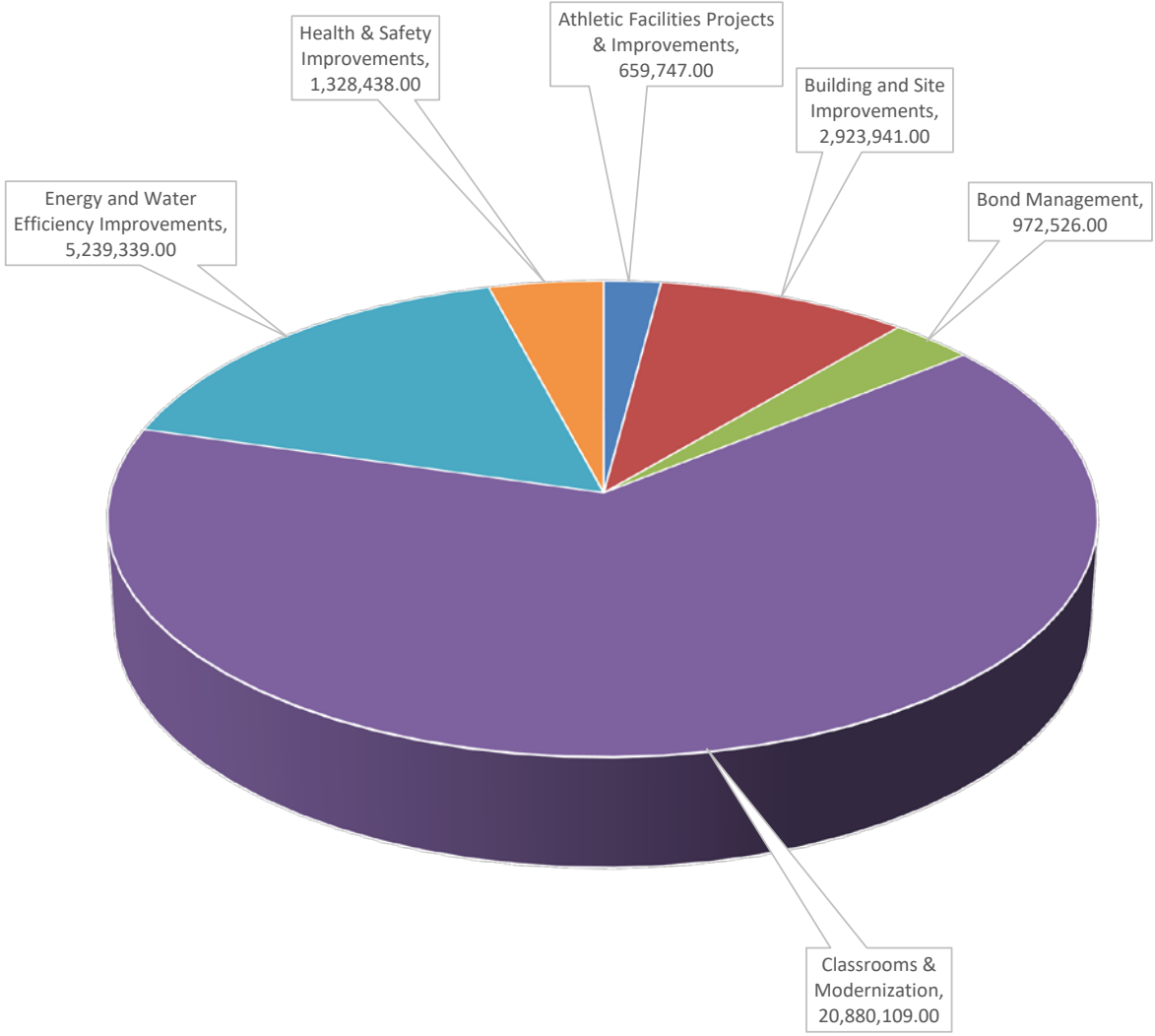
Cerritos Community College District
Measure CC Bond Fund
Year 2004 - 2017

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Beginning Balance	28,831,810	79,873,511	61,160,720	41,594,161
Restatement	-	-	(1,908,965)	-
Adjusted Beginning Balance	<u>28,831,810</u>	<u>79,873,511</u>	<u>59,251,755</u>	<u>41,594,161</u>
Revenues				
8860 Interest	362,617	481,751	327,677	232,357
8900 Other	60,000	1,004,694	-	-
8940 Proceeds	<u>82,825,515</u>	<u>-</u>	<u>-</u>	<u>-</u>
	83,248,132	1,486,445	327,677	232,357
Expenditures				
1000 Certificated	-	-	-	-
2000 Classified	-	-	-	-
3000 Benefits	-	-	-	-
4000 Supplies/Materials	416,390	209,224	53,500	-
5000 Other Operating	4,973,029	18,579,027	(756,427)	48,015
6000 Capital Outlay	6,204,234	1,410,985	18,688,198	11,857,087
7000 Debt Service Principal	20,000,000	-	-	-
7000 Debt Service Interest	<u>387,778</u>	<u>-</u>	<u>-</u>	<u>-</u>
	31,981,431	20,199,236	17,985,271	11,905,102
7000 Other uses	<u>225,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unadjusted Ending Fund Balance	<u>79,873,511</u>	<u>61,160,720</u>	<u>41,594,161</u>	<u>29,921,416</u>
Ending Fund Balance (Audited)	<u><u>79,873,511</u></u>	<u><u>61,160,720</u></u>	<u><u>41,594,161</u></u>	<u><u>29,921,416</u></u>

Cerritos Community College District
Measure CC Bond Fund
Year 2004 - 2017

	<u>2016</u>	<u>2017</u>	<u>Total</u>
Beginning Balance	29,921,416	15,123,992	
Restatement	-	-	(3,678,654)
Adjusted Beginning Balance	<u>29,921,416</u>	<u>15,123,992</u>	<u>(3,678,654)</u>
Revenues			
8860 Interest	193,635	105,852	8,122,524
8900 Other	-	-	5,110,844
8940 Proceeds	-	-	229,995,515
	<u>193,635</u>	<u>105,852</u>	<u>243,228,883</u>
Expenditures			
1000 Certificated	-	-	-
2000 Classified	-	-	-
3000 Benefits	-	-	-
4000 Supplies/Materials	-	-	2,623,920
5000 Other Operating	38,714	(29,350)	55,341,012
6000 Capital Outlay	14,952,345	9,572,362	139,098,047
7000 Debt Service Principal	-	-	35,910,000
7000 Debt Service Interest	-	-	665,418
	<u>14,991,059</u>	<u>9,543,012</u>	<u>233,638,397</u>
7000 Other uses	-	-	225,000
Unadjusted Ending Fund Balance	<u>15,123,992</u>	<u>5,686,832</u>	<u>5,686,832</u>
Ending Fund Balance (Audited)	<u><u>15,123,992</u></u>	<u><u>5,686,832</u></u>	<u><u>5,686,832</u></u>

Measure G Bond Fund Expenditures
As of June 30, 2017



Cerritos Community College District
Measure G Bond Fund
Year 2012 - 2017

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Beginning Balance	-	-	(1,908,964)
Restatement	-		
Adjusted Beginning Balance	-	-	(1,908,964)
Revenues			
8860 Interest	-	-	-
8940 Proceeds	-	-	-
8980 Transfers In	-	-	-
	-	-	-
Expenditures			
1000 Certificated	-	-	-
2000 Classified	-	-	-
3000 Benefits	-	-	-
4000 Supplies/Materials	-	-	1,663
5000 Other Operating	-	-	-
6000 Capital Outlay	-	1,908,964	4,942,994
7000 Debt Service Principal	-	-	-
7000 Debt Service Interest	-	-	-
	-	1,908,964	4,944,657
7000 Other uses	-	-	-
Unadjusted Ending Fund Balance	-	(1,908,964)	(6,853,621)
Ending Fund Balance (Audited)	-	(1,908,964)	(6,853,621)

Cerritos Community College District
Measure G Bond Fund
Year 2012 - 2017

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Total</u>
Beginning Balance	(6,853,621)	74,375,150	43,896,392	
Restatement				-
Adjusted Beginning Balance	<u>(6,853,621)</u>	<u>74,375,150</u>	<u>43,896,392</u>	<u>-</u>
Revenues				
8860 Interest	340,149	497,586	360,366	1,198,101
8940 Proceeds	100,000,000	-	-	100,000,000
8980 Transfers In	-	-	-	-
	<u>100,340,149</u>	<u>497,586</u>	<u>360,366</u>	<u>101,198,101</u>
Expenditures				
1000 Certificated	-	-	-	-
2000 Classified	-	-	-	-
3000 Benefits	-	-	-	-
4000 Supplies/Materials	2,822	1,757	2,819	9,061
5000 Other Operating	478,189	26,613	31,135	535,937
6000 Capital Outlay	18,630,367	30,947,974	31,970,146	88,400,445
7000 Debt Service Principal	-	-	-	-
7000 Debt Service Interest	-	-	-	-
	<u>19,111,378</u>	<u>30,976,344</u>	<u>32,004,100</u>	<u>88,945,443</u>
7000 Other uses	-	-	-	-
Unadjusted Ending Fund Balance	<u>74,375,150</u>	<u>43,896,392</u>	<u>12,252,658</u>	<u>12,252,658</u>
Ending Fund Balance (Audited)	<u><u>74,375,150</u></u>	<u><u>43,896,392</u></u>	<u><u>12,252,658</u></u>	<u><u>12,252,658</u></u>

Continuing Disclosure Certificate

The Continuing Disclosure Certificate is executed and delivered by the Cerritos Community College District in connection with issuance of \$37,325,000 General Obligation Bonds, Election of 2004, Series 2004A; \$38,845,000 General Obligation Bonds, Election of 2004, Series 2006B; \$55,000,000 General Obligation Bonds, Election 2004, Series 2009C; \$55,000,000 General Obligation Bonds, Election 2004, Series 2009C; \$82,825,515 General Obligation Bonds, Election 2004, Series 2012D; \$25,135,993 in General Obligation Refunding Bonds issued in 2005; \$80,395,000 in General Obligation Refunding Bonds Series A issued in 2014; \$17,975,000 in General Obligation Refunding Bonds Series B issued in 2014; \$100,000,000 in General Obligation Bonds, Election of 2012, Series 2014A and \$75,000,000 in General Obligation Bonds, Election of 2012, Series 2018A.

The Bonds are issued pursuant to the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, Article XIII A of the California Constitution and pursuant to resolutions of the Board of Supervisors of Los Angeles County adopted in 2004 and 2012. The District Resolution and the County Resolution are heretofore referred to as the Resolution. The complete text for the Continuing Disclosure Certificate is available online at: <http://cms.cerritos.edu/bond/bond-oversight-committee/continuingdisclosureannualreport.htm>

In compliance with Section 4, Number 2 of the Certificate of Disclosure, here are specific answers relating to the period of July 1, 2016 through June 30, 2017.

- (A) *State funding received by the District for the last completed fiscal year (2016-2017)*
Combined General Fund unrestricted and restricted - \$92,786,406.
- (B) *Enrollment for the District for the last completed fiscal year (2016-2017)*
Full Time Equivalent Students – 16,723
- (C) *Outstanding District indebtedness*
The District had \$260,737,021 in general obligation bonds outstanding as of June 30, 2017.
- (D) *Assessed valuation for real property in the District for the last completed fiscal year (2016-2017)*
Assessed Valuation - \$45,329,918,950
- (E) *List of 10 largest taxpayers, together with their assessed valuation and their percentage of total assessed valuation for the District for the last completed fiscal year; to the extent such information is available from Los Angeles County.*
On file in the County Assessor's office.
- (F) *Summary financial information on revenues, expenditures and fund balances for the District's general fund reflecting adopted budget for the fiscal year.*
Information contained in annual reports from the District is available through the Office of the Vice President of Business Services/Assistant Superintendent.

Appendix

Independent Auditor's Financial Audit

<http://cms.cerritos.edu/bond/audit-reports/default.htm>

Independent Auditor's Performance Audit

<http://cms.cerritos.edu/bond/audit-reports/default.htm>

Citizens' Bond Oversight Committee Agendas and Minutes

<http://cms.cerritos.edu/bond/bond-oversight-committee/citizens-bond-oversight-committee-agendas-2015-2016.htm>

Citizens' Bond Oversight Committee Bylaws

[http://cms.cerritos.edu/uploads/Bond/CBOC_Amended_Bylaws_\(020613\).pdf](http://cms.cerritos.edu/uploads/Bond/CBOC_Amended_Bylaws_(020613).pdf)

Original Resolution 03-18 and Exhibit A & B

[http://cms.cerritos.edu/uploads/Bond/GO_Bond_Resolution_No._03-18_\(Approved_11-19-03\).pdf](http://cms.cerritos.edu/uploads/Bond/GO_Bond_Resolution_No._03-18_(Approved_11-19-03).pdf)

Resolution Authorizing 2004 General Obligation Bonds, Series 2006B

<http://cms.cerritos.edu/uploads/Board/Agendas/13%20-%20August%202,%202006.pdf>

Resolution Authorizing 2004 General Obligation Bonds, Series 2009C

<http://cms.cerritos.edu/uploads/Board/BoardBooks/041509%20Board%20Book.pdf>

Resolution Authorizing 2004 General Obligation Bonds, Series 2012D

http://cms.cerritos.edu/uploads/Board/BoardBooks/021512_Board_Book.pdf

Resolution Authorizing 2004 General Obligation Bonds, 2014 Refunding, Series A & B

http://cms.cerritos.edu/uploads/Board/Board%20Backup/Item_1_Refunding_Bonds.pdf

Resolution Authorizing 2012 General Obligation Bonds, Series 2014A

http://cms.cerritos.edu/uploads/Board/BoardBooks/100114_Board_Book.pdf

Resolution Authorizing 2012 General Obligation Bonds, Series 2018B

<http://www.cerritos.edu/board/includes/docs/BoardBooks/111517%20Board%20Book2.pdf>



Elected Board Members

Zurich Lewis, President
Dr. Shin Liu, Vice President
Martha Camacho-Rodriguez, Clerk
Carmen Avalos, Member
James Cody Birkey, Member
Marisa Perez, Member
Dr. Sandra Salazar, Member
Raul Avalos, Student Member



<http://cms.cerritos.edu/bond/>