



CERRITOS COLLEGE
BOARD BOOK

APRIL 3, 2019



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

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

Wednesday, April 3, 2019 at 7:00 p.m.

CALL TO ORDER:

Carmen Avalos, Board President

Carmen Avalos, President
Trustee Area 2

Marisa Perez, Vice President
Trustee Area 4

Martha Camacho-Rodriguez, Board Clerk
Trustee Area 1

James Cody Birkey, Member
Trustee Area 3

Zurich Lewis, Member
Trustee Area 7

Dr. Shin Liu, Member
Trustee Area 5

Dr. Sandra Salazar, Member
Trustee Area 6

Phil Herrera
Student Trustee

Dr. Jose Fierro
President/Superintendent

Cerritos College Mission

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

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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

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

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

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

AGENDA ORGANIZATION

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

COMMENTS FROM THE AUDIENCE

(Government Code Section 54954.3)

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

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

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

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

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

OPEN SESSION AGENDA

4. **Institutional Presentation: Recognition of Classified Employees of the Month**

The Board of Trustees will recognize Richard Garcia, EOPS Specialist as Classified Employee of the Month for February 2019.

CONSENT CALENDAR ITEMS

Agenda Items 5-26 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.

5. Provide Compensation to Board Member for Absences from Board Meeting

It is recommended that the Board of Trustees approve Carmen Avalos's and Martha Camacho-Rodriguez's absences and that they be compensated for the March 6 and March 20 board meeting, respectively. No fiscal impact.

6. Minutes

It is recommended that the Board of Trustees approve the minutes of the meetings of March 6 and March 20, 2019. No fiscal impact.

7. Conference Requests for Travel Outside the United States – Taipei, Taiwan for Dr. Shin Liu and Dr. Jose Fierro

It is recommended that the Board of Trustees approve a conference request for Dr. Shin Liu and Dr. Jose Fierro to travel to Taipei, Taiwan from May 25-June 29, 2019 and May 28-June 3, 2019, respectively. The purpose is to visit Southern Taiwan University of Science and Technology, a sister city of Cerritos College and meet with dignitaries regarding the Tainan City TEEP Program. An amount not to exceed \$1,000 will be expended from the Board of Trustees conference account. An amount not to exceed \$2,400 will be expended from the President's Office conference account.

8. New Courses and Programs, and Modifications to Existing Courses and Programs

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

9. Notice of Completion for Bid No. 16P011, Social Science Elevator

It is recommended that the Board of Trustees approve the Notice of Completion for Dalke & Sons Construction, Inc. of Riverside, California for the Social Science Elevator project at Cerritos Community College District as presented. The total final contract amount was \$2,464,425 which was paid by the G.O. Bond.

10. Notice of Completion for Bid No. 17P003, Campus Fiber Upgrade

It is recommended that the Board of Trustees approve the Notice of Completion for Pacific Coast Cabling, Inc. dba PCC Network Solutions of Chatsworth, California for the Campus Fiber Upgrade project at Cerritos Community College District as presented. The total final contract amount was \$1,059,606.03 which was paid by the G.O. Bond.

11. Notice of Completion for Bid No. 17P010, Performing Arts Center Site Prep

It is recommended that the Board of Trustees approve the Notice of Completion for Suttles Plumbing and Mechanical Corp. of Simi Valley, California for the Performing Arts Center Site Prep project at Cerritos Community College District as presented. The total final contract amount was \$868,436 which was paid by the G.O. Bond.

12. Independent Contractor Services Agreement with Vavrinek, Trine, Day & Co., LLP for Cerritos College’s Independent Audit Services

It is recommended that the Board of Trustees approve and authorize the District to enter into an Independent Contractor Services Agreement with Vavrinek, Trine, Day & Co., LLP to conduct the District’s annual independent audit and provide additional accounting/auditing services for Fiscal Year (FY) 18/19 and FY 19/20, with the option of three (3) one-year renewals for FY 20/21, FY 21/22, and FY 22/23. The not-to-exceed agreement shall be in the amounts as detailed below under the financial implication. Funding for the independent audit services will be allocated from the Fiscal Services Department Unrestricted General Fund and the Measure G audit from Measure G Bond funds.

The financial implications are further detailed, as follows:

PROPOSED FISCAL YEAR FIXED PRICE		
Audit Requirements:	FY 2018-2019	FY 2019-2020
1) District Annual Audit (Fixed-Price):	\$62,000	\$63,000
2) Optional Services (Fixed-Price)		
▪ Cerritos Foundation Audit and Tax Filing:	\$10,200	\$10,400
▪ Measure G Audit	\$9,100	\$9,100
3) Hourly Rates for Additional Audit Services as Required:	PROPOSED HOURLY RATES:	
▪ Partner:	\$220	\$220
▪ Manager:	\$180	\$180
▪ Supervising/Senior Staff:	\$150	\$150
▪ Junior Staff:	\$120	\$120
▪ Clerical:	\$90	\$90

13. Sale of Surplus and Obsolete Materials/Equipment

It is recommended that the Board of Trustees declare and approve the listed items as surplus and authorize the Director of Purchasing and Contract Administration to sell the listed items by means of a public auction by a contract with an auction company in accordance with the district's board policy and administrative procedures. Proceeds from the sale of surplus items will be deposited into the General Fund.

14. Ratification of Acceptance of Gift

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

15. Purchase Orders for the Month of February 2019

It is recommended that the Board of Trustees approve the purchase orders processed during the month of February 2019 for an amount totaling \$11,163,344.44. Funding sources vary and are dependent upon the goods/services purchased.

16. Contracts for the Month of February 2019

It is recommended that the Board of Trustees approve the contracts that were processed during the month of February 2019. Contracts processed during the month of February 2019 total \$66,755.00. Funding sources vary and are dependent upon the goods/services purchased.

17. Sub-Contractor Agreement with Sweetwater Union High School District on behalf of Southwest High School for the Clean Fuels Transportation Pilot Career Opportunity Project

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

18. Ratification of the Memorandum of Understanding with Rio Hondo Community College District for the Career Pathways Specialists Project – Advanced Transportation & Logistics

Community College District for the Career Pathways Specialists Project for Advanced Transportation & Logistics. Cerritos College will receive funding in the amount of \$75,000; funding is made possible through the regional Strong Workforce Program with the California Community Colleges Chancellor's Office.

19. Ratification of the Memorandum of Understanding with Rio Hondo Community College District for the Career Pathways Specialists Project – Business & Entrepreneurship

It is recommended that the Board of Trustees ratify the memorandum of understanding with Rio Hondo Community College District for the Career Pathways Specialists Project for Business & Entrepreneurship. Cerritos College will receive funding in the amount of \$75,000; funding is made possible through the regional Strong Workforce Program with the California Community Colleges Chancellor's Office.

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

It is recommended that the Board of Trustees ratify the third amendment to the subgrantee agreement with Rancho Santiago Community College District for acceptance of the Strong Workforce Program – Regional Fund Agreement allocated to Cerritos College. Cerritos College will receive funding in the amount of \$518,500 for Round 2, Year 2 of the agreement; funding is made possible through Rancho Santiago Community College District's agreement with the California Community Colleges Chancellor's Office.

21. Amendment to the Agreement with National University to Offer Additional Educational Programs/Classes at Cerritos College

It is recommended that the Board of Trustees approve the amendment to the agreement with National University to provide additional educational programs/classes at Cerritos College. For the contract term, Cerritos College will receive an administrative fee of \$25 for each course offered through National University, paid on a quarterly basis, to offset the use of the college's copy machines by faculty and labs by participating students. The administrative fee will be reviewed after the first year of the agreement.

22. Make Budget Transfers and Budget Adjustments

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Restricted General Fund, Capital Outlay Projects Fund, and Student Financial Aid Fund ending balances; and decrease the Unrestricted General Fund, and Insurance-Property and Liability Fund ending balances.

23. Declare Unrepresented Employees' Salaries Indefinite for 2019-2020 Fiscal Year

It is recommended that the Board of Trustees approve to declare all management; contract management; confidential; child development center teachers; short-term, substitute, and student hourly; community education hourly; and/or other unrepresented employees' salaries indefinite effective July 1, 2019, for the 2019-2020 fiscal year. No additional financial effect.

24. 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.

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

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

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

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

INFORMATION ITEMS

Agenda Item 27 is presented as an Information Item.

27. Information Item: College Coordinating Committee Minutes

The Board of Trustees will review the February 25 and March 11, 2019 College Coordinating Committee Minutes.

ADMINISTRATIVE ITEMS

Agenda Items 28-34 are presented as Administrative Items.

28. Consideration of Approval of Board Resolution # 19-040319A, to Recognize the Week of May 19-25, 2019, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature

It is hereby recommended that the Board of Trustees adopt the attached Resolution #19-040319A, and designate the week of May 19 through May 25, 2019 as Classified School Employee Week, to recognize and honor the contributions of the classified professionals of the Cerritos Community College District. No additional financial impact.

29. Consideration of Approval of Sabbatical Leave Applicants for 2019-20 Academic Year

It is recommended that the Board of Trustees approve sabbatical leaves of absence for the following:

- Veronica Herrera 100% 2019-20 Academic Year
- Mark Huguen 100% 2019-20 Academic Year
- James MacDevitt 100% 2019-20 Academic Year

The cost of replacing Sabbatical Leave applicants with part-time faculty to teach their regular loads is estimated to be \$138,000. The annual cost of salary, benefits, and taxes for the sabbatical leave applicants is \$465,735.52.

30. Consideration of Approval of Candidates for CCCT Board of Directors – 2019

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

31. Second Reading and Consideration of Adoption: Proposed Revisions to Board Policies

It is recommended that the Board of Trustees adopt updates to board policies, as reviewed by the Board at its March 20 meeting, during this second reading and adoption. No general funds will be used.

32. Second Reading and Consideration of Adoption: Proposed Board Policy 6307 – Debt Issuance and Management

It is recommended that the Board of Trustees adopt proposed Board Policy 6307 – Debt Issuance and Management, as reviewed by the Board at its March 20 meeting, during this second reading and adoption. No general funds will be used.

33. Consideration of Adoption of Resolution #19-0403C in Support of Providing Assistance and Resources for Students Experiencing Food and Housing Insecurity

It is recommended that the Board of Trustees adopt Resolution #19-0403C in Support of Providing Assistance and Resources for Students Experiencing Food and Housing Insecurity. No fiscal impact.

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

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

- A. Case #: 36771005

35. 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
 - Child Development Center Teachers and Instructional Associates
 - Short-term, Temporary, and Substitute Staff

36. Reconvene to Open Session

37. Adjournment

***The Next Regular Meeting of the Board of Trustees is set for
Wednesday, April 24, 2019 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on March 29, 2019 at 5:00 p.m., as required by law.

Dr. Jose Fierro, President/Superintendent

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**
Agenda Item No. 5

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Approval to Provide Compensation to Board Members for Absences from Board Meeting

ACTION

It is recommended that the Board of Trustees approve Carmen Avalos's and Martha Camacho-Rodriguez's absences and that they be compensated for the March 6 and March 20 board meeting, respectively.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

In accordance with [Board Policy 2725](#) and Education Code [72024](#), trustees may be compensated for absences from scheduled Board meetings if the reason for absence is jury duty, school business, hardship acceptable to the Board, or illness.

Ms. Avalos was absent to due to illness from the regular meeting of March 6, 2019.

Ms. Camacho-Rodriguez was absent to due to illness from the regular meeting of March 20, 2019.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**
Agenda Item No. 6

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Approval of Minutes

ACTION

It is recommended that the Board of Trustees approve the minutes of the meetings of March 6 and March 20, 2019.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

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

- [March 6, 2019](#)
- [March 20, 2019](#)

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None

FROM:

Dr. Jose Fierro
President/Superintendent

<p>SUBJECT: Consideration of Approval of Conference Requests for Travel Outside the United States – Taipei, Taiwan for Dr. Shin Liu and Dr. Jose Fierro</p>

ACTION

It is recommended that the Board of Trustees approve a conference request for Dr. Shin Liu and Dr. Jose Fierro to travel to Taipei, Taiwan from May 25-June 29, 2019 and May 28-June 3, 2019, respectively. The purpose is to visit Southern Taiwan University of Science and Technology, a sister city of Cerritos College and meet with dignitaries regarding the Tainan City TEEP Program.

FISCAL IMPACT

An amount not to exceed \$1,000 will be expended from the Board of Trustees conference account. An amount not to exceed \$2,000 will be expended from the President’s Office conference account.

REPORT SUMMARY

Dr. Fierro and Dr. Liu will visit Southern Taiwan University of Science and Technology, a sister city of Cerritos College and meet with dignitaries regarding the Tainan City TEEP Program. This program aims at establishing a bilingual learning environment and receives support from the Taiwanese government and private sector to enrich teaching resources.

Objectives of this program include:

- To provide Cerritos College students with diverse learning experiences and cultural perspective.
- To allow Taiwanese and Cerritos College students to learn from each other and promote the cultural exchanges.
- To enhance Cerritos College students’ teaching ability and leadership skills.
- To assist Taiwanese students to demonstrate authentic use of the English language.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: April 3, 2019

Agenda Item No. 8

FROM:

Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

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

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 April 3, 2019

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New course	Adult Education & Diversity	AED 90.05 – OSHA-10 Training Units: 0.0 Class Hours: 10.0 Lecture/ 6.0 Laboratory Prerequisite: None Corequisite: None Recommendation: None Class size: 25	This course is designed to deliver OSHA standards to individuals in various professions. It will introduce topics that OSHA prescribes for a 10-hour course. Students completing this course will earn an OSHA 10 certificate. <i>Associated Programs:</i> <ul style="list-style-type: none"> • <i>Energy Crops – (Non-Credit) Certificate of Completion</i> 	February 28, 2019
Modification	Business, Humanities, and Social Sciences	ECON 201M - Principles of Macroeconomics	Updating prerequisite: Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for MATH 80 or MATH 80A or higher.	February 28, 2019
Modification	Business, Humanities, and Social Sciences	ECON 202M – Principles of Microeconomics	Updating prerequisite: Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for MATH 80 or MATH 80A or higher.	February 28, 2019
Modification	Business, Humanities, and Social Sciences	PSYC 245 – Drugs and Behavior	Updating to match CID PHS 103	February 28, 2019
Modification	Health, Physical Education, Dance, and Athletics	HED 202 – Health System and Perspectives	Updating requisite, adding distance education Recommendation: Completion of ENGL 100 or equivalent with a grade of "C" or higher, or "Pass"	February 28, 2019

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of April 3, 2019

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Technology	WMT 43 – Woodworking Manufacturing Technologies Occupational Work Experience	TOP Code alignment (change from 0952.00 to 0952.50)	February 28, 2019
Modification	Technology	WMT 44 – Woodworking Manufacturing Technologies Occupational Work Experience	TOP Code alignment (change from 0952.00 to 0952.50)	February 28, 2019
Modification	Technology	WMT 98 – Directed Studies	TOP Code alignment (change from 0952.00 to 0952.50)	February 28, 2019
Modification	Technology	WMT 99 – Directed Studies	TOP Code alignment (change from 0952.00 to 0952.50)	February 28, 2019
Modification	Liberal Arts	EDEL 100 – Introduction to Teaching and Learning in Diverse Contemporary Classrooms	Removing prerequisite; adding distance education	February 28, 2019
Modification	Liberal Arts	EDEL 105 – Introduction to Teaching	Removing prerequisite; adding distance education, changing TOP code (from 0801.00 – Education, general to 0899.00 – other education) and SAM code (from Non-occupational to Clearly Occupational)	February 28, 2019
Modification	Liberal Arts	EDEL 200 – Introduction to the Teaching Profession	Update prerequisite language; adding distance education Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC); AND, EDEL 100 or equivalent with a grade of “C” or higher or “Pass” ; AND, ENGL 100 or equivalent with a grade of “C” or higher or “Pass” ; AND, MATH 70 or equivalent with a grade of “C” or higher or “Pass”; AND, Math 80 or equivalent with a grade of “C” or higher or “Pass” OR assessment/placement with eligibility for MATH 110A.	February 28, 2019
Modification	Adult Education & Diversity	Energy Crops – (Non-Credit) Certificate of Completion	Adding new course AED 90.05	February 28, 2019

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of April 3, 2019

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Liberal Arts	Elementary Teacher Education – Associate in Arts for Transfer	Modification: Adding MUS 100 changing prefix SPCH to COMM	February 28, 2019

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**
Agenda Item No. 9

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 16P011, Social Science Elevator
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ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Dalke & Sons Construction, Inc. of Riverside, California for the Social Science Elevator project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$2,464,425 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Dalke & Sons Construction, Inc. on October 4, 2017. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on September 28, 2018. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Notice of Completion Recording – Dalke & Sons Construction, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Social Science Elevator, Bid No. 16P011** contract for the doing of which was heretofore entered into on the **4th of October, 2017** which contract was made with **Dalke & Sons Construction, Inc.**, contract number **16P011**, as contractor; that said improvements were completed on the **28th of September, 2018**, and accepted by formal action of the governing board of said DISTRICT on the **3rd of April, 2019**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **The Ohio Casualty Insurance Company**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

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

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **April 3,**
2019 Agenda Item No. 10

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 17P003, Campus Fiber Upgrade

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Pacific Coast Cabling, Inc. dba PCC Network Solutions of Chatsworth, California for the Campus Fiber Upgrade project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$1,059,606.03 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Pacific Coast Cabling, Inc. dba PCC Network Solutions on December 6, 2017. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on September 14, 2018. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Notice of Completion Recording – Pacific Coast Cabling, Inc. dba PCC Network Solutions

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Campus Fiber Upgrade, Bid No. 17P003** contract for the doing of which was heretofore entered into on the **6th of December, 2017** which contract was made with **Pacific Coast Cabling, Inc. dba PCC Network Solutions**, contract number **17P003**, as contractor; that said improvements were completed on the **14th of September, 2018**, and accepted by formal action of the governing board of said DISTRICT on the **3rd of April, 2019**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Suretec Insurance Company**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

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

Date: _____

Place of Execution: Norwalk, California

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 17P010, Performing Arts Center Site Prep

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Suttles Plumbing and Mechanical Corp. of Simi Valley, California for the Performing Arts Center Site Prep project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$868,436 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Suttles Plumbing and Mechanical Corp. on January 17, 2018. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on May 14, 2018. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Notice of Completion Recording – Suttles Plumbing and Mechanical Corp.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Performing Arts Center Site Prep, Bid No. 17P010** contract for the doing of which was heretofore entered into on the **17^h of January, 2018** which contract was made with **Suttles Plumbing and Mechanical Corp.**, contract number **17P010**, as contractor; that said improvements were completed on the **14th of May, 2018**, and accepted by formal action of the governing board of said DISTRICT on the **3rd of April, 2019**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Philadelphia Indemnity Insurance Company**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

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

Date: _____

Place of Execution: Norwalk, California

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Approval of Independent Contractor Services Agreement with Vavrinek, Trine, Day & Co., LLP for Cerritos College’s Independent Audit Services</p>

ACTION

It is recommended that the Board of Trustees approve and authorize the District to enter into an Independent Contractor Services Agreement with Vavrinek, Trine, Day & Co., LLP to conduct the District’s annual independent audit and provide additional accounting/auditing services for Fiscal Year (FY) 18/19 and FY 19/20, with the option of three (3) one-year renewals for FY 20/21, FY 21/22, and FY 22/23.

FISCAL IMPACT

The not-to-exceed agreement shall be in the amounts as detailed below under the financial implications. Funding for the independent audit services will be allocated from the Fiscal Services Department Unrestricted General Fund and the Measure G audit from Measure G Bond funds.

REPORT SUMMARY

On April 5, 2017, the Board of Trustees approved and authorized Cerritos College to enter into an agreement with Vicenti, Lloyd & Stutzman LLP (now doing business as CliftonLarsonAllen LLP) for independent audit services pursuant to RFP No. 16C0138, Independent Audit Services. The term of the agreement was for two years starting in April 2017 and ending in April 2019, with the option of three one-year renewal terms.

Cerritos College has decided not to extend audit services with CliftonLarsonAllen LLP beyond the initial two-year agreement. In accordance with Administrative Procedure (AP) 6400 Financial Audits, Cerritos College seeks to rotate audit services for the District audit, Foundation audit, and Measure G audit to Vavrinek, Trine, Day & Co., LLP (VTD).

Pursuant to Government Code (GC) 53060, VTD will enter into a contract with the District through the District’s standard Independent Contractor Services Agreement. The agreement contains the general terms and conditions under which the contractor will perform independent audit services to the District. The contract term will provide for two fiscal year audits (2018-2019 and 2019-2020) and start on April 4, 2019

with an end date of December 31, 2020, with the option of three one-year renewal terms. At the end of the initial two-year term, Cerritos College will evaluate its option to continue the agreement and exercise a one-year renewal term.

The fixed price cost of the independent audit services are detailed below and funding shall be allocated from the Fiscal Services Department Unrestricted General Fund and the Measure G audit from Measure G Bond funds.

The District is recommending that the Board of Trustees authorize the District to enter into an Independent Contractor Services Agreement with VTD for independent audit services.

Financial Implications

The financial implications are further detailed, as follows:

PROPOSED FISCAL YEAR FIXED PRICE					
Audit Requirements:	INITIAL TERM		OPTIONAL RENEWAL TERMS		
	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
1) District Annual Audit (Fixed-Price):	\$62,000	\$63,000	\$64,000	\$65,000	\$66,000
2) Optional Services (Fixed-Price)					
▪ Cerritos Foundation Audit and Tax Filing:	\$10,200	\$10,400	\$10,600	\$10,800	\$11,000
▪ Measure G Audit	\$9,100	\$9,100	\$9,100	\$9,500	\$9,500
3) Hourly Rates for Additional Audit Services as Required:	PROPOSED HOURLY RATES:				
▪ Partner:	\$220	\$220	\$220	\$220	\$220
▪ Manager:	\$180	\$180	\$180	\$180	\$180
▪ Supervising/Senior Staff:	\$150	\$150	\$150	\$150	\$150
▪ Junior Staff:	\$120	\$120	\$120	\$120	\$120
▪ Clerical:	\$90	\$90	\$90	\$90	\$90

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Contract No. 18C0187, Independent Contractor Services Agreement -- Vavrinek, Trine, Day & Co., LLP



Cerritos College

INDEPENDENT CONTRACTOR SERVICES AGREEMENT FOR INDEPENDENT AUDIT SERVICES

Contract No. 18C0187

PARTIES AND DATE

This Agreement is made and entered into this **4th** day of **April, 2019**, by and between **Cerritos Community College District** ("DISTRICT"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **Vavrinek, Trine, Day & Co., LLP** ("CONTRACTOR"), [a limited liability partnership under the laws of the State of California with its principal place of business at 10681 E Foothill Blvd #300, Rancho Cucamonga, CA 91730, and licensed to do business in the State of California]. 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 **Independent Audit 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. This Agreement includes and hereby incorporates in full by reference the following documents, including all exhibits, specifications, and documents therein, and attachments and addenda thereto.

1.1.1 Contractor's Proposal dated February 14, 2019.

1.2 The above documents are an integral part of the Agreement. By signing this Agreement, CONTRACTOR acknowledges that he or she has read, understood, and agrees with all terms of the Contract Documents within this Agreement, including, but not limited to, services provided, indemnification, insurance, standards of performance, and termination. CONTRACTOR shall not disclaim knowledge of the meaning and effect of any term or provision of the Contract Documents within this Agreement, and agrees to strictly abide by their meaning and intent.

1.3 CONTRACTOR shall furnish all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement at CONTRACTOR'S own expense, except as more fully detailed in the above-referenced documents. CONTRACTOR shall perform **Independent Audit 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 **April 4, 2019 (covering fiscal year audit 2018-19)**, and end on **December 31, 2020 (after the conclusion of fiscal year audit 2019-20)**, 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 **Independent Audit 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.

PROPOSED FISCAL YEAR PRICE					
	INITIAL TERM		OPTIONAL RENEWAL TERMS		
Audit Requirements:	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
1) District Annual Audit (Fixed-Price):	\$62,000	\$63,000	\$64,000	\$65,000	\$66,000
2) Optional Services (Fixed-Price)					
▪ Cerritos Foundation Audit and Tax Filing:	\$10,200	\$10,400	\$10,600	\$10,800	\$11,000
▪ Measure G Audit	\$9,100	\$9,100	\$9,100	\$9,500	\$9,500
3) Hourly Rates for Additional Audit Services as Required: ¹	PROPOSED HOURLY RATES:				
▪ Partner:	\$220	\$220	\$220	\$220	\$220
▪ Manager:	\$180	\$180	\$180	\$180	\$180
▪ Supervising/Senior Staff:	\$150	\$150	\$150	\$150	\$150
▪ Junior Staff:	\$120	\$120	\$120	\$120	\$120
▪ Clerical:	\$90	\$90	\$90	\$90	\$90

¹ No additional services will be performed unless they are authorized in writing by the District and a contract Amendment covering the work is executed by the parties.

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 unless taken by exception as detailed in the contract documents incorporated into this Agreement under Page 1. Item 1.0 SCOPE OF WORK – SERVICES TO BE PROVIDED BY CONTRACTOR.

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 Not Used.

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. The key personnel for performance of this Agreement are as follows: Bill Rauch, CPA, Partner

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Felipe 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 **Bill Rauch, CPA, Partner** 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 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"). CONTRACTOR agrees that if services are not completed within the aforementioned Performance Time, it is understood, acknowledged and agreed that the DISTRICT will suffer damage.

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 Government Accounting Standards Board (GASB) requirements, and shall give all notices required by law. CONTRACTOR shall be liable for all violations of such laws and regulations in connection with such work or services. If CONTRACTOR performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the DISTRICT, CONTRACTOR shall be solely responsible for all costs arising therefrom. CONTRACTOR shall defend, indemnify and hold DISTRICT, its officials, directors, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

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

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

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

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

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

5.0 INDEMNIFICATION.

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

5.2 CONTRACTOR shall defend, with Counsel of DISTRICT'S choosing and at CONTRACTOR'S own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 5.1 that may be brought or instituted against DISTRICT or its Governing Board, officials, officers, employees, volunteers, and agents. CONTRACTOR shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. CONTRACTOR shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such

reimbursement shall include payment for DISTRICT'S attorney's fees and costs, including expert witness fees. CONTRACTOR shall reimburse DISTRICT and its Governing Board, officials, officers, employees, volunteers and agents, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONTRACTOR'S obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials officers, employees, agents, or volunteers.

6.0 INSURANCE.

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

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

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

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

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

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

ii. **Automobile Liability.** The automobile liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the CONTRACTOR or for which the CONTRACTOR is responsible; and (2) the insurance coverage shall be primary insurance as respects DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by DISTRICT, its Governing Board, officials, officers, employees,

volunteers and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

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

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

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

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

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

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

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

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

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

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

7.0 TERMINATION OF AGREEMENT

7.1 DISTRICT may, by written notice to CONTRACTOR, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to CONTRACTOR of such termination, and specifying the effective date thereof, not less than ten (10) business days before the effective date of such termination. Upon termination, CONTRACTOR shall be compensated only for those services which

have been adequately rendered to DISTRICT, and CONTRACTOR shall be entitled to no further compensation. CONTRACTOR may not terminate this Agreement except for cause.

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

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

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

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

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

11.0 OWNERSHIP OF MATERIALS/CONFIDENTIALITY.

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

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

11.3 **Subcontractors.** CONTRACTOR shall require all subcontractors to agree in writing that DISTRICT is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor

prepares under this Agreement. CONTRACTOR represents and warrants that CONTRACTOR has the legal right to license any and all Documents & Data. CONTRACTOR makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than CONTRACTOR or its subcontractors, or those provided to CONTRACTOR by the DISTRICT.

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

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

11.6 Confidentiality. All Documents & Data, either created by or provided to CONTRACTOR in connection with the performance of this Agreement, shall be held confidential by CONTRACTOR. All Documents & Data shall not, without the prior written consent of DISTRICT, be used or reproduced by CONTRACTOR for any purposes other than the performance of services under this Agreement. CONTRACTOR shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of any project or service under this Agreement. Nothing furnished to CONTRACTOR that is otherwise known to CONTRACTOR or is generally known, or has become known, to the related industry shall be deemed confidential. CONTRACTOR shall not use DISTRICT'S name or insignia, photographs of any project, or any publicity pertaining to any services or any project under this Agreement, in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of DISTRICT.

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

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

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

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

13.1 CONTRACTOR shall advise its employees, agents, or subcontractors of this policy. Their entry onto DISTRICT'S premises or the work site constitutes consent to searches and inspections. When

DISTRICT has reason to believe there has been a violation of any aspect of the drug-free workplace requirements, CONTRACTOR and its employees, agents, suppliers, subcontractors shall, when requested, immediately submit to a search of their person, and/or lockers, lunch boxes, briefcases, purses, packages, desks, workstations, vehicles and other personal belongings available for inspection.

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

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

14.0 DELAYS.

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

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

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

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

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

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

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

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

17.0 GOVERNING LAW; GOVERNMENT CODE CLAIM COMPLIANCE. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, CONTRACTOR must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the DISTRICT. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be

limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONTRACTOR. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONTRACTOR shall be barred from bringing and maintaining a valid lawsuit against the DISTRICT.

- 18.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** This Agreement is for the exclusive services of CONTRACTOR. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual by CONTRACTOR without the express written approval of DISTRICT.
- 19.0 CONSTRUCTION; REFERENCES; CAPTIONS.** Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not business days unless otherwise specified in this Agreement. All references to CONTRACTOR include all personnel, employees, agents, and subcontractors of CONTRACTOR, except as otherwise specified in this Agreement. All references to DISTRICT include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.
- 20.0 AMENDMENT; MODIFICATION.** No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties pursuant to a Contract Amendment Form, Exhibit "A", attached hereto and incorporated herein by this reference. DISTRICT may modify the form of the Contract Amendment Form in its sole discretion at any time prior to execution.
- 21.0 NON-WAIVER.** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 22.0 COOPERATION; FURTHER ACTS.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 23.0 ATTORNEYS' FEES.** If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other costs of such action.
- 24.0 AUTHORITY TO ENTER AGREEMENT.** CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 25.0 COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original.
- 26.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who is not signatory to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 27.0 SEVERABILITY.** If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.
- 28.0 TIME OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.
- 29.0 ENTIRE AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both DISTRICT and CONTRACTOR.

29.1 This Agreement and any attachments or exhibits incorporated by reference are complementary and what is required by one shall be as binding as if required by all. In the case of conflict or inconsistency, this Agreement shall control over any such attachments or exhibits.

30.0 NOTICE. Any notice or demand may be served upon one Party by the other (a) by delivering it, in writing, to the other's representative at the address as set forth below, or (b) by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the other's representative at the address as set forth below, or (c) by sending a facsimile of it to the other's representative at the facsimile number set forth below.

CERRITOS COMMUNITY COLLEGE DISTRICT:

Representative: Mark B. Logan, CPPO, C.P.M.
Director of Purchasing and
Contract Administration
Tel: (562) 467-5203

For Notices: Cerritos Community College District
Purchasing Department

11110 Alondra Boulevard
Norwalk, CA 90650-6203

Fax: (562) 467-5020

CONTRACTOR:

Representative: Bill Rauch, CPA, Partner
(Name & Title)

Tel: 909-466-4410

For Notices: Vavrinek, Trine, Day, & Co.,
LLP
10681 E. Foothill Blvd. #300
Rancho Cucamonga, CA
91730

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

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

Typed or Printed Name, & Title

Bill Rauch, Partner

Typed or Printed Name, & Title

brauch@vtdcpa.com

E-mail

Tax Identification Number (EIN)

Date: _____

Date: _____

EXHIBIT "A"

**CERRITOS COMMUNITY COLLEGE DISTRICT
CONTRACT AMENDMENT FORM**

AMENDMENT NO.

To

CONTRACT NO.

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

RECITALS

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

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

NOW THEREFORE, the Parties agree as follows:

1. TERMS

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

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

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

1.4 Additional Terms: [Insert As Applicable]

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

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**
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

SUBJECT: Consideration of Approval of Sale of Surplus and Obsolete Materials/Equipment
--

ACTION

It is recommended that the Board of Trustees declare and approve the listed items as surplus and authorize the Director of Purchasing and Contract Administration to sell the listed items by means of a public auction by a contract with an auction company in accordance with the district's board policy and administrative procedures.

FISCAL IMPACT

Proceeds from the sale of surplus items will be deposited into the General Fund.

REPORT SUMMARY

Cerritos College is the owner of the items listed on Exhibit A. The attached listed items have exceeded their useful life and are no longer suitable for use at Cerritos College and may be disposed of through public auction sales.

In accordance with Board Policy 6550, Administrative Procedures 6550, and California Education Code Section 81450 et seq., authority is delegated to the President/Superintendent or his designee to sell or otherwise dispose of the listed items and to execute all documents in connection therewith, subject to the terms and conditions of the district's policy and administrative procedures.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Exhibit A: Electronic Equipment and Miscellaneous Material

**DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL**

BOARD MEETING DATE: APRIL 3, 2019

Qty.	Description	CC #s	Serial #s
1 Each	Club Car Cart	N/A	F0104-984170
1 Each	Taylor Dunn Cart	N/A	54706
13 Each	Cabinets	N/A	N/A
1 Each	Dryer	N/A	N/A
9 Each	Desk	N/A	N/A
2 Each	Table	N/A	N/A
10 Each	Chairs	N/A	N/A
3 Each	Mini Fridge	N/A	N/A
1 Each	Mini Trampoline	N/A	N/A
1 Each	Scale	N/A	N/A
2 Each	Mirror	N/A	N/A
1 Each	Bench	N/A	N/A
7 Each	Step	N/A	N/A
2 Each	Weight Rack	N/A	N/A
2 Each	Weight Set	N/A	N/A
1 Each	Laser Jet 6L	N/A	N/A
1 Each	Whiteboard	N/A	N/A
1 Each	Ironing Board	N/A	N/A
1 Each	Money Box	N/A	N/A
1 Each	Ankle Exerciser	N/A	N/A
1 Each	Cold/compression system	41669	224276DV
1 Each	Dynatron 150 Plus	023823	155550
2 Each	CD Player	N/A	139K0865 61445082B
1 Each	Cassette Player	N/A	083Y1363
1 Each	Control System	N/A	8885772
2 Each	VHS/CD Player	N/A	811970020731 VN1GR008408

**DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL**

BOARD MEETING DATE: APRIL 3, 2019

Qty.	Description	CC #s	Serial #s
1 Each	VHS Rewinder	N/A	V-0759A
2 Each	TV	N/A	321-45290440 V36880013
1 Each	Colorado Cycle	41650	106537
1 Each	Shuttle Mini Clinic	41639	MC03050569
1 Each	Monarch	41095	105190
2 Each	Vacuum	N/A	903883712 43611-042
4 Each	Treadmills	43231 43233 43232 43235	CLT127499 CLT127500 CLT127498 CLT137526
8 Each	Step Machine	41912 46934	446838 15041302 458051 MST105849 MST105851 CLX123347 CLX123405 440121
8 Each	Bike	N/A	CLB100426 CLB100439 CLB100446 CLB100443 CLB100227 CLB100440 CLI100227 CLI100228
2 Each	Concept	N/A	400058521 400058587

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

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

SUBJECT: Consideration of Ratification of Acceptance of Gift
--

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

The following items were received on February 15, 2019.

For Use in the Automotive Department

- 2014 Lincoln MKZ (VIN: 3LN6L2GK1ER810650)

Donated by: Ford Motor Company
ATTN: TCEP Vehicle Coordinator
1555 Fairlane Drive
Allen Park, MI 48101

The estimated value of the above item is \$0.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Approval of Purchase Orders for the Month of February 2019
--

ACTION

It is recommended that the Board of Trustees approve the purchase orders processed during the month of February 2019.

FISCAL IMPACT

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

REPORT SUMMARY

This report of purchase orders processed during the month of February 2019 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

February 2019 – Purchase Order Report

Report ID: LAPO009C

District: 64360

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

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 1

Run Date: 03/02/2019

Run Time: 05:54:17AM

FY: 18-19

WEEKLY

PO Date	PO #	Change			Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib Amount	PO Amt
		Stat	Ord#	Date												
02/01/19	0000070488	A		02/07/2019	VINTAGE KING AUDIO	AUDIOVISUAL SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6410	0900000	18-19	35,717.22	
																35,717.22
02/01/19	0000070489	X	1	02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	18-19	28,130.13	
																28,130.13
02/01/19	0000070490	C		02/04/2019	ALBANO, RANDY	REIMBURSEMENT	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	145.60	
																145.60
02/01/19	0000070491	A		02/23/2019	AMAZON	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	18-19	79.99	
																79.99
02/01/19	0000070492	A		02/04/2019	SOUTHERN CALIFORNIA MARINE	RENTS/RENTALS	Physical Sciences	01.0	00000.0	00000	02570	5610	1951000	18-19	883.36	
																883.36
02/01/19	0000070493	C		02/04/2019	COMMUNITY COLLEGE SEARCH	CONTRACTED SERVICES	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	5,400.00	
																5,400.00
02/01/19	0000070494	X	1	02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	18-19	42,757.79	
																42,757.79
02/01/19	0000070495	C		02/01/2019	ON COURSE	CONFERENCE AND TRAVEL	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	5210	0900000	18-19	825.00	
																825.00
02/01/19	0000070496	A		02/01/2019	VERO SOFTWARE INC,	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	5810	0986000	18-19	821.25	
																821.25

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

* Prior Year Payments

Report ID: LAPO09C

District: 64360

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 2

Run Date: 03/02/2019

Run Time: 05:54:17AM

FY: 18-19

WEEKLY

PO Date	PO #	Stat	Change			Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib Amount	PO Amt
			Ord#	Date													
02/01/19	0000070497	A	02/23/2019		AMAZON	MISCELLANEOUS	General Administration	01.0	00000.0	00000	01200	4550	6006000	18-19	131.36		
			02/01/2019				0000070497			AMAZON						131.36	
02/01/19	0000070498	A	02/01/2019		CALIFORNIA COMMUNITY	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	18-19	2,400.00		
			02/01/2019				0000070498			CALIFORNIA COMMUNITY COLLEGES CALWORKS						2,400.00	
02/01/19	0000070499	C	02/01/2019		CHABOT-LAS POSITAS	CONFERENCE AND TRAVEL	Fiscal Operations	01.3	00000.0	00000	74500	5210	6720000	18-19	1,375.00		
			02/01/2019				0000070499			CHABOT-LAS POSITAS COMMUNITY COLLEGE DIS						1,375.00	
02/01/19	0000070500	C	02/01/2019		AMERICAN COLLEGE HEALTH	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	18-19	625.00		
			02/01/2019				0000070500			AMERICAN COLLEGE HEALTH ASSOCIATION						625.00	
02/01/19	0000070501	P	02/04/2019		BANK OF AMERICA	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	18-19	211.98		
			02/01/2019				0000070501			BANK OF AMERICA						211.98	
02/01/19	0000070502	C	02/01/2019		PEARSON EDUCATION INC.	INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72003	4320	6190000	18-19	11,083.59		
			02/01/2019				0000070502			PEARSON EDUCATION INC.						11,083.59	
02/01/19	0000070503	A	02/01/2019		CAFE N STUFF	FOOD PRODUCTS	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	18-19	210.72		
			02/01/2019				0000070503			CAFE N STUFF						210.72	
02/02/19	0000070504	C	02/02/2019		PARKER & COVERT, L.L.P.	MISCELLANEOUS	Human Resources	01.0	00000.0	00100	05100	5730	6730000	18-19	6,600.00		
			02/02/2019				0000070504			PARKER & COVERT, L.L.P.						6,600.00	
02/02/19	0000070505	C	02/02/2019		PARKER & COVERT, L.L.P.	MISCELLANEOUS	General Administration	01.0	00000.0	00000	01200	5730	6006000	18-19	586.50		
							Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	18-19	2,422.97		
							Human Resources	01.0	00000.0	00100	05100	5730	6730000	18-19	16,281.50		

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						02/02/2019	0000070505									19,290.97
						PARKER & COVERT, L.L.P.										
02/02/19	0000070506	C		02/02/2019	GB SERVICES	CONTRACTED SERVICES	Utilities	01.0	00000.0	00000	04400	5545	6570000	18-19	2,322.38	
						02/02/2019	0000070506									2,322.38
						GB SERVICES										
02/02/19	0000070507	A		02/06/2019	CEPA OPERATIONS, INC.	MISCELLANEOUS	Health Professions	01.0	00000.0	00000	02530	5630	1201000	18-19	1,000.00	
						02/02/2019	0000070507									1,000.00
						CEPA OPERATIONS, INC.										
02/02/19	0000070508	C		02/02/2019	RAN GRAPHICS	ADVERTISING	Health Professions	01.0	00000.0	00000	02530	5830	1201000	18-19	169.30	
						02/02/2019	0000070508									169.30
						RAN GRAPHICS										
02/02/19	0000070509	C		02/06/2019	MATTHEW BENDER & CO., INC.	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6320	6120000	18-19	5,584.93	
						02/02/2019	0000070509									5,584.93
						MATTHEW BENDER & CO., INC.										
02/02/19	0000070510	A		02/02/2019	POCKET NURSE	CARTS	Interdisciplinary Studies	39.8	00000.0	00000	77500	4320	4900000	18-19	1,513.75	
						02/02/2019	0000070510									1,513.75
						POCKET NURSE										
02/02/19	0000070511	A		02/02/2019	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Physical Therapy	01.0	00000.0	00000	02530	4320	1222000	18-19	66.36	
						02/02/2019	0000070511									66.36
						CONCORDANCE HEALTHCARE SOLUTIONS										
02/02/19	0000070512	A		02/02/2019	PLATINUM VISUAL SYSTEMS	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	2,455.55	
						02/02/2019	0000070512									2,455.55
						PLATINUM VISUAL SYSTEMS										
02/02/19	0000070513	A		02/02/2019	STRATA FOREST PRODUCTS	WOODWORKING	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	18-19	1,631.54	
						02/02/2019	0000070513									1,631.54
						STRATA FOREST PRODUCTS										
02/02/19	0000070514	C		02/06/2019	GRAFIX SYSTEMS	SIGNS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	18-19	95.24	

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						02/02/2019	0000070514	GRAFIX SYSTEMS								95.24
02/02/19	0000070515	C		02/06/2019	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Child Development	01.3	00000.0	00000	70770	4320	6920000	18-19	55.49	
						02/02/2019	0000070515	OFFICE DEPOT/BUSINESS SVCS DIV								55.49
02/02/19	0000070516	P		02/06/2019	BANK OF AMERICA	MISCELLANEOUS	Child Development	01.3	00000.0	00000	70770	4320	6920000	18-19	40.00	
						02/02/2019	0000070516	BANK OF AMERICA								40.00
02/02/19	0000070517	C		02/06/2019	MKH ELECTRONICS, INC.	REPAIRS - OTHER	Health Professions	01.0	00000.0	00000	02530	5630	1201000	18-19	630.08	
						02/02/2019	0000070517	MKH ELECTRONICS, INC.								630.08
02/02/19	0000070518	A		02/02/2019	COMMUNITY PLAYTHINGS	MISCELLANEOUS	Child Development	01.3	00000.0	00000	70770	4320	6920000	18-19	91.98	
						02/02/2019	0000070518	COMMUNITY PLAYTHINGS								91.98
02/02/19	0000070519	A	1	02/06/2019	WAXIE SANITARY SUPPLY	MISCELLANEOUS	Adult Education	41.0	00000.0	00000	73860	6450	6980000	18-19	12,403.53	
						02/02/2019	0000070519	WAXIE SANITARY SUPPLY								12,403.53
02/02/19	0000070520	A		02/02/2019	FASTSIGNS	SIGNS	Adult Education	41.0	00000.0	00000	73860	5810	6980000	18-19	197.10	
						02/02/2019	0000070520	FASTSIGNS								197.10
02/02/19	0000070521	C		02/02/2019	US BANK EQUIPMENT	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5610	6722000	18-19	8,467.96	
						02/02/2019	0000070521	US BANK EQUIPMENT FINANCE								8,467.96
02/02/19	0000070522	A		02/02/2019	BANK OF AMERICA	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	18-19	25.00	
						02/02/2019	0000070522	BANK OF AMERICA								25.00
02/02/19	0000070523	A		02/02/2019	BANK OF AMERICA	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	18-19	522.00	
						02/02/2019	0000070523	BANK OF AMERICA								522.00

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02/04/19	0000070524	C		02/06/2019	PEDAGOGICAL INSTITUTE OF LOS	CONFERENCE AND TRAVEL	Child Development	01.3	00000.0	70771	70770	5210	6920000	18-19	375.00	
						02/04/2019	0000070524	PEDAGOGICAL INSTITUTE OF LOS ANGELES							375.00	
02/04/19	0000070525	C		02/04/2019	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76619	5210	6190000	18-19	495.00	
						02/04/2019	0000070525	CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED							495.00	
02/04/19	0000070526	C		02/04/2019	HYATT REGENCY SACRAMENTO	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76618	5210	6190000	18-19	490.80	
						02/04/2019	0000070526	HYATT REGENCY SACRAMENTO							490.80	
02/04/19	0000070527	X	1	02/06/2019	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76619	5210	6190000	18-19	490.80	
						02/04/2019	0000070527	CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED							490.80	
02/04/19	0000070528	C		02/04/2019	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76618	5210	6190000	18-19	495.00	
						02/04/2019	0000070528	CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED							495.00	
02/04/19	0000070529	C		02/04/2019	EVERGREEN COMMUNITY	CONFERENCE AND TRAVEL	Child Development	01.3	00000.0	70771	70770	5210	6920000	18-19	1,000.00	
						02/04/2019	0000070529	EVERGREEN COMMUNITY SCHOOL							1,000.00	
02/04/19	0000070530	X	1	02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	18-19	16,767.20	
						02/04/2019	0000070530	GOLDEN STAR TECHNOLOGY INC.							16,767.20	
02/04/19	0000070531	A		02/23/2019	AMAZON	LABORATORY SUPP/EQUIP	Film Making	01.1	00000.0	00100	02520	4325	1057000	18-19	528.32	
						02/04/2019	0000070531	AMAZON							528.32	
02/04/19	0000070532	C		02/04/2019	NAIMIE'S BEAUTY CENTER	LABORATORY SUPP/EQUIP	Theater	01.1	00000.0	00100	02520	4325	1055000	18-19	696.42	
						02/04/2019	0000070532	NAIMIE'S BEAUTY CENTER							696.42	

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02/04/19	0000070533	C		02/04/2019	RAN GRAPHICS	ADVERTISING	Oth Instr Sup Services	01.0	00000.0	00000	02520	5830	6190000	18-19	194.91	
						MISCELLANEOUS		01.0	00000.0	00000	02520	5830	6190000	18-19	16.00	
				02/04/2019			0000070533			RAN GRAPHICS						210.91
02/04/19	0000070534	A		02/04/2019	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Health Services	69.0	00000.0	00000	03310	6460	6440000	18-19	371.16	
				02/04/2019			0000070534			GOLDEN STAR TECHNOLOGY INC.						371.16
02/04/19	0000070535	A		02/23/2019	AMAZON	COMPUTER SUPP/EQUIP	Health Services	69.0	00000.0	00000	03310	6460	6440000	18-19	83.91	
				02/04/2019			0000070535			AMAZON						83.91
02/04/19	0000070536	A		02/04/2019	DICK BLICK COMPANY	LABORATORY SUPP/EQUIP	Arts	01.0	00000.0	00000	02520	4320	1052000	18-19	156.36	
							Other Fine-Applied	01.1	00000.0	00100	02520	4325	1099000	18-19	1,554.64	
				02/04/2019			0000070536			DICK BLICK COMPANY						1,711.00
02/04/19	0000070537	X	1	02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	18-19	6,751.23	
				02/04/2019			0000070537			GOLDEN STAR TECHNOLOGY INC.						6,751.23
02/04/19	0000070538	C		02/04/2019	WALT DISNEY WORLD RESORT	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	1,120.52	
				02/04/2019			0000070538			WALT DISNEY WORLD RESORT						1,120.52
02/04/19	0000070539	A		02/04/2019	FASTSIGNS	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	613.20	
				02/04/2019			0000070539			FASTSIGNS						613.20
02/04/19	0000070540	C		02/04/2019	HIGHER EDUCATION USER GROUP INC	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	1,275.00	
				02/04/2019			0000070540			HIGHER EDUCATION USER GROUP INC						1,275.00
02/05/19	0000070541	P		02/05/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	195.52	

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						02/05/2019	0000070541	BANK OF AMERICA								195.52
02/05/19	0000070542	P		02/05/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01300	01100	5210	6005000	18-19	195.52	
						02/05/2019	0000070542	BANK OF AMERICA								195.52
02/05/19	0000070543	A		02/05/2019	DOWNEY PATRIOT, THE	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	425.00	
						02/05/2019	0000070543	DOWNEY PATRIOT, THE								425.00
02/05/19	0000070544	A		02/05/2019	DOWNEY PATRIOT, THE	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	600.00	
						02/05/2019	0000070544	DOWNEY PATRIOT, THE								600.00
02/05/19	0000070545	C		02/05/2019	GATEWAY GUARDIAN	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	300.00	
						02/05/2019	0000070545	GATEWAY GUARDIAN NEWSPAPER, INC.								300.00
02/05/19	0000070546	C		02/05/2019	LAKEWOOD CHAMBER OF	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	450.00	
						02/05/2019	0000070546	LAKEWOOD CHAMBER OF COMMERCE								450.00
02/05/19	0000070547	C		02/05/2019	LOS CERRITOS COMMUNITY NEWS	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	580.00	
						02/05/2019	0000070547	LOS CERRITOS COMMUNITY NEWS								580.00
02/05/19	0000070548	C		02/05/2019	PRESS TELEGRAM	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	700.00	
						02/05/2019	0000070548	PRESS TELEGRAM								700.00
02/05/19	0000070549	C		02/20/2019	AMERICAN NATIONAL RED	FIRST AID SUPP/EQUIP	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	242.00	
						NON-INSTRUCTIONAL SUPPLIES	Staff Development	01.0	00000.0	00000	05100	4550	6750000	18-19	396.00	
						02/05/2019	0000070549	AMERICAN NATIONAL RED CROSS								638.00

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02/05/19	0000070550	A		02/05/2019	APPLE INC	COMPUTER SUPP/EQUIP	Student Personnel	01.0	00000.0	00000	03100	6460	6450000	18-19	1,521.72	
						02/05/2019	0000070550			APPLE INC						1,521.72
02/05/19	0000070551	C		02/05/2019	CITY OF LAKEWOOD	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	18-19	126.00	
						02/05/2019	0000070551			CITY OF LAKEWOOD						126.00
02/06/19	0000070552	C		02/06/2019	LEADERSHIP EDUCATION FOR	CONFERENCE AND TRAVEL	Fiscal Operations	01.3	00000.0	00000	74500	5210	6720000	18-19	350.00	
						02/06/2019	0000070552			LEADERSHIP EDUCATION FOR ASIAN PACIFICS						350.00
02/06/19	0000070553	C		02/06/2019	RODGER'S CATERING	CATERING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4550	6016000	18-19	286.07	
						02/06/2019	0000070553			RODGER'S CATERING						286.07
02/06/19	0000070554	C		02/11/2019	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	18-19	81.20	
						02/06/2019	0000070554			OFFICE DEPOT/BUSINESS SVCS DIV						81.20
02/06/19	0000070555	A		02/06/2019	HENRY SCHEIN INC	INSTRUCTIONAL SUPPLIES	Dental Assisting	01.1	00000.0	00100	02530	4325	1240100	18-19	4,483.34	
						02/06/2019	0000070555			HENRY SCHEIN INC						4,483.34
02/06/19	0000070556	A		02/06/2019	HENRY SCHEIN INC	INSTRUCTIONAL SUPPLIES	Dental Assisting	01.0	00000.0	00000	02530	4320	1240100	18-19	960.08	
						02/06/2019	0000070556			HENRY SCHEIN INC						960.08
02/06/19	0000070557	C		02/06/2019	PORTER BOILER SERVICE INC	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	18-19	4,359.79	
						02/06/2019	0000070557			PORTER BOILER SERVICE INC						4,359.79
02/06/19	0000070558	A		02/06/2019	HILLYARD FLOOR CARE SUPPLY	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	11,172.19	
						02/06/2019	0000070558			HILLYARD FLOOR CARE SUPPLY						11,172.19

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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
02/06/19	0000070559	C		02/06/2019	O.H. CASEY, INC.	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	18-19	300.00	
						02/06/2019	0000070559									300.00
02/06/19	0000070560	A		02/06/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	2,570.40	
						02/06/2019	0000070560									2,570.40
02/06/19	0000070561	C		02/06/2019	DIVISION OF THE STATE ARCHITECTS	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65011	6120	7100000	18-19	500.00	
						02/06/2019	0000070561									500.00
02/06/19	0000070562	A		02/06/2019	DEMCO	LIBRARY SUPP/EQUIP	Library	01.0	00000.0	00000	02220	4550	6120000	18-19	171.22	
						02/06/2019	0000070562									171.22
02/07/19	0000070563	C		02/07/2019	HYATT REGENCY SACRAMENTO	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76619	5210	6190000	18-19	490.80	
						02/07/2019	0000070563									490.80
02/07/19	0000070564	A		02/07/2019	TOWN AND COUNTRY RESORT	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	18-19	504.22	
						02/07/2019	0000070564									504.22
02/07/19	0000070565	A		02/07/2019	TOWN AND COUNTRY RESORT	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	18-19	504.22	
						02/07/2019	0000070565									504.22
02/07/19	0000070566	A		02/07/2019	BANK OF AMERICA	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	18-19	650.00	
						02/07/2019	0000070566									650.00
02/07/19	0000070567	C		02/07/2019	DigiCal	ADVERTISING	Oth Instr Sup Services	01.3	00000.0	00000	72003	5830	6190000	18-19	150.00	
						02/07/2019	0000070567									150.00
02/07/19	0000070568	A		02/07/2019	RAN GRAPHICS	ADVERTISING	Physical Sciences	01.0	00000.0	00000	02570	5830	1951000	18-19	133.59	

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						02/07/2019	0000070568	RAN GRAPHICS								133.59
02/07/19	0000070569	A		02/07/2019	CHRISTIAN PRINTING SERVICE	ADVERTISING	Physical Sciences	01.0	00000.0	00000	02570	5830	1951000	18-19	137.97	
						02/07/2019	0000070569	CHRISTIAN PRINTING SERVICE								137.97
02/07/19	0000070570	C		02/07/2019	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	18-19	363.63	
						02/07/2019	0000070570	SCANTRON CORPORATION								363.63
02/07/19	0000070571	A		02/07/2019	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	5810	0900000	18-19	3,747.00	
						02/07/2019	0000070571	RDM ELECTRIC CO., INC.								3,747.00
02/07/19	0000070572	A		02/07/2019	RAN GRAPHICS	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	00000	74510	4550	6730000	18-19	410.20	
						02/07/2019	0000070572	RAN GRAPHICS								410.20
02/07/19	0000070573	P		02/07/2019	BANK OF AMERICA	OFFICE MACHINES SUPP/SERVICES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	18-19	30.00	
						02/07/2019	0000070573	BANK OF AMERICA								30.00
02/07/19	0000070574	P		02/07/2019	AMAZON	TIME CLOCKS/SYSTEM	Oth Instr Sup Services	01.3	00000.0	79000	73330	4550	6190000	18-19	49.99	
						02/07/2019	0000070574	AMAZON								49.99
02/07/19	0000070575	C		02/07/2019	OPUS USA INC	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5610	0960000	18-19	1,552.71	
						02/07/2019	0000070575	OPUS USA INC								1,552.71
02/07/19	0000070576	A		02/07/2019	BENNER METALS	MISCELLANEOUS	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	18-19	961.42	
						02/07/2019	0000070576	BENNER METALS								961.42
02/07/19	0000070577	A		02/07/2019	MFI MEDICAL EQUIPMENT INC.	COSMETOLOGY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	6450	0900000	18-19	21,479.52	

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						02/07/2019	0000070577	MFI MEDICAL EQUIPMENT INC.								21,479.52
02/07/19	0000070578	A		02/07/2019	BAILEIGH INDUSTRIAL	MISCELLANEOUS	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	18-19	1,573.52	
						02/07/2019	0000070578	BAILEIGH INDUSTRIAL								1,573.52
02/07/19	0000070579	C		02/07/2019	MORALES, ANGEL RAMON	REIMBURSEMENT	Instructional Office	01.0	00000.0	09000	02100	7610	6016000	18-19	600.00	
						02/07/2019	0000070579	MORALES, ANGEL RAMON								600.00
02/07/19	0000070580	A		02/07/2019	BENNER METALS	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00000	02600	4320	0984000	18-19	5,182.10	
						02/07/2019	0000070580	BENNER METALS								5,182.10
02/07/19	0000070581	A		02/12/2019	COLUMBIA SPECIALTY CO INC.	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00000	02600	4320	0984000	18-19	2,243.23	
						02/07/2019	0000070581	COLUMBIA SPECIALTY CO INC.								2,243.23
02/07/19	0000070582	C		02/07/2019	PRAXAIR DISTRIBUTION INC.	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	18-19	519.69	
						02/07/2019	0000070582	PRAXAIR DISTRIBUTION INC.								519.69
02/08/19	0000070583	A		02/08/2019	CHEMICAL CONSULTANTS	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	18-19	66.78	
						02/08/2019	0000070583	CHEMICAL CONSULTANTS								66.78
02/08/19	0000070584	C		02/08/2019	NAJARIAN HAGOP	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	18-19	267.47	
						02/08/2019	0000070584	NAJARIAN HAGOP								267.47
02/08/19	0000070585	C		02/08/2019	MCLOGAN'S SCREENPRINTING	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	18-19	219.36	
						02/08/2019	0000070585	MCLOGAN'S SCREENPRINTING								219.36
02/08/19	0000070586	A		02/08/2019	GRAPHIC CHEMICAL & INK CO.	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	18-19	23.54	

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						02/08/2019	0000070586	GRAPHIC CHEMICAL & INK CO.							23.54	
02/08/19	0000070587	P		02/08/2019	AMAZON	LABORATORY SUPP/EQUIP	Film Making	01.1	00000.0	00100	02520	4325	1057000	18-19	286.20	
						02/08/2019	0000070587	AMAZON							286.20	
02/08/19	0000070588	A		02/08/2019	NAIMIE'S BEAUTY CENTER	LABORATORY SUPP/EQUIP	Theater	01.1	00000.0	00100	02520	4325	1055000	18-19	76.09	
						02/08/2019	0000070588	NAIMIE'S BEAUTY CENTER							76.09	
02/08/19	0000070589	C		02/08/2019	THORN SMITH LABORATORIES	INSTRUCTIONAL SUPPLIES	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	18-19	224.04	
						02/08/2019	0000070589	THORN SMITH LABORATORIES							224.04	
02/09/19	0000070590	A		02/09/2019	TCB PRINTING	MISCELLANEOUS	Nursing	01.0	00000.0	00000	02530	4320	1230000	18-19	31.76	
						02/09/2019	0000070590	TCB PRINTING							31.76	
02/09/19	0000070591	C		02/11/2019	PATTERSON DENTAL SUPPLY INC.	MISCELLANEOUS	Dental Assisting	01.0	00000.0	00000	02530	5810	1240100	18-19	839.05	
							Dental Hygiene	01.0	00000.0	00000	02530	5810	1240200	18-19	279.68	
						02/09/2019	0000070591	PATTERSON DENTAL SUPPLY INC.							1,118.73	
02/09/19	0000070592	C		02/11/2019	PUBLIC AGENCY LAW GROUP	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	18-19	286.00	
							Physical Property-Related	42.2	00000.0	00000	65040	5730	7100000	18-19	104.00	
								42.2	00000.0	00000	65061	5730	7100000	18-19	1,458.34	
						02/09/2019	0000070592	PUBLIC AGENCY LAW GROUP							1,848.34	
02/09/19	0000070593	A		02/09/2019	ULTRADENT PRODUCTS, INC.	INSTRUCTIONAL SUPPLIES	Dental Assisting	01.1	00000.0	00100	02530	4325	1240100	18-19	508.63	
						02/09/2019	0000070593	ULTRADENT PRODUCTS, INC.							508.63	
02/11/19	0000070594	A		02/11/2019	HYATT REGENCY SAN FRANCISCO	CONFERENCE AND TRAVEL	District	01.0	00000.0	00000	00000	9330	0000000	18-19	739.59	

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						02/11/2019	0000070594	HYATT REGENCY SAN FRANCISCO AIRPORT							739.59	
02/11/19	0000070595	A		02/11/2019	HYATT REGENCY SAN FRANCISCO	CONFERENCE AND TRAVEL	District	01.0	00000.0	00000	00000	9330	0000000	18-19	739.59	
						02/11/2019	0000070595	HYATT REGENCY SAN FRANCISCO AIRPORT							739.59	
02/11/19	0000070596	A		02/11/2019	HYATT REGENCY SAN FRANCISCO	CONFERENCE AND TRAVEL	District	01.0	00000.0	00000	00000	9330	0000000	18-19	739.59	
						02/11/2019	0000070596	HYATT REGENCY SAN FRANCISCO AIRPORT							739.59	
02/11/19	0000070597	C		02/11/2019	OFFICE SOLUTIONS	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	18-19	26.43	
						02/11/2019	0000070597	OFFICE SOLUTIONS							26.43	
02/11/19	0000070598	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Instructional Office	01.0	00000.0	00000	02100	5210	6016000	18-19	203.94	
						02/11/2019	0000070598	BANK OF AMERICA							203.94	
02/11/19	0000070599	A		02/11/2019	GRAINGER	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	227.76	
						02/11/2019	0000070599	GRAINGER							227.76	
02/12/19	0000070600	A		02/13/2019	COLUMBIA DENTOFORM	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	18-19	1,555.78	
						02/12/2019	0000070600	COLUMBIA DENTOFORM							1,555.78	
02/12/19	0000070601	A		02/13/2019	HENRY SCHEIN INC	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	18-19	2,151.23	
						02/12/2019	0000070601	HENRY SCHEIN INC							2,151.23	
02/12/19	0000070602	A		02/13/2019	JD FIELDS LUMBER	DRAMA SUPP/EQUIP	Theater	01.0	00000.0	00000	02520	4320	1055000	18-19	2,193.08	
						02/12/2019	0000070602	JD FIELDS LUMBER							2,193.08	
02/12/19	0000070603	C		02/12/2019	PHILLIPS DESIGN	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	76618	5810	6190000	18-19	136.88	

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						02/12/2019	0000070603				PHILLIPS DESIGN					136.88
02/12/19	0000070604	A		02/12/2019	AUTOMOTIVE SERVICE COUNCILS	MEMBERSHIPS	Oth Instr Sup Services	01.3	00000.0	00000	76617	5310	6190000	18-19	50.00	
						02/12/2019	0000070604				AUTOMOTIVE SERVICE COUNCILS OF CALIF					50.00
02/12/19	0000070605	C		02/12/2019	SIRSIDYNIX CORPORATION	LIBRARY SUPP/EQUIP	Library	01.0	00000.0	00000	02220	6310	6120000	18-19	8,000.00	
						02/12/2019	0000070605				SIRSIDYNIX CORPORATION					8,000.00
02/12/19	0000070606	A		02/12/2019	ITC SYSTEMS	NON-INSTRUCTIONAL SUPPLIES	Library	01.0	00000.0	00300	02220	4550	6120000	18-19	1,606.00	
						02/12/2019	0000070606				ITC SYSTEMS					1,606.00
02/12/19	0000070607	C		02/12/2019	VENTURA COUNTY COMMUNITY	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	150.00	
						02/12/2019	0000070607				VENTURA COUNTY COMMUNITY COLLGE DISTRI					150.00
02/12/19	0000070608	A		02/20/2019	PARAMOUNT SAW CORP	MISCELLANEOUS	Drafting & Architecture	01.0	00000.0	00000	02600	4320	0964000	18-19	409.05	
						02/12/2019	0000070608				PARAMOUNT SAW CORP					409.05
02/12/19	0000070609	A		02/13/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Veterans Services	01.3	00000.0	00000	70004	6460	6480000	18-19	4,756.24	
						02/12/2019	0000070609				GOLDEN STAR TECHNOLOGY INC.					4,756.24
02/12/19	0000070610	C		02/14/2019	HERNANDEZ, ELIZABETH	REIMBURSEMENT	Instructional Office	01.0	00000.0	09000	02100	7610	6016000	18-19	600.00	
						02/12/2019	0000070610				HERNANDEZ, ELIZABETH					600.00
02/12/19	0000070611	A	1	02/19/2019	B & H PHOTO VIDEO	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	1,397.93	
								01.3	00000.0	00000	70360	6450	0900000	18-19	7,920.24	
						02/12/2019	0000070611				B & H PHOTO VIDEO					9,318.17

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02/12/19	0000070612	P		02/12/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	32.00	
						02/12/2019	0000070612	BANK OF AMERICA								32.00
02/12/19	0000070613	P		02/12/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	502.29	
						02/12/2019	0000070613	BANK OF AMERICA								502.29
02/12/19	0000070614	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	605.19	
						02/12/2019	0000070614	BANK OF AMERICA								605.19
02/12/19	0000070615	A		02/12/2019	DERMALOGICA	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4550	3057000	18-19	3,167.88	
						02/12/2019	0000070615	DERMALOGICA								3,167.88
02/12/19	0000070616	C		02/12/2019	AMERICAN BAR ASSOCIATION	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	1,500.00	
						02/12/2019	0000070616	AMERICAN BAR ASSOCIATION								1,500.00
02/12/19	0000070617	A		02/12/2019	ULINE	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4550	0960000	18-19	613.67	
						02/12/2019	0000070617	ULINE								613.67
02/12/19	0000070618	A		02/21/2019	RAN GRAPHICS	PRINTING SERVICES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	240.48	
						02/12/2019	0000070618	RAN GRAPHICS								240.48
02/12/19	0000070619	A		02/25/2019	B & H PHOTO VIDEO	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	231.26	
								01.3	00000.0	00000	70360	6450	0900000	18-19	9,872.86	
						02/12/2019	0000070619	B & H PHOTO VIDEO								10,104.12
02/12/19	0000070620	A		02/12/2019	RAN GRAPHICS	PRINTING SERVICES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	245.95	
						02/12/2019	0000070620	RAN GRAPHICS								245.95

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02/13/19	0000070621	A		02/13/2019	AMERICAN TIME INTEGRATED	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	18-19	2,205.64	
				02/13/2019			0000070621				AMERICAN TIME INTEGRATED SOLUTIONS					2,205.64
02/13/19	0000070622	A		02/13/2019	BUDGET RENTA A CAR NORWALK	RENTS/RENTALS	Letters	01.0	00000.0	00100	04400	5610	1551000	18-19	1,654.28	
				02/13/2019			0000070622				BUDGET RENTA A CAR NORWALK					1,654.28
02/13/19	0000070623	C		02/13/2019	PRESS TELEGRAM	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	5790	6722000	18-19	1,595.63	
				02/13/2019			0000070623				PRESS TELEGRAM					1,595.63
02/13/19	0000070624	A		02/13/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00000	79880	4320	4900000	18-19	13,132.34	
								39.1	00000.0	00000	79880	5810	4900000	18-19	12,482.44	
								39.1	00000.0	00000	79880	6450	4900000	18-19	5,689.23	
				02/13/2019			0000070624				GOLDEN STAR TECHNOLOGY INC.					31,304.01
02/13/19	0000070625	A		02/13/2019	BANK OF AMERICA	MISCELLANEOUS	Drafting & Architecture	01.0	00000.0	00000	02600	4320	0964000	18-19	190.79	
				02/13/2019			0000070625				BANK OF AMERICA					190.79
02/14/19	0000070626	P		02/14/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	18-19	1,095.20	
				02/14/2019			0000070626				BANK OF AMERICA					1,095.20
02/14/19	0000070627	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	18-19	550.00	
				02/14/2019			0000070627				BANK OF AMERICA					550.00
02/14/19	0000070628	C		02/14/2019	CHABOT-LAS POSITAS	CONFERENCE AND TRAVEL	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	5210	0900000	18-19	75.00	
				02/14/2019			0000070628				CHABOT-LAS POSITAS COMMUNITY COLLEGE DIS					75.00
02/14/19	0000070629	P		02/14/2019	NEED TO ADD VENDOR	AUTOMOTIVE SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70460	6410	0900000	18-19	42,052.50	

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						02/14/2019	0000070629									42,052.50
02/16/19	0000070630	A		02/19/2019	GREY HOUSE PUBLISHING	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	18-19	508.50	
						02/16/2019	0000070630									508.50
02/16/19	0000070631	A		02/19/2019	HOBART CORPORATION	REPAIRS - OTHER	Child Development	01.3	00000.0	00000	70790	5640	6920000	18-19	1,000.00	
						02/16/2019	0000070631									1,000.00
02/16/19	0000070632	A		02/16/2019	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Medical Assisting	01.1	00000.0	00100	02530	4325	1208000	18-19	2,021.00	
						02/16/2019	0000070632									2,021.00
02/19/19	0000070633	A		02/19/2019	B & H PHOTO VIDEO	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	2,000.24	
								01.3	00000.0	00000	70360	6450	0900000	18-19	13,496.29	
						02/19/2019	0000070633									15,496.53
02/19/19	0000070634	A		02/19/2019	STERILIZER MONITORING	MISCELLANEOUS	Dental Hygiene	01.1	00000.0	00100	02530	4325	1240200	18-19	370.11	
						02/19/2019	0000070634									370.11
02/19/19	0000070635	A		02/19/2019	ALL AMERICAN TROPHY	MISCELLANEOUS	Nursing	01.0	00000.0	00000	02530	4320	1230000	18-19	15.33	
						02/19/2019	0000070635									15.33
02/19/19	0000070636	A		02/19/2019	WEST COAST SAND AND GRAVEL	SAND AND GRAVEL	Grounds Maintenance-Re	01.0	00000.0	00000	04400	4550	6550000	18-19	1,184.49	
						02/19/2019	0000070636									1,184.49
02/19/19	0000070637	A		02/19/2019	FENCESCREEN, INC.	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65061	6120	7100000	18-19	3,028.08	
						02/19/2019	0000070637									3,028.08

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02/19/19	0000070638	A		02/19/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Business-Commerce	01.0	00000.0	00000	02510	4320	0501000	18-19	352.67	
				02/19/2019			0000070638				GOLDEN STAR TECHNOLOGY INC.					352.67
02/19/19	0000070639	A		02/20/2019	GOODHEART-WILCOX	BOOKS	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70360	4320	0900000	18-19	1,958.69	
				02/19/2019			0000070639				GOODHEART- WILCOX					1,958.69
02/19/19	0000070640	C		02/19/2019	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	General Administration	01.0	00000.0	00000	01200	5730	6006000	18-19	1,520.00	
							Human Resources	01.0	00000.0	00100	05100	5730	6730000	18-19	1,470.00	
				02/19/2019			0000070640				ATKINSON, ANDELSON, LOYA, RUUD					2,990.00
02/19/19	0000070641	C		02/19/2019	HARLAND TECHNOLOGY	MAINTENANCE AGREEMENTS	Instructional Office	01.0	00000.0	00000	02100	5630	6016000	18-19	8,504.00	
				02/19/2019			0000070641				HARLAND TECHNOLOGY SERVICES					8,504.00
02/20/19	0000070642	A		02/20/2019	PAZ, RICARDO	NON-INSTRUCTIONAL SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	18-19	603.32	
				02/20/2019			0000070642				PAZ, RICARDO					603.32
02/20/19	0000070643	C		02/20/2019	JARA, AMNA	NON-INSTRUCTIONAL SUPPLIES	Fiscal Operations	01.3	00000.0	00000	74500	4550	6720000	18-19	87.92	
				02/20/2019			0000070643				JARA, AMNA					87.92
02/20/19	0000070644	C		02/20/2019	MELO, ARGIE	NON-INSTRUCTIONAL SUPPLIES	Fiscal Operations	01.3	00000.0	00000	74500	4550	6720000	18-19	122.64	
				02/20/2019			0000070644				MELO, ARGIE					122.64
02/20/19	0000070645	C		02/21/2019	JAMES LEGOY PRODUCTIONS	CONTRACT SERVICES RENDERED	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	1,020.00	
				02/20/2019			0000070645				JAMES LEGOY PRODUCTIONS					1,020.00
02/20/19	0000070646	A		02/20/2019	TCB PRINTING	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	18-19	63.52	

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						02/20/2019	0000070646				TCB PRINTING					63.52
02/20/19	0000070647	C		02/20/2019	WANG, LYNN	NON-INSTRUCTIONAL SUPPLIES	Fiscal Operations	01.3	00000.0	00000	74500	4550	6720000	18-19	376.99	
						02/20/2019	0000070647				WANG, LYNN					376.99
02/20/19	0000070648	A		02/20/2019	RAN GRAPHICS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5830	6460000	18-19	622.44	
						02/20/2019	0000070648				RAN GRAPHICS					622.44
02/20/19	0000070649	A		02/20/2019	KLM BIO SCIENTIFIC	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	18-19	44.94	
						02/20/2019	0000070649				KLM BIO SCIENTIFIC					44.94
02/20/19	0000070650	A		02/22/2019	STAPLES ADVANTAGE	GRADUATION SUPPLIES	Scholars' Honors Program	01.0	00000.0	00000	02100	4320	6197000	18-19	1,299.43	
						02/20/2019	0000070650				STAPLES ADVANTAGE					1,299.43
02/20/19	0000070651	A		02/23/2019	PEOPLESPLACE	OFFICE FURNITURE/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	18-19	2,166.83	
						02/20/2019	0000070651				PEOPLESPLACE					2,166.83
02/20/19	0000070652	A		02/20/2019	TCB PRINTING	BOOKS/SUPPLIES	Auxiliary Operations	01.3	00000.0	00000	71200	4550	7000000	18-19	63.52	
						02/20/2019	0000070652				TCB PRINTING					63.52
02/20/19	0000070653	C		02/20/2019	RP GROUP, THE	CONTRACTED SERVICES	Human Resources	01.3	00000.0	07005	73460	5810	6730000	18-19	2,300.00	
						02/20/2019	0000070653				RP GROUP, THE					2,300.00
02/20/19	0000070654	A		02/27/2019	PROEDTECH LLC	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07005	73460	4550	6730000	18-19	199.00	
						02/20/2019	0000070654				PROEDTECH LLC					199.00
02/20/19	0000070655	C		02/20/2019	A2MEND	ADVERTISING	Human Resources	01.3	00000.0	07001	73460	5830	6730000	18-19	2,500.00	

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																2,500.00
02/20/19	0000070656	A		02/20/2019	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	Physical Sciences	01.0	00000.0	00000	02570	5830	1951000	18-19	260.91	
																260.91
02/20/19	0000070657	A		02/20/2019	MICRO CURRENT TECHNOLOGY, INC.	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4320	3057000	18-19	510.94	
																510.94
02/20/19	0000070658	A		02/20/2019	TENNIS WAREHOUSE	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	18-19	558.29	
																558.29
02/20/19	0000070659	P		02/20/2019	AMAZON.COM SERVICES, INC.	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4550	3057000	18-19	285.57	
																285.57
02/20/19	0000070660	C		02/20/2019	CALIFORNIA ASSOC. OF LATINO COMM	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	18-19	300.00	
																300.00
02/20/19	0000070661	A		02/20/2019	TENNIS WAREHOUSE	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	18-19	949.98	
																949.98
02/20/19	0000070662	C		02/20/2019	ACBO	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5210	6720000	18-19	385.00	
																385.00
02/20/19	0000070663	P		02/20/2019	AMAZON	MISCELLANEOUS	Board of Trustees	01.0	00000.0	00000	01100	4550	6005000	18-19	160.14	
																160.14
02/20/19	0000070664	C		02/20/2019	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	166.21	

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						02/20/2019	0000070664	MCKINLEY, COLLEEN								166.21
02/20/19	0000070665	A		02/20/2019	HIGHER EDUCATION CASE MANAGERS	MEMBERSHIPS	Health Services	69.0	00000.0	00000	03310	5310	6440000	18-19	50.00	
						02/20/2019	0000070665	HIGHER EDUCATION CASE MANAGERS ASSOC.								50.00
02/20/19	0000070666	P		02/21/2019	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	842.75	
						02/20/2019	0000070666	AMAZON								842.75
02/20/19	0000070667	C		02/20/2019	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	74.88	
						02/20/2019	0000070667	MCKINLEY, COLLEEN								74.88
02/20/19	0000070668	C		02/20/2019	LOS ANGELES COUNTY OFFICE OF	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	70.00	
						02/20/2019	0000070668	LOS ANGELES COUNTY OFFICE OF EDUCATION								70.00
02/21/19	0000070669	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	18-19	1,005.47	
						02/21/2019	0000070669	BANK OF AMERICA								1,005.47
02/21/19	0000070670	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	18-19	136.96	
						02/21/2019	0000070670	BANK OF AMERICA								136.96
02/21/19	0000070671	C		02/21/2019	KIMPTON SAYER HOTEL	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	18-19	178.72	
						02/21/2019	0000070671	KIMPTON SAYER HOTEL								178.72
02/21/19	0000070672	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	18-19	125.00	
						02/21/2019	0000070672	BANK OF AMERICA								125.00
02/21/19	0000070673	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	00200	01100	5210	6005000	18-19	320.52	

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						02/21/2019	0000070673	BANK OF AMERICA								320.52
02/21/19	0000070674	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Instructional Office	01.0	00000.0	00000	02100	5210	6016000	18-19	125.96	
						02/21/2019	0000070674	BANK OF AMERICA								125.96
02/21/19	0000070675	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	18-19	900.00	
						02/21/2019	0000070675	BANK OF AMERICA								900.00
02/21/19	0000070676	P		02/21/2019	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	18-19	1,038.00	
						02/21/2019	0000070676	BANK OF AMERICA								1,038.00
02/21/19	0000070677	A		02/21/2019	MACIAS, SERGIO	REIMBURSEMENT	Transportation	01.0	00000.0	00000	04400	4610	6492000	18-19	56.13	
						02/21/2019	0000070677	MACIAS, SERGIO								56.13
02/22/19	0000070678	A		02/22/2019	CCCCIO	CONFERENCE AND TRAVEL	Instructional Office	01.0	00000.0	00000	02100	5210	6016000	18-19	450.00	
						02/22/2019	0000070678	CCCCIO								450.00
02/22/19	0000070679	A		02/22/2019	FOUNDATION FOR CCC	CONFERENCE AND TRAVEL	Health Services	69.0	00000.0	00000	03310	5210	6440000	18-19	50.00	
						02/22/2019	0000070679	FOUNDATION FOR CCC								50.00
02/22/19	0000070680	A		02/22/2019	INTEGRATIVE IMPACT, LLC	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	1,596.39	
						02/22/2019	0000070680	INTEGRATIVE IMPACT, LLC								1,596.39
02/22/19	0000070681	A		02/22/2019	COAST PARTY RENTALS, INC.	NON-INSTRUCTIONAL SUPPLIES	School Relations	01.0	00000.0	00000	03320	5610	6493000	18-19	170.59	
						MISCELLANEOUS		01.0	00000.0	00000	03320	5610	6493000	18-19	2,791.38	
						02/22/2019	0000070681	COAST PARTY RENTALS, INC.								2,961.97
02/22/19	0000070682	A		02/22/2019	SPEED PRO IMAGING	MISCELLANEOUS	Child Development	01.3	00000.0	00000	70780	4320	6920000	18-19	548.60	

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				02/22/2019			0000070682				SPEED PRO IMAGING					548.60
02/22/19	0000070683	A		02/22/2019	KAMIMOTO, MARTIN	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	500.00	
				02/22/2019			0000070683				KAMIMOTO, MARTIN					500.00
02/22/19	0000070684	A		02/22/2019	EOPS REGION VIII	CONFERENCE AND TRAVEL	Trnsfers & Pymnts to/for Academic Administration	01.3	00000.0	00000	72800	7610	7300000	18-19	1,575.00	
				02/22/2019			0000070684				EOPS REGION VIII					1,750.00
02/22/19	0000070685	A		02/22/2019	FOUNDATION FOR CCC	MISCELLANEOUS	Veterans Services	01.3	00000.0	00000	70004	5210	6480000	18-19	295.00	
				02/22/2019			0000070685				FOUNDATION FOR CCC					295.00
02/22/19	0000070686	A		02/22/2019	HOTSY OF SOUTHERN	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	18-19	1,145.67	
				02/22/2019			0000070686				HOTSY OF SOUTHERN CALIFORNIA					1,145.67
02/22/19	0000070687	A		02/22/2019	LAKELAND FENCE CORP	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	18-19	3,308.00	
				02/22/2019			0000070687				LAKELAND FENCE CORP					3,308.00
02/22/19	0000070688	A		02/22/2019	EZ AUTOMATED SYSTEMS , INC	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	18-19	1,760.84	
				02/22/2019			0000070688				EZ AUTOMATED SYSTEMS , INC					1,760.84
02/22/19	0000070689	A		02/22/2019	INTERNATIONAL SECURITY	OFFICE SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	18-19	1,331.96	
				02/22/2019			0000070689				INTERNATIONAL SECURITY PRODUCTS					1,331.96
02/22/19	0000070690	A		02/22/2019	MENKE MARKING DEVICES INC.	OFFICE SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	18-19	262.76	
				02/22/2019			0000070690				MENKE MARKING DEVICES INC.					262.76

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02/22/19	0000070691	C		02/22/2019	NASPA ANNUAL CONFERNCE	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	775.00	
				02/22/2019			0000070691				NASPA ANNUAL CONFERNCE					775.00
02/22/19	0000070692	A		02/22/2019	ADVANTAGE INTEGRATED MEDIA	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	17,000.00	
				02/22/2019			0000070692				ADVANTAGE INTEGRATED MEDIA					17,000.00
02/22/19	0000070693	A		02/22/2019	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	04700	70200	5810	6190000	18-19	6,385.00	
				02/22/2019			0000070693				RDM ELECTRIC CO., INC.					6,385.00
02/22/19	0000070694	A		02/22/2019	SOUTHERN CALIFORNIA MARINE	FIELD TRIPS	Physical Sciences	01.0	00000.0	00000	02570	5610	1951000	18-19	883.36	
				02/22/2019			0000070694				SOUTHERN CALIFORNIA MARINE INSTITUTE					883.36
02/22/19	0000070695	A		02/22/2019	CAFE N STUFF	FOOD PRODUCTS	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	18-19	210.72	
				02/22/2019			0000070695				CAFE N STUFF					210.72
02/22/19	0000070696	C		02/22/2019	VENTEK INTERNATIONAL	MISCELLANEOUS	Parking	39.5	00000.0	00000	79800	5640	6950000	18-19	13,950.00	
				02/22/2019			0000070696				VENTEK INTERNATIONAL					13,950.00
02/22/19	0000070697	A		02/22/2019	ABELON, AYAKO	NON-INSTRUCTIONAL SUPPLIES	Community Relations	01.0	00000.0	00000	03600	4550	6710000	18-19	680.00	
				02/22/2019			0000070697				ABELON, AYAKO					680.00
02/22/19	0000070698	A		02/22/2019	RAN GRAPHICS	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	24,404.11	
				02/22/2019			0000070698				RAN GRAPHICS					24,404.11
02/22/19	0000070699	A		02/22/2019	DOWNEY PATRIOT, THE	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	900.00	
				02/22/2019			0000070699				DOWNEY PATRIOT, THE					900.00

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02/22/19	0000070700	A		02/22/2019	IMPREMEDIA OPERATING	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	700.00	
				02/22/2019			0000070700				IMPREMEDIA OPERATING COMPANY, LLC					700.00
02/22/19	0000070701	A		02/22/2019	LOS CERRITOS COMMUNITY NEWS	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	630.00	
				02/22/2019			0000070701				LOS CERRITOS COMMUNITY NEWS					630.00
02/22/19	0000070702	P		02/22/2019	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	520.00	
				02/22/2019			0000070702				BANK OF AMERICA					520.00
02/22/19	0000070703	P		02/22/2019	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	114.00	
				02/22/2019			0000070703				AMAZON					114.00
02/22/19	0000070704	C		02/22/2019	CCCSFAAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	425.00	
				02/22/2019			0000070704				CCCSFAAA					425.00
02/22/19	0000070705	C		02/22/2019	CCCSFAAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	425.00	
				02/22/2019			0000070705				CCCSFAAA					425.00
02/22/19	0000070706	C		02/22/2019	CCCSFAAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	550.00	
				02/22/2019			0000070706				CCCSFAAA					550.00
02/22/19	0000070707	C		02/22/2019	CCCSFAAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	550.00	
				02/22/2019			0000070707				CCCSFAAA					550.00
02/23/19	0000070708	P		02/23/2019	BANK OF AMERICA	BOOKS	Oth Instr Sup Services	01.3	00000.0	02321	72000	4100	6190000	18-19	717.60	
				02/23/2019			0000070708				BANK OF AMERICA					717.60

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02/23/19	0000070709	A		02/23/2019	LOAIZA, ANAYELY	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	18-19	117.69	
				02/23/2019			0000070709			LOAIZA, ANAYELY						117.69
02/23/19	0000070710	A		02/23/2019	IMAGE 2000, INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5810	6722000	18-19	4,127.59	
				02/23/2019			0000070710			IMAGE 2000, INC.						4,127.59
02/23/19	0000070711	A		02/23/2019	BUDGET RENTA A CAR NORWALK	RENTS/RENTALS	Student Personnel	01.0	00000.0	00100	04400	5610	6450000	18-19	1,082.50	
				02/23/2019			0000070711			BUDGET RENTA A CAR NORWALK						1,082.50
02/23/19	0000070712	A		02/23/2019	HILLYARD FLOOR CARE SUPPLY	MISCELLANEOUS	Physical Property-Related	42.2	00000.0	00000	65052	6120	7100000	18-19	837.68	
				02/23/2019			0000070712			HILLYARD FLOOR CARE SUPPLY						837.68
02/26/19	0000070714	A		02/28/2019	PEOPLESPLACE	NON-INSTRUCTIONAL SUPPLIES	Apprenticeships-Field Ironwork	01.3	00000.0	00000	72330	4550	0909000	18-19	3,151.98	
				02/26/2019			0000070714			PEOPLESPLACE						3,151.98
02/26/19	0000070715	A		02/28/2019	RAN GRAPHICS	MISCELLANEOUS	Business and Management	01.3	00000.0	04600	70200	4320	0500000	18-19	892.00	
				02/26/2019			0000070715			RAN GRAPHICS						892.00
02/26/19	0000070716	P		02/26/2019	AMAZON	MISCELLANEOUS	Transfer Programs	01.3	00000.0	03003	73460	4550	6330000	18-19	175.72	
				02/26/2019			0000070716			AMAZON						175.72
02/26/19	0000070717	A		02/26/2019	CASTILLO, ANGEL D	REIMBURSEMENT	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	67.14	
				02/26/2019			0000070717			CASTILLO, ANGEL D						67.14
02/26/19	0000070718	A		02/26/2019	PRESS TELEGRAM	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	18-19	700.00	
				02/26/2019			0000070718			PRESS TELEGRAM						700.00
02/26/19	0000070719	P		02/26/2019	AMAZON	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	18-19	509.85	

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						02/26/2019	0000070719	AMAZON								509.85
02/26/19	0000070720	A		02/28/2019	THE MASTER TEACHER	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75286	4550	6190000	18-19	3,570.33	
						02/26/2019	0000070720	THE MASTER TEACHER LEADERSHIP								3,570.33
02/26/19	0000070721	A		02/28/2019	NOVA DISPLAY SYSTEMS, INC.	BOARDS/BULLETIN/CH ALK/DISPLAY	Oth Instr Sup Services	01.3	00000.0	79000	73330	4550	6190000	18-19	2,341.64	
						02/26/2019	0000070721	NOVA DISPLAY SYSTEMS, INC.								2,341.64
02/26/19	0000070722	P		02/26/2019	AMAZON	AWARDS/CERTIFICATES	Scholars' Honors Program	01.0	00000.0	00000	02100	4320	6197000	18-19	599.80	
						02/26/2019	0000070722	AMAZON								599.80
02/26/19	0000070723	P		02/26/2019	ORIENTAL TRADING CO., INC	GRADUATION SUPPLIES	Scholars' Honors Program	01.0	00000.0	00000	02100	4320	6197000	18-19	38.95	
						02/26/2019	0000070723	ORIENTAL TRADING CO., INC								38.95
02/26/19	0000070724	C		02/26/2019	NASFAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	635.00	
						02/26/2019	0000070724	NASFAA								635.00
02/26/19	0000070725	C		02/26/2019	CCLC/CCCAA	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	5210	6300000	18-19	425.00	
						02/26/2019	0000070725	CCLC/CCCAA								425.00
02/26/19	0000070726	C		02/26/2019	CALIFORNIA DENTAL ASSISTANTS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	18-19	170.00	
						02/26/2019	0000070726	CALIFORNIA DENTAL ASSISTANTS ASSOCIATION								170.00
02/26/19	0000070727	C		02/26/2019	EMBASSY SUITES BY HILTON	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04500	70200	5210	6190000	18-19	386.67	
						02/26/2019	0000070727	EMBASSY SUITES BY HILTON								386.67
02/26/19	0000070728	C		02/26/2019	CHABOT-LAS POSITAS	CONFERENCE AND TRAVEL	Admissions	01.0	00000.0	00000	03800	5210	6225000	18-19	75.00	

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02/26/19	0000070728	C		02/26/2019	CHABOT-LAS POSITAS	CONFERENCE AND TRAVEL	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	150.00	
							Management Information	01.0	00000.0	00000	02260	5210	6780000	18-19	75.00	
							Student Personnel	01.0	00000.0	00000	03100	5210	6450000	18-19	75.00	
							Oth Instr Sup Services	01.3	00000.0	00000	70320	5210	6190000	18-19	225.00	
						02/26/2019	0000070728	CHABOT-LAS POSITAS COMMUNITY COLLEGE DIS							600.00	
02/26/19	0000070729	A		02/26/2019	RODGER'S CATERING	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	4550	6300000	18-19	72.82	
						02/26/2019	0000070729	RODGER'S CATERING							72.82	
02/26/19	0000070730	C		02/26/2019	TEMPE MISSION PALMS HOTEL	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	527.01	
						02/26/2019	0000070730	TEMPE MISSION PALMS HOTEL							527.01	
02/26/19	0000070731	C		02/26/2019	TEMPE MISSION PALMS HOTEL	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	18-19	527.01	
						02/26/2019	0000070731	TEMPE MISSION PALMS HOTEL							527.01	
02/27/19	0000070732	P		02/27/2019	RODGER'S CATERING	CATERING SERVICES	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	18-19	481.80	
						02/27/2019	0000070732	RODGER'S CATERING							481.80	
02/27/19	0000070733	P		02/27/2019	NEED TO ADD VENDOR	REIMBURSEMENT	Instructional Office	01.0	00000.0	09000	02100	7610	6016000	18-19	600.00	
						02/27/2019	0000070733	NEED TO ADD VENDOR							600.00	
02/27/19	0000070734	A		02/27/2019	SHADEWAVE LLC	DENTAL SUPP/EQUIP	Health	01.3	00000.0	04500	70200	6450	1200000	18-19	892.91	
						02/27/2019	0000070734	SHADEWAVE LLC							892.91	
02/27/19	0000070735	A		02/27/2019	HENRY SCHEIN INC	DENTAL SUPP/EQUIP	Health	01.3	00000.0	04500	70200	4320	1200000	18-19	1,857.12	
						02/27/2019	0000070735	HENRY SCHEIN INC							1,857.12	

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02/27/19	0000070736	P		02/27/2019	NEED TO ADD VENDOR	REIMBURSEMENT	Music	01.0	00000.0	00000	02520	5630	1054000	18-19	260.29	
				02/27/2019			0000070736			NEED TO ADD VENDOR						260.29
02/27/19	0000070737	P		02/27/2019	NAJARIAN HAGOP	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	18-19	85.65	
				02/27/2019			0000070737			NAJARIAN HAGOP						85.65
02/27/19	0000070738	P		02/27/2019	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	18-19	9.99	
				02/27/2019			0000070738			AMAZON						9.99
02/27/19	0000070739	A		02/28/2019	GOODSON MANUFACTURING	AUTOMOTIVE SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	18-19	522.09	
								01.3	00000.0	04700	70200	6450	0900000	18-19	3,803.99	
				02/27/2019			0000070739			GOODSON MANUFACTURING COMPANY						4,326.08
02/27/19	0000070740	P		02/27/2019	CODE 5 GROUP, LLC	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	18-19	131.00	
				02/27/2019			0000070740			CODE 5 GROUP, LLC						131.00
02/28/19	0000070741	P		02/28/2019	AMAZON.COM SERVICES, INC.	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	6450	1951000	18-19	1,975.30	
				02/28/2019			0000070741			AMAZON.COM SERVICES, INC.						1,975.30
02/28/19	0000070742	A	1	03/01/2019	BIO CORPORATION	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	18-19	74.42	
				02/28/2019			0000070742			BIO CORPORATION						74.42
02/28/19	0000070743	A		02/28/2019	US BANK EQUIPMENT	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5610	6722000	18-19	8,467.96	
				02/28/2019			0000070743			US BANK EQUIPMENT FINANCE						8,467.96
02/28/19	0000070744	A		02/28/2019	KANOPY LLC	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	18-19	3,052.00	
				02/28/2019			0000070744			KANOPY LLC						3,052.00

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02/28/19	0000070745	A		02/28/2019	KANOPY LLC	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	18-19	120.00	
				02/28/2019			0000070745				KANOPY LLC					120.00
02/28/19	0000070746	A		02/28/2019	PASSION RIVER PRODUCTIONS, INC.	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	18-19	209.30	
				02/28/2019			0000070746				PASSION RIVER PRODUCTIONS, INC.					209.30
02/28/19	0000070747	A		02/28/2019	POCKET NURSE	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	00000	75305	4320	1200000	18-19	755.26	
				02/28/2019			0000070747				POCKET NURSE					755.26
02/28/19	0000070748	A		02/28/2019	POCKET NURSE	INSTRUCTIONAL SUPPLIES	Nursing	01.1	00000.0	00100	02530	4325	1230000	18-19	958.40	
				02/28/2019			0000070748				POCKET NURSE					958.40
02/28/19	0000070749	P		02/28/2019	NEED TO ADD VENDOR	CONFERENCE AND TRAVEL	Community Relations	01.0	00000.0	00000	03600	5210	6710000	18-19	400.00	
				02/28/2019			0000070749				NEED TO ADD VENDOR					400.00
02/28/19	0000070750	A		02/28/2019	BAHIA RESORT HOTEL	CONFERENCE AND TRAVEL	Community Relations	01.0	00000.0	00000	03600	5210	6710000	18-19	403.73	
				02/28/2019			0000070750				BAHIA RESORT HOTEL					403.73
02/28/19	0000070751	A	1	03/01/2019	RAN GRAPHICS	PRINTING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4390	6016000	18-19	4,365.75	
				02/28/2019			0000070751				RAN GRAPHICS					4,365.75
02/28/19	0000070752	A		02/28/2019	CCCSFAAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	50.00	
				02/28/2019			0000070752				CCCSFAAA					50.00
02/28/19	0000070753	A		02/28/2019	CCLC/CCCAA	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	18-19	425.00	
				02/28/2019			0000070753				CCLC/CCCAA					425.00

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02/28/19	0000070754	P		02/28/2019	BANK OF AMERICA	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	18-19	117.96	
				02/28/2019			0000070754			BANK OF AMERICA						117.96
02/28/19	0000070755	P		02/28/2019	HERTZ CAR RENTAL	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	18-19	250.00	
				02/28/2019			0000070755			HERTZ CAR RENTAL						250.00
02/28/19	0000070756	A		02/28/2019	CROWNE PLAZA CONCORD/WALNUT	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	18-19	219.76	
				02/28/2019			0000070756			CROWNE PLAZA CONCORD/WALNUT CREEK						219.76
02/28/19	0000070757	A		02/28/2019	AMAZON	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	18-19	41.99	
				02/28/2019			0000070757			AMAZON						41.99
02/28/19	0000070758	A		02/28/2019	PATTERSON DENTAL SUPPLY INC.	MISCELLANEOUS	Warehouse	01.0	00000.0	00000	04300	4510	6723000	18-19	333.15	
				02/28/2019			0000070758			PATTERSON DENTAL SUPPLY INC.						333.15
02/28/19	0000070759	A		02/28/2019	WALT DISNEY WORLD RESORT	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	895.50	
				02/28/2019			0000070759			WALT DISNEY WORLD RESORT						895.50
02/28/19	0000070760	A		02/28/2019	WALT DISNEY WORLD RESORT	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	895.50	
				02/28/2019			0000070760			WALT DISNEY WORLD RESORT						895.50
02/28/19	0000070761	A		02/28/2019	WALT DISNEY WORLD RESORT	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	895.50	
				02/28/2019			0000070761			WALT DISNEY WORLD RESORT						895.50
02/28/19	0000070762	A		02/28/2019	NASFAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	735.00	
				02/28/2019			0000070762			NASFAA						735.00
02/28/19	0000070763	A		02/28/2019	NASFAA	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5210	6460000	18-19	572.00	

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						02/28/2019	0000070763	NASFAA								572.00
02/28/19	0000070765	A		02/28/2019	AMERICAN SIGN LANGUAGE	CONFERENCE AND TRAVEL	Letters	01.0	00000.0	00000	02550	5210	1551000	18-19	550.00	
						02/28/2019	0000070765	AMERICAN SIGN LANGUAGE TEACHERS ASSOCIAT								550.00
02/28/19	0000070766	A		02/28/2019	EMBASSY SUITES BY HILTON	CONFERENCE AND TRAVEL	Letters	01.0	00000.0	00000	02550	5210	1551000	18-19	672.88	
						02/28/2019	0000070766	EMBASSY SUITES BY HILTON								672.88
02/28/19	0000070767	A		02/28/2019	WESTERN ASSOCIATION OF	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	04600	70200	5210	6190000	18-19	2,150.00	
						02/28/2019	0000070767	WESTERN ASSOCIATION OF FOOD CHAINS								2,150.00
02/28/19	0000070768	A		02/28/2019	SOROPTIMIST INTERNATIONAL OF	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	18-19	100.00	
						02/28/2019	0000070768	SOROPTIMIST INTERNATIONAL OF LAKEWOOD/LB								100.00
02/28/19	0000070769	A		02/28/2019	HYATT PLACE UC DAVIS	CONFERENCE AND TRAVEL	Counseling	01.3	00000.0	03010	73460	5210	6300000	18-19	3,558.32	
								01.3	00000.0	03008	73460	7610	6300000	18-19	3,558.32	
						MISCELLANEOUS		01.3	00000.0	03008	73460	5210	6300000	18-19	561.84	
								01.3	00000.0	03010	73460	5210	6300000	18-19	561.84	
						02/28/2019	0000070769	HYATT PLACE UC DAVIS								8,240.32
02/28/19	17P012-05	A		02/28/2019	K&Z CABINET CO. INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	547,620.00	
						02/28/2019	17P012-05	K&Z CABINET CO. INC								547,620.00
02/28/19	17P012-07	A		02/28/2019	BEST CONTRACTING SERVICES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	1,872,450.00	
						02/28/2019	17P012-07	BEST CONTRACTING SERVICES, INC.								1,872,450.00
02/28/19	17P012-13	A		02/28/2019	TOP END CONSTRUCTORS,	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	222,800.00	

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

* Prior Year Payments

Report ID: LAPO009C

District: 64360

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

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

Board List Purchase Order Report

CERRITOS COLLEGE

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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
						02/28/2019	17P012-13				TOP END CONSTRUCTORS, INC. DBA					222,800.00
02/14/19	17P012-23	A		02/14/2019	LIBERTY CLIMATE CONTROL, INC.	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65061	6220	7100000	18-19	7,041,000.00	
						02/14/2019	17P012-23				LIBERTY CLIMATE CONTROL, INC.					7,041,000.00
02/20/19	18C0011	A		02/22/2019	ERP ANALYSTS, INC.	CONTRACTED SERVICES	Physical Property-Related	41.0	00000.0	00001	73880	5810	7100000	18-19	394,440.00	
						02/20/2019	18C0011				ERP ANALYSTS, INC.					394,440.00
02/28/19	18C0107	A		02/28/2019	SALLY SWANSON ARCHITECTS, INC	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65004	5810	7100000	18-19	194,705.00	
						02/28/2019	18C0107				SALLY SWANSON ARCHITECTS, INC					194,705.00
02/14/19	18C0118	A		02/14/2019	VICTOR VALLEY UNION HIGH	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	00000	77380	5810	6190000	18-19	55,000.00	
						02/14/2019	18C0118				VICTOR VALLEY UNION HIGH SCHOOL DISTRICT					55,000.00
02/01/19	18C0163	C		02/01/2019	JC CULTURE FOUNDATION	MISCELLANEOUS	Fiscal Operations	01.3	00000.0	00000	74500	5810	6720000	18-19	425.00	
						02/01/2019	18C0163				JC CULTURE FOUNDATION					425.00
02/21/19	18C0179	A		02/21/2019	HERNANDEZ, IRVING	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	18-19	150.00	
						02/21/2019	18C0179				HERNANDEZ, IRVING					150.00
02/07/19	18FC0020	A		02/07/2019	DEL MAR FLOOR COVERING INC.	MISCELLANEOUS	Matriculation-Std nt Assessment	01.0	00000.0	00001	03410	6130	6320000	18-19	18,095.75	
						02/07/2019	18FC0020				DEL MAR FLOOR COVERING INC.					18,095.75
02/22/19	18FC0021	A		02/22/2019	INTEGRATED INTERIORS, INC.	MISCELLANEOUS	Matriculation-Std nt Assessment	01.0	00000.0	00001	03410	6130	6320000	18-19	55,335.00	
						02/22/2019	18FC0021				INTEGRATED INTERIORS, INC.					55,335.00
02/28/19	69795A	A		02/28/2019	PERFORM BETTER	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	18-19	1,268.01	

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* Prior Year Payments

Report ID: LAPO009C

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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
						02/28/2019	69795A			PERFORM BETTER						1,268.01
02/28/19	69809A	A		02/28/2019	POWER SYSTEMS	CONTRACTED SERVICES	Physical Property-Related	42.2	00000.0	00000	65052	6130	7100000	18-19	524.76	
						02/28/2019	69809A			POWER SYSTEMS						524.76
02/01/19	70279A	A		02/23/2019	AMAZON	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	18-19	41.50	
						02/01/2019	70279A			AMAZON						41.50
02/26/19	70342A	A		02/26/2019	CALIFORNIA DEPARTMENT OF	INSTR MEDIA MATERIALS/SUPP	Health	01.3	00000.0	04500	70200	4420	1200000	18-19	1,245.43	
						02/26/2019	70342A			CALIFORNIA DEPARTMENT OF EDUCATION						1,245.43
02/20/19	70489A	A		02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	39.1	00000.0	00008	79850	6450	7100000	18-19	28,130.13	
						02/20/2019	70489A			GOLDEN STAR TECHNOLOGY INC.						28,130.13
02/20/19	70494A	A		02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	39.1	00000.0	00008	79850	6450	7100000	18-19	42,757.79	
						02/20/2019	70494A			GOLDEN STAR TECHNOLOGY INC.						42,757.79
02/20/19	70530A	A		02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	39.1	00000.0	00008	79850	6450	7100000	18-19	16,767.20	
						02/20/2019	70530A			GOLDEN STAR TECHNOLOGY INC.						16,767.20
02/20/19	70537A	A		02/20/2019	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	39.1	00000.0	00008	79850	6450	7100000	18-19	6,751.23	
						02/20/2019	70537A			GOLDEN STAR TECHNOLOGY INC.						6,751.23
02/11/19	APO180463	A		02/12/2019	HOME DEPOT #0608	MISCELLANEOUS	Automotive	01.1	00000.0	00100	02600	4325	0960000	18-19	500.00	
						02/11/2019	APO180463			HOME DEPOT #0608						500.00
02/11/19	APO180464	A		02/12/2019	GRAINGER	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	18-19	500.00	

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* Prior Year Payments

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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
				02/11/2019			APO180464				GRAINGER					500.00
02/13/19	APO180465	A		02/13/2019	STAPLES ADVANTAGE	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	4550	6722000	18-19	200.00	
				02/13/2019			APO180465				STAPLES ADVANTAGE					200.00
02/13/19	APO180466	A		02/13/2019	GB SERVICES	CONTRACTED SERVICES	Utilities	01.0	00000.0	00000	04400	5545	6570000	18-19	10,000.00	
				02/13/2019			APO180466				GB SERVICES					10,000.00
02/16/19	APO180467	A		02/19/2019	HILLYARD FLOOR CARE SUPPLY	CLEANING SUPP/EQUIP	Child Development	01.0	00000.0	00000	02700	4550	6920000	18-19	1,000.00	
				02/16/2019			APO180467				HILLYARD FLOOR CARE SUPPLY					1,000.00
02/20/19	APO180468	A		02/20/2019	BUDGET RENTA A CAR NORWALK	RENTS/RENTALS	Letters	01.0	00000.0	00000	02550	5610	1551000	18-19	2,000.00	
				02/20/2019			APO180468				BUDGET RENTA A CAR NORWALK					2,000.00
02/26/19	APO180469	A		02/26/2019	PAPER RECYCLING & SHREDDING	MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	5810	2201000	18-19	132.00	
				02/26/2019			APO180469				PAPER RECYCLING & SHREDDING SPECIALISTS					132.00
02/26/19	APO180470	A		02/26/2019	SMART & FINAL IRIS	MISCELLANEOUS	Veterans Services	01.3	00000.0	00000	70004	4550	6480000	18-19	2,500.00	
				02/26/2019			APO180470				SMART & FINAL IRIS					2,500.00
Total by District : 64360															11,163,344.44	11,163,344.44

End of Report LAPO009C

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 February 2019
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ACTION

It is recommended that the Board of Trustees approve the contracts that were processed during the month of February 2019.

FISCAL IMPACT

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

REPORT SUMMARY

This report of contracts that were processed during the month of February 2019 is provided for review and approval. The items listed include contracts requiring ratification and also includes informational items (e.g., informal bids, task orders, etc.). The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

February 2019 – Contracts

**Consideration of Approval of New/Amended Contracts
for the Month of February 2019**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18C0176	American Institute for Foreign Study (AIFS)	Contractor to provide a customized, faculty-led Educational/Study Abroad program	02/07/19	02/06/21	No Cost	Academic Affairs
18C0177	Garfield Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the Physical Therapist program	01/01/19	12/31/19	No Cost	Health Occupations
18C0178	Crittenton Services	Contractor to provide college-based counseling and/or mental health services for Cerritos College students with mental health services needs	02/01/19	06/30/21	No Cost	Student Health Services
18C0179	Irving Hernandez	Contractor to serve as guest speaker for the UndocuAlly High School Educator Training	02/01/19	02/01/19	\$150.00	Human Resources
18C0180	Stephanie Guerrero	Contractor to serve as guest speaker for the UndocuAlly High School Educator Training	02/01/19	02/01/19	\$150.00	Human Resources
18C0181	Bryan Cortez-Sanchez	Contractor to serve as guest speaker for the UndocuAlly High School Educator Training	02/01/19	02/01/19	\$150.00	Human Resources
18C0182	Downey Unified School District	Contractor to provide dual enrollment courses as part of the College and Career Access Pathways Partnership	01/02/19	01/01/22	No Cost	Educational Partnerships
18C0183	Coastal Ortho	Contractor to provide clinical/practicum experiences for students enrolled in the Physical Therapist program	02/13/19	02/12/24	No Cost	Health Occupations
18C0184	Rehab Alliance	Contractor to provide clinical/practicum experiences for students enrolled in the Physical Therapist program	02/13/19	02/12/24	No Cost	Health Occupations
18C0185*						
18C0186*						
18C0187*						

**Consideration of Approval of New/Amended Contracts
for the Month of February 2019**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18C0188*						
18C0189*						
18C0190*						
18C0191*						
18C0192*						
18C0193*						
18C0194*						
18C0195*						
18C0196	Bienestar Human Services	Contractor to provide mobile truck unit to administer HIV awareness and testing services	02/20/19	06/30/21	No Cost	Student Health Services
18C0197****						
18C0198	Kelley Purcell	Contractor to provide a performance and workshop as part of the "Take Back The Night" event.	04/11/19	04/11/19	\$5,000.00	Human Resources
18C0199	Scott Gross	Contractor to provide a one (1) day service as a facilitator for the Student Equity Planning Retreat.	03/01/19	03/01/19	\$2,715.00	Student Services
18C0200	Interactive Advertising Bureau (IAB)	Contractor to provide CTE Faculty with digital advertising ecosystem training	03/29/19	03/29/19	\$10,000.00	CTE
*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 February 2019**

CONSTRUCTION RELATED CONTRACTS

Number	Contractor	Service	Start Date	End Date	Cost	Requestor
18FC0022	Integrated Interiors, Inc.	Contractor to provide renovation services to MP 201A	02/23/19	06/30/19	\$48,610.00	Facilities

*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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

Agenda Item No. 17

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 Sub-Contractor Agreement with Sweetwater Union High School District on behalf of Southwest High School for the Clean Fuels Transportation Pilot Career Opportunity Project</p>

ACTION

It is recommended that the Board of Trustees approve the sub-contractor agreement with Sweetwater Union High School District on behalf of Southwest High School as part of the Clean Fuels Transportation Pilot Career Opportunity Project ("Clean Fuels Project") funded by Cerritos College's agreement with the California Energy Commission.

FISCAL IMPACT

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

REPORT SUMMARY

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

SERVICES – NEW

**SWEETWATER UNION HIGH SCHOOL DISTRICT ON BEHALF OF SOUTHWEST HIGH SCHOOL
SUB-CONTRACTOR AGREEMENT FOR CLEAN FUELS TRANSPORTATION PILOT CAREER
OPPORTUNITY PROJECT**

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

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

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

As the fiscal agent, Cerritos College has been authorized to enter into a sub-contractor agreement with Sweetwater Union High School District on behalf of Southwest High School to develop and coordinate activities as prescribed by the agreement.

Period: The time period will be from April 4, 2019 through January 31, 2020.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Contract No. 18C0206 – Sweetwater Union High School District on behalf of Southwest High School – Sub-Contractor Agreement



**SUB-CONTRACTOR AGREEMENT
BETWEEN
CERRITOS COMMUNITY COLLEGE DISTRICT
AND
SWEETWATER UNION HIGH SCHOOL DISTRICT
ON BEHALF OF
SOUTHWEST HIGH SCHOOL
FOR
CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY PROJECT**

Contract No. 18C0206

This Sub-Contractor Agreement ("Agreement") is made and entered on **April 4, 2019**, by and between the **Cerritos Community College District** (hereinafter referred to as "District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk CA 90650-6203, and **Sweetwater Union High School District on behalf of Southwest High School**, (herein after referred to as "SHS" or "Sub-Contractor"), a high school with its principal place of business at 1685 Hollister Street, San Diego, CA 92154, in response to the **Clean Fuels Transportation Pilot Career Opportunity Training Plan** Grant ("Grant") received by District. District and Sub-Contractor are sometimes individually referred to as "Party" and collectively as "Parties."

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

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

- 1.8 Sub-Contractor is required to provide photographs of the equipment purchased in instructional use.
- 1.9 Sub-Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services under this Agreement, in accordance with the Grant.
- 2.0 TERM.** The term of this Agreement shall correspond with that of the Grant and shall commence on **April 4, 2019**, and end on **January 31, 2020**. This Agreement may be terminated by the either Party, in accordance with the Grant, at any time with or without cause by giving written notice to the other no less than thirty (30) calendar days prior to the requested termination date. In such event, District shall pay compensation for services completed through the date of termination.
- 3.0 COMPENSATION, EXPENSES AND INVOICING.** District agrees to compensate Sub-Contractor as itemized below, subject to the **Not-To-Exceed amount of FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00)**, based upon the following budget allocations:
- 3.1 District shall reimburse for costs and expenses incurred in the performance of the Agreement, in accordance with the Grant, upon receipt of an itemized list with copies of paid invoices, receipts or other proof of payment. District shall reimburse for mileage at the rate allowed by IRS regulation in effect on service date incurred, if applicable to the terms of this Agreement and Grant.
- 3.2 District shall pay on a net-30 day basis upon receipt of invoice. Invoices shall identify the billing period, Contract Number of this Agreement, and Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and associated hours worked and billing rates.
- 3.3 District must receive a Department of the Treasury IRS Form W-9 to make payment.
- 3.4 District must receive expenditure report from the general ledger along with the invoice.
- 4.0 INDEMNIFICATION.** Each Party and their successors or assignees agree to indemnify, defend and hold harmless the other and its Board of Trustees, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), to be caused by or arising from: (a) the negligent acts, errors, or omissions; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission; or, (c) the use of any copyrighted materials or patented inventions. The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement for one year.
- 5.0 INSURANCE.** Each Party agrees to insure or self-insure itself, at its sole expense, in the insurance coverages with the limits of not less than those specified below:
- (a) **Workers' Compensation:** Statutory Form.
 - (b) **Employers' Liability:** \$1,000,000 per occurrence.
 - (c) **Commercial General Liability:** \$2,000,000 combined single limit per occurrence, including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis.
 - (d) **Automobile Liability Insurance:** \$1,000,000 combined single limit covering all owned, non-owned, and hired vehicles.
- 5.1 Prior to commencing work, each Party may be required to furnish the other upon request with properly endorsed certificates of insurance that provide that the coverage will not be canceled

or materially changed except upon thirty (30) days written notice to the other. All certificates must be mailed to the address for notices per this Agreement.

- 6.0 INDEPENDENT CONTRACTOR.** Each Party, in the performance of this Agreement, shall be and act as an independent contractor. Each Party understands and agrees that its employees shall not be considered officers, employees or agents of the other, and are not entitled to benefits of any kind or nature normally provided employees of the other, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. Each Party assumes the full responsibility for its acts or liabilities including those of its employees or agents as they relate to the services performed under this Agreement. Each Party shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes, with respect to its employees. Each Party will not withhold taxes for the other or the other's employees or independent subcontractors. Each Party agrees to indemnify, defend and hold the other harmless from and against any and all liability arising from any failure of the other to pay or withhold any applicable tax when due.
- 7.0 EMPLOYMENT WITH PUBLIC AGENCY.** No employee of another public agency can receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time expended in the execution of the services under this Agreement.
- 8.0 CONFLICT OF INTEREST.** Neither Party shall hire any officer or employee of the other to perform any service under this Agreement. Each Party affirms that to the best of its knowledge there exists no actual or potential conflict between family, business, or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with the other. Neither Party, its officials, officers, employees, agents or volunteers, shall be in a reporting relationship to a employee who is a near relative, nor shall the near relative be in a decision-making position with respect to a Party.
- 9.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the approval of District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Both Parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to them. Both Parties' employees and agents shall secure and maintain in full force such permits and licenses as are required by law in connection with the performing services under this Agreement.
- 10.0 RECORDS ABOUT INDIVIDUALS.** California law, as well as District policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.
- 10.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of District and subject to state law and District policies governing privacy and access to files.
- 10.2 Each Party shall have access to and the right to examine any pertinent books, documents, papers, and records of the other involving transactions and work related to this Agreement until the expiration of five years after final payment hereunder. Each Party shall retain such records for a period of five years from the date of final payment.
- 10.3 Each Party shall use best efforts to keep confidential any information provided by the other and marked "Confidential Information," or any oral information conveyed to one by the other and followed by a written communication within thirty (30) days that said information shall be considered Confidential Information. This non-disclosure provision shall not apply to any of the following: (i) information which can be demonstrated by written records was known prior to the effective date of this Agreement; (ii) is currently in, or in the future enters, the public domain other than through a breach of this Agreement or through other acts or omissions of one Party; or (iii) is obtained lawfully from a third party.

- 11.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS.** While performing any service under this Agreement, the Parties' employees, agents, or subcontractors shall not: (a) be under the influence of alcohol or any controlled substance, (b) use, possess, distribute, or sell illicit or unprescribed controlled drugs, drug paraphernalia, or alcoholic beverages, or (c) misuse legitimate prescription drugs.
- 12.0 ANTIDISCRIMINATION IN EMPLOYMENT.** Each Party agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
- 13.0 FORCE MAJEURE.** Neither Party shall be in default for any failure or delay in performance hereunder when such failure or delay is the result of a force majeure, which is hereby defined as any unforeseeable event which is beyond that Party's reasonable control and without its fault or negligence. Such events may include, but are not restricted to: (a) acts of God or of the public enemy, (b) acts of government in either its sovereign or contractual capacity, (c) strikes, lockouts or other industrial disputes, (d) riots, mutinies, civil commotion, war or war-like operations, or sabotage.
- 14.0 GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in the County of Los Angeles, California.
- 15.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT.** The obligations of one Party to the other pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual without the express written approval of the other.
- 16.0 NO THIRD-PARTY RIGHTS.** Nothing in this Agreement is intended to make any person or entity who has not signed this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
- 17.0 NOTICE.** Any notice or demand may be served upon one Party by the other (a) by delivering it, in writing, to the other's representative at the address as set forth below, or (b) by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the other's representative at the address as set forth below, or (c) by sending a facsimile of it to the other's representative at the facsimile number set forth below.

CERRITOS COMMUNITY COLLEGE DISTRICT:

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

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

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

Fax: (562) 467-5020

**SWEETWATER UNION HIGH SCHOOL
 DISTRICT ON BEHALF OF SOUTHWEST
 HIGH SCHOOL**

Representative: _____
(Name & Title)

Tel: _____

For Notices: _____

Fax: _____

- 18.0 SECTION HEADINGS.** The section headings contained herein are for convenience in reference and are not intended to define the scope of any provision of this Agreement.
- 19.0 EXECUTION IN COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall constitute an original document.
- 20.0 NON-WAIVER.** The failure of either Party to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 21.0 SEVERABILITY.** If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.
- 22.0 ENTIRE AGREEMENT; MODIFICATION OF AGREEMENT.** This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both Parties.

[SIGNATURES ON NEXT PAGE]

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

**SWEETWATER UNION HIGH SCHOOL
DISTRICT ON BEHALF OF SOUTHWEST HIGH
SCHOOL:**

CERRITOS COMMUNITY COLLEGE DISTRICT:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

E-mail

Tax Identification Number (EIN)

Date: _____

Date: _____

DRAFT

Exhibit "A"

Timeline

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

* Dates may change with or without notice

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

Agenda Item No. 18

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of the Memorandum of Understanding with Rio Hondo Community College District for the Career Pathways Specialists Project – Advanced Transportation & Logistics</p>
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ACTION

It is recommended that the Board of Trustees ratify the memorandum of understanding with Rio Hondo Community College District for the Career Pathways Specialists Project for Advanced Transportation & Logistics.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$75,000; funding is made possible through the regional Strong Workforce Program with the California Community Colleges Chancellor's Office.

REPORT SUMMARY

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

SERVICES – NEW

**RIO HONDO COMMUNITY COLLEGE DISTRICT
MEMORANDUM OF UNDERSTANDING FOR THE CAREER PATHWAYS SPECIALISTS PROJECT -
ADVANCED TRANSPORTATION & LOGISTICS**

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

Purpose: Cerritos College wishes to enter into a Memorandum of Understanding for the Career Pathways Specialists Project with Rio Hondo Community College District to facilitate the development of Career Pathways through completion of activities by Deputy Sector Navigators hosted at other colleges. The Career Pathways Specialists Project is one of the Los Angeles County Regional Strong Workforce Programs projects.

Cerritos College's Deputy Sector Navigator for Advanced Transportation & Logistics will be responsible for providing the following services, materials, and products to Rio Hondo Community College District: providing industry perspective to identify Career Pathways to be revised to meet industry needs, conduct sector specific

regional advisory committees, facilitate faculty experiences with business/industry to ensure students are adequately prepared for employment, and identify employment opportunities and specific employers within the sector.

Period: The time period will be from February 21, 2019 through December 31, 2019.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Contract No. 18C0207 – Rio Hondo Community College District MOU, Advanced Transportation & Logistics

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into on the **21st** day of **February, 2019**, between the **Rio Hondo Community College District**, 3600 Workman Mill Road, Whittier, CA 90601-1616, hereinafter referred to as "District," and **Cerritos College**, whose address is 11110 Alondra Blvd., Norwalk, CA 90650, hereinafter referred to as "Provider," in consideration of their mutual covenants, the parties hereto agree as follows:

A. BACKGROUND:

The Career Pathways Specialists Project is one of the Los Angeles County Regional Strong Workforce Programs Projects. This project facilitates the development of Career Pathways utilizing articulation agreements and dual enrollment classes. Integral to the project, are activities to be completed by the Deputy Sector Navigators hosted at other colleges.

This MOU is issued for the DSN-Advanced Transportation & Logistics (Katherine Mishler).

B. SCOPE OF WORK:

The Provider agrees to provide the following services, materials, and products to the District:

1. Provide industry perspective in identifying Career Pathways to be revised to meet industry needs;
2. Conduct sector specific regional advisory committees;
3. Facilitate faculty experiences with business/industry to ensure Career Pathways prepare students for employment;
4. Identify employment opportunities and specific employers within sector; and
5. Other activities as mutually agreed upon.

C. TERM OF MOU:

The Provider's work, as specified in this MOU, shall commence on the date of this MOU, **February 21, 2019** and shall be completed on or before **December 31, 2019**. This MOU may be extended, upon mutual written consent.

D. DISTRICT OBLIGATIONS:

The District shall pay the Provider **Seventy-Five Thousand Dollars (\$75,000.00)** with payments made on a reimbursement model for work completed

E. INVOICING

The Provider will invoice quarterly beginning April 1, 2019, October 1, 2019 and January 1, 2020

F. INSURANCE:

Throughout the duration of the MOU, Provider shall, at its sole cost and expense, keep in force for the mutual benefit of Provider and District, comprehensive broad form general liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Provider, his

agents, representatives, or employees. Such insurance shall provide coverage as follows:

1. General Liability: **\$1,000,000** per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance.

It is expressly understood that the coverage's required herein shall not in any way limit the liability of Provider, its officers, agents, or employees.

G. INDEMNIFICATION:

Provider will indemnify, defend and hold harmless District, its officers, agents and employees from any demands, claims, or costs of judgments that may be made or instituted against any of them arising out of or connected with performance of this MOU, but only in proportion to and to the extent such demands, claims, or judgments are due to the negligence or willful misconduct of Provider, its officers, agents or employees.

District will indemnify, defend and hold harmless Provider, its officers, agents and employees from any demands, claims, or costs of judgments that may be made or instituted against any of them arising out of or connected with performance of this MOU, but only in proportion to and to the extent such demands, claims, or judgments are due to the negligence or willful misconduct of District, its officers, agents or employees.

H. GENERAL TERMS AND CONDITIONS:

1. NON-DISCRIMINATION: No discrimination shall be made in the employment of persons under this agreement because of the race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
2. CONFLICT OF INTEREST: Before executing this agreement, the Provider shall disclose to the District the identities of any board member, officer, or employee of the District, or relatives thereof, who the Provider knows or should know will have any financial interest resulting from this agreement
3. LICENSE AND AUTHORITY: The Provider will maintain all necessary licenses during the term of this agreement If other than a natural person, Provider is duly authorized to enter into this agreement by its governing or controlling body. Evidence or copies of all necessary licenses shall accompany this MOU.
4. EQUIPMENT AND FACILITIES: The Provider will furnish all necessary equipment and facilities to render his/her services pursuant to this MOU, unless otherwise agreed to by the parties.
5. USE OF ADDITIONAL WORKERS BY PROVIDER: The Provider may, at the Provider's own expense, employ additional workers or other Providers as necessary for the completion of this MOU and shall maintain workers' compensation insurance as required by state law. The District shall not control, direct, or supervise the Provider's additional workers or Providers in the performance of those services. The Provider assumes full and sole responsibility for the payment of all compensation and expenses of these additional workers

or Providers and for all state and federal income tax, unemployment insurance, social security, disability insurance, worker's compensation and other applicable withholdings. The Provider shall not hire employees of the District for performance of this MOU.

6. ASSIGNMENT: Without the written consent of the District, this MOU is not assignable by the Provider.
 7. SUCCESSORS AND ASSIGNS: This MOU shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
 8. GOVERNING LAW: The validity of this MOU and all of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the state of California.
 9. CHANGES OR ALTERATIONS: No changes, alterations, or variations of any kind to this MOU are authorized without the mutual written consent of both parties.
 10. HEADINGS: All section headings contained herein are for clarification and convenience of reference only and are not intended to limit the scope of any provision of the MOU.
 11. TERMINATION: The District may terminate this MOU for any reason upon written notice to Provider. The District shall be relieved of the payment of any consideration to the Provider should the Provider fail to perform under this MOU. In the event of such termination, the District may proceed with the work in any manner deemed proper by the District. The cost to the District shall be deducted from any sum due the Provider under this MOU.
 12. SEVERABILITY: In the event any portion of this MOU shall be held by a Court to be invalid, such holding shall not invalidate the remainder of this MOU.
 13. AMBIGUITY: The language herein shall be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.
 14. COPYRIGHT: Any written or electronic media product produced as a result of this MOU shall be a work for hire and shall be the property of the District
 15. EXPENSES: The Provider shall be responsible for all costs and expenses incident to the performance of services for the District, except as provided by this MOU, including but not limited to: all costs of equipment provided by the Provider; all fees, fines, licenses, bonds or taxes required of or imposed against the Provider; and all other of the Provider's costs of doing business.
- I. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This MOU constitutes the entire understanding of the parties. The Provider's signatures below signify both an understanding and acceptance of the contract provisions.
 - J. APPROVALS: This MOU shall become effective upon its approval by the undersigned persons:

PROVIDER

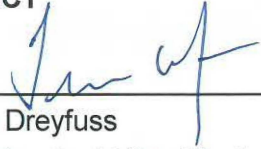
Mark Logan
Director
Purchasing & Contract Administration
Cerritos College
Email: mlogan@cerritos.edu

Date

DISTRICT

Teresa Dreyfuss
Superintendent / President
Rio Hondo Community College District

Date



2/25/19

RHC Board Date: February 20, 2019

TS
02/21/19

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Ratification of the Memorandum of Understanding with Rio Hondo Community College District for the Career Pathways Specialists Project – Business & Entrepreneurship

ACTION

It is recommended that the Board of Trustees ratify the memorandum of understanding with Rio Hondo Community College District for the Career Pathways Specialists Project for Business & Entrepreneurship.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$75,000; funding is made possible through the regional Strong Workforce Program with the California Community Colleges Chancellor’s Office.

REPORT SUMMARY

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

SERVICES – NEW

**RIO HONDO COMMUNITY COLLEGE DISTRICT
MEMORANDUM OF UNDERSTANDING FOR THE CAREER PATHWAYS SPECIALISTS PROJECT –
BUSINESS & ENTREPRENEURSHIP**

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

Purpose: Cerritos College wishes to enter into a Memorandum of Understanding for the Career Pathways Specialists Project with Rio Hondo Community College District to facilitate the development of Career Pathways through completion of activities by Deputy Sector Navigators hosted at other colleges. The Career Pathways Specialists Project is one of the Los Angeles County Regional Strong Workforce Programs projects.

Cerritos College’s Deputy Sector Navigator for Business & Entrepreneurship will be responsible for providing the following services, materials, and products to Rio Hondo Community College District: providing industry perspective to identify Career Pathways to be revised to meet industry needs, conduct sector specific

regional advisory committees, facilitate faculty experiences with business/industry to ensure students are adequately prepared for employment, and identify employment opportunities and specific employers within the sector.

Period: The time period will be from February 21, 2019 through December 31, 2019.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Contract No. 18C0208 – Rio Hondo Community College District MOU, Business & Entrepreneurship

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into on the **21st** day of **February, 2019**, between the **Rio Hondo Community College District**, 3600 Workman Mill Road, Whittier, CA 90601-1616, hereinafter referred to as "District," and **Cerritos College**, whose address is 11110 Alondra Blvd., Norwalk, CA 90650, hereinafter referred to as "Provider," in consideration of their mutual covenants, the parties hereto agree as follows:

A. BACKGROUND:

The Career Pathways Specialists Project is one of the Los Angeles County Regional Strong Workforce Programs Projects. This project facilitates the development of Career Pathways utilizing articulation agreements and dual enrollment classes. Integral to the project, are activities to be completed by the Deputy Sector Navigators hosted at other colleges.

This MOU is issued for the DSN-Business & Entrepreneurship (Judy Fox).

B. SCOPE OF WORK:

The Provider agrees to provide the following services, materials, and products to the District:

1. Provide industry perspective in identifying Career Pathways to be revised to meet industry needs;
2. Conduct sector specific regional advisory committees;
3. Facilitate faculty experiences with business/industry to ensure Career Pathways prepare students for employment;
4. Identify employment opportunities and specific employers within sector; and
5. Other activities as mutually agreed upon.

C. TERM OF MOU:

The Provider's work, as specified in this MOU, shall commence on the date of this MOU, **February 21, 2019** and shall be completed on or before **December 31, 2019**. This MOU may be extended, upon mutual written consent.

D. DISTRICT OBLIGATIONS:

The District shall pay the Provider **Seventy-Five Thousand Dollars (\$75,000.00)** with payments made on a reimbursement model for work completed

E. INVOICING

The Provider will invoice quarterly beginning April 1, 2019, October 1, 2019 and January 1, 2020

F. INSURANCE:

Throughout the duration of the MOU, Provider shall, at its sole cost and expense, keep in force for the mutual benefit of Provider and District, comprehensive broad form general liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Provider, his

agents, representatives, or employees. Such insurance shall provide coverage as follows:

1. General Liability: **\$1,000,000** per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance.

It is expressly understood that the coverage's required herein shall not in any way limit the liability of Provider, its officers, agents, or employees.

G. INDEMNIFICATION:

Provider will indemnify, defend and hold harmless District, its officers, agents and employees from any demands, claims, or costs of judgments that may be made or instituted against any of them arising out of or connected with performance of this MOU, but only in proportion to and to the extent such demands, claims, or judgments are due to the negligence or willful misconduct of Provider, its officers, agents or employees.

District will indemnify, defend and hold harmless Provider, its officers, agents and employees from any demands, claims, or costs of judgments that may be made or instituted against any of them arising out of or connected with performance of this MOU, but only in proportion to and to the extent such demands, claims, or judgments are due to the negligence or willful misconduct of District, its officers, agents or employees.

H. GENERAL TERMS AND CONDITIONS:

1. NON-DISCRIMINATION: No discrimination shall be made in the employment of persons under this agreement because of the race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
2. CONFLICT OF INTEREST: Before executing this agreement, the Provider shall disclose to the District the identities of any board member, officer, or employee of the District, or relatives thereof, who the Provider knows or should know will have any financial interest resulting from this agreement
3. LICENSE AND AUTHORITY: The Provider will maintain all necessary licenses during the term of this agreement. If other than a natural person, Provider is duly authorized to enter into this agreement by its governing or controlling body. Evidence or copies of all necessary licenses shall accompany this MOU.
4. EQUIPMENT AND FACILITIES: The Provider will furnish all necessary equipment and facilities to render his/her services pursuant to this MOU, unless otherwise agreed to by the parties.
5. USE OF ADDITIONAL WORKERS BY PROVIDER: The Provider may, at the Provider's own expense, employ additional workers or other Providers as necessary for the completion of this MOU and shall maintain workers' compensation insurance as required by state law. The District shall not control, direct, or supervise the Provider's additional workers or Providers in the performance of those services. The Provider assumes full and sole responsibility for the payment of all compensation and expenses of these additional workers

or Providers and for all state and federal income tax, unemployment insurance, social security, disability insurance, worker's compensation and other applicable withholdings. The Provider shall not hire employees of the District for performance of this MOU.


6. ASSIGNMENT: Without the written consent of the District, this MOU is not assignable by the Provider.
 7. SUCCESSORS AND ASSIGNS: This MOU shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
 8. GOVERNING LAW: The validity of this MOU and all of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the state of California.
 9. CHANGES OR ALTERATIONS: No changes, alterations, or variations of any kind to this MOU are authorized without the mutual written consent of both parties.
 10. HEADINGS: All section headings contained herein are for clarification and convenience of reference only and are not intended to limit the scope of any provision of the MOU.
 11. TERMINATION: The District may terminate this MOU for any reason upon written notice to Provider. The District shall be relieved of the payment of any consideration to the Provider should the Provider fail to perform under this MOU. In the event of such termination, the District may proceed with the work in any manner deemed proper by the District. The cost to the District shall be deducted from any sum due the Provider under this MOU.
 12. SEVERABILITY: In the event any portion of this MOU shall be held by a Court to be invalid, such holding shall not invalidate the remainder of this MOU.
 13. AMBIGUITY: The language herein shall be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.
 14. COPYRIGHT: Any written or electronic media product produced as a result of this MOU shall be a work for hire and shall be the property of the District
 15. EXPENSES: The Provider shall be responsible for all costs and expenses incident to the performance of services for the District, except as provided by this MOU, including but not limited to: all costs of equipment provided by the Provider; all fees, fines, licenses, bonds or taxes required of or imposed against the Provider; and all other of the Provider's costs of doing business.
- I. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This MOU constitutes the entire understanding of the parties. The Provider's signatures below signify both an understanding and acceptance of the contract provisions.
 - J. APPROVALS: This MOU shall become effective upon its approval by the undersigned persons:

PROVIDER

Mark Logan
Director
Purchasing & Contract Administration
Cerritos College
Email: mlogan@cerritos.edu

Date

DISTRICT



Teresa Dreyfuss
Superintendent / President
Rio Hondo Community College District

2/20/19
Date

RHC Board Date: February 20, 2019

TS
02/21/19

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

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

<p>SUBJECT: Consideration of Ratification of Amendment to the Subgrantee Agreement with Rancho Santiago Community College District for the Strong Workforce Program – Regional Fund Agreement</p>

ACTION

It is recommended that the Board of Trustees ratify the third amendment to the subgrantee agreement with Rancho Santiago Community College District for acceptance of the Strong Workforce Program – Regional Fund Agreement allocated to Cerritos College.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$518,500 for Round 2, Year 2 of the agreement; funding is made possible through Rancho Santiago Community College District's agreement with the California Community Colleges Chancellor's Office.

REPORT SUMMARY

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

SERVICES – AMENDMENT

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
THIRD AMENDMENT TO THE SUBGRANTEE AGREEMENT FOR THE STRONG WORKFORCE
PROGRAM – REGIONAL FUND AGREEMENT**

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

Purpose: On April 5, 2017, Cerritos College entered into a subgrantee agreement with Rancho Santiago Community College District for acceptance of the Strong Workforce Program – Regional Fund Agreement which will be utilized for vocational program improvement. The purpose of the governing grant is to develop, enhance, and expand quality Career Technical Education offerings that build upon the existing community college regional capacity to respond to regional labor market needs. Rancho Santiago Community College District is the fiscal agent, and has obtained a grant agreement from the California Community Colleges Chancellor's Office to distribute funds within the region following certification of the Regional Plans by the Regional Consortia.

On April 11, 2018, Cerritos College entered into an amendment to the agreement with Rancho Santiago Community College District to continue the work on the Year One projects during the current Round Two Phase.

On March 6, 2019, Cerritos College entered into a second amendment to the agreement with Rancho Santiago Community College District to provide for an increase in funds allocated to the College due to the extension of the Round 1 portion of the project. The end date of the project was extended through June 30, 2019.

At this time, Cerritos College wishes to enter into a third amendment to the agreement with Rancho Santiago Community College District to provide for the Round 2, Year 2 funding phase.

Period: The time period for Round 2, Year 2 will be from July 1, 2018 through December 31, 2020.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Amendment No. 3 to Contract No. 16C0168 – Rancho Santiago Community College District
Amendment No. 2 to Contract No. 16C0168 – Rancho Santiago Community College District
Amendment No. 1 to Contract No. 16C0168 – Rancho Santiago Community College District
Contract No. 16C0168 – Rancho Santiago Community College District Subgrantee Agreement

EXHIBIT A
Participation Agreement - Summary Sheet
 Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes Cerritos College's Scope of Work for the 2018-2019 allocation of Strong Workforce Regional Funds under the Master Agreement DO-17-2185-01, and is subject to the terms and conditions as outlined in the Master Agreement.

Master Agreement Number	DO-17-2185-01
Participation Agreement Number	DO-18-2183-02
ACTION	<i>Original</i>
Fiscal Year Allocation	2018-2019
Term	07/01/2018 - 12/31/20
Name of College	Cerritos College
District	Cerritos Community College District
Participation Agreement Point of Contact	
Name	Dr. Nick Real
Title	Instructional Dean
Address	11110 Alondra Blvd.
City, State Zip	Norwalk, CA 90650
Phone, Email	(562) 860-2451
SWP-Regional Share FY 18/19 - REGIONAL PROJECTS	
1. Project Name	Career Pathways Specialist
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for this project	\$120,000
c. Brief description of work to be performed	Focus on 8 priority industry sectors with highest labor market gaps. Expand career pathway alignment to implement alternative methods for gaining credit; implement dual enrollment; implement CATEMA to track credit attainment.
2. Project Name	Cloud Computing
a. Is the college a Lead for this Project?	No (lead is Santa Monica)
b. Amount of funds for this project	\$50,000
c. Brief description of work to be performed	Non-credit short-term vocational credentials leading to employment.
3. Project Name	NetLab Hub & Cybersecurity
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for this project	\$50,000
c. Brief description of work to be performed	Participation in regional NetLab Hub will give students round-the-clock access to CTE training and virtual labs, which will be used for courses that prepare students for jobs in IT and CyberSecurity.
4. Project Name	Non-Credit College & Career Readiness
a. Is the college a Lead for this Project?	No (lead is Mt. SAC)
b. Amount of funds for this project	\$98,500

EXHIBIT A

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Cerritos College**'s Scope of Work for the **2018-2019** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-01**, and is subject to the terms and conditions as outlined in the Master Agreement.

c. Brief description of work to be performed	Expand non-credit to credit pathways, work with pre-CTE and pre-apprenticeship courses and programs.
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EXHIBIT A
Participation Agreement - Summary Sheet
 Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Cerritos College's** Scope of Work for the **2018-2019** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-01**, and is subject to the terms and conditions as outlined in the Master Agreement.

5. Project Name	Regional Marketing
a. Is the college a Lead for this Project?	No (lead is Santa Monica)
b. Amount of funds for this project	\$50,000
c. Brief description of work to be performed	Funds for local CTE marketing
6. Project Name	Teacher Preparation - STEM/CTE
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for this project	\$150,000
c. Brief description of work to be performed	Develop "Careers in Education" pathway(s) model with a focus on STEM and CTE.
Total Allocation	\$518,500

NOTE on Scope of Work: The Project Applications included with this Participation Agreement represent the Scope of Work to be performed. As each Project may be a combined effort of multiple colleges and partners, it is understood that the college in this Participation Agreement has responsibility to implement some component of this work, as represented in the Project Application and as appropriate to meeting the goals and intent of the project.

NOTE on Project Leadership: Colleges that serve as the Project Lead are responsible for keeping informed about the progress of all colleges and partners in the Project, convening Project partners, facilitating modifications to project plans and budgets according to the terms of the Master Agreement, and providing project update reports as requested by the Regional Consortia, Fiscal Agent, or the California Community Colleges Chancellor's Office.

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

11/13/18



Name of President or Designee:

Signature: _____ Date: _____

Name of Fiscal Officer or Designee:

Signature: _____ Date: _____

Regional Consortium

LA/OC RC Director: Richard Verches

Signature: _____ Date: _____

RSCCD - Fiscal Agent

Name of Fiscal Agent Representative: Sarah Santoyo

EXHIBIT A

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Cerritos College**'s Scope of Work for the **2018-2019** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-01**, and is subject to the terms and conditions as outlined in the Master Agreement.

Signature: _____ Date: _____

EXHIBIT A
Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes Cerritos College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Master Agreement DO-17-2185-01, and is subject to the terms and conditions as outlined in the Master Agreement.

NOTE: Complete one Summary Sheet for the college's Participation Agreement, but complete a Budget Detail Sheet and Work Plan for each project.

Participation Agreement Number	DO-17-2185-01.1
Fiscal Year Allocation	2016-2017
ACTION	Modification (October 2018)
Term	07/01/2016 - 12/31/18
Name of College	Cerritos College
District	Cerritos Community College District
Participation Agreement Point of Contact	
Name	Dr. Nick Real
Title	Instructional Dean
Address	11110 Alondra Blvd
City, State Zip	Norwalk, CA 90650
REGIONAL PROJECTS – General Information (add rows for more projects if needed)	
1. Project Name	Crosstown Engineering Design Manufacturing Hub
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the project	\$150,000
c. Brief description the college's work on the project.	Addresses the need for Engineering, Design, and Manufacturing technicians in LA county
2. Project Name	Career Pathways Specialist
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the project	\$120,000
c. Brief description of the college's work on the project.	The Career Pathways Specialist will work within the Educational Partnerships and Programs department to plan, develop, and implement the college's career pathways with partner school districts. This individual will provide support for the dual enrollment expansion currently under the direction of the dual enrollment manager.
3. Project Name	Noncredit CTE Readiness Bootcamps
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the project	\$6,000
c. Brief description of the college's work on the project.	Mt. SAC College SWP Participation Agreement
4. Project Name	Teacher preparation pipeline STEM/CTE collaborative
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the project	\$24,990
c. Brief description of the college's work on the project.	Cerritos College will serve as a mentor college on this project in support of regionalizing teacher prep in the LA area. We will assist with professional development with an emphasis on dual enrollment
5. Project Name	LEAP project
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this college's work on the project	\$567,810
c. Brief description of the college's work on the project.	Original Amount: \$469,000. Modification: Lead campus of the LEAP project consortium; the college will receive \$98,810 from Rio Hondo, L.A. Mission & El Camino. Project is extended until 6/31/19
6. Project Name	Regional NetLab Hub and Cybersecurity & regional Netlabs project
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the project	\$58,300
c. Brief description of the college's work on the project.	Increase number of cybersecurity course offerings in CIS department

EXHIBIT A
Participation Agreement - Summary Sheet
 Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes Cerritos College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Master Agreement DO-17-2185-01, and is subject to the terms and conditions as outlined in the Master Agreement.

NOTE: Complete one Summary Sheet for the college's Participation Agreement, but complete a Budget Detail Sheet and Work Plan for each project.

7. Project Name	Health sector career pathways
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the project	\$65,500
c. Brief description of the college's work on the project.	This project is designed to provide a regionally coordinated career pathway approach to curriculum and program development in the health sector
Total Regional Allocation For College	\$992,600

Name of President or Designee:

Signature: _____


Date: _____

Name of Fiscal Officer or Designee:

Signature: _____

Date: _____

Name of Fiscal Agent Representative:

Signature:  _____

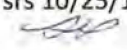
Date: 10/25/18

Name of LA/OC RC Director

Signature:  _____

Date: 10/30/18

Strong Workforce Program – Budget Modification Request Form

Title of SWP Project	Allocation Round/Year	Description of the plan to move funds	Type of budget modification (check the box)		Fiscal Agency Approval	Regional Consortium Approval
LEAP	Round 1 2017/18	Cerritos College requests that the following funds be moved <u>TO</u> other operating expenses (line item 5000) \$40,000 from non-instruction (line item 2000), \$10,000 from employee benefits (line item 3000), \$98,000 from Supplies and materials (line item 4000). The reallocation totaling \$148,000 will allow Cerritos to hire and pay an independent contractor for continued management, implementation, marketing, tracking and reporting of outcomes and placements via the Jobspeaker platform, through June of 2019.	<input checked="" type="checkbox"/>	Within college's project (does not change a college's total project amount; budget mod. changes the amounts distributed among budget line-items.		
			<input checked="" type="checkbox"/>	Among partners in a project (does not change the overall total allocation to a project, but changes the total amount awarded to each college in the project.)	Yes srs 10/25/18 	
			<input type="checkbox"/>	Release of funds. College returning funds to be reallocated; funds are not being distributed to other partners in the project.		

Instructions:

- 1) Complete the Budget Modification Request Form as a cover sheet for the request.
- 2) College(s) will complete budget and workplan forms to reflect the requested changes. (e.g., increase funds or decrease funds, and adjust workplan.
- 3) Provide documentation to demonstrate that the Project Lead, the college's LAOCRC Voting Member, and the project partners are aware of and approve of the request.
- 4) Follow the budget modification processes according to the Type of Budget Modification. (Refer to one-page guidance document on SWP budget modification processes.)

Strong Workforce Program – Budget Modification Request Form

Name of person submitting request: Yannick Real (Cerritos College)

Project Lead (Y/N): Y

Email: yreal@cerritos.edu

EXHIBIT A

Strong Workforce Program Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: CrossTown Engineering Design Manufacturing Hub

NOTE: Create one Budget Detail Sheet per Project.

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries Faculty Ancillary Assignments	\$ 15,000
2000	Classified support	\$ 7,500
3000	Employee Benefits	\$ 5,000
4000	Supplies and Materials	\$ 100,000
5000	Other Operating Expenses and Services	\$ 22,500
TOTAL COSTS		\$ 150,000

EXHIBIT A

Strong Workforce Program Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Crosstown Engineering Design Manufacturing Hub

NOTE: Create a separate Work Plan for each project.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Goal 1 : Provide training for faculty	Learning operation of equipment and gather new information for curriculum	Fall 2017	Nick Real
2	Goal 2A : Write curriculum - Create courses	New curriculum will be submitted to curriculum committee (CC)	Fall 2017	Nick Real
3	Goal 2B : Write curriculum - Modify certificates	Existing certificates will be updated and submitted to CC	Fall 2017	Nick Real
4	Goal 4 : Improve existing lab	Prepare lab with appropriate fixtures	Fall 2017/Spring 2018	Nick Real
5	Goal 5 : Acquire equipment	Select appropriate equipment for lab, install, and commission	Spring 2018	Nick Real
6	Goal 6 : Meet overarching project goal	Meet partners, establish common goals, & work towards regionalization	Fall 2017/Spring 2018	Nick Real
7				

EXHIBIT A

Strong Workforce Regional Funds
 FY 2016-2017
 Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
 DISTRICT: Cerritos Community College District
 PROJECT NAME: Career Pathways Specialist

NOTE: Create one Budget Detail Sheet per Project.

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries	\$ -
2000	Non-Instructional Salaries	\$ -
3000	Employee Benefits	\$ -
4000	Supplies and Materials	\$ -
5000	Other Operating Expenses and Services	\$ 120,000
6000	Capital Outlay	\$ -
TOTAL COSTS:		\$ 120,000

EXHIBIT A

Strong Workforce Program Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Career Pathways Specialist

NOTE: Create a separate Work Plan for each project.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Recruit candidate	Candidate will be identified for carrying out the work	Summer 2017-Fall 2017	Colleen McKinley
2	Work with partner school districts	Specialist will be connected with appropriate personnel at K-12 district and will provide plans	Fall 2017-End of grant	Colleen McKinley
3	Expand career pathways	Specialist will increase articulation agreements with career pathways in feeder districts	Fall 2017-End of grant	Colleen McKinley
3	Expand career pathways	Specialist will increase articulation agreements with career pathways in feeder districts	Fall 2017-End of grant	Colleen McKinley
4				
5				
6				
7				

EXHIBIT A

Strong Workforce Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Noncredit CTE Readiness Bootcamps

NOTE: Create one Budget Detail Sheet per Project.

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries	\$ 5,250
2000	Non-Instructional Salaries	\$ -
3000	Employee Benefits	\$ 750
4000	Supplies and Materials	\$ -
5000	Other Operating Expenses and Services	
6000	Capital Outlay	\$ -
TOTAL COSTS:		\$ 6,000

EXHIBIT A

Strong Workforce Program Regional Funds
 FY 2016-2017
 Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
 DISTRICT: Cerritos Community College District
 PROJECT NAME: Noncredit CTE Readiness Bootcamps

NOTE: Create a separate Work Plan for each project.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Develop collaborative plan	Develop a plan of action for the entire project with projected activities, individual assignments, due dates and current status of planned activities.	April 2017	Graciela Vasquez
2	Research existing noncredit contextualized curriculum within the region	Determine existing noncredit courses and certificates already in place among the participating colleges	March 2017-April 2017	Graciela Vasquez
3	Outreach	Outreach to individual members and schedule a meeting in April 2017 for all participating faculty	April 2017-May 2017	Graciela Vasquez
4	Develop noncredit curriculum	Develop regional curriculum based on research and needs of colleges through collaborative meetings. Faculty will work together to develop noncredit curriculum focused on Pre-CTE classes or Contextualized basic skills (CTE).	April 2017 – Sept. 2017	Graciela Vasquez
5	Submit noncredit curriculum and certificates for approval	Submit noncredit curriculum and certificates for approval to the CCCO (Chancellor's Office)	September - Nov. 2017	Graciela Vasquez
6	Implementation of CTE coursework	Implement noncredit curriculum	Summer 2018 – Spring 2019	Graciela Vasquez
7				

EXHIBIT A

Strong Workforce Program Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Teacher preparation pipeline STEM/CTE

NOTE: Create one Budget Detail Sheet per Project.

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries Faculty Ancillary Assignments	\$ -
2000	Classified support	\$ -
3000	Employee Benefits	\$ -
4000	Textbooks for dual enrollment classes & food for K-12 partner meetings.	\$ 12,000
5000	Stipends to high school counselors to shadow Cerritos College counselors during Summer Connections courses (Counseling 101A) in order to increase their understanding of post-secondary requirements and better advise into dual enrollment. Mentor college travel to appropriate Dual Enrollment/Teacher Prep conferences.	\$ 12,990
TOTAL COSTS		\$ 24,990

EXHIBIT A

**Strong Workforce Program Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18**

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Teacher preparation pipeline STEM/CTE

NOTE: Create a separate Work Plan for each project.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Provide training for faculty	The college's goal is 1 dual enrollment course in each of our feeder high schools in 2017-2018.	Fall 2017 & Spring 2018	Colleen McKinley
2	Offer stipends to high school counselors to shadow Cerritos College counselors during Summer Connections courses (Counseling 101A) in order to increase their understanding of post-secondary requirements and better advise into dual enrollment courses.	Increase in appropriate students in dual enrollment courses due to counselors' increased knowledge about Cerritos College and the benefits of dual enrollment and addressing basic skills.	Summer 2018	Colleen McKinley
3	Host K-12 partner meetings regarding dual enrollment and provide food as an incentive. Meetings will have to occur after the school day.	Increased meeting time with local districts to strengthen partnerships and provide professional development.	Fall 2017 & Spring 2018	Colleen McKinley
4	Purchase materials for dual enrollment	Instructional materials are purchased to increase dual enrollment	Fall 2017 & Spring 2018	Colleen McKinley
5				
6				
7				

EXHIBIT A

Strong Workforce Program Regional Funds
FY 2016-2017
Term: 7/1/16 - 6/31/19

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: LEAP

Modification: College will receive \$98,810 from El Camino, Rio Hondo & L.A. Mission and extend project to 6/31/19

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries Faculty Ancillary Assignments	\$ -
2000	Non-Instructional Salaries	
3000	Employee Benefits	
4000	Supplies and Materials	\$ 13,000
5000	Other Operating Expenses and Services Contractual Services Virtual Lab Development Research Coordination Marketing Coordination	\$ 554,810
6000	Capital Outlay	\$ -
TOTAL COSTS		\$ 567,810

EXHIBIT A

Strong Workforce Program Regional Funds
 FY 2016-2017
 Term: 7/1/16 - 6/31/19

COLLEGE: Cerritos College
 DISTRICT: Cerritos Community College District
 PROJECT NAME: LEAP

Modification: College will receive \$98,810 from El Camino, Rio Hondo & L.A. Mission and extend project until 6/31/19

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Implement Viridis Platform	Viridis Platform is fully integrated with campus SIS	2-3 months	Randy Morales
2	College Student Outreach	Recruit college students into CTE programs	6-12 months	Victor Arreola
3	Student Tracking towards completion	Enroll college students into Viridis platform to track progress	6-12 months	Victor Arreola
4	High School Student Outreach	Recruit H.S. students into CTE programs	6-12 months	Venea Meyer
5	Student tracking towards enrollment	Enroll H.S. students into Viridis platform to track enrollments	6-12 months	Venea Meyer
6	Marketing/Advertising	CTE websites and marketing material developed & utilized	3-6 months	Randy Morales
7	Employer Recruitment	Viridis markets their platform matching jobs to qualified students	1-12 months	Viridis Learning
8	Increase Student job placement	Students matched to jobs through Viridis	3-12 months	Viridis Learning
9	Student Employment Tracking	Implementation of the Viridis student tracking platform	3-12 months	Viridis Learning

EXHIBIT A

Strong Workforce Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Regional Netlab hub and cybersecurity

NOTE: Create one Budget Detail Sheet per Project.

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries	\$ 3,120
2000	Non-Instructional Salaries	\$ 4,400
3000	Employee Benefits	\$ 1,880
4000	Supplies and Materials	\$ -
5000	Other Operating Expenses and Services	\$ 8,900
6000	Capital Outlay	\$ 40,000
TOTAL COSTS:		\$ 58,300

EXHIBIT A

Strong Workforce Program Regional Funds
 FY 2016-2017
 Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos
 DISTRICT: Cerritos
 PROJECT NAME: Regional NetLab Hub and Cybersecurity

NOTE: Create a separate Work Plan for each project.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Provide training for faculty	Gather new information for curriculum development and operation of equipment, and offer additional courses.	Fall 2017-Spring 2018	Connie Boardman
2	Purchase equipment and supplies to expand our Netlab capacity	New curriculum will be submitted to curriculum committee (CC)	Fall 2017-Spring 2018	Connie Boardman
3				
4				
5				
6				
7				

EXHIBIT A

Strong Workforce Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Health Sector Career Pathways

NOTE: Create a separate Work Plan for each project.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1	Develop emergency RN Specialty Curriculum	Develop a didactic and clinical course designed to prepare a registered nurse to transitin into the emergency specialty area.	7/1/16 - 12/31/16	Ann Voorhies
2	Initial Course Offering of emergency RN Specialty Curriculum	Offer the course(es) including didactic and clinical instruction to a cohort of registered nurses.	1/1/18 - 12/31/18	Ann Voorhies
3	Dissemination of emergency RN Specialty Curriculum	Provide the course(es) developed in the designated format for posting on the HWI website.	1/1/18 - 6/30/18	Ann Voorhies
4				
5				
6				
7				

EXHIBIT A

Strong Workforce Regional Funds
FY 2016-2017
Term: 7/1/16 - 12/31/18

COLLEGE: Cerritos College
DISTRICT: Cerritos Community College District
PROJECT NAME: Health Sector Career Pathways

NOTE: Create one Budget Detail Sheet per Project.

Object of Expenditure	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Faculty/Clinical experts to develop curriculum	\$ 28,800
1000	Faculty to teach first offering of each course	\$ 14,400
3000	Employee Benefits	\$ 10,800
4000	Supplies and Materials	\$ 11,500
5000	Other Operating Expenses and Services	\$ -
6000	Capital Outlay	\$ -
TOTAL COSTS:		\$ 65,500

EXHIBIT A
Participation Agreement - Summary Sheet
 Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes Cerritos College's Scope of Work for the 2017-2018 allocation of Strong Workforce Regional Funds under the Master Agreement DO-17-2185-01, and is subject to the terms and conditions as outlined in the Master Agreement.

Master Agreement Number	DO-17-2185-01
Participation Agreement Number	DO-18-2225-02
Fiscal Year Allocation	2017-2018
Term	07/01/2017 - 12/31/19
Name of College	Cerritos College
District	Cerritos Community College District
Participation Agreement Point of Contact	
Name	Dr. Nick Real
Title	Instructional Dean
Address	11110 Alondra Blvd.
City, State Zip	Norwalk, CA 90650
Phone, Email	(562) 860-2451
SWP-Regional Share Round 2 Year 1 (FY 17/18) - REGIONAL PROJECTS	
1. Project Name	Career Pathways Specialist
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for college's work on the project.	\$120,000
c. Brief description the college's work on the project.	Focus on 8 priority industry sectors with highest labor market gaps. Expand career pathway alignment to implement alternative methods for gaining credit; implement dual enrollment; implement CATEMA to track credit attainment.
2. Project Name	Cloud Computing (NetLabs)
a. Is the college a Lead for this Project?	No (lead is Santa Monica)
b. Amount of funds for college's work on the project.	\$50,000
c. Brief description of the college's work on the project.	Non-credit short-term vocational credentials leading to employment.
3. Project Name	NetLab Hub & Cybersecurity
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for college's work on the project.	\$52,371
c. Brief description of the college's work on the project.	Participation in regional NetLab Hub will give students round-the-clock access to CTE training and virtual labs, which will be used for courses that prepare students for jobs in IT and CyberSecurity.
4. Project Name	Non-Credit College & Career Readiness
a. Is the college a Lead for this Project?	No (lead is Mt. SAC)
b. Amount of funds for college's work on the project.	\$98,500
c. Brief description of the college's work on the project.	Expand non-credit to credit pathways, work with pre-CTE and pre-apprenticeship courses and programs.

EXHIBIT A
Participation Agreement - Summary Sheet
 Scope of Work for Strong Workforce Program – Regional Funds

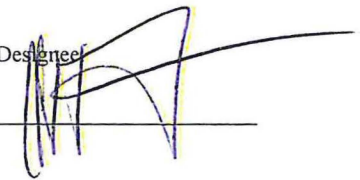
This Participation Agreement constitutes **Cerritos College's** Scope of Work for the 2017-2018 allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-01**, and is subject to the terms and conditions as outlined in the Master Agreement.

5. Project Name	Teacher Preparation - STEM/CTE
a. Is the college a Lead for this Project?	No (lead is Rio Hondo)
b. Amount of funds for college's work on the project.	\$150,000
c. Brief description of the college's work on the project.	Develop "Careers in Education" pathway(s) model with a focus on STEM and CTE.
Total Allocation: SWP-RF Round 2 Year 1	\$470,871

NOTE on Scope of Work: The Project Applications included with this Participation Agreement represent the Scope of Work to be performed. As each Project may be a combined effort of multiple colleges and partners, it is understood that the college in this Participation Agreement has responsibility to implement some component of this work, as represented in the Project Application and as appropriate to meeting the goals and intent of the project.

NOTE on Project Leadership: Colleges that serve as the Project Lead are responsible for keeping informed about the progress of all colleges and partners in the Project, convening Project partners, facilitating modifications to project plans and budgets according to the terms of the Master Agreement, and providing project update reports as requested by the Regional Consortia, Fiscal Agent, or the California Community Colleges Chancellor's Office.

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

Name of President or Designee: _____
 Signature:  _____ Date: 4-17-18

Name of Fiscal Officer or Designee: _____
 Signature:  _____ Date: 4/17/2018

Name of Fiscal Agent Representative: _____
 Signature: _____ Date: _____

College: Cerritos College

SWP-RF Fiscal Year: 2017/2018

PA Agreement: 18-2225-02

Project Name (listed in application)	Abbreviated Project Name	X indicates college participation
Transportation Industry Employment Partnerships	Advanced Transportation	
Regional Biotech Collaborative	Biotech Collaborative	
Career Pathway Specialist	Career Pathways	X
Center for Competitive Workforce	Center for a Competitive Workforce	
LA Cloud Computing Consortium	Cloud Computing (NetLabs)	X
Energy, Construction & Utilities - Sustainability	Energy, Construction, Utilities	
Global Trade & Logistics Regional Consortia + Digital Badges	Global Trade & Logistics	
L.A. Region Healthcare Pathway Foundations & Work Readiness	Healthcare Pathways	
Internship/Job Placement Specialist Project	Internship/Job Placement	
Regional NetLab Hub and CyberSecurity Project	NetLab Hub & Cybersecurity	X
Noncredit College and Career Readiness	Non-Credit Readiness	X
Teacher Preparation - STEM CTE Collaborative	Teacher Prep	X

ORANGE COUNTY REGION
STRONG WORKFORCE PROGRAM – REGIONAL FUND
MASTER AGREEMENT
BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CERRITOS COMMUNITY COLLEGE DISTRICT

July 1, 2016 – June 30, 2020

This Agreement, entered into February 27, 2017 between Rancho Santiago Community College District, hereinafter referred to as “Fiscal Agent,” and **Cerritos Community College District** (hereinafter referred to as “Sub-recipient). The Fiscal Agent and Sub-recipient are also referred to collectively as “Parties” and individually as “Party.” This Agreement is based on the Strong Workforce Program-Regional Fund Agreement between the Fiscal Agent and the California Community Colleges Chancellor’s Office, i.e., Prime Sponsor, and is effective to cover activities beginning July 1, 2016 and ending June 30, 2020 supported by Strong Workforce Program-Regional Fund allocations disbursed in 2016-2017, 2017-2018, and 2018-2019.

WHEREAS, the Rancho Santiago Community College District has been designated as the Fiscal Agent for the Strong Workforce Program – Regional Share for the Los Angeles and Orange County region and is responsible for distributing funds to the Cerritos Community College Districts within the region following certification of the Regional Plans by the Regional Consortia, and is responsible for monitoring the work of the Agreement for compliance with the terms and conditions of the funds, as delineated in the Fiscal Agent Scope of Work (*Exhibit B*), and

WHEREAS, Rancho Santiago Community College District has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, Sub-recipient has agreed to participation in the purpose of the Agreement according to the terms and conditions hereinafter set forth,

NOW, THEREFORE, the Parties agree as follows:

1. PARTICIPATION AGREEMENT

Sub-recipient shall perform the Scope of Work detailed using individually executed Participation Agreements (*Exhibit A*). Such Participation Agreements shall fully detail the Scope of Work between Parties. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. By signing this Master Agreement, the Fiscal Agent and Sub-recipient agree that Participation Agreements signed by the Parties will be binding under this Master Agreement without further action by the Parties.

2. TERM OF AGREEMENT

Effective Date of Agreement: July 1, 2016

Expiration Date of Agreement: June 30, 2020

Parties may modify this Master Agreement and any Participation Agreement annually, contingent upon the availability of grant funds, as mutually agreed upon.

3. RULES FOR DELIVERABLES

- A. Each Participation Agreement will identify a point of contact for the Participation Agreement, and points of contact for major project components in the Scope of Work as appropriate. The Sub-recipient will inform the Fiscal Agent of any changes to the point(s) of contact in a timely manner.
- B. Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.
- C. Products, results, and measureable outcomes shall be provided as detailed in each Participation Agreement.
- D. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.
- E. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).
- F. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

4. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING

Project allocations from Fiscal Agent to the Sub-recipient will be specified in the Participation Agreement, based on the Regional Plans certified by the Regional Consortia. Funds are to be utilized by the Sub-recipient in accordance with the terms and conditions of both this Master Agreement, the pertinent Participation Agreement, and guidance on the allowable use of funds from the California Community Colleges Chancellor's Office (Exhibit C). If there is a reduction in funding by the Chancellor's Office, the Fiscal Agent reserves the right to require adjustment to the scope of work and funding of the Participation Agreements accordingly, up to and including the end of all activities under this Agreement and any Participation Agreement.

The Fiscal Agent shall make payments to the Sub-recipient up to the amount listed in the Participation Agreement, to be paid on a quarterly basis through a reimbursement process

according to the expenditures submitted in the quarterly reports and upon submission of an invoice for payment. Invoices referencing the Participation Agreement number should be submitted to the following address:

Rancho Santiago CCD
ATTN: Resource Development
2323 North Broadway, Ste. 350
Santa Ana, CA 92706

5. BUDGET MANAGEMENT

The Sub-recipient will manage its budgets so that there is a clear distinction between Local Strong Workforce funds (which are not in any way related to this Agreement) and Regional Strong Workforce Funds (which are the subject of this Agreement), and a clear distinction between the fiscal year of the allocation (e.g., that the allocation for 2016-2017 is distinct from the allocation for 2017-2018). Since the term for the use of the funds is more than one year there will be concurrent use of separate allocations. In such cases, it is advised that the Sub-recipient assign separate project numbers to each year's allocation, or in some other manner make a clear distinction between the separate allocations.

6. REPORTING

Program and financial reports will be submitted on a quarterly basis, according to the system and requirements of the California Community College Chancellor's Office. A reporting schedule will be disseminated to the Sub-recipient at least 30 days prior to the due date of the first report. Reports will be due 20 days after the end of the last month of the quarter.

NOTE: The first quarterly report will be due on the next due date following approval of this Agreement.

A Final Program and Expenditure Report will be due at the end of the project, according to the requirements of the Chancellor's Office. The Fiscal Agent will inform the Sub-recipient of the requirements and the due date for the Final Report at least three months before the end date of the Agreement.

The Sub-recipient is responsible for all Strong Workforce Program-Regional Funds reporting to the Fiscal Agent. Fiscal Agent is responsible for all Strong Workforce Program-Regional Funds Reporting to the Chancellor's Office.

7. MODIFICATIONS

If a Sub-recipient desires to change the amount, scope of work, or make substantial revision to the outcomes of a Participation Agreement the following process must be followed:

A. The Sub-recipient notifies the Fiscal Agent and the Project Lead of the desired changes.

- B.** The Sub-recipient notifies the other colleges involved in the regional project related to the Participation Agreement, and secures agreement of the change(s) from the other colleges and/or the Project Lead.
- C.** The Fiscal Agent will conduct a technical review of the requested changes to ensure compliance with the grant terms and conditions, and will modify the Participation Agreement to reflect the requested changes.
- D.** The Sub-recipient and Fiscal Agent will sign the amended Participation Agreement, which will replace the prior Participation Agreement and become the active Participation Agreement once executed.

8. USE OF FUNDS – TRAVEL

If Strong Workforce Program-Regional funds will be used for out-of-state travel, the Party must submit an Out-of-State travel request form to the Fiscal Agent who will review it to ensure compliance with the California Community Colleges Chancellor's Office requirements.

9. SHARED USE OF EQUIPMENT or RESOURCES

In the event that Sub-recipient uses funds to secure equipment or other resources to be used in common or for shared use with other colleges, a separate agreement may be needed between or among them to outline the terms and conditions of that use. The Sub-recipient should notify the Fiscal Agent of the intent for shared use of equipment and resources, and the Fiscal Agent will clarify the requirements with the Chancellor's Office, and provide guidance to the Sub-recipient regarding development of a shared use agreement.

10. SUBCONTRACTS

- A.** In any event, if the Sub-recipient wishes to enter into a subcontract agreement for performance of any part of the activities listed in the Participation Agreement, the Sub-recipient shall disclose the intended purpose and amount of the subcontracting and identify the proposed subcontractor to the Fiscal Agent in a timely manner.
- B.** The Sub-recipient agrees to be as fully responsible to the Fiscal Agent for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Sub-recipient. The Sub-recipient's obligation to pay its subcontractors is independent from the obligation of the Fiscal Agent to make payments to the Sub-recipient. As a result, the Fiscal Agent shall have no obligation to pay or enforce the payment of any monies to any subcontractor.

11. RECORDS AND AUDITS

- A.** The Sub-recipient must maintain records regarding the use of Program funds and progress made toward objectives and/or performance under the applicable Participation Agreement.

- B. The Sub-recipient must maintain a list of the cost and location of the equipment purchased with Strong Workforce Program funds.
- C. The Sub-recipient agrees that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Sub-recipient agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. The Sub-recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-recipient agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement or any Participation Agreement.
- 1) If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the five (5) year period, whichever is later.
 - 2) All records must be retained throughout the project. The five (5) year period of retention starts on the last day of the performance period stipulated in the Participation Agreement.

12. NOTICES

A Party to this Agreement may give notice to the other Party by sending an email or through certified mail to the addresses specified below. Such notice shall be effective when received. Each Party has the responsibility of keeping notice contact information accurate and current.

Cerritos Community College District

Primary Contact

Name: DR. NICK REAL

Title: INSTRUCTIONAL DEAN OF TECHNOLOGY

Address: 11110 Alondra Blvd.

City, State Zip: Norwalk, CA 90650-6269

Email, phone: nreal@cerritos.edu
562-860-2451 x 2903

Fiscal Contact

Name: FELIPE R. LOPEZ

Title: VICE PRESIDENT OF BUSINESS SERVICES/ASST. SUPERINTENDENT

Address: 11110 Alondra Blvd.

City, State Zip: Norwalk, CA 90650-6269

Email, phone: flopez@cerritos.edu
562-860-2451 x 2242

Fiscal Agent - Rancho Santiago Community College District

Primary Contact

Janeth Manjarrez, SWP Director
2323 North Broadway, Ste. 350
Santa Ana, CA 92706
Manjarrez_Janeth@rsccd.edu
(714) 480-7471

Fiscal Contact

Peter J. Hardash, Vice Chancellor of Business Operations & Fiscal Services
2323 North Broadway, 4th Floor
Hardash_Peter@rsccd.edu, (714) 480-7340
Santa Ana, CA 92706

13. TERMINATION

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

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of expenditures to the Sub-recipient. In the event that such funding is terminated or reduced, RSCCD shall provide the Sub-recipient with written notification of such determination and RSCCD shall reimburse the Sub-recipient for costs incurred up to the termination date. Notice shall be deemed served on the date of receipt by the Sub-recipient; with receipt determined by certified mail delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

14. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

15. DISPUTES

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Fiscal Agent and/or the Prime Sponsor. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Sub-recipient. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from Sub-recipient a written request to appeal said decision. Pending final decision of the appeal, Sub-recipient shall act in accordance with the written decision of the Fiscal Agent or the Prime Sponsor, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. INDEMNIFICATION

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

17. INSURANCE

All Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. The Parties each warrant that through its program of self-insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Fiscal Agent and Parties performance of this contract.

18. INDEPENDENT CONTRACTOR

The Sub-recipient, in the performance of this Agreement, shall be and act as independent contractors and not as employees of Fiscal Agent. The Sub-recipient understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of any kind or nature normally provided to employees of the Fiscal Agent and/or to which Fiscal Agent's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Sub-recipient assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The Sub-recipients shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the Sub-recipient's employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for the Sub-recipient's employees or independent subcontractors. The Sub-recipient agrees to indemnify and hold the Fiscal Agent harmless from and against any and all liability arising from any failure of the Sub-

recipient to withhold or pay any applicable tax, unemployment insurance or social security when due.

19. ASSURANCES

- A) By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill (*Exhibit C*), and with the guidance documents provided by the California Community College Chancellor’s Office (*Exhibit D*).
- B) By signing this Agreement the Sub-recipient certifies that it complies with state and federal requirements for Standards of Conduct, Workers’ Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

20. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping Fiscal Agent from enforcing the terms of this Agreement.

21. SEVERABILITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

22. AGREEMENT IS COMPLETE

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing, signed by the Parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the Parties.

IN WITNESS WHEREOF, all Parties agree.

FISCAL AGENT

Rancho Santiago Community College District


Peter J. Hardash


Vice Chancellor, Business Ops. & Fiscal Svcs.

Date: *2/25/17*

Board approved: February 27, 2017

SUB-RECIPIENT

Cerritos Community College District


Name: *FELIPE R. LOPEZ*

Title: *VICE PRESIDENT, BUSINESS SERVICES*

Date: *4/7/2017*

EIN: 95-60055210

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

Agenda Item No. 21

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 Amendment to the Agreement with National University to Offer Additional Educational Programs/Classes at Cerritos College</p>

ACTION

It is recommended that the Board of Trustees approve the amendment to the agreement with National University to provide additional educational programs/classes at Cerritos College.

FISCAL IMPACT

For the contract term, Cerritos College will receive an administrative fee of \$25 for each course offered through National University, paid on a quarterly basis, to offset the use of the college's copy machines by faculty and labs by participating students. The administrative fee will be reviewed after the first year of the agreement.

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

NATIONAL UNIVERSITY

AMENDMENT NO. 1 TO THE AGREEMENT FOR EDUCATIONAL PROGRAMS/CLASSES AT CERRITOS COLLEGE

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

Purpose: On May 2, 2018, Cerritos College entered into an agreement with National University (“National”) to provide educational programs/classes at Cerritos College for a five year term. National is an accredited WASC senior college and University Commission higher education institution; any programs requiring additional accreditation requirements is met prior to offering courses.

National offers Cerritos College students Bachelor Degree instructional programs conducted at the Cerritos College campus; the first cohorts under the Agreement included Criminal Justice and Paralegal.

National offers classes on the Cerritos College campus (and other University Campuses and Satellite Locations) at a reduced tuition rate of 15% less than the standard rate currently being charged at the time each course is offered. National has non-exclusive use of Cerritos College facilities for the classes previously approved by the District.

At this time, Cerritos College wishes to enter into an amendment to add Bachelor of Science in Nursing Program (BSN) courses to the agreement. There will be no other changes to the agreement. National will offer the college's currently enrolled nursing students the opportunity to be enrolled in National's Bachelor of Science in Nursing Program (BSN) at a reduced rate of twenty-five percent (25%), provided they meet certain predefined criteria. Additionally, college nursing alumnae may participate BSN courses offered at the college at the same discounted rate, if qualified.

Period: The time period of the agreement will remain unchanged and will be from May 2, 2018 through May 1, 2023.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Amendment No. 1 to Contract No. 18C0005 – National University
Contract No. 18C0005 – National University



AMENDMENT NO. 1

To

CONTRACT NO. 18C0005

The AGREEMENT made and entered with an effective date of **May 2, 2019**, 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 **National University**, a non-profit, public benefit corporation, whose address is 11355 North Torrey Pines Roads, La Jolla, California 92037-1011 ("UNIVERSITY"), is **AMENDED** on **April 4, 2019**, as follows:

RECITALS

WHEREAS, DISTRICT and UNIVERSITY entered into that certain Agreement dated **May 2, 2018** ("Agreement"), whereby DISTRICT and UNIVERSITY established terms and conditions for UNIVERSITY to offer education programs/classes conducted utilizing DISTRICT facilities;

WHEREAS, DISTRICT and CONTRACTOR desire to amend the Agreement to provide for additional education program/classes;

NOW THEREFORE, the Parties agree as follows:

Item 1. **Modify** Agreement, Page 9, Exhibit A, to amend the University Courses offered at Cerritos College by adding Bachelor of Science in Nursing Program (BSN) courses, as follows:

3. Nursing (BSN) Studies

Item 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.

Item 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.

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

UNIVERSITY:

CERRITOS COMMUNITY COLLEGE DISTRICT:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

E-Mail

Tax ID No.

**AGREEMENT
BETWEEN
CERRITOS COMMUNITY COLLEGE DISTRICT
AND
NATIONAL UNIVERSITY**

This Agreement is effective as of May 2, 2018, by and between NATIONAL UNIVERSITY, a non-profit, public benefit corporation (“University”), whose address is 11355 North Torrey Pines Road, La Jolla, California 92037-1011 and Cerritos Community College District, whose address is 11110 Alondra Blvd., Norwalk, CA 90650 (“District”).

This Agreement is entered into with reference to the following Recitals, all of which are incorporated herein.

WHEREAS, the University is a non-profit public benefit corporation providing higher education services.

WHEREAS, the University is a WASC Senior College and University Commission accredited higher education institution.

WHEREAS, the District is a community college district organized and existing under the laws of the State of California.

WHEREAS, the District owns real property situated at 11110 Alondra Boulevard, Norwalk, California upon which the District’s Cerritos College campus is situated.

WHEREAS, the Cerritos College campus (“Cerritos Campus”) is improved by various facilities and other improvements (“District Facilities”).

WHEREAS, by this Agreement the District and the University desire to establish the terms and conditions for the University to offer education programs/classes conducted at the Cerritos Campus utilizing District Facilities.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the University and District agree as follows:

1. University Program at Cerritos Campus. The University will offer District Students, alumni, and staff (“Students”) the instructional programs described in Exhibit A (University Courses at Cerritos College) attached hereto and incorporated herein by reference. During the Term of this Agreement, Exhibit A is subject to modification of the University Programs offered at the Cerritos Campus by mutual agreement of the District and the University. Any modifications made to after mutual agreement shall not modify, change, or alter the terms of this Agreement.
 - 1.1. University Academic Responsibility. University shall have exclusive control over all academic matters relating to the University Program, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional

programs; selection and approval of faculty; admission, registration, and retention of Students; evaluation of Students' prior education; evaluation of Students' progress; scheduling courses; awarding academic credit; and conferring degrees. The University Program and University Courses shall comply with and conform to all requirements the WASC Senior College and University Commission.

- 1.2. Students. For purposes of this Agreement, "Students" are: (i) individuals awarded an Associate degree (AA, AAS, AS, ADT or specialized associate degree) from the District or currently enrolled as a District student; and (ii) full-time and part-time District employees. In addition, a student will be accepted into the University's advanced start baccalaureate option if the student has completed a CSU General Education Breadth or IGETC certification, which will be block transferred for up to 60 semester units (or 90 quarter units) to meet National University lower division General Education requirements (Note: The student will only need to fulfill the General Education upper division component). Although the University accepts IGETC/CSU Breadth certifications to waive General Education requirements, students are required to meet the minimum 2.0 requirement for admission. For those students who transfer without these certifications, the college should be aware that National University requires a minimum grade of C- for transfer coursework.
- 1.3. University Courses Accreditation. In addition to WSCUC accreditation, the University's Paralegal Studies is approved by the ABA.
- 1.4. University Courses Faculty. All faculty hold advanced degrees in their areas of expertise and are respected professionals with many years of career experience.
- 1.5. Enrollment and University Termination of University Courses. If during the Term of this Agreement, Student enrollment in a University Course falls below ten (10) enrolled Students during any consecutive three (3) month period, the University may, by written notice to the District, terminate such University Course. The University right to terminate a University Course is expressly subject to the following: (i) written notice of University intent to terminate a University Course must be delivered to the District not less than sixty (60) days prior to commencement of the next scheduled University Course subject to the termination notice; (ii) the termination notice is accompanied by written materials establishing Student enrollment over the prior consecutive three (3) month period; and (iii) materials establishing reasonably diligent efforts of the University to recruit Students for enrollment in the University Course subject to the termination notice.
- 1.6. Tuition. University will charge Students enrolled in a University Course identified in Exhibit A, a tuition rate that is 15% less than the University's standard tuition rate currently being charged at the time each University Course is offered. This rate is subject to normal tuition increases, as indicated in the most current version of the Catalog. The foregoing tuition reduction is applicable for Students enrolled in University Courses conducted on the Cerritos Campus only. University will also charge Students applicable fees and costs. **Should Students take courses at any other University campuses or online, the 15% tuition reduction offered in this Agreement will be applicable and Students will not be charged the standard, full tuition rate.**
- 1.7. Parking. The University's employees, agents, contractors, visitors and Students may park personal-use automobiles in Cerritos Campus parking lots designated for public parking

purposes. Parking in Cerritos Campus parking lots is subject to: (i) “first-come-first served” available parking spaces; (ii) payment of parking charges; and (iii) compliance with all District parking policies, rules or regulations. The District is not responsible for loss, damage or destruction of automobiles or other personal property on or in automobiles parked in a Cerritos Campus parking lot.

- 1.8. University Supervision and Discipline. The University is solely responsible for supervision of its employees, agents, contractors and Students when conducting University Courses at District Facilities on the Cerritos Campus, including imposition of disciplinary action.
2. Regulations and Services. Students will be subject to the academic regulations and policies and entitled to the benefits and services described in the most current version of the Catalog, except that some of the services may only be available at a University campus or center. When on the Cerritos Campus, University Students, employees, agents, contractor and invitees shall comply with Cerritos College Board Policies and Administrative Regulations.
3. University Use of Cerritos Campus and District Facilities. The University may use the Cerritos Campus and District Facilities for the limited and sole purpose of providing the University Program and upon the conditions set forth herein.
 - 3.1. Cerritos Campus. The University and its employees, agents or contractors will have a non-exclusive right of access to the Cerritos Campus to provide the University Program at District Facilities.
 - 3.2. District Facilities. The University will have a non-exclusive permit to use District Facilities which consists of: (i) classroom space sufficient for seating a maximum of thirty (30) students (“Classrooms”); (ii) furniture, fixtures and equipment (“Classroom FFE”) consisting of seats/table top space for a maximum of thirty (30) students, instructor seating/table top space and similar fixtures for instructional purposes.
 - 3.2.1. Classrooms and University Courses. The University’s non-exclusive permit to use District Facilities is limited to one (1) Classroom per University Course. The District shall have the sole and exclusive discretion to: (i) designate the Classrooms subject to the University’s non-exclusive permit; (ii) designate alternative Classrooms from time-to-time, provided that the District provides the University with written notice of an alternative Classroom designation at least twenty-four (24) hours in advance of the time a University Course in a District designated Classroom is scheduled.
 - 3.2.2. Classrooms and Classrooms FFE Maintenance. The District will maintain the Classrooms and Classrooms furniture, fixtures, and equipment (FFE) consistent with standards for maintenance services provided by the District to other classrooms and FFE on the Cerritos Campus. The foregoing includes janitorial services of the Classrooms and routine repairs/maintenance of Classrooms FFE. The foregoing expressly excludes extraordinary janitorial services resulting from University use of the Classrooms or repair or replacement of Classrooms FFE damaged or destroyed as a result of University use thereof.
 - 3.2.3. Damage or Destruction of Classrooms or Classroom FFE. The University is responsible for all costs to repair or replace any portion of the Classrooms or

Classroom FFE damaged or destroyed as a result of the University's use thereof caused solely by the gross negligence or willful misconduct of the University, its employees, agents, representatives, or students. Normal wear and tear shall not be considered grossly negligent. ..

3.3. District Facilities Services. The District will provide electrical power and heating/ventilating/air-conditioning services to the District Facilities sufficient for typical classroom use and comfort.

3.4. Cerritos Campus Services.

3.4.1. University Use of Copy Machines and Computer Labs. The University, Students, University administrative staff and University faculty who are providing instruction for a University Program on the Cerritos Campus (collectively "University Personnel and Students") may use Cerritos Campus copy and computer lab services as set forth herein. University Personnel's use of copy machines will be by electronic access key code assigned by the District to the University and limited to certain copy machines; University students' use of copy machines will be restricted to the copy machines located in the labs and may require pay-to-copy/print charges. University Personnel and Students use of District computer labs and computer lab services will be permitted without access key code or other access requirements. Use of District copy machines and District computer labs by University Personnel and Student shall be limited to uses directly related to University Programs. If the District reasonably determines that University Personnel and Student use District copy machines or District computer labs for purposes other than University Programs, the District may limit or prohibit University Personnel and Student use of District copy machines and/or District computer labs without being deemed in default of this Agreement.

3.4.2. Administrative Charges for Use of Copy Machines and Computer Labs. The University shall pay the District an administrative fee for use of District copy machines and computer labs as set forth herein. For the first twelve (12) months of the Term of this Agreement, the Administrative Fee is Twenty Five Dollars (\$25) for each University Course. The University will submit payment of the Administrative Fee on a quarterly basis; the University shall make full payment for each quarterly Administrative Fee billing cycle within thirty (30) days of the end of each quarter. At the commencement of each ensuing twelve (12) month period of the Term of this Agreement, the District may adjust the Administrative Fee by written notice to the University. The Cerritos Campus services and Administrative Charges are set forth in Exhibit B (Cerritos College Services and Administrative Charges) attached hereto and incorporated herein; adjustment of the Cerritos Campus Services which the University and students may use and Administrative Charges due from the University for Cerritos Campus services will be by amendment to Exhibit B.

3.4.3. University Responsibilities. The University is responsible for costs to repair, correct or replace copy machines or computers damaged or destroyed as a direct result of University Personnel and Student use thereof, normal maintenance excluded.

4. Term. The Term of this Agreement shall be five (5) years, commencing on the date first set forth above, provided that either party may terminate this Agreement, without cause, at any time, upon thirty (30) days prior written notice to the other party. If the Agreement is terminated or if the Programs are discontinued due to low enrollment, Students may complete the Program(s) at any University campus or center at the standard, full tuition rate.
5. Insurance. At all times during the Term of this Agreement, the University shall obtain and maintain policies of insurance in the minimum coverage limit set forth herein.
 - 5.1. Workers' Compensation Insurance; Employer's Liability Insurance. The University shall obtain and maintain: (i) Workers' Compensation Insurance covering claims under workers' other similar employee benefit acts; and (ii) Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by the University.
 - 5.2. Commercial General Liability and Property Insurance. The University shall obtain and maintain Commercial General Liability and Property Insurance covering the types of claims: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than the University's employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by the University, or (b) by another person; and (iii) claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.
 - 5.3. Automobile Liability Insurance. The University shall purchase and maintain Automobile Liability insurance covering risks of loss on a combined single limit for personal injury (including death) or property damage arising out of the use or operation of any owned, non-owned or hired motor vehicle.
 - 5.4. Minimum Coverage Limits. Minimum coverage limits for each policy of insurance the University is required to obtain hereunder is set forth below:

Policy of Insurance	Minimum Coverage Limits
Commercial General Liability Insurance	Per Occurrence: Two Million Dollars (\$2,000,000)
	Aggregate: Four Million Dollars (\$4,000,000)
Workers Compensation	In accordance with California legal requirements.
Employers Liability	One Million Dollars (\$1,000,000)
Automobile Liability	One Million Dollars (\$1,000,000) combined single limit

- 5.5. Certificates of Insurance. The University shall deliver Certificates of Insurance evidencing each of the policies of insurance required hereunder. The District may prohibit University and University employees, agents, representatives, visitors and/or Students access to the Cerritos Campus or District Facilities if the University fails or refuses to deliver Certificates of Insurance to the District.

6. Indemnity.

- 6.1. University Indemnity of District. To the fullest extent permitted by law, University shall defend, indemnify and hold harmless the Indemnified Parties from all claims, demands, actions, causes of action, judgments, arbitration awards and other liabilities (collectively "Claims") arising out of or related in any manner to negligent, grossly negligent or willful conduct of University or the University's agents, contractors, or representatives in connection with: (i) University Program or University Courses; (ii) use or access to the Cerritos Campus or District Facilities; or (iii) performance of obligations under this Agreement. The University obligations hereunder shall survive expiration of the Term of this Agreement or the earlier termination hereof, until barred by the applicable Statute of Limitations. The University's obligations hereunder are not limited by the extent or availability of insurance coverage.
- 6.2. District Indemnity of University. To the fullest extent permitted by law, the District shall defend, indemnify and hold harmless the University, from all claims, demands, actions, causes of action, judgments, arbitration awards and other liabilities (collectively "Claims") arising out of or related in any manner to negligent, grossly negligent or willful conduct of the District or the District's agents, contractors, or representatives. The District obligations hereunder shall survive expiration of the Term of this Agreement or the earlier termination hereof, until barred by the applicable Statute of Limitations. The District's obligations hereunder are not limited by the extent or availability of insurance coverage.

7. Dispute Resolution Procedures.

- 7.1. Mandatory Mediation. All claims, disputes and other matters in controversy between the University and the District arising out of or pertaining to this Agreement shall be submitted for resolution by non-binding mediation conducted under the auspices of JAMS and the JAMS Commercial Mediation Rules in effect at the time that a Demand For Mediation is filed. The commencement and completion of mediation proceedings pursuant to the foregoing is a condition precedent to either the District or the University commencing arbitration proceedings pursuant to the following Paragraph.
- 7.2. Binding Arbitration. All claims, disputes or other matters in controversy between the University and the District which are not fully resolved through the mandatory mediation set forth above shall be settled and resolved by binding arbitration conducted under the auspices of JAMS, or any other entity offering arbitration services mutually agreed upon by both Parties, and its Commercial Arbitration Rules in effect at the time of the filing of a Demand for Arbitration. The award rendered by the Arbitrator(s) ("Arbitration Award") shall be final and binding upon the District and the University only if the shall be supported by law and substantial evidence pursuant to California Code of Civil Procedure §1296. An Arbitration Award that does not include findings of fact and conclusions of law in conformity with California Code of Civil Procedure §1296 shall be invalid and unenforceable. The District and the University hereby expressly agree that the Court shall, subject to California Code of Civil Procedure §1286.4 and 1296, vacate the Arbitration Award if, after review, the Court determines either that the Arbitration Award is not supported by substantial evidence or that it is based on an error of law. Any arbitration hereunder shall be conducted in Los Angeles County.

- 7.3. University Compliance with Government Code §900 et seq. The foregoing dispute resolution procedures notwithstanding, neither this Agreement, or any provision of this Agreement, shall be deemed to waive, limit or modify any requirements under Government Code §900 et seq. relating to the University's submission of claims to the District. The University's strict compliance with all applicable provisions of Government Code §900 et seq. in connection with any claim, dispute or other disagreement arising hereunder shall be an express condition precedent to the University initiation of any other dispute resolution procedure or proceeding.
8. Notices. All notices or other communications given under this Agreement will be in writing and sent to the addressee listed at the beginning of this Agreement (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three (3) days after mailing if by certified mail, return receipt requested.
9. University Program Promotion. The District will assist in promoting the University Program(s) by disseminating information to students through the District's choice of internal mail, e-mail, posting of notices, distribution of brochures, or other methods, with University's prior review of such advertisements. Neither party may use the names, logos, or trademarks of the other party without its prior written consent.
10. Entire Agreement and Severability. If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement along with Exhibits A and B contain the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
11. Representations. Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement.
12. University Independent Contractor Status. The University is an independent contractor to the District. The University and its employees, agents and representatives are not employees of the District and not entitled to any rights or benefits as a District employee.
13. Authority to Execute; District Board Approval. Each individual executing this Agreement on behalf of the University and the District warrant and represent that she/he has authority to execute this Agreement on behalf of the University or the District, as applicable and to bind the University and the District to the terms hereof. The foregoing notwithstanding, this Agreement shall not be enforceable against the District until and unless the District's Board of Trustees takes action in an open public meeting of the Board of Trustees to approve this Agreement.
14. General Provisions. The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement, including, but not limited to, any Student; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at Cerritos, California.

[SIGNATURES FOLLOW ON NEXT PAGE]

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Jose Fierro, President/Superintendent

NATIONAL UNIVERSITY, a non-profit, public benefit corporation

By: _____ 5/9/18
Dave C. Lawrence, Vice Chancellor, Finance

Exhibit A
(University Courses at Cerritos College)
Agreement
Between
Cerritos Community College District
And
National University

The University will offer the following University Courses at Cerritos College for the period of time between TBD, 2018 and TBD, 2018:

1. Criminal Justice
2. Paralegal Studies

University Courses offered by the University at Cerritos College for other periods of time or additional/different University Courses for the above-referenced period of time will be pursuant to mutual agreement between the District and the University and amendment to this Exhibit A.

[END OF EXHIBIT A]

Exhibit B
(Cerritos College Services and Administrative Charges)
Agreement
Between
Cerritos Community College District
And
National University

Cerritos Campus services which may be used by University Personnel and Students, along with the Administrative Fee due from the University as set forth herein.

Cerritos Campus Service	Administrative Fee
Copy machines Computer Laboratory Library Services	\$25 per University Course (1 st twelve (12) months of Agreement Term; subject to adjustment every twelve (12) months during Term of Agreement

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval to Make Budget Transfers and Budget Adjustments
--

ACTION

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented.

FISCAL IMPACT

The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Restricted General Funds and Capital Outlay Project Funds ending balances; and decreases the Unrestricted General Fund ending balance.

REPORT SUMMARY

Pages 1 thru 2 are budget transfers between major account classifications for the Unrestricted and Restricted General Funds. These transfers are self-balancing and have no effect on their ending balances.

Page 3 are revenue adjustments for Disabled Students Programs and Services, and Apprenticeship, per the Chancellor's Office allocation; and the Workforce Innovation and Opportunity Act, per the California Department of Education allocation. These revenue adjustments have no effect on the Restricted General Fund balance. Expenditures will be adjusted correspondingly.

Pages 4 is a revenue budget adjustment that reflects an increase due to incentives / rebates from Southern California Edison related to Proposition 39 - Clean Energy Act. This revenue adjustment has no effect on the Capital Outlay Project Funds ending balance. Expenditures will be adjusted correspondingly.

Pages 5 reflects a revenue budget adjustment for Technology Needs as per the Telecommunication and Technology Infrastructure Program per the Chancellor's Office sub grant agreement. This revenue adjustment has no effect on the Capital Outlay Transfer Fund ending balance. Expenditures will be adjusted correspondingly.

Pages 6 reflects a one-time expenditure budget adjustment for student scholarships in the International Students Program. This adjustment reduces the General Unrestricted Fund ending balance.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Budget Adjustment Details (6 Pages).

BUDGET TRANSFERS FOR APRIL 03, 2019

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM

ACADEMIC SALARIES	\$	(3,000)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(13,318)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(51,967)
OTHER CONTRACT EXPENSES AND SERVICES	\$	(63,119)
CAPITAL OUTLAY	\$	(31,052)
INTERFUND TRANSFERS	\$	
CONTINGENCY	\$	
TOTAL	\$	(162,456)

TO

ACADEMIC SALARIES	\$	0
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	10,000
EMPLOYEE BENEFITS	\$	910
SUPPLIES AND MATERIALS	\$	28,362
OTHER CONTRACT EXPENSES AND SERVICES	\$	103,294
CAPITAL OUTLAY	\$	19,890
OTHER TRANSFERS OUT	\$	
TOTAL	\$	162,456

Transfers: Reallocation based on current needs.

Number of Transfer Requests: Sixteen (16)

Divisions/Departments/Programs:

Academic Success; Academic Affairs; Educational Partnerships & Programs; Information

Technology; Library; Adult Education; Business Education; Fine Arts; Health Occupation; Humanities & Social Sciences; Liberal Arts; Technology; Career Services; Disabled Students Programs and Services; Admission and Records; Human Resources.

BUDGET TRANSFERS FOR APRIL 03, 2019

01.3 FUND - GENERAL FUND - RESTRICTED

FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(14,422)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(7,000)
OTHER CONTRACT EXPENSES AND SERVICES	\$	(81,774)
CAPITAL OUTLAY	\$	
PAYMENTS TO OR FOR STUDENTS	\$	
OTHER TRANSFERS OUT	\$	
TOTAL	\$	(103,196)

TO

ACADEMIC SALARIES	\$	36,025
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	16,000
EMPLOYEE BENEFITS	\$	17,661
SUPPLIES AND MATERIALS	\$	33,360
OTHER CONTRACT EXPENSES AND SERVICES	\$	150
CAPITAL OUTLAY	\$	
OTHER TRANSFERS OUT	\$	
PAYMENTS TO OR FOR STUDENTS	\$	
TOTAL	\$	103,196

Transfers: Reallocation based on current needs.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Basic Skills; AB104 Adult Education Block Grant.

BUDGET ADJUSTMENTS FOR APRIL 03, 2019

01.3 FUND - GENERAL FUND - RESTRICTED

Revenue Budget

00000.0-XXXXX-72000-8130-0000000 \$ 25,682

Federal- Workforce Innovation and Opportunity Act

To increase budget for Workforce Innovation and Opportunity Act per the 2018-19 California Department of Education allocation. Expenditure budget increased to align with allocation.

00000.0-XXXXX-79000-8623-0000000 7,008

State- Disabled Students Programs and Services

To increase budget for Disabled Students Programs and Services per the 2018-19 mid-year allocation from the Chancellor's Office. Expenditure budget increased to align with allocation.

00000.0-XXXXX-72330-8627-0000000 489,397

State- Apprenticeship

To increase budget for Apprenticeship per the 2018-19 Chancellor's Office allocation.

Expenditure budget increased to align with allocation

Total Revenue Budget \$ **522,087**

Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: Three (3)

BUDGET ADJUSTMENTS FOR APRIL 03, 2019

41.0 FUND - CAPITAL OUTLAY PROJECTS FUND

Revenue Budget

00000.0-00000-72920-8890-0000000	\$ 37,001
Local - Proposition 39 - Clean Energy Act	
To increase budget for Prop 39 Clean Energy due to incentives / rebates received from Southern California Edison. Expenditure budget increased to align with allocation.	

Total Revenue Budget	\$ <u>37,001</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 APRIL 03, 2019

41.1 FUND - CAPITAL OUTLAY TRANSFER FUND

Revenue Budget

00000.0-00000-73840-8690-7100000 \$ 50,000

State - Technology Needs

One time budget set up for the Technology Needs for the Telecommunication and Technology Infrastructure Program per the Chancellor Office subgrant agreement.

Expenditure budget increased to align with allocation.

Total Revenue Budget \$ 50,000

Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: One (1)

BUDGET ADJUSTMENTS FOR APRIL 03, 2019

01.0 FUND - GENERAL FUND - UNRESTRICTED

Expenditure Budget

00000.0-00000-03420-7510-6452000	\$	850
International Student Programs		
One time budget adjustment for student scholarships in the International Students Program.		
Application Fees carried over from 2017-18		

Total Expenditure Budget	\$	<u>850</u>
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Fiscal Impact: Decrease to ending balance.

Number of Adjustment Requests: One (1)

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Consideration of Approval to Declare Unrepresented Employees' Salaries Indefinite for 2019-2020 Fiscal Year</p>

ACTION

It is recommended that the Board of Trustees approve to declare all management; contract management; confidential; child development center teachers; short-term, substitute, and student hourly; community education hourly; and/or other unrepresented employees' salaries indefinite effective July 1, 2019, for the 2019-2020 fiscal year.

FISCAL IMPACT

No additional financial effect.

REPORT SUMMARY

Education Code Sections 45032, 45162, and 87806 provide that salaries can be set at any time during the year, these sections do not supersede California Constitution, Article XI, Section 10. The Constitution prohibits officers or employees from receiving additional compensation for services already rendered. Courts have generally allowed retroactive pay within the constitution, if salaries were legally "indefinite."

Los Angeles County Office of Education Counsel reaffirmed that governing boards of school and community college districts can take action to provide for salary increases or decreases to unrepresented employees retroactive to the beginning of the current fiscal year if they have declared such salaries to be indefinite before the beginning of the current fiscal year.

If the Board of Trustees intends to revise salaries for unrepresented employees and possibly make salary changes retroactive to July 1, 2019, or to any other mid-year retroactive date, salaries must be legally indefinite as of the retroactive date. Consequently, it is recommended that as a result of financial uncertainties, negotiations, legislation, and other factors, the Board of Trustees declares all management; contract management; confidential; child development center teachers; short-term, substitute, and student hourly; community education hourly; and/or other unrepresented employees' salaries indefinite effective July 1, 2019, for the 2019-2020 fiscal year.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Education Code Sections 45032, 45162, and 87806, and California Constitution, Article XI, Section 10.

Education Code Sections 45032, 45162, and 87806 and California Constitution, Article IX, Section 10

45032. The governing board of a school district may at any time during any school year increase the salaries of persons employed by the district in positions requiring certification qualifications, such increase to be effective on any date ordered by the governing board.

45162. (a) The governing board of any school district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in positions not requiring certification qualifications. The governing board may, at the time, include an increase in such annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce such annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenues.

(b) The governing board of a school district may, at any time during the school year, increase the salaries of persons employed by the district in positions not requiring certification qualifications. Such increase shall be effective on any date ordered by the governing board.

(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

87806. The governing board of a community college district may at any time during any school year increase the salaries of persons employed by the district in academic positions. The increase shall be effective on any date ordered by the governing board.

CALIFORNIA CONSTITUTION ARTICLE 11 LOCAL GOVERNMENT

SEC. 10. (a) A local government body may not grant extra compensation or extra allowance to a public officer, public employee, or contractor after service has been rendered or a contract has been entered into and performed in whole or in part, or pay a claim under an agreement made without authority of law.

(b) A city or county, including any chartered city or chartered county, or public district, may not require that its employees be residents of such city, county, or district; except that such employees may be required to reside within a reasonable and specific distance of their place of employment or other designated location.

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) Thomas, Lori	Human Resources	Human Resources Technician I	3/15/2019

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

Agenda Item No. 25

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 of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2018-2019 Academic Year</p>
--

ACTION

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

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund.

REPORT SUMMARY

The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

The Office of Human Resource Services has received and completed the processing of employment request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resource Services cleared the individuals for employment.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Employment of Faculty, Temporary Part-Time 2018-2019 Academic Year

FACULTY: TEMPORARY PART-TIME 2018-2019 ACADEMIC YEAR

I. STUDENT SERVICES - COUNSELING

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Meza, Beatriz	NH	EOPS Counseling	1CM	52.74
Gaines, Kenneth	RE	Edu. Partnership Counseling	6DM	62.64

II. SCIENCE, ENGINEERING, MATHEMATICS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Farshad, Ali	NH	Computer Information Systems	1AB	65.16

* NH=New Hire, RE=Reemployed

** Instructors:

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
 1BB=2nd Semester-Bachelors, 1BM=2nd Semester-Masters, 1BD=2nd Semester-Doctorate
 2AB=3rd Semester-Bachelors, 2AM=3rd Semester-Masters, 2AD=3rd Semester-Doctorate
 2BB=4th Semester-Bachelors, 2BM=4th Semester-Masters, 2BD=4th Semester-Doctorate
 3AB=5th Semester-Bachelors, 3AM=5th Semester-Masters, 3AD=5th Semester-Doctorate
 3BB=6th Semester-Bachelors, 3BM=6th Semester-Masters, 3BD=6th Semester-Doctorate
 4AB=7th Semester-Bachelors, 4AM=7th Semester-Masters, 4AD=7th Semester-Doctorate
 4BB=8th Semester-Bachelors, 4BM=8th Semester-Masters, 4BD=8th Semester-Doctorate
 5AB=9th Semester-Bachelors, 5AM=9th Semester-Masters, 5AD=9th Semester-Doctorate
 5BB=10th Semester-Bachelors, 5BM=10th Semester-Masters, 5BD=10th Semester-Doctorate
 6AB=11th Semester-Bachelors, 6AM=11th Semester-Masters, 6AD=11th Semester-Doctorate
 6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

1CM=1st Semester-Masters, 1CD=1st Semester-Doctorate
 1DM=2nd Semester-Masters, 1DD=2nd Semester-Doctorate
 2CM=3rd Semester-Masters, 2CD=3rd Semester-Doctorate
 2DM=4th Semester-Masters, 2DD=4th Semester-Doctorate
 3CM=5th Semester-Masters, 3CD=5th Semester-Doctorate
 3DM=6th Semester-Masters, 3DD=6th Semester-Doctorate
 4CM=7th Semester-Masters, 4CD=7th Semester-Doctorate
 4DM=>8 Semesters-Masters, 4DD=>8 Semesters-Doctorate

FROM: _____
Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____
Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

PREPARED BY: _____
Ms. Nancy Buvinger
Director of Human Resources
and Risk Management

<p>SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2018-2019 Academic Year</p>

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human Resource Services has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resource Services has cleared the individuals for employment.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

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

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Classification	Salary Placement	Name	Effective Date	Status
Health Occupations Skills Lab Coordinator (Health Occupations)	Classified Salary Schedule Grade 48, Step 1 (\$5,821.00/month)	To be provided on the revision	To be provided on the revision	To be provided on the revision
Program Assistant (Adult Education)	Classified Salary Schedule Grade 30, Step 1 (\$3,826.00/month)	To be provided on the revision	To be provided on the revision	To be provided on the revision
Program Assistant (Advanced Transportation Technology)	Classified Salary Schedule Grade 30, Step 5 (\$4,595.00/month)	Quinn Doan	April 8, 2019	Lateral Transfer
Senior Network Administrator (Information Technology)	Classified Salary Schedule Grade 55, Step 1 (\$6,869.00/month)	To be provided on the revision	To be provided on the revision	To be provided on the revision

II. Professional Experts and Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2019, or 175 total workdays, whichever occurs first

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Abdulwahed, Ahmad M.	Success Center	Instructional Aide II	\$13.30/hr (1)	02/22/19
Ahlfield, Teresa Lynn	Success Center	Instructional Aide II	\$13.30/hr (1)	03/11/19
Alatorre, Michelle Giavanna*	DSPS	Interpreter IV	\$34.79/hr	02/21/19
Amador, Christopher Yovanni	Financial Aid	Community Outreach Worker	\$12.00/hr	03/11/19
Barajas Magdaleno, Diego*	EPP	Instructional Aide I	\$12.00/hr (1)	03/11/19
Berumen, Victoria*	EPP	Student Affairs Assistant	\$12.05/hr	02/14/19
Besse, Trevor	Campus Police	Dispatcher Clerk	\$20.66/hr	03/14/19
Borrayo Morelos, Lizbeth	Success Center	Instructional Aide II	\$13.30/hr (1)	02/21/19

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Bouzari, Mahsa	Success Center	Instructional Aide II	\$13.30/hr (1)	03/11/19
Carino, Jesus*	Adult Education	Community Education Specialist	\$30.27/hr	03/11/19
Castro-Garcia, Jaelene*	Adult Education	Program Facilitator	\$14.32/hr	03/14/19
Chua, Frances Jeanne	Success Center	Instructional Aide II	\$13.30/hr (1)	02/22/19
Corona, Isael*	SEM	Instructional Aide II	\$13.30/hr (1)	03/11/19
Deblasio, Kaitlyn Leilani K*	Financial Aid	Instructional Aide II	\$13.30/hr	03/11/19
England, Tyler Anthony	HPEDA	Locker Room Attendant	\$12.00/hr	03/04/19
Garcia, Aviance Maire*	Financial Aid	Student Affairs Assistant	\$14.32/hr	02/21/19
Glover, Jeremy Demetrius	Success Center	Instructional Aide II	\$13.30/hr (1)	03/11/19
Gonzalez, Belen Astorga*	EPP	Student Affairs Assistant	\$12.05/hr	03/14/19
Gonzalez, Elizabeth*	Adult Education	Program Facilitator	\$14.32/hr	03/14/19
Gutierrez, Vaness Lynn*	Financial Aid	Instructional Aide II	\$13.00/hr	03/11/19
Hernandez, Zachary*	Financial Aid	Instructional Aide II	\$13.30/hr	03/11/19
Horian, Elham	Success Center	Instructional Aide II	\$13.30/hr (1)	02/20/19
Izazaga, Edwing	Campus Police	Dispatcher Clerk	\$20.66/hr	03/14/19
Jacobo, Lizet	Admissions & Records	Aides-Special Registration Account Clerk	\$12.00/hr (1)	02/22/19
James, Paul*	Financial Aid	Clerk	\$12.00/hr	02/21/19
Jenkins, Sheera L.	Success Center	Instructional Aide II	\$13.30/hr (1)	03/15/19
Jimenez Cruz, Jaymie	Success Center	Instructional Aide II	\$13.30/hr (1)	03/11/19
Joya, Rene Alexander	Success Center	Instructional Aide II	\$13.30/hr (1)	02/21/19
Kuperman, Tina Han	Human Resources	Title IX Coordinator II	\$30.00/hr	03/11/19
Lazaro-Tax, Joseph*	Financial Aid	Clerk	\$12.00/hr	02/26/19
Lim, Jae Chun*	CTE	Program Facilitator	\$14.32/hr	03/14/19
Loera, Jose	Campus Police	Dispatcher Clerk	\$20.66/hr	03/14/19
Lopez, Maya Nena*	Financial Aid	Clerk	\$12.00/hr	03/12/19
Lucas, Anthony Benjamin	SEM	Aide-General Laboratory	\$12.00/hr	03/11/19
Malfavon, Allen*	Financial Aid	Instructional Aide II	\$13.30/hr	02/26/19
Maris, Franz*	Financial Aid	Clerk	\$12.00/hr	03/01/19
Mendoza, Angel	Success Center	Instructional Aide II	\$13.30/hr (1)	02/26/19
Michel, Aimee	Campus Police	Dispatcher Clerk	\$20.66/hr	03/13/19
Morales, Andrea*	EPP	Instructional Aide I	\$12.00/hr	03/14/19
Morales, Luciano*	Adult Education	Community Education Specialist	\$30.27/hr	02/20/19
Palomera, Gregorio	Campus Police	Dispatcher Clerk	\$20.66/hr	03/13/19
Ramos, Alexandria	Campus Police	Dispatcher Clerk	\$20.66/hr	03/13/19

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Roche, Joy*	Financial Aid	Clerk	\$12.00/hr	02/20/19
Rodriguez-Cano, Nicole	Counseling	Intermediate Typist Clerk	\$12.00/hr	02/26/19
Romo-Munoz, Edgar	Counseling	Intermediate Typist Clerk	\$12.00/hr	02/26/19
Sandoval, Alex*	DSPS	Interpreter V	\$41.02/hr	03/05/19
Scott, Priscilla*	Financial Aid	Instructional Aide II	\$13.30/hr	02/19/19
Scott, Priscilla*	Financial Aid	Clerk	\$12.00/hr	03/13/19
Sevilla, Alejandro*	Adult Education	Community Education Specialist	\$30.27/hr	03/04/19
Siverand, Ruthie	Facilities	Custodian	\$12.00/hr	02/19/19
Sullivan, Kamisha	Human Resources	Title IX Coordinator I	\$20.00 hr	03/07/19
Tellez-Sanchez, Crystal	Campus Police	Dispatcher Clerk	\$20.66/hr	03/13/19
Toomalatai, Gina*	Campus Police	Clery Compliance Assistant	\$25.00/hr	03/07/19
Vela, Michael	DSPS	Instructional Aide II	\$13.30/hr	03/06/19
Yeon, Jennifer	Success Center	Instructional Aide II	\$13.30/hr (1)	03/04/19

* Categorically Funded

** Specially Funded

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 25, 2019

PRESENT:	Felipe Lopez Dr. Dilcie Perez Dr. Adriana Flores-Church Sandy Marks Kathy Hogue Kim Applebury Lynn Laughon <i>(for Danylle Williams-Manser)</i> Julie Mun Kathy Azzam	ABSENT:	Dr. Jose Fierro Rick Miranda Dr. April Griffin Stephanie Rosenblatt Armando Soto Elizabeth Page Danylle Williams-Manser
		GUEST(s):	Mark Fronke Tom Gallivan David Moore

I. MEETING CALLED TO ORDER
Mr. Lopez called the meeting to order at 1:02 p.m.

II. PUBLIC COMMENTS
There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Name	Position	Start Date
Ricardo Campos	Custodian	February 11

Employment Opportunities	Closing Date
Full-Time Nursing Instructor (2 positions)	February 28
Full-Time Business Communications Office Technology	February 28
Full-Time Physical Therapy Assistant	March 4
Admissions and Records Technician I	March 7
Communications Services Coordinator (DSPS)	March 11
Assistant Director, Admissions and Records	March 14
Full-Time Computer Science Instructor	March 15
Dean of Counseling Services	March 21
Library Technical Specialist	April 12

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – February 11, 2019
It was moved by Ms. Marks and seconded by Ms. Hogue to approve the February 11 minutes. The vote for approval was 8-0-1; Ms. Laughon abstained.

V. BOARD AGENDA – March 6, 2019

The committee reviewed the draft March 6 board agenda.

ITEMS FROM INSTITUTIONAL COMMITTEES**Facilities Planning**

EMP Goal E: Upgrading Educational Infrastructure

Mr. Lopez distributed the attached January 15 meeting minutes. The committee has been discussing updates for campus construction projects, and monitoring progress made towards updating the Facilities Master Plan (FMP). A Campus Visioning Session was held on September 20 for staff to share their experiences on campus, engage using interactive displays, and help shape the vision for the future of Cerritos College. A Sustainability Workshop was held on Wednesday, January 23 for all to learn more about sustainability on campus, share priorities and goals for the future campus, and engage using interactive displays. The updated FMP will be reviewed by shared governance committees and constituent groups, and then presented to the board for approval in May.

Planning and Budget

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez distributed the attached February 7 meeting minutes. He stated that the committee has been discussing enrollment trends, FTES projections, the revised Faculty Obligation Number (FON), and budget-to-actual reports. The committee is also reviewing the 2019-20 draft budget timeline for the upcoming fiscal year.

Safety

EMP Goal E: Upgrading Educational Infrastructure

Mr. Moore distributed the attached Safety Committee Trend Review presentation by Keenan & Associates, the college's loss control consultant. The presentation provides an overview of workplace related injuries by occupation and type. He will be working with Nancy Buvinger, Director of Human Resources and Risk Management, to develop optional training for clerical staff to increase awareness about safety and injury prevention. He stated that the committee has also been reviewing safety reports and providing evidence for accreditation.

Mr. Gallivan stated that Campus Police is planning for the April 17 Shelter-in-Place drills. The drills provide us with the opportunity to test our emergency communication systems and protocols, and to help ensure that the campus community is prepared in the event of an active shooter. The campus community will be asked to shelter in place, view the Run-Hide-Fight Video, and discuss response protocols.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Student Learning Outcomes**

EMP Goal A: Strengthening the Culture of Completion

Mr. Fronke distributed the attached SLO assessment results for Fall 2015 through Spring 2018. The committee is continuing its quest to gather information to help faculty identify what students struggle with so that they can use that data to help students succeed. He also

distributed an overview of faculty participation (number of sections by department and number assessed) for Fall 2018. This report calculates the percentage of sections assessed for the fall 2018 semester for each department and division, if the data was entered into eLumen. Mr. Fronke also stated that one of the committee goals is to link information between eLumen and Canvas.

VII. STATUS OF SHARED GOVERNANCE

No reports.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Azzam stated that the ASCC budget committee is up and running, and is starting to review budget requests. Meetings are scheduled for Fridays at 1:00 p.m. in BK-111. ASCC is also working on improving communications with the campus so that more students and staff are aware of its meetings.

Dr. Perez stated that the first annual Student Equity retreat is scheduled for Friday, March 1 from 9:00 a.m. – 4:00 p.m. in the Student Center South Stage. The purpose of the retreat is to identify our campus priorities toward implementing equity-based programs. The outcome of this retreat will guide the Student Equity Plan that will be submitted to the Chancellor's Office by June 30. There will be robust conversations about what equity is, and what it means to Cerritos.

Ms. Mun reminded the committee to review Chapter 6 Business Services policies and procedures, and to be ready for discussion scheduled for the March 11 meeting.

IX. PRESIDENT'S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 1:42 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING
MEETING MINUTES
JANUARY 15, 2019

PRESENT: David Moore
Dr. Kristi Blackburn
Patrick O'Donnell
Graciela Vasquez
Dr. Crystal LoVetere
Linda Kaufman
Tim Kyllingstad

ABSENT: Felipe Lopez
Steven Hirohama
Ilva Mariani
Lucy Self

GUEST(S):

1. CALL TO ORDER

Mr. Moore called the meeting to order at 11:07 a.m.

2. APPROVAL OF THE NOVEMBER 20, 2018 MEETING MINUTES

It was moved by Mr. O'Donnell and seconded by Dr. LoVetere to approve the November 20, 2018 meeting minutes. Dr. Blackburn and Ms. Vasquez abstained. The minutes were approved as presented.

3. CONSTRUCTION STATUS REPORT/GO BOND UPDATE

Health and Wellness Complex

Phase I of the Health and Wellness Complex is complete and faculty/staff have moved in. There is an extensive punch list still to be completed. The old PE building is being demolished and the Student Health Center and team rooms will occupy that space. It is expected that construction will be completed in August 2020. A grand opening of the Health and Wellness Complex and a groundbreaking of the Performing Arts Center will take place on March 6, 2018. This building is the college's first LEED building.

Shade Structures

Good news on shade structures! DSA has approved the testing procedures for the panel attachments. The contractor will now build a mockup of the structure, attach the tops; subject the panels to 80mph winds from all angles. Once it passes, the panels can be attached to the college's shade structures. The contractor is absorbing all the costs for this testing.

Blue Light Emergency Phones

All scheduled emergency phones are installed and operational. Going forward, blue light emergency phones are a permanent part of the campus standards.

Social Sciences Elevator

The elevator is State inspected and approved. The elevator is working with a few punch list items to be completed. Discussions will take place with Administration regarding the interior Social Sciences elevator, and prepare a scope of work, budget and timeline to update this elevator.

Upcoming New Buildings/Construction

Performing Arts Center (PAC)

Groundwork has begun at the construction site of the Performing Arts Center. This is a three-year construction schedule, with expected occupancy in January 2022. It was noted that construction costs have escalated close to 15% or more. The user groups have been agreeable to meeting to see where there can be any cost savings for this building.

Programming/Planning

Admin/Student Services Building

The RFP the Admin/Student Services is out and closes January 31, 2019. This will be another large building for the campus that will involve planning with 14 user groups. The architectural review committee will meet to select a short list of architects, and it is hoped to have an architect contract awarded by the Board in May; programming will then take place with the user groups over the summer.

4. FACILITIES MASTER PLAN UPDATE

A sustainability workshop is scheduled for January 23, 2019 from 11:00 a.m. to 6:00 p.m. in the Student Center.

5. NEXT MEETING DATE – FEBRUARY 19, 2019

The next meeting date is scheduled for February 19, 2019.

6. OTHER ITEMS FROM THE FLOOR

The Health Sciences modernization project did not make the list for the State construction dollars. The college will work with our consultants to find out what the college can do to have a better chance at qualifying for state funds.

7. ADJOURNMENT

The meeting adjourned at 11:31 a.m.

CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
FEBRUARY 7, 2019

Present: Rick Miranda
Dr. Adriana Flores-Church
Dr. Dilcie Perez
Dr. April Griffin
Sandy Marks (Mason)
Javier Banuelos (O'Donnell)
Sunday Obazuaye (Conley)
Deb Moore

Adelle Krayner
Michelle Lewellen
Martin Salgado
Stephanie Rosenblatt
Kathy Hogue
Michele Kingston
Etta Walton
Linda Kaufman

Absent: Felipe Lopez
Dr. Kristi Blackburn

Yvette Tafoya
Graciela Vasquez
ASCC Student Rep

1. CALL TO ORDER

Mr. Miranda called the meeting to order at 2:06 p.m.

2. APPROVAL OF MINUTES – January 17, 2019

It was moved by Ms. Rosenblatt and seconded by Ms. Hogue to approve the January 17, 2019 minutes. Mr. Banuelos, Ms. Kingston, Ms. Krayner, Ms. Lewellen, Ms. Marks, Mr. Miranda and Mr. Obazuaye abstained. The minutes were approved as presented.

3. FTES UPDATE

Mr. Miranda provided the following FTES update:

- The college is down approximately 1000 FTES.
- The college's budget assumption for the current fiscal year was based on 16,800 FTES. P1 was reported at approximately 15,800 FTES.
- Historically spring semesters have lower enrollment than fall. Some possible reasons for the low enrollment:
 - Fewer students and the enrolled students are not taking as many units as in the past.
 - Unemployment rates have dramatically decreased in the last 4 years.
- Academic Affairs will be reviewing fill rates, sections, and capacities looking at data to share with deans to see the trends and patterns. This information will be shared with department chairs and discussions will take place to come up with ideas to maintain the students we have, and look at ways to both slow the enrollment drop, and grow FTES.

- Chairs are being asked to review the schedule and add 9-week courses where possible.

4. FON UPDATE

Mr. Miranda noted that the shortfall in FTES has affected the Faculty Obligation Number (FON). Originally, the college was expected to hire 27 full-time faculty, this has now been changed to 13 full-time faculty. He also noted if the P2 FTES numbers come in low, the hiring would remain at 13. If P2 comes in greater, and the college is not at our FON number, this information will be brought to the committee for discussion.

Mr. Obazuaye inquired how the FON formula is calculated. Mr. Miranda suggested that Mr. Obazuaye meet directly with Mr. Lopez for this calculation.

5. 2019-2020 DRAFT BUDGET TIMELINE

Mr. Miranda distributed the 2019-2020 draft budget timeline for the upcoming fiscal year. He noted that the Campus Budget Forum is scheduled for Tuesday, August 27 at 11:00 a.m. and 5:30 p.m. It was also noted that the 11:00 a.m. forum is scheduled during Faculty Senate. Discussion ensued regarding possible other dates/times for the forum, noting that the window is tight as the semester begins August 19 and the proposed budget needs to be approved at the September 4, 2019 Board meeting. It was suggested that any alternate date/times be emailed to Ms. Kaufman.

6. OTHER ITEMS FROM THE FLOOR

No items were presented from the floor.

7. NEXT MEETING – FEBRUARY 21, 2019

The next meeting is scheduled for February 21, 2019.

8. ADJOURNMENT

The meeting was adjourned at 2:34 p.m.

SAFETY COMMITTEE TREND REVIEW

CERRITOS COLLEGE

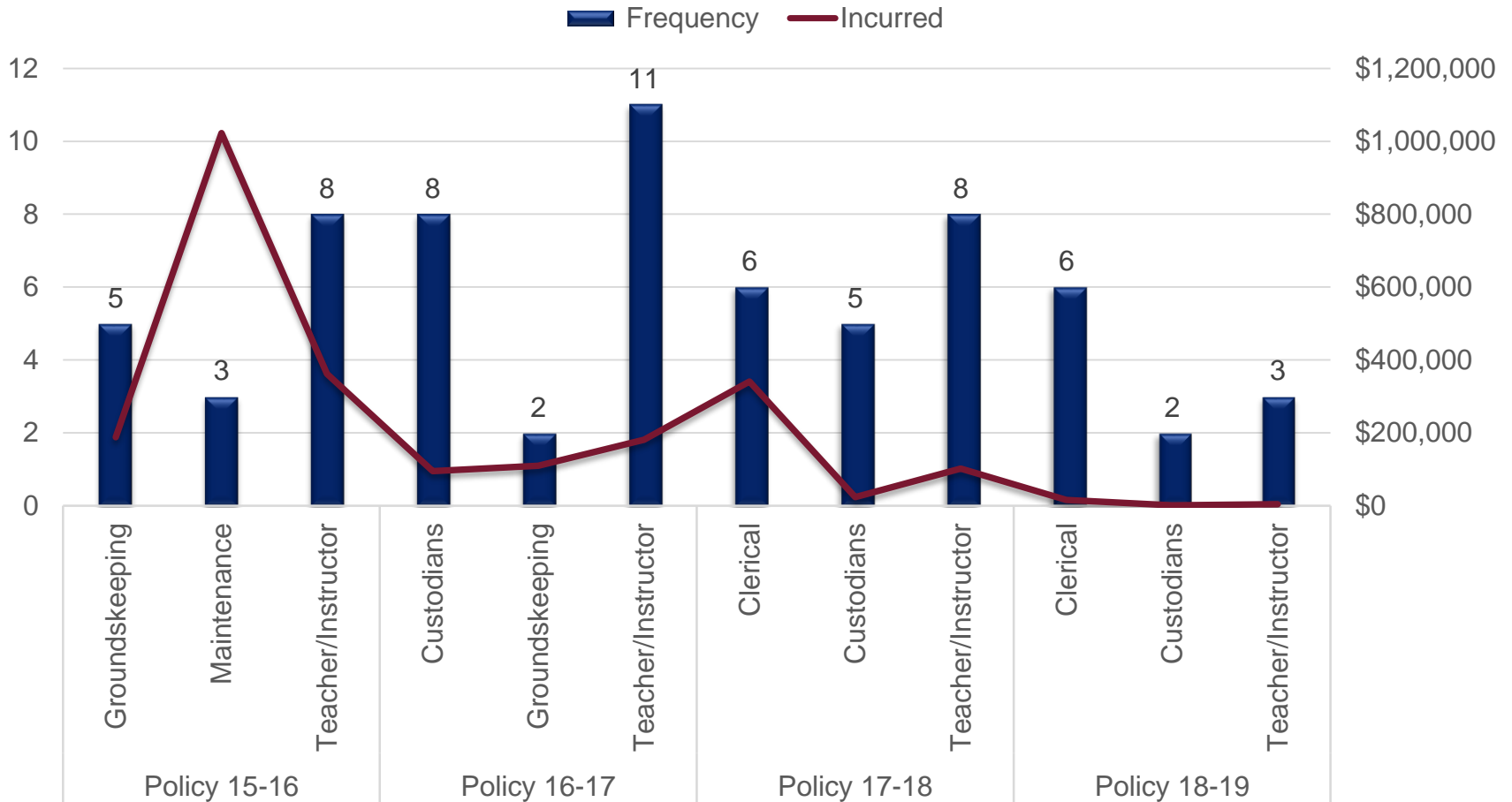
Presented by
Patricia Swint, Sr. Loss Control Consultant

Workers' Comp Claims Overview



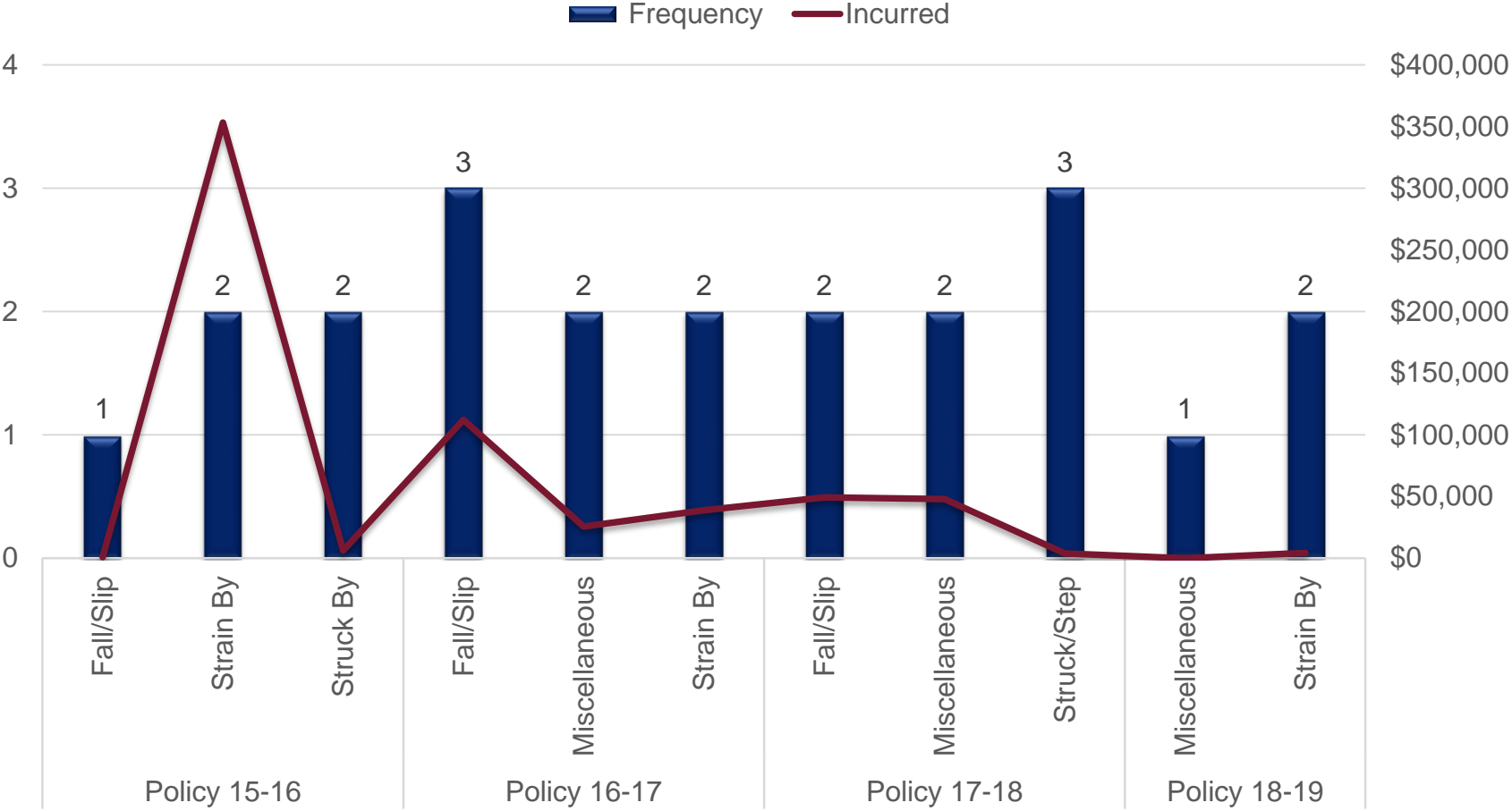
Combined comparison valued as of April 30, 2018.

Top 3 Occupations Frequency & Severity

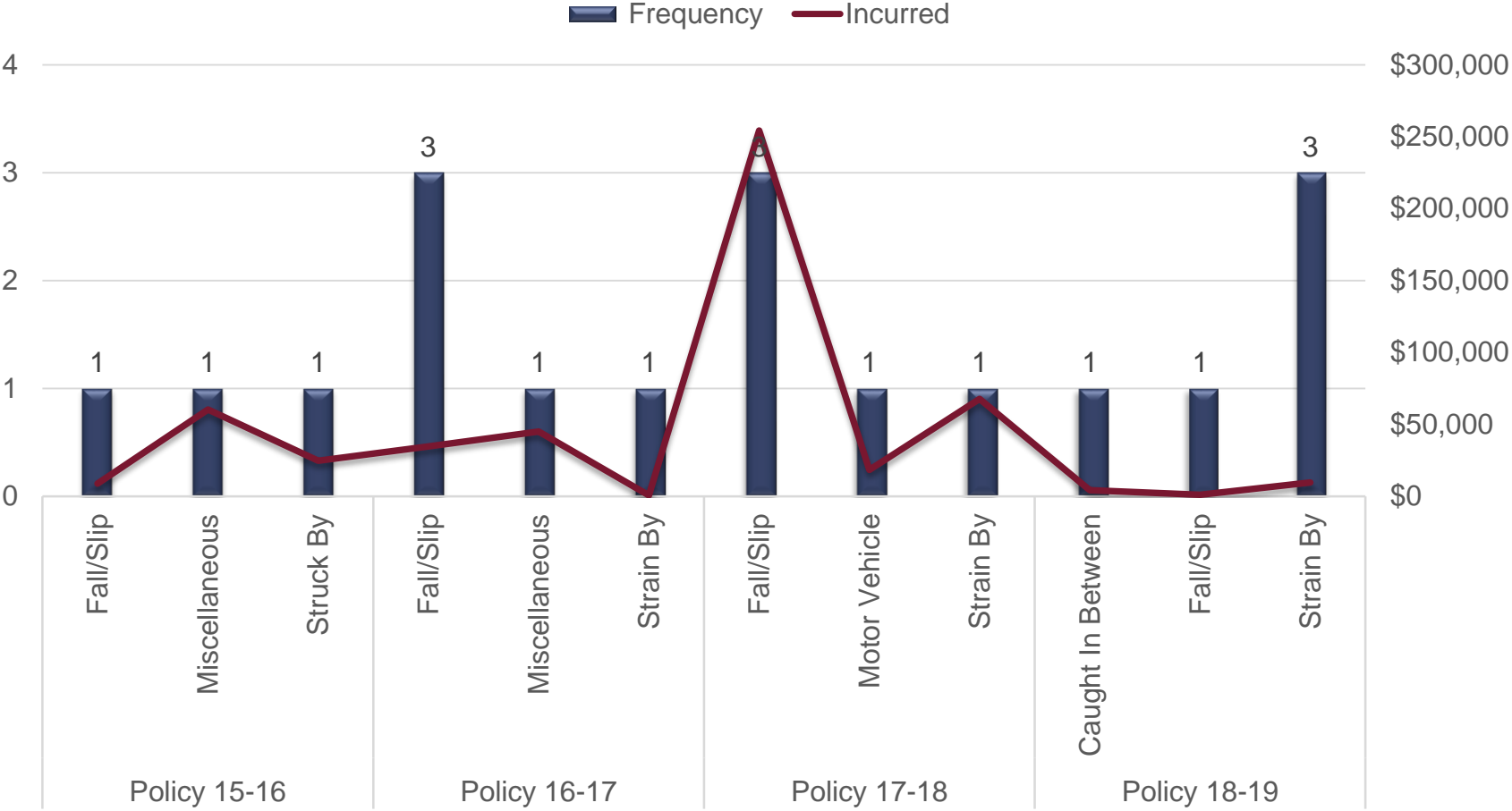


Instructor

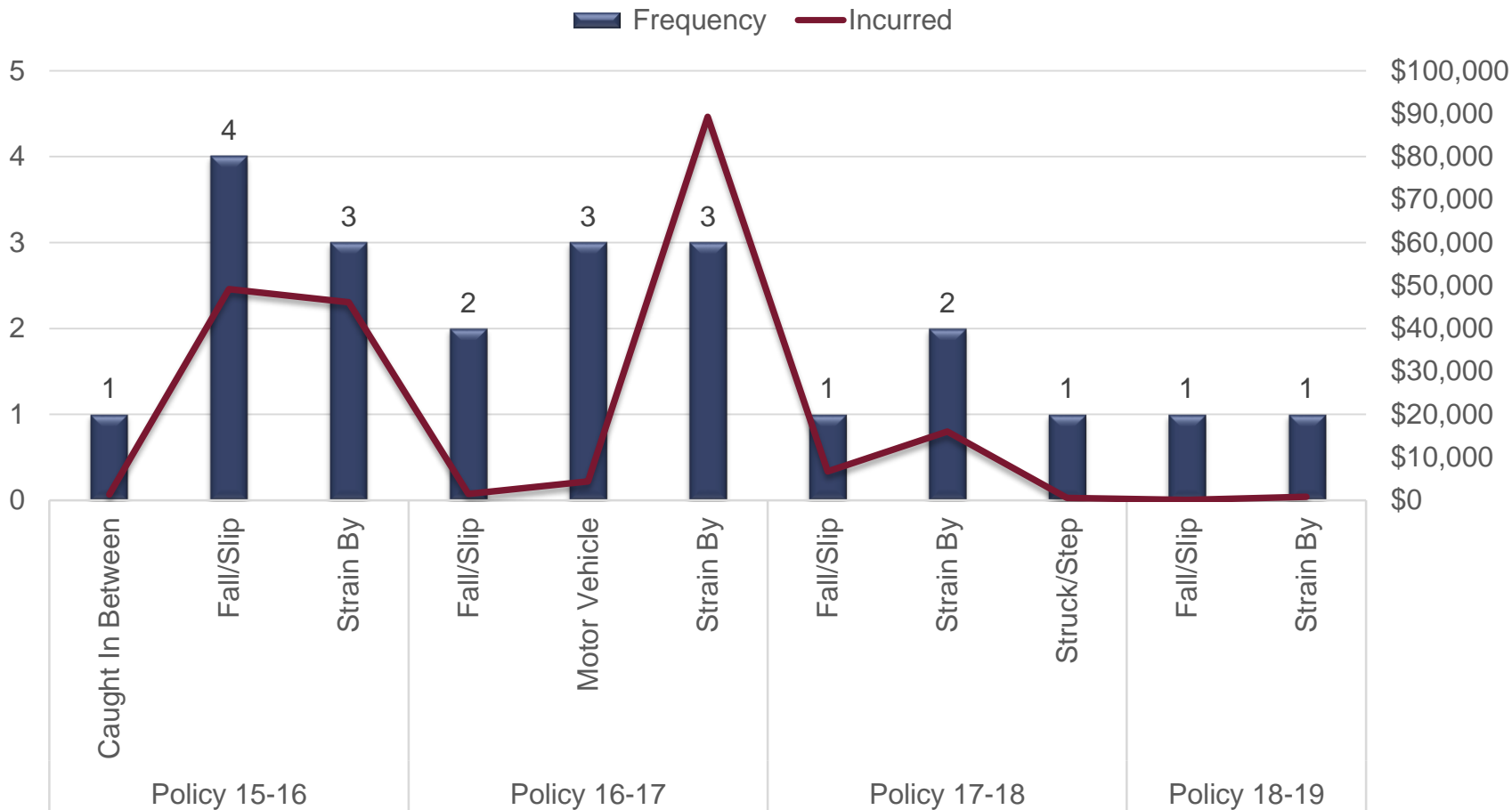
Top 3 Injuries by Cause



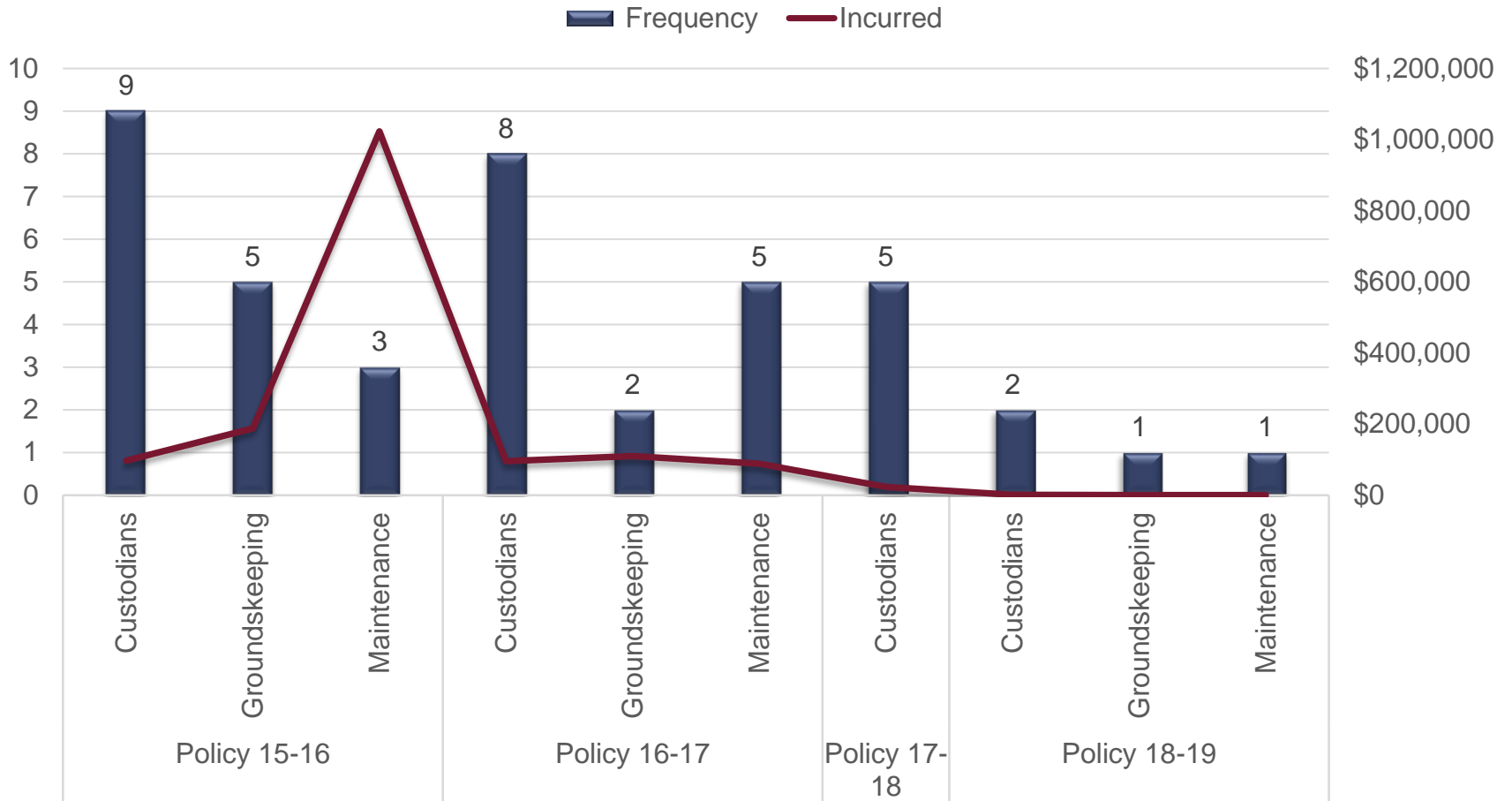
Clerical Top 3 Injuries by Cause



Custodian Top 3 Injuries by Cause



Maintenance & Operations by Policy Year



CERRITOS COMMUNITY COLLEGE DISTRICT RISK IMPROVEMENT ACTION PLAN

Service Program	Goal	Action Steps	Responsible Person/ Department	Target Date	Completion Date
PIPS	<p style="text-align: center;">Custodians</p> Reduce custodial strain related injuries	Hazard assessment specific to custodial tasks	Patricia Swint, Consultant	June 2019	
PIPS	<p style="text-align: center;">Clerical</p> Improve ergonomic awareness reduce clerical related injury claims	Provide ergonomic assessment training for key office personnel and conduct proactive ergonomic assessments in select departments	Patricia Swint, Consultant	June 2019	
PIPS	Maintain declining Maintenance & Operation related claims with continued safety awareness and injury prevention training.	Continue monthly safety training with M & O personnel. Pending schedule with Shannon Kaveney, Patricia Swint will provide staff training for Injury Prevention, IIPP, Ladder Safety, Ergonomics, Safe Lifting, and Slip Trip Fall prevention etc. Dec. 21- Slip Trip Fall Prevention Jan. 18- Chemical Safety Feb. 15- Defensive Driver Safety Mar. 15- Workplace Ergonomics Apr. 19- BBP Refresher May. 17- PPE Refresher Jun. 21- Heat Illness Injury Prevention June Attendance Recognition Event	Shannon Kaveney, Facilities Manager, Carlos Serna, Operations Manager, Patricia Swint, Consultant	June 2019	
PIPS	Maintain safety awareness and injury prevention to reduce sprains and STF claims and severity through task observations.	Utilize SWACC inspections reports to identify potential hazards.	Patricia Swint, Consultant	June 2019	

Policy Year 2019 – 2020

LDRP Services

What is the SWACC LDRP?

Statewide Association of Community Colleges Loss Driver Reduction Plan.

It is intended to target losses both globally in SWACC and within individual members, this service will allow a Loss Control Consultant to spend one 6-hour day/month, for one policy year, at each site.

- Meet with the client and review loss trends
- Create a member-specific Loss Driver Reduction Plan (LDRP)
- Establish a monthly schedule
- Services may include hazard assessments, program review or development, various safety trainings
- Assist in organizing the correction of SWACC P&L findings
- Services must be P&L loss related

Cerritos College
Faculty Participation
Fall 2018

	Assessed	Total	Percent		Assessed	Total	Percent		Assessed	Total	Percent
Business				Technology				Liberal Arts			
ACCT	45	60	75%	AB	9	29	31%	ASL	15	29	52%
BA	30	103	29%	ARCH	3	15	20%	CHIN	0	10	0%
BCOT	14	21	67%	AUTO	11	48	23%	ENGL	127	270	47%
EDT	0	2	0%	COS	2	13	15%	ESL	5	32	16%
LAW	28	44	64%	ENGT	1	5	20%	FREN	0	11	0%
RE	10	14	71%	ET	0	2	0%	GERM	0	4	0%
Total	127	244	52%	MFGT	0	1	0%	JAPN	0	8	0%
	Assessed	Total	Percent	MTT	12	20	60%	READ	29	40	73%
Humanities and Social Sciences				PMT	0	10	0%	SPAN	8	53	15%
AJ	15	24	63%	WELD	36	44	82%	SPCH	14	71	20%
ANTH	19	21	90%	WMT	10	37	27%	Total	198	528	38%
ECON	6	70	9%	Total	84	224	38%		Assessed	Total	Percent
EDEL	3	3	100%		Assessed	Total	Percent	Health Occupations:			
HIST	15	46	33%	Science Engineering Math				CA	4	21	19%
PHIL	13	25	52%	A&P	8	24	33%	CD	16	40	40%
POL	0	42	0%	ASTR	0	16	0%	DA	12	14	86%
PSYC	28	70	40%	BIOL	5	33	15%	DH	0	28	0%
SOC	0	26	0%	CHEM	17	47	36%	HO	1	16	6%
WS	2	13	15%	CIS	6	97	6%	MA	3	15	20%
Total	101	340	30%	ESCI	2	11	18%	NRSNG	0	40	0%
	Assessed	Total	Percent	GEOG	4	14	29%	PHAR	0	19	0%
Fine Arts				GEOL	3	7	43%	PTA	0	9	0%
ART	30	109	28%	MATH	113	224	50%	SLP	2	4	50%
FILM	12	25	48%	MICR	0	7	0%	Total	38	206	18%
HUM	0	4	0%	PHYS	3	22	14%		Assessed	Total	Percent
JOUR	0	11	0%	PS	0	1	0%	HPEDA			
MUS	17	116	15%	ZOOL	2	2	100%	ATH	0	20	0%
PHOT	7	25	28%	Total	163	505	32%	DANC	43	72	60%
RTV	0	6	0%		Assessed	Total	Percent	HED	7	31	23%
TH	5	39	13%	Other Programs:				KIN	1	21	5%
Total	71	335	21%	DSPS	2	4	50%	PEX	8	231	3%
				Library	3	8	38%	Total	59	375	16%
				Counseling	14	28	50%				

This report calculates the percentage of sections assessed for the Fall semester for each department and division. The 'Assessed' column shows the number of sections where assessments were completed. The "Total" column shows the number of sections offered. Source of the information is eLumen "Participation Report" for Fall 2018

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 11, 2019

PRESENT:	Dr. Jose Fierro	ABSENT:	Kathy Azzam
	Rick Miranda		
	Dr. Dilcie Perez		
	Felipe Lopez		
	Dr. Adriana Flores-Church		
	Sandy Marks		
	Dr. April Griffin/Tim Juntilla		
	Stephanie Rosenblatt		
	Armando Soto		
	Liz Page	GUEST(s):	Dr. Ni Bueno
	Kathy Hogue		Lydia Cosio
	Kim Applebury		Clara Ross Jones
	Danylle Williams-Manser		Yvette Tafoya
	Julie Mun		Miya Walker

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:05 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Employment Opportunities

Executive Director, Foundation and Community Advancement
Library Technical Clerk

Closing Date

April 15
May 17

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – February 25, 2019

It was moved by Mr. Juntilla and seconded by Mr. Lopez to approve the February 25 minutes. The vote for approval was 7-0-7; Dr. Fierro, Mr. Miranda, Mr. Juntilla, Ms. Rosenblatt, Mr. Soto, Ms. Page, and Ms. Williams-Manser abstained. Dr. Griffin was not present for the vote.

V. BOARD AGENDA – March 20, 2019

The committee reviewed the draft March 20 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Success and Support Programs

EMP Goal A: Strengthening the Culture of Completion

Ms. Tafoya stated that the committee met in February and March, and that there has been much discussion regarding the Student Equity and Achievement (SEA) Program, and integrating college committees and efforts. The committee also reviewed SSSP data to identify trends for students accessing counseling services. They noticed that in terms of probation, there is room for improvement through proactive efforts. Although females and males are coming in at the same rate, males are lower in progressing from one term to the next. The committee also discussed discrepancies in data.

Web Standards

EMP Goal D: Improving Internal and External Communication

Ms. Walker stated that the committee has been working on updating draft social media guidelines based on feedback from the Coordinating Committee and Faculty Senate. There has also been discussion regarding making improvements to increase the quality and reliability of the website. An optional module, OU Insights, was purchased to use as a measuring tool and add-on that monitors search engine optimization, broken links, and accessibility.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Department Chairs

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Bueno stated that the committee met on January 29 to review presentations and updates for Guided Pathways, student services SLOs, eLumen, and union-related issues. The committee voted to schedule two meetings per semester, and the next meeting is scheduled for March 28.

Professional Relations

EMP Goal C: Promoting Leadership and Staff Development

Ms. Clara Ross-Jones and Ms. Cosio stated that students were encouraged to nominate the outstanding professor, counselor, librarian, or student services faculty who inspired them during the nomination period from October 15 through November 30, 2018. The committee met in January and February to review the nominations and make its selections.

The 2018-19 Outstanding Faculty Awards recipients are:

<u>Name</u>	<u>Department</u>
Angela Hoppe-Nagao (Most Outstanding)	Liberal Arts
Rogelio Arias	Machine Tool Technology
Angela Beck	Child Development
Nicole Bilsley	Earth Science
Timothy Chatman	Philosophy
Anna Fischer	ESL
Mike Fitzgerald	Plastics/Composites Manufacturing Technology
Ruben Gomez	Administration of Justice
Rebecca Gonzalez	Speech

Ryan Goode	Geography
Dejun Li	Engineering Design Technology
Eric Loucks	Woodworking Manufacturing Technology
Niki Lovejoy-Robold	English
Kimberly Rosenfeld	Speech

The awards ceremony is scheduled for Thursday, April 25 from 11:00 a.m. – 12:30 p.m. in the Student Center.

VIII. STATUS OF SHARED GOVERNANCE

Coordinating Committee Special Meeting – May 13, 2019

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that a special meeting is necessary so that the committee has enough time to complete its review of board policies and administrative procedures.

It was moved by Mr. Miranda and seconded by Ms. Rosenblatt to approve scheduling a special meeting for Monday, May 13 at 1:00 p.m. in the Board Room. The vote for approval was unanimous.

Enrollment Update

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that late add petitions are still coming through, and that disaggregated course-level data will be reviewed after the 2nd 9-week session begins on March 25. FTES for P2 will be reported soon.

Dr. Fierro stated that disaggregation of data is important for us to develop enrollment plans based on data and activities specific to the areas with low enrollment. Some areas are growing during the enrollment decline, and others are declining; we will be particularly attentive to those that continue to decline so that we can identify the contributing factors. The college also needs to be vigilant in its efforts to prevent other districts from recruit our students. Colleges are competing for enrollment and we do not have the luxury of declining potential partnerships. High school students are more likely to attend the college where they have already earned credits, and Rio Hondo and Long Beach are offering classes within our district because we were not willing to create those partnerships. Dr. Fierro stated that this topic will be discussed at the management meeting and other meetings to increase awareness and understanding of support available so that we can capture as much enrollment as possible.

Board Policy 4025 – Philosophy and Criteria for Associate Degree and General Education

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that in accordance with [Administrative Procedure 2410 – Policy and Administrative Procedure](#), proposed revisions and/or additions to Board policy shall be submitted to the Board of Trustees for their review and consideration as needed. The Board Policy Advisory Committee met on February 28, 2019 to review proposed revisions to several board policies, as recommended by the Coordinating Committee. The advisory committee requested that a statement regarding financial literacy be added to BP 4025 – Philosophy Criteria for Associate Degree and General Education. Student debt is one of the fastest growing

debts nationwide, and we need to be intentional in helping students become financially responsible. This should be an expectation of students who graduate from Cerritos with an associate's degree.

The committee agreed that financial literacy is an essential life skill, and that students should be able to make informed and effective decisions with all of their financial resources. There was extensive discussion regarding how to operationalize financial literacy at Cerritos. The committee discussed coordinating efforts with ASCC to develop workshops, and collaborating with Financial Aid. Finance 125 is also a course included in [Plan A: Associate in Arts General Education AA Degree Requirements](#).

Dr. Griffin requested time to discuss the proposed revision with Faculty Senate before it is presented to the board for a first reading.

Draft Administrative Procedure 3070 – Social Media Guidelines

EMP Goal D: Improving Internal and External Communication

Ms. Walker distributed draft Administrative Procedure 3070 – Social Media Guidelines, Social Media Account Checklist, Social Media Best Practices, and Social Media Directory Form. Previous drafts of the social media policy and social media administration agreement were presented to the Coordinating Committee at its [September 10, 2018](#) and [October 22, 2018](#) meetings. The updated drafts were revised based on feedback received by the Coordinating Committee and Faculty Senate. Ms. Walker stated that Faculty Senate representatives also attended Web Standards Committee meetings to discuss their concerns.

The committee thanked Ms. Walker and the Web Standards Committee for their work, and Dr. Griffin requested that the updated drafts be presented to Faculty Senate prior to approval by the Coordinating Committee. Ms. Walker stated that she would visit Faculty Senate and ASCC meetings in April.

Board Policy Review – Chapter 6

EMP Goal F: Enhancing Organizational Effectiveness

The committee began review and discussion of Chapter 6 policies and procedures.

BP 6100	Delegation of Authority, Business and Fiscal Affairs
AP 6100	Delegation of Authority, Business and Fiscal Affairs
BP 6150	Designation of Authorized Signatures
AP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation
AP 6200	Budget Preparation
BP 6250	Budget Management
AP 6250	Budget Management
BP 6300	Fiscal Management
AP 6300	Fiscal Management
BP 6340	Bids and Contracts
AP 6340	Bids and Contracts
AP 6365	Contracts - Accessibility of Information Technology

BP 6400	Financial Audits
AP 6400	Financial Audits
BP 6450	Wireless or Cellular Telephone Use
AP 6450	Wireless or Cellular Telephone Use
BP 6500	Property Management
AP 6500	Property Management
BP 6520	Security for District Personnel and Property
AP 6520	Security for District Personnel and Property
BP 6530	District Vehicles
AP 6530	District Vehicles
BP 6540	Insurance
AP 6540	Insurance
BP 6550	Disposal of District Personal Property
AP 6550	Disposal of District Personal Property
BP 6600	Capital Construction
AP 6600	Capital Construction
BP 6700	Civic Center and Other Facilities Use
AP 6700	Civic Center and Other Facilities Use
BP 6740	Citizens' Bond Oversight Committee
AP 6740	Citizens' Bond Oversight Committee
BP 6750	Parking and Traffic-Related Items
AP 6750	Parking and Traffic-Related Items
BP 6800	Safety
AP 6800	Occupational Safety
AP 6850	Hazardous Materials
BP 6900	Travel
AP 6900	Travel
AP 6905	District-Paid Meals and Refreshments

The committee discussed and reached consensus to update the following documents, as attached.

AP 6300	Fiscal Management
AP 6520	Security for District Personnel and Property
AP 6530	District Vehicles
AP 6750	Parking and Traffic-Related Items
AP 6800	Occupational Safety
AP 6900	Travel

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports due to time constraints.

X. PRESIDENT'S REPORT

No reports due to time constraints.

XI. ADJOURNMENT

Meeting adjourned at 3:08 p.m.

Business Services

1 AP 6300 FISCAL MANAGEMENT

2 References:

- 3 Education Code, Section 84040(c);
- 4 Title 5, Section 58311;
- 5 ACCJC Accreditation Standard III.D.9 (*formerly III.D.2*)

6 The Cerritos Community College District is committed to principles of sound fiscal
7 management and will provide responsible stewardship of available resources. The
8 District adheres to commonly accepted auditing standards as criteria for its fiscal
9 management procedures. The President/Superintendent delegates the authority to the
10 Vice President of Business Services to oversee the District's fiscal management and
11 manage the District purchasing processes.

12 The Vice President of Business Services shall:

- 13 • Provide for responsible stewardship of available resources.
- 14 • Provide for safeguarding and managing District assets to ensure ongoing effective
15 operations; maintenance of adequate cash reserves; implementation and
16 maintenance of effective internal controls; determination of sources of revenues
17 prior to making short-term and long-term commitments; establishment of a plan for
18 the repair and replacement of equipment and facilities.
- 19 • Provide for an organizational structure that incorporates a clear delineation of fiscal
20 responsibilities and staff accountability.
- 21 • Provide that appropriate administrators keep the Board of Trustees current on the
22 fiscal condition of the District as an integral part of policy and decision-making.
- 23 • Provide for development and communication of fiscal policies, objectives, and
24 constraints to the Board of Trustees, staff, and students.
- 25 • Provide for an adequate management information system that gives timely,
26 accurate, and reliable fiscal information for planning, decision making, and
27 budgetary control.
- 28 • Provide for appropriate fiscal policies and procedures and adequate controls to
29 ensure that established fiscal objectives are met.
- 30 • Provide a process to evaluate significant changes in the fiscal environment and
31 make necessary, timely, financial, and educational adjustments.
- 32 • Provide both short-term and long-term goals and objectives, and broad-based
33 input coordinated with District educational planning.

34 **ACCOUNTING**

35 **References:**

36 Budget and Accounting Manual, Chapters 3 and 4
37 Education Code, Section 70902

38 All employment requests and requisitions for purchases shall be processed through Fiscal
39 Services to ensure that the document has the proper approval, is charged to the correct
40 account, and that funds are available.

41 Fiscal Services is responsible for the maintenance of an approved system of financial
42 records, including receipts, expenditures, payrolls upon proper certification, the
43 preparation of quarterly financial reports, and other financial statements as directed for
44 all District, Student Body, and other entities' financial transactions.

45 **PAYROLL**

46 **Reference:**

47 Education Code, Section 70902

- 48 • Payroll periods (10 month, 11 month, 12 month)
49 10 month – full-time faculty (teachers), part-time faculty, full-time classified
50 11 month – full-time classified
51 12 month – full-time faculty (counselors, librarians, and coordinators), full-time
52 classified, confidential, management, regular classified hourly, and short-term
53 hourly (as needed)

- 54 • Frequency of payment for particular classes of employees (once or more often
55 per payroll period)
56 Full-time faculty (10 month teachers, regular full-time assignment) – ~~once a~~
57 ~~month~~ last working day of the month
58 Full-time faculty (10 month teachers, overload assignment) – ~~once a month~~ by the
59 5th of the following month
60 Full-time faculty (11 and 12 month, regular assignment) – ~~once a month~~ first
61 working day of the month
62 Full-time faculty (11 and 12 month, overload assignment) – ~~once a month~~ by the
63 5th of the following month
64 Part-time faculty – ~~once a month~~ by the 5th of the following month
65 Certificated Administrators (President, VP, Deans, Cert. Management) – once a
66 month (1st working day of the month)
67 Full-time classified and confidential – twice a month (10th and 25th)
68 Classified Management – twice a month (10th and 25th)
69 Short-term hourly and Regular Classified hourly – once a month (10th)
70 For late pays there are supplement schedules.

71 • Lead time needed for payroll record adjustment (e.g. name changes, etc.)
72 Name change – as soon as the employee is able to provide a social security card
73 verifying name change.
74 Address change – immediately
75 W4 forms – immediately
76 TSA change – immediately

77 • Procedures to be followed if wages are garnished
78 Paperwork is received by District and forward to Los Angeles County Office of
79 Education (LACOE). LACOE has an area specialized in garnishment. If an
80 employee has a question regarding a garnishment, the payroll office refers them
81 to LACOE.

82 Paperwork received by the District from the county office will be forwarded to the
83 employee.

84 Per LACOE, due to the privacy act they will not disclose information to the District.

85 • Procedures to be followed if an employee is underpaid
86 Whenever it is determined that a District error has been made in underpaying an
87 employee, the District will issue a check normally within 5 working days (based on
88 county monthly payroll schedule).

89 • Procedures to be followed if an employee is overpaid
90 Whenever it is determined that a District error has been made in overpaying an
91 employee, the employee will be notified verbally and/or in writing. After the
92 employee has been notified, the District will either deduct overpayment from future
93 payroll warrants or the employee has the option of paying the District back via
94 check or money order.

95 It is the responsibility of immediate managers to approve all payroll time reports and to
96 forward/transmit them to the appropriate office according to established time schedules.
97 These reports should ultimately be forwarded/transmitted to the Payroll Department.

98 Time cards completed for classified hourly and short-term hourly employment must be
99 properly signed by the hourly employee and approved by the immediate supervisor and/or
100 the responsible manager before being forwarded to the Payroll Department.

101 Warrants for salary payments will be made according to the schedule furnished by the
102 Los Angeles County Office of Education. ~~Full-time District classified and~~
103 ~~academic~~ All employees may utilize the District automatic payroll deposit system. All
104 ~~other classified warrants are picked up from the Payroll Department and distributed~~
105 ~~through the division or department manager. All other academic and classified hourly~~
106 ~~warrants are to be distributed from the Payroll Department.~~ Payroll warrants can be
107 picked up at the payroll window, placed in mailbox by switchboard, or mailed.

108 **COLLECTION OF MONEY**

109 **References:**

110 Education Code, Sections 70902, 76063, and 76064

111 Unless stipulated differently by a Board-approved contract, all tickets to District or ASCC
112 events shall be pre-numbered and a detailed summary of all ticket sales for each event
113 shall be submitted to Fiscal Services along with deposited funds by the manager
114 responsible for the event.

115 All collections of money from students or others for sale of shop or other materials; for
116 willful breakage of, loss of, or damage to college property; for rents, for sale of obsolete
117 materials; or from any source shall either be deposited not less frequently than weekly in
118 the Business Services' Office with a statement showing the source of the collections
119 together with a duplicate copy of the descriptive sub-receipt issued, or Business Services
120 may make arrangements for armored car pickup at source of collection. All money
121 collected shall be deposited in the above manner and shall not be used for individual gain
122 or miscellaneous expense. Only individuals authorized by the Vice President of Business
123 Services to receive funds may do so.

124 **WARRANTS**

125 **Cash Disbursement**

126 Disbursement Procedures

- 127 • Disbursement must be properly authorized and supported by adequate
128 documentation.
- 129 • All disbursements shall be made by warrant/check.
- 130 • All warrants/checks shall be pre-numbered.
- 131 • All disbursements shall be substantiated by supporting documents including
132 evidence of purchase, receipt, and approval.
- 133 • All supporting documents shall be canceled in such a manner as to preclude their
134 reuse.
- 135 • Bulk check stock shall be adequately controlled and accounted for.
- 136 • Daily use check stock shall be issued to the check-preparer on an adequate
137 transfer/control document.
- 138 • There shall be adequate separation of duties to reduce the risk of collusion and
139 fraud.
- 140 • The drawing of a warrant to "cash" or "bearer" is prohibited.
- 141 • Electronic signature plates shall be secured and issued only to authorized
142 individuals.

143 **RESERVES**

144 **Reference:**

145 Budget and Accounting Manual, Chapter 5 Appendix A

146 The District should maintain a reserve no less than 5% of the total expenditures of the
147 adopted budget.

148 **INVESTMENTS**

149 **References:**

150 Government Code, Sections 53600 et seq.

151 The District is not fiscally independent; therefore all funds are deposited, invested, and
152 maintained with the Los Angeles County Treasurer's Office through the Los Angeles
153 County Office of Education. The District has no funds in excess of those required for the
154 immediate needs of the District. No person may engage in an investment transaction
155 except as provided under the terms Board Policy 6300 titled Fiscal Management and the
156 investment plan established by the President/Superintendent or designee.

157 Should the District have such excess funds, the following investment options are
158 available.

159 District funds maintained by the County Treasurer that are not required for the immediate
160 needs of the District may be invested as follows:

- 161 • County Treasurer's Investment Pool - Investment of District funds may be
162 delegated to the County Treasurer. In accordance with county procedures, District
163 funds may be pooled with other local agencies and invested by the County
164 Treasurer in accordance with the investment guidelines specified by Government
165 Code, Section 53635 and investment policies adopted by the County Board of
166 Supervisors.
- 167 • State's Local Agency Investment Fund (Government Code, Sections 16429.1 -
168 16429.3) - District funds not required for immediate needs of the District may be
169 remitted to the State Local Agency Investment Fund (LAIF) for the purpose of
170 investment (Government Code, Section 16429.1). District funds deposited with
171 the LAIF shall be invested by the State Treasurer in securities prescribed by
172 Government Code, Section 16430 or the Surplus Money Investment Fund and as
173 determined by the Local Investment Advisory Board (Government Code, Section
174 16429.2).
- 175 • Other Investments - Other investments as permitted by Government Code,
176 Sections 53600 et seq., and in particular Government Code, Sections 53601 and
177 53635, may be made by the Vice President of Business Services subject to prior
178 approval of the Board of Trustees.

179 **PURCHASING**

180 **References:**

181 Education Code, Sections 70902 and 81530

182 A District warehouse shall be maintained to stock supply items used in volume by the
183 District, to provide receiving services, and to provide fueling services for College vehicles
184 and other Maintenance Department equipment.

185 Unless otherwise authorized by the Purchasing Department, all supplies and equipment
186 purchased for the District and Student Body shall be delivered to the Warehouse for
187 inspection and subsequent delivery to the ordering department. Payment authorization
188 for supplies or equipment shall be made after receipt and acceptance by the manager of
189 ordering department.

190 Office of Primary Responsibility: Vice President, Business Services

Date Approved: April 23, 2007

(Replaces former Cerritos CCD Policies 5005.1, 5005.2.1, 5005.2.2, 5005.2.3, 5005.3, 5005.4.2, 5005.5, 5006.1, and 5006.2)

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 AP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY

2 Reference:

- 3 ACCJC Accreditation Standard III.B.1;
- 4 Education Code, Sections 70902, 72330, and 84674;
- 5 Penal Code, Section 439;
- 6 Title 5, Section 58311(2);
- 7 Rehabilitation Act of 1973, Section 504

8 A. Security for District Personnel and Visitors

9 The President/Superintendent delegates the primary responsibilities for patrolling District
10 property to the Cerritos College **Campus** Police Department. The Cerritos
11 College **Campus** Police Department is committed to the safety and security of all
12 students, staff, and faculty attending or visiting Cerritos College. The Cerritos
13 College **Campus** Police Department is responsible for patrolling District grounds, facilities,
14 and parking lots to protect persons and property and enforce applicable laws and
15 ordinances. The **Campus** Police Department's jurisdiction includes other grounds or
16 properties owned, operated, controlled, or administered on behalf of the Cerritos
17 Community College District as outlined in the Education Code, Section 72330.

18 Office of Primary Responsibility: Vice President, ~~Student~~ **Business** Services

19 B. Security for District Property

20 Each member of the District staff shall be responsible for equipment under his or her
21 control. Loss of equipment and unauthorized removal of equipment should be reported
22 immediately to the appropriate administrator.

23 An inventory record shall be kept of all District property with an acquisition cost in excess
24 of limits established by Education Code.

25 The District will maintain a fixed asset inventory system. Fixed assets include furniture,
26 computers, vehicles, etc. costing in excess of \$5,000.

27 In the event that fixed assets are moved within District boundaries, the manager in each
28 respective area must approve the request. In addition, notice must be sent to the
29 Purchasing Department. The Purchasing Department will be responsible for ensuring
30 that the inventory system is properly updated.

31 All requests to borrow or to remove community college property for educational or District-
32 related purposes must be in writing and be cleared through the appropriate Vice President
33 of the area.

34 District equipment shall not be loaned to persons not employed by or enrolled in the
35 District. Equipment shall only be removed from campus with proper authorization(s).

36 **Key/Key Card Control Process**

37 The Cerritos College Board of Trustees has delegated the issuance and control of all
38 District keys and door access key cards to the Vice President of Business Services.

39 All District buildings, ~~perimeter fencing, furniture and equipment~~ padlocks, gate locks, and
40 equipment locks are subject to this key control procedure.

41 ~~The District issues and maintains keys for control purposes.~~

42 Issuance of Grand Master Keys must be approved by the Vice President of Business
43 Services.

44 Keys and key cards will be issued only to employees of the District and to outside regular
45 contractors/vendors who must have access to service areas, when approved by the
46 Director of Physical Plant and Construction Services and Vice President of Business
47 Services. Keys and key cards shall not be issued to students, student hourly or adult
48 hourly. Exceptions to this procedure can only be made by the Vice President of Business
49 Services.

50 ~~In compliance with federal law (Rehabilitation Act of 1973, Section 504) and Board Policy~~
51 ~~5410 titled Disabled Student Programs and Services, keys may be issued in order to~~
52 ~~provide reasonable accommodations to individuals with disabilities. Allowable facilities~~
53 ~~are selected elevators and restrooms. Accommodation need must be officially verified by~~
54 ~~Disabled Student Programs and Services (DSPS). Requests shall require the signed~~
55 ~~approval of the Dean of DSPS or a vice president of the college, or designee, on a form~~
56 ~~for such purposes. Approved requests shall be fulfilled within five (5) working days. There~~
57 ~~shall be no charge to the individual with a disability for these accommodations.~~

58 No keys or key cards will be issued without a signature of the employee, approval of their
59 manager, and/or Division Dean where applicable, ~~and approval of the Vice President of~~
60 ~~Business Services.~~

61 Upon transfer of assignment within the District, employees shall turn in any keys no longer
62 needed and sign out the required new keys. Upon separation from District employment,
63 employees must return all issued keys and key cards to Human Resources for
64 reconciliation with the key issuance record prior to their last day of employment. Failure
65 to return keys or key cards will result in a monetary assessment upon separation from the
66 District.

- 67 Unauthorized use of, or duplication of District keys may be grounds for termination.
- 68 Under no circumstances shall keys be loaned to an unauthorized person.
- 69 Procedures on key control shall be included in the Faculty and Classified Handbook.
- 70 Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if
71 not returning second semester); and at the end of the second semester (if not teaching
72 summer session) at the discretion of the responsible manager.
- 73 District employees on sabbatical or prolonged leave of absence in excess of six (6)
74 months shall turn ~~keys in to Payroll~~ turn in keys to the Human Resources Department.
75 Exceptions to this require approval of the responsible manager and a vice president.
- 76 District employees on ten (10) month assignments shall turn keys in prior to summer
77 break period at the discretion of the responsible manager.
- 78 Campus Police is responsible for opening and securing all exterior building corridor doors.
- 79 Lost keys must be reported immediately to the Business Services Office.
- 80 All payments for lost keys are made directly to the Payroll Office. A receipt must be
81 presented before new keys will be issued.
- | | | |
|----|--------------------------------|----------------|
| 82 | Grand Master | \$250.00 |
| 83 | Master | \$100.00 |
| 84 | Sub-Master | \$25.00 |
| 85 | Operating <u>and Equipment</u> | \$10.00 |
| 86 | <u>Key Cards</u> | <u>\$10.00</u> |
| 87 | All Other: | |
| 88 | (file, desk, cabinet, etc.) | 5.00 |
- 89 ~~Also see BP 5410 titled Disabled Student Programs and Services~~
- 90 Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007

Date Revised: September 29, 2008

(Replaces former Cerritos CCD Policies 5004-5004.15 and 5006.3)

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 **AP 6530 DISTRICT VEHICLES**

2 **References:**

3 Education Code, Sections 87706, 70902 and 72506 (Insurance Provisions);
4 Title 5, Section 51004;
5 California Vehicle Code

6 The President/Superintendent delegates authority to implement Police-related
7 procedures to the Vice President of Student Services and Facilities-related procedures to
8 the Vice President of Business Services.

9 The Chief of Campus Police and Director of Physical Plant and Construction Services
10 are responsible for controlling access to and use of all District vehicles assigned to their
11 respective locations.

12 **Driver Clearance**

13 Only District employees are authorized to operate District owned, leased or rented
14 vehicles. Students, volunteers and contractors are not permitted to operate District
15 owned or leased vehicles.

16
17 Clearance to drive District owned, leased or rented vehicles requires the driver to have in
18 his/her possession a current valid California Drivers License. ~~Verification must be~~
19 ~~obtainable through the California Department of Motor Vehicles.~~

20 All drivers of District owned, leased or rented vehicles must obtain driver's clearance from
21 the Campus Police before operating a vehicle. A driver's clearance request and
22 notification form must be completed and returned to Campus Police. This driver's
23 clearance request must be submitted annually. An authorized drivers list with driver's
24 clearance expirations dates will be maintained by Campus Police.

25 Drivers may not drive District licensed vehicles if their driving record, as reported by the
26 California Department of Motor Vehicles, during the past three years indicates any of the
27 following:

- 28 a. More than two DMV violation points;
29 b. One or more accidents for which the employee is responsible;
30 c. One or more accidents, regardless of fault, combined with either two or more one-
31 point citations, or one or more two-point citations.

32 Drivers of all District owned, leased, or rented vehicles must be 18 years of age or older,
33 with no mental or physical impairments that would, even with reasonable accommodation,
34 prevent safe operation of a vehicle.

35 All District owned, leased, or rented vehicles and drivers must comply with the California
36 Vehicle Code.

37
38 All drivers of District-owned or lease owned, leased, or rented vehicles both on and off
39 campus, must have a current license appropriate for the vehicle to be driven.

40
41 All drivers must obey and observe regulations pertaining to the College.

42
43 All drivers of District-owned or lease owned, leased, or rented vehicles that carry fifteen
44 or more persons including the driver must have a current Class B license, a current
45 medical certificate and a current First Aid Certificate. The District shall not operate or
46 lease a 15-passenger van unless the driver holds both a valid class B driver's license and
47 an endorsement for operating a passenger transportation vehicle issued by the
48 Department of Motor Vehicles.

49 ~~Any District vehicles defined as buses must have records of driver's hours, vehicle~~
50 ~~maintenance, and vehicle inspection records. All of these records must be made~~
51 ~~available to the California Highway Patrol (CHP). The CHP is required to inspect the~~
52 ~~records at least once every 13 months.~~

53 All District owned, leased, or rented vehicles with equipment for transporting the disabled
54 must comply with all applicable laws and regulations regarding such vehicles.

55 ~~The District shall not operate or lease a 15-passenger van unless the driver holds both a~~
56 ~~valid class B driver's license and an endorsement for operating a passenger~~
57 ~~transportation vehicle issued by the Department of Motor Vehicles.~~

58 Vehicles made available to the District personnel are for use only in the conduct and
59 operation of District business.

60 The District will obtain the driving record of each employee whose job duties require
61 driving a District owned, leased, or rented motor vehicle at the beginning of employment
62 and at least annually thereafter.

63 If driving a District owned, leased, or rented motor vehicle is part of the required duties of
64 a job classification and an employee in such a job classification has a driving record that
65 does not meet the requirements of this procedure, or for any other reason is unable to
66 operate a vehicle safely in the fulfillment of the duties of the job classification, that
67 employee may be subject to transfer, demotion or dismissal for inability to meet
68 requirements of a job description.

69 ~~The Chief of Campus Police and Director of Physical Plant and Construction Services are~~
70 ~~responsible for controlling access to and use of all District vehicles assigned to their~~
71 ~~respective locations.~~

72 Vehicle Transportation Requests

73 All vehicle usage requires a Transportation Request- Vehicle Use Only form signed by a
74 Department manager or Dean. The request should be filled out and received by Facilities
75 before the scheduled use of the vehicle. District vehicles may only be used for District
76 business, including field trips, meetings, conferences, visiting other schools and other

77 related District business. Use of District-owned vehicles is on a first-come, first-serve
78 basis and shall be used for trips of not more than 150 miles one way. Vehicles must be
79 returned the same day of use and are not to be kept overnight.

80 All Bus requests require a Transportation Request- Bus Service Only form signed by a
81 Department manager or Dean. Buses are used to transport student groups for field trips
82 and athletic events. Requests for bus transportation should be made at least two (2)
83 weeks in advance of the trip. . All bus trips require that the driver and bus remain with the
84 group until the trip is over, unless designated otherwise by the group leader. Buses that
85 will accommodate wheelchair users are available upon request. The wheelchair
86 accessible buses come in four sizes and will accommodate one or two standard (manual
87 or automatic) wheelchairs.

88 All overnight bus trips will require that driver accommodations for lodging are included in
89 lodging provisions for students and faculty.

90 All bus trip cancellations shall be reported to the Facilities Department as soon as possible
91 prior to the trip date to avoid penalty payments.

92 **Vehicle Availability**

93 Vehicles will be assigned by the Facilities Department if available, meaning:

- 94 a. The vehicle has been returned from a previously assigned trip.
- 95 b. The vehicle has been cleaned, re-fueled and checked by the District facilities

96 Vehicles deemed by the Facilities Department to be unavailable for any legitimate reason
97 will not be reassigned until the problem is corrected.

98 Transportation Requests that cannot be met by the issuance of District equipment will
99 result in the authorization to drive his or her own personal car, subject to the conditions
100 of this procedure.

101 If District transportation is available and the employee elects to drive his or her own car
102 for personal reasons or convenience sake, mileage reimbursement will require prior
103 approval by the appropriate manager.

104 If District transportation is not available and is so noted by the Director of Physical Plant
105 and Construction Services on the transportation request form, the employee using a
106 personal car may be reimbursed for mileage expense for authorized District business
107 purposes.

108 District vehicles will be made available for pickup only between the Facilities Department
109 office hours. Other arrangements must have prior approval by the Director of Physical
110 Plant and Construction Services or designee.

111 ~~The applicable employee information must be submitted to the appropriate managers~~
112 ~~prior to the final granting of authorization to drive a District vehicle.~~

113 **Seat Belts**

114 All drivers and passengers of District vehicles shall be secured by a safety belt in
115 compliance with California Vehicle Code.

116 **Gasoline Credit Cards**

117 Gasoline credit cards are issued to drivers for approved trips at the discretion of the
118 Facilities Department. These credit cards must be returned following each approved
119 District trip. Under no circumstances are District credit cards to be used to purchase
120 gasoline for privately-owned vehicles, regardless of the purpose or reason.

121 Only approved drivers listed on a Transportation Request and approved by the
122 responsible Administrator to make the trip shall sign the receipts for purchases made by
123 the use of credit cards.

124 **Equipment Failure**

125 Vehicles that break down should be reported to the Director of Physical Plant and
126 Construction Services or other authorized District personnel. See "In Case of Emergency"
127 card in glove compartment for further information.

128 Mechanical problems, i.e., vibration, loose parts, brake fading, etc, are required to be
129 reported on the backside of the yellow driver's card.

130 **Transportation Expense and/or Reimbursement**

131 Transportation expense relates only to District vehicles and not to other expenses of the
132 employee which may have been incurred during the trip, i.e., meals and lodging.

133 With approved receipts, District employees will be reimbursed for necessary repair and
134 service expenses related to making "emergency road repairs." Reimbursement will be
135 made to employees incurring repair and services costs. Any repair expense of more than
136 \$200, whether paid with the District credit card or any other means, shall require pre-
137 approval.

138 **Citation Reporting**

139 Any employee operating a District owned, leased, or rented vehicle who receives a
140 citation in any way connected with the use of such vehicle shall report the citation to the
141 Chief of Campus Police and the Director of Physical Plant and Construction Services.
142 Written reports must be filed. The District assumes no responsibility for citations received
143 for any violations. Drivers are required to obey all safety laws, including speed limits,
144 while operating a District vehicle. Anyone who does not adhere to these laws will lose
145 the privilege of the use of a District vehicle.

146 **Accident Reporting**

147 When safe to do so, passengers are to be moved to a point of safety. Call the nearest
148 law enforcement agency, usually via 911. If anyone is injured, paramedic and/or
149 ambulance service must be requested.

150 If it is necessary to go beyond the site of the accident to reach a telephone, send one of
151 the passengers. The driver must not leave the scene of the accident unless necessary
152 to contact law enforcement, paramedics, or other emergency personnel.

153 Employees driving District vehicles must promptly report any accident to the Chief of
154 Campus Police and the Director of Physical Plant and Construction Services. Written
155 reports must be filed.

156 Employees involved in accidents must cooperate with the requirements of the California
157 Highway Patrol or other law enforcement agencies with jurisdiction and report relevant
158 information to the proper authorities.

159 **Insurance Provisions**

160 The District carries insurance that covers any cleared employee driving a District vehicle.
161 Limits of liability are covered under the District combined property and casualty insurance
162 provisions. Approved District forms must be filed by the employee if that person is
163 involved in any accident.

164 District employees who have not been cleared to drive District vehicles may be approved
165 to drive their own vehicles on District business without transporting any others (including
166 students or other District employees) depending on the individual's driving record. The
167 employee must furnish Certificates of Insurance indicating the following limits:

- 168 a. Bodily Injury Liability per person \$200,000.00 and per accident 500,000.00
- 169 b. Property Damage Liability 50,000.00
- 170 c. Bodily injury and Property Damage Combined Single Limit \$500,000.00

171 For a District employee driving his or her own vehicle and cleared to drive on District
172 business and who is involved in an accident, employee insurance is primary; insurance
173 or collection efforts made by the employee or his representative or other parties is
174 secondary; and the District insurance is tertiary. If the aforementioned efforts have been
175 made and the employee is still responsible for a deductible amount, the District will
176 reimburse up to \$200 of the employee's deductible.

177 The District does not assume any liability or responsibility for the loss of personal
178 equipment contained in an individual's car.

179 ~~Employees issued District vehicles for trips are not authorized to park personal vehicles~~
180 ~~on campus without prior permitting by Campus Police.~~

181 **Special Precautions**

182 District owned, leased, or rented vehicles are not authorized to transport animals, except
183 with the prior approval of the appropriate manager. In no case should animals be
184 permitted in the front seat of the vehicle nor left unattended in the vehicle.

185 Trips in excess of twelve (12) consecutive driving hours per day will require a minimum
186 of two qualified drivers.

187 Transportation Requests for trips requiring the use of a van and removal of seats for
188 equipment, supplies, and/or luggage shall include a request for such removal in advance.

189 No alcoholic beverages or illegal drugs of any description may be used by the driver or
190 passengers on District-approved trips.

191 Smoking is not permitted in any District vehicle.

192 **Bus Assignment**

193 ~~Academic Affairs division plans for bus transportation trips require approval by the Vice~~
194 ~~President of Academic Affairs. Student Services division plan requires the approval of~~
195 ~~the Vice President of Student Services. Community Services handles arrangements for~~
196 ~~its own trips.~~

197 ~~College vehicles or buses are to be used in transporting student or other District groups~~
198 ~~unless prior approval for other methods of transportation is given by~~
199 ~~President/Superintendent or the appropriate Vice President.~~

200 ~~Requests for bus transportation are filled through the manager of the division making the~~
201 ~~request. The division manager obtains approval from the appropriate Vice President or~~
202 ~~designee. A Bus Transportation Request Form contains the following information:~~

- 203 ~~a. Date of actual trip departure - includes exact time and campus location of bus~~
204 ~~loading.~~
- 205 ~~b. Number of persons being transported including teacher/advisor.~~
- 206 ~~c. Trip duration. Expected return arrival time. Overnight/extended trips must state~~
207 ~~return date and time.~~
- 208 ~~d. Trip destination (including address, if applicable). The approved Bus~~
209 ~~Transportation Request Form is then forwarded to the Director of Physical Plant~~
210 ~~and Construction Services for processing.~~

211 ~~All trip requests are due in the Facilities Department at least two weeks prior to date~~
212 ~~needed.~~

213 ~~A standard school bus may be used for local trips. Recliner buses will be used for all long~~
214 ~~distance trips (over 50 miles one way) and for all overnight trips.~~

215 ~~All overnight bus trips will require that driver accommodations for lodging are included in~~
216 ~~lodging provisions for students and faculty.~~

217 ~~All day bus trips will require that the driver and bus remain with District trip supervisor.~~

218 ~~All bus trip cancellations shall be reported to the Facilities Department as soon as possible~~
219 ~~prior to the trip date to avoid penalty payments.~~

220 **Supervision of Students on District Furnished Transportation**

221 ~~At least one District employee must accompany students on each bus trip to and from the~~
222 ~~point of destination. The District employee who accompanies the students to and from~~
223 ~~the point of destination is responsible for the proper conduct of students. District~~
224 ~~employees are not responsible for the travel-time conduct of students providing their own~~
225 ~~transportation to and from the predetermined point of destination.~~

226 ~~All students, staff members, or persons being transported to or from college activities and~~
227 ~~events, shall be subject to all of the rules and regulations of the District regarding~~
228 ~~transportation and individual conduct.~~

229 Before any student activity trip is made in which students are transported, the trip must
230 be approved by the Student Activities Office.

231 Prior to any student activity trip in which students are transported, a list of the students
232 for the trips must be furnished to the Student Activities Office by the advisor. Only
233 students on the list may be transported. The list may be amended by the advisor from
234 time to time, but for any specific trip, no names may be added less than forty-eight hours
235 before the trip is scheduled to start.

236 For student groups and any others requiring advisors, the advisor must ride for the entire
237 trip in one of the vehicles provided or sponsored by the college. The advisor(s) shall
238 follow all rules established by the District and the Student Activities Office.

239 When transporting students, only college-authorized vehicles may be used. All vehicles
240 used for school activities of any kind must be covered by public liability and property
241 damage insurance which meets the minimum requirements of the financial responsibility
242 provisions of the Vehicle Code of the State of California.

243 **Availability of ~~Accessibility~~ of Accessible Vehicle Transportation for Disabled**
244 **Students with Disabilities**

245 Accessible transportation will be provided to and from approved student activities for
246 students with disabilities who require such. Accessible vans are available to cleared
247 District employees for providing such transportation, which may require additional
248 training.

249 Offices of Primary Responsibility: Vice President, Business Services
250 ~~Vice President, Student Services~~

Date Approved: March 26, 2007

Date Revised: August 26, 2013

*(Replaces former Cerritos CCD Policies 4903, 5008 – 5008.4, 5009, 5010, 5011, 5012, 5013,
5014, 5015, 5016, 5017, 5018, 5019)*

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS

2 References:

- 3 Education Code, Section 76360;
- 4 Vehicle Code, Sections 21113 and 40220
- 5 California Assembly Bill No. 503 (Chapter 741)

6 The President/Superintendent delegates authority to implement these procedures to the
7 Vice President of ~~Student Services~~ and Vice President of Business Services.

8 These procedures are intended to promote safe and orderly movement of traffic within
9 District property for the safe and orderly parking of vehicles and bicycles.

10 All applicable provisions of the California Vehicle Code are expressly applicable both on
11 and off paved roadways.

12 Parking of motor vehicles and bicycles is limited to specially designated areas. Fee
13 permits are required for motor vehicles, 24 hours per day and all days of the year.
14 Vehicles or bicycles parked in violation of the provisions of this code are subject to
15 fines, towing, or impoundment.

16 **Permits to Park**

17 **Valid Disabled Person (DP) Placards**

- 18 • Permits parking in DP-designated space by person with disability to whom
19 issued, at no cost
- 20 • Permits parking in staff space by person with disability to whom issued, with
21 purchase and required display of valid student parking permit
- 22 • No overnight parking

23 **Valid Timed Parking Permission**

- 24 • Permits parking in green-lined stalls, only. Pay and Display permit required,
25 Daily-Student or Staff permits not valid in timed parking spaces.
- 26 • Permits parking by students, employees, and visitors
- 27 • Permission ends at expiration, up to two hours maximum; no overnight parking

28 **Valid Electric Vehicle Charging Station Parking Permission**

- 29 • Permits parking in green-lined EV Charging-designated stalls, only
- 30 • Permits parking for time of paid per-kWh charging of vehicle, only; no overnight
31 parking

- 32 Valid One-Day Guest Permits
- 33 • Permits parking in lot(s) designated by the authorizing college administrator
 - 34 • Valid on date shown, only; no overnight parking
 - 35 • Not valid in green-lined, time-metered, or carpool stalls

- 36 Valid Daily Parking Permits
- 37 • Permits parking in white-lined stalls, only
 - 38 • Permits parking by students, employees, and visitors
 - 39 • Permission ends at 11:59 p.m. on the date purchased; no overnight parking

- 40 Valid Student Term Permits
- 41 • Permits parking in white-lined stalls, only
 - 42 • Permits parking by students
 - 43 • Terms are fall, spring, or summer
 - 44 • No overnight parking

- 45 Valid Employee Term Permits
- 46 • Permits parking in yellow- and white-lined stalls, only
 - 47 • Permits parking by faculty, classified staff, and managers
 - 48 • Terms are fall, spring, summer, or annual
 - 49 • No overnight parking

50 Fines shall be imposed for violation of regulations. Amounts shall be established based
 51 on severity of offense type and cost recovery for mandates and enforcement.
 52 Reference amounts shall be established and subject to periodic adjustment.

<u>Offense Type</u>	<u>Reference amount</u>
54 Paid Status and Space Use	\$40.00
55 • No valid permit or valid permit not displayed as directed	
56 • Expired meter or other metered parking violation	
57 • Parked outside parking space markings	
58 • Unauthorized use of Reserved or Restricted parking	
59 • Carpool space use without valid permit	
60 • Carpool space use without carpool partner (if applicable)	
61 • Parked in excess of time allowed	
62 • Parked in Electric Vehicle Charging space without charger use	
63 • No current tabs displayed; unregistered vehicle	
64 • No license plate displayed	
65 Safety	\$50.00
66 • Stopping or parking in No Parking or Stopping zones	
67 • Parked on Red Curb	
68 • Parked in fire lane	
69 Accessibility	\$335.00
70 • Parked in disability reserved space without valid permit	

- 71 • Misuse of disability placard
- 72 • Parked with effect of limiting access to disability reserved space
- 73 • Parked with effect of limiting use of disability access path of travel

74 Enforcement and Responsibility \$160.00

- 75 • Use of lost or stolen permit
- 76 • Use of altered, counterfeit, or fraudulent permit

77 Citations that are not contested or paid within statutory guidelines are subject to a late
78 fee of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

79 All persons who enter on District property are charged with knowledge of the provisions
80 of this procedure and are subject to the penalties for violations of such provisions.

81 Parking fees are established by action of the Board of Trustees.

82 Additional and/or separate charges or waivers for special event parking shall be subject
83 to the prior approval of the Vice President, Business Services or his/her designee.
84 College hosts of regional or other meetings, trainings, or conferences requiring over 15
85 parking spaces may request one-day permits or a citing restriction from the Vice
86 President of Business Services. Requests for less than 15 parking spaces can be
87 requested from the Chief of Campus Police or his/her designee.

88 In accordance with Section 21113a of the California Vehicle Code, the District will
89 enforce these procedures by issuing citations. In addition, this code section stipulates
90 that except with the permission of and subject to any condition or regulation imposed by
91 the Board of Trustees, no person shall drive any vehicle or animal, nor shall any person
92 stop, park, or leave standing any vehicle or animal, whether attended or unattended,
93 upon driveways, paths, parking facilities, or the grounds of any public school, state
94 university, state college, or any educational institution exempted, in whole or part, from
95 taxation.

96 In accordance with Section 21113b of the California Vehicle Code, the Board of
97 Trustees shall erect or place appropriate signs giving notice of any special conditions or
98 regulations that are imposed under this section. The Board shall also make a written
99 statement of those special conditions and regulations available for examination by all
100 interested persons. This statement shall be available in the President/Superintendent's
101 Office.

102 In accordance with Section 21113c of the California Vehicle Code, when the Board of
103 Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for
104 those conditions imposed or regulations enacted by the Board), all the provisions of this
105 code section relating to traffic upon the highways shall be applicable to the traffic upon
106 the driveways, paths, parking facilities, or grounds.

107 In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees
108 may adopt rules or regulations to restrict, or specify the conditions for, the use of
109 bicycles, motorized bicycles, skateboards, and roller skates on District property.

110 In accordance with California Assembly Bill No. 503 (Chapter 741) A registered owner
111 (CVC 460, 505) or person responsible for vehicle citations received on Cerritos
112 Community College District property shall be eligible to enroll in a payment plan when
113 they have two or more unpaid parking citations or a single citation of at least \$250.
114 Citations from another agency cannot be combined for a payment plan.

- 115 a. Once this threshold is met, any citations associated with this vehicle, registered
116 owner, or person responsible may be added to the payment plan, at the time of
117 enrollment. (Citations in a payment plan must all be issued by the same agency)
- 118 b. If additional citations are accrued during the payment plan period, the plan may
119 not be modified to include these citations, nor will a concurrent payment plan be
120 offered.
- 121 c. Citations in a payment plan will not count towards immobilization/tow/impound
122 eligibility pursuant to CVC 22651(i)(I).
- 123 d. Once a vehicle is immobilized/towed/impounded due to other violations, all
124 citations, including those on a payment plan, are immediately due pursuant to
125 CVC 22651(i)(I)(C).
- 126 e. If an individual requires continued access to parking on campus, the purchase of
127 a parking permit will be required.

128 The fee to enroll in a payment plan is \$25.

129 Applied late fees, as well as any late fees not yet applied, will be placed in abeyance
130 while the payment plan is in place. If the individual adheres to the plan terms, these late
131 fees will be waived once the payment plan is complete.

- 132 a. If an individual defaults on the payment plan, a subsequent payment plan will not
133 be offered for those citations and any late fees placed in abeyance will be
134 immediately reinstated. The total amount due, including all late fees, will be
135 submitted to the appropriate Department of Motor Vehicles for a Registration
136 hold on the vehicle.

137 Once the payment plan is in place and the individual is adhering to its terms, an
138 itemization of unpaid parking penalties and service fees will not be filed with the DMV
139 (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will
140 be temporarily removed pending satisfactorily completing the payment plan.

141 At plan enrollment, an initial payment of 10% of the amount owed (This 10% goes
142 toward the total amount due), plus the \$25 enrollment fee (This fee does not go toward
143 the amount due), is required. There is no penalty for prepayment.

- 144 Payments must be made each calendar month.
145 a. There is no grace period for late payments.
146 b. For mailed payments, a postmark is acceptable to meet this requirement.

147 Payment plan duration

- 148 a. For balances under \$200, payment plans may not exceed four months.
149 b. For balances between \$200 and \$400, payment plans may not exceed six
150 months.
151 c. For balances over \$400, payment plans may not exceed nine months.

152 Offices of Primary Responsibility: ~~Vice President, Student Services~~
153 Vice President, Business Services

Date Approved: March 26, 2007

**Date Revised: August 29, 2011; March 6, 2017; November 6, 2017; August
27, 2018**

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 **AP 6800 OCCUPATIONAL SAFETY**

2 **References:**

- 3 Cal/OSHA, Labor Code, Sections 6300 et seq.;
- 4 Title 8, Section 3203;
- 5 Code of Civil Procedure, Section 527.8;
- 6 Penal Code Section 273.6

7 The President/Superintendent delegates the authority to implement Police-related
8 procedures to the Vice President of ~~Student Services~~ **Business Services** and Facilities-
9 related procedures to the Vice President of Business Services.

10 **Oversight and Coordination**

11 The District Facilities Department shall operate and maintain a health and safety program.
12 The responsibility includes the identification, reporting, and mitigation of all District-wide
13 safety concerns.

14 The Director of Physical Plant and Construction Services shall co-chair the District
15 Committee on Safety. Meetings shall address District concerns related to risk
16 management and employee health and safety. Appropriate reports shall be filed and
17 maintained.

18 **Emergencies**

19 Any employee shall immediately report any situation that threatens life or property and
20 demands an immediate response of police, fire, or medical personnel by first dialing 911.

21 **Equipment and Sanitation**

22 Should the duties of an employee require the use of equipment to ensure the safety of
23 the employee, the District shall furnish such equipment. Complaints related to health
24 safety, sanitation, and working conditions shall be forwarded to the Director of Physical
25 Plant and Construction Services for review and recommendation.

26 **Crisis and Conflict Intervention**

27 Any employee experiencing an unsafe work condition should immediately contact his/her
28 supervisor or the Campus Police. The supervisor shall immediately notify the Campus
29 Police about any acts or threats of violence. The employee will be provided consultation
30 regarding resources available to resolve the unsafe work condition.

31 It is the responsibility of all employees to immediately report threats, acts of violence, or
32 any other behavior which deliberately hurts or harms another person in the District to their

33 immediate supervisor and Campus Police. Such reports will be promptly and thoroughly
34 investigated.

35 **Employee Assistance Program**

36 The Campus has an Employee Assistance Program (EAP) that assists in and provides
37 resources for intervention, consultation, or additional referral which may include arranging
38 for counselors as needed.

39 **Restraining Orders/Court Orders**

40 An employee shall notify law enforcement of any restraining orders/court orders when
41 named as a plaintiff and provide a copy of the order to Campus Police. In the event the
42 supervisor is informed by an employee of a restraining order, the supervisor will contact
43 Campus Police to ensure they are aware of it and that they have a copy of the restraining
44 order on file.

45 **Definitions**

46 **Prevention activities** increase awareness and minimize the potential for crisis in
47 the workplace. Training is essential for all staff to learn how to recognize early
48 warning signs of a crisis or conflict, so that appropriate intervention can be
49 provided for identified areas of conflict in the workplace.

50 **Crisis or conflict** constitutes any inappropriate or unreasonable disruption that
51 interferes with the normal functioning of work responsibilities/tasks.

52 **Acts of violence** include any physical action, whether intentional or reckless, that
53 harms or threatens the safety of self, another individual, or property.

54 **A threat of violence** includes any behavior that by its very nature could be
55 interpreted by a reasonable person as intent to cause physical harm to self,
56 another individual, or property.

57 **Workplace** includes officially designated off-campus locations as well as District-
58 sponsored activities where faculty, staff, or student employees are engaged in
59 District business or locations where incidents occur as a result of the person's
60 relationship to the District community.

61 Offices of Primary Responsibility: Vice President, Business Services
62 ~~Vice President, Student Services~~

Date Approved: March 26, 2007
(Replaces former Cerritos CCD Policy 5023)

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 **AP 6900 TRAVEL**

2 **References:**

- 3 Education Code, Sections 72423 and 87032;
- 4 Government Code Section 11139.8;
- 5 2 Code of Federal Regulations Part 200.474

6 The Board of Trustees authorizes District employees and trustees to participate in off-
7 campus conferences, meetings and similar activities which will be beneficial to the
8 enhancement of Cerritos College programs and services.

9 Necessary expenses for attendance at conferences, workshops, meetings, and college
10 or site visitations include expenses incurred for lodging, portorage fees, meals, gratuities,
11 registration fees, mileage, taxi, bus, baggage transfer, bus or airport lockers, business
12 telephone, instructional materials, car rentals, and parking fees.

13 An employee's request for conference attendance may not be approved if it interferes
14 with the service of the District. A request may also be denied if such request is deemed
15 fiscally imprudent or the President/Superintendent is of the opinion that the absence of
16 the employee from duty would materially interfere with the operation of the District.

17 ~~Travel and Conference~~ **and Travel** Request forms must be completed and on file 30 days
18 prior to any travel **and submitted to Fiscal Services**. Any forms submitted less than 30
19 days prior to travel will require approval by the **appropriate area Vice President**
20 **or** President/Superintendent ~~or designee~~. There are two primary reasons for this
21 requirement: (1) the provisions in the District's workers' compensation policy, and (2) the
22 availability of funds in the appropriate budget account. Travel conducted before the
23 approved request form is on file may be denied for reimbursement.

24 The travel procedures that follow pertain to all funds and programs of the District
25 regardless of funding source.

26 **Authorized Expenses and Reimbursement**

27 The employee or trustee shall certify by signing the ~~Travel and Conference~~ **and Travel**
28 **Claim Request** form that all amounts claimed were actual and necessary, that the
29 expenses were for the benefit of the employee or trustee only, and only allowable
30 expenses are included. The District will not make travel arrangements for spouses, family
31 members or non-district employees. Forms must be filed within thirty (30) calendar days
32 after return from travel. Forms submitted to Fiscal Services after 30 calendar days, or
33 forms that are incomplete and do not include the necessary detailed original receipts, may

34 be denied for reimbursement. Reimbursement for expenses will be denied if the
35 employee or trustee failed to attend the intended event.

36 The District will reimburse employees or trustees for expenses incurred during their travel,
37 as applicable, for the following:

38 A. Mileage

- 39 • Mileage by private automobile shall be at the current IRS mileage rate.
40 • All employees driving on district business shall take the most direct route
41 possible.
42 • When more than one individual attends the same event and private
43 transportation is used, carpooling is strongly encouraged. If two or more
44 employees or trustees share a personal vehicle, only one employee or
45 trustee shall be reimbursed for mileage expenses.
46 • Mileage shall be calculated as the distance from the employee's regular
47 work location to his/her off-campus business destination and return to
48 regular work location.
49 • If the employee does not both leave and return to his/her regular work
50 location, the total miles driven less regular commute miles shall be
51 reimbursed.

52
53 Example: Home to work 10 miles (commuter miles)
54 Work to event 15 miles (business miles)
55 Difference 5 miles (to be reimbursed)
56

57 If business miles are less than commuter miles, no reimbursement is
58 allowed
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- 60 • ~~The District will reimburse mileage to and from an approved~~
61 ~~conference/event by calculating the distance from the point of departure to~~
62 ~~that conference/event.~~
63 • Reimbursement for mileage may not exceed the total cost of coach airfare
64 and other transportation costs to the same destination.
65 • Reimbursement for mileage can be claimed by completing the Mileage
66 Expense Report Form and submitting the claim to Fiscal Services; if
67 mileage is associated with a trip, it can be included on the Conference and
68 Travel Claim form.

69 B. Transportation

- 70 • Transportation related expenses which are directly associated with
71 business mileage and are reasonable and necessary shall be reimbursed.
72 Allowable expenses include parking fees, bridge, and highway and tunnel
73 tolls. All claimed transportation related expenses shall be authenticated by
74 submission of original itemized valid receipts.

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- All employees and trustees driving either their own, leased, or District-owned vehicles for District related activities must possess a valid California Driver License.
 - The expense of traveling by commercial airline carrier will be allowed on the basis of actual cost. Claims for airplane travel shall be allowed in conformity with the latest published airplane tariffs. When more than one class of air travel is available, the district will pay for coach class only. Air travel is limited to flights on scheduled commercial airlines. Air travel expenses paid by an employee or trustee's personal credit card will not be reimbursed until the conclusion of the travel event and only upon submission of detailed, original receipts.
 - All employees and trustees are expected to use the most economical mode of transportation that is in the best interest of the District. If an employee or trustee chooses to travel via private vehicle, reimbursement for mileage will not exceed the total cost of coach airfare and other transportation costs.
 - Reimbursable transportation expenses for necessary official travel via airplane, private vehicle, railroad, bus, shuttle and taxi while on approved travel must be properly itemized on the ~~Travel and Conference~~ and Travel Claim Request form with the applicable receipts or invoices.
 - The District will pay for the first checked bag on airline travel.
 - Parking charges while on approved travel must be properly itemized on the ~~Travel and Conference~~ and Travel Claim Request form with the applicable receipts or invoices.

98 C. Registration Fees

99 Registration fees in connection with approved attendance of conferences,

100 conventions, committee meetings, training seminars, etc. will be paid upon

101 submission of registration forms, original invoices or receipts.

102 D. Lodging

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- Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity. Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.
- The cost of a single room accommodation for the night(s) required will be paid by the District. When an employee or trustee shares lodging facilities with a non-district individual (e.g., spouse, children, etc.) reimbursement to the employee or trustee is limited to the single occupancy rate.
- An original itemized receipt and guest folio from the hotel which states the name of the employee or trustee, number of guests, dates of stay, room rate, and any associated taxes and fees for lodging expenses must be submitted on a Conference and Travel Claim form ~~with a reimbursement claim to be allowable~~. This information must also be submitted even if lodging expenses are prepaid by the District.

119 • Lodging expenses will not be reimbursed for travel within 50 miles of the
120 employee's or trustee's home or the District. Any special circumstances will
121 require approval by the appropriate area Vice President,
122 President/Superintendent or designee before the travel event takes
123 place. (refer to attached 50 mile radius map)

124 E. Meals

- 125 • The cost of necessary business meals will be reimbursed based on the facts
126 and circumstances leading to the expenditure. Reasonable care must be
127 taken at all times to ensure that public funds, including federal and state
128 grant funds, are not misused and are expended in a judicious manner.
- 129 • Payment for meals, including gratuities, shall be reimbursed at no more than
130 the subsistence rate of sixty (\$60) dollars per day except where
131 reimbursement from another agency exceeds this limit. Any special
132 circumstances will require approval by the President/Superintendent or
133 designee. The ~~Travel and Conference~~ and Travel Claim Request form must
134 be itemized by date and show a breakdown of the type of meals (breakfast,
135 lunch and dinner) claimed. Education Code Section 32435 prohibits
136 reimbursement for alcoholic beverages.
- 137 • Reimbursement for meals will be paid upon submission of original itemized
138 receipts. If the receipt covers more than one person, the items consumed
139 by the employee or trustee must be listed separately.
- 140 • If an employee or trustee does not provide receipts for his/her meals,
141 reimbursement will be limited to \$6 for breakfast, \$10 for lunch and \$18 for
142 dinner.
- 143 • If meals are included in the cost of a conference, convention, committee
144 meeting, training seminar, etc., charges for additional meals or a substitute
145 for the included meals will not be reimbursed.
- 146 • When meals are charged to an employee or trustee's hotel room, the
147 original itemized receipt for the meal must be provided – a line-item charge
148 on the hotel bill will not be sufficient documentation.
- 149 • Credit card receipts and statements which do not itemize the contents of
150 meals purchased will not be reimbursed.

151 F. Miscellaneous

- 152 • Incidental expenses such as telephone charges, facsimile machine use,
153 internet access, or equipment rental will be reimbursed when used as part
154 of a conference.
- 155 • Other business-related expenses incurred while on approved travel may be
156 reimbursed, depending upon the facts and circumstances related to the
157 necessity of the expense. The expenses must be directly related to the
158 travel event and must be properly itemized on the Conference and Travel
159 Claim form with applicable original itemized receipts. ~~and will be paid upon~~
160 ~~submission of original, itemized receipts.~~

161 **Unallowable Travel Expenses**

162 Certain travel expenses are considered personal expenses and not essential to District
163 business. Such non-reimbursable expenditures include entertainment expenses, leisure
164 tours or personal side trips, personal telephone calls, laundry, car washes, fuel for
165 personal vehicles, traffic or parking citations except for those related to malfunctioning
166 equipment on District owned/leased vehicles, individual membership dues or fees,
167 alcoholic beverages, or any other expenses determined by the District to be
168 unreasonable, excessive, non-business related, or a misuse of public funds.

169 No reimbursement for lodging or subsistence shall be paid to an employee for extra travel
170 time incurred if he/she travels to a destination for his/her own convenience in advance of
171 the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she
172 remains at the destination following an official meeting or work assignment whenever it is
173 for his/her own convenience. Travel claims for travel the day before conferences will only
174 be reimbursed when it is not feasible, due to starting hour of conference to travel the
175 same day.

176 All travel expenses for family members or other individuals who accompany an employee
177 or trustee shall not be reimbursed.

178 **Travel with Expenses Exceeding \$1,000**

179 Requests for travel with expenses exceeding \$1,000 will require approval by the area
180 Vice President, the President/Superintendent or designee before the travel event takes
181 place. The request must be accompanied by a complete explanation of the college
182 business purpose to be served.

183 **Out-Of-State Travel**

184 Requests for travel outside of the State of California, and beyond 500 miles from primary
185 work site, require that a ~~Travel and Conference~~ and Travel Request form be completed
186 and approved by an appropriate administrator area Vice President and by the
187 President/Superintendent or designee before the travel event takes place.

188 No travel outside of the State of California can be to any state identified on the California
189 Attorney General's restricted travel list. The Attorney General's travel prohibition can be
190 found at <https://oag.ca.gov/ab1887>. A number of exceptions to the restricted travel list are
191 identified in Government Code Section 11139.8(c). Regardless of funding source,
192 reimbursements of travel expenses from any restricted state must meet one of
193 the exceptions.

194 **Travel Outside the United States**

195 All travel outside the United States will require approval by the Board of Trustees before
196 the travel event takes place. The request must be accompanied by a complete
197 explanation of the college business purpose to be served.

198 **Reimbursement to the District**

199 If an employee or trustee does not complete travel paid for by the District, he/she shall be
200 responsible for reimbursing the District for the expense. Reimbursement shall not be
201 required if it is determined by the Board of Trustees that the individual was ill or had an
202 emergency.

203 Office of Primary Responsibility: Vice President, Business Services

Date Approved: June 8, 2011

Date Revised: February 11, 2013

(Replaces former Cerritos CCD Policy 8008)

The committee agreed to the proposed changes on March 11, 2019.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 3, 2019**

Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Consideration of Approval of Board Resolution # 19-040319A, to Recognize the Week of May 19-25, 2019, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature</p>

ACTION

It is hereby recommended that the Board of Trustees adopt the attached Resolution #19-040319A, and designate the week of May 19 through May 25, 2019 as Classified School Employee Week, to recognize and honor the contributions of the classified professionals of the Cerritos Community College District.

FISCAL IMPACT

No additional financial impact.

REPORT SUMMARY

The third full week of May (May 19 through May 25) has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature.

Classified personnel employed by the District provide valuable services and strive for excellence in all areas relative to the educational community. The Board may elect to designate the week of May 19 through May 25, 2019 as Classified School Employee Week, to recognize the efforts of the classified school employees of the Cerritos Community College District.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Resolution #19-040319A

**CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION #19-040319A**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 19-25, 2019, AS
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND THE CALIFORNIA STATE LEGISLATURE**

WHEREAS, Classified professionals provide valuable services to the students and programs of the Cerritos Community College District; and

WHEREAS, Classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified professionals serve a vital role in providing for the welfare and safety of Cerritos Community College District's students; and

WHEREAS, Classified professionals employed by the Cerritos Community College District strive for excellence in all areas relative to the educational community; therefore, be it

RESOLVED, That the Cerritos Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the state of California and in the Cerritos Community College District and declares the week of May 19 through May 25, 2019, as Classified School Employee Week in the Cerritos Community College District.

Adopted at a regular meeting of the Board of Trustees of the Cerritos Community College District at Norwalk, California this 3rd day of April, 2019:

Signed:

President, Board of Trustees

Attest:

Secretary to Board of Trustees

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

SUBJECT:	Consideration of Approval of Sabbatical Leave Applicants for 2019-20 Academic Year
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ACTION

It is recommended that the Board of Trustees approve sabbatical leaves of absence for the following:

Veronica Herrera	100%	2019-20 Academic Year
Mark Huguen	100%	2019-20 Academic Year
James MacDevitt	100%	2019-20 Academic Year

FISCAL IMPACT

The cost of replacing Sabbatical Leave applicants with part-time faculty to teach their regular loads is estimated to be \$138,000. The annual cost of salary, benefits, and taxes for the sabbatical leave applicants is \$465,735.52.

REPORT SUMMARY

Education Code Section 87768 authorizes the governing board of a community college district to grant a sabbatical leave to any academic employee who has rendered service to the district for at least six consecutive years preceding the granting of the leave, but not more than one such leave shall be granted in each six-year period.

The Sabbatical Leave Committee is a standing committee of the Faculty Senate and provides support and makes recommendations to (1) unit members applying for a sabbatical leave and (2) unit members returning from sabbatical leaves who are required to submit sabbatical leave reports. The committee, chaired by Associate Professor Julie Bathke, received and considered all sabbatical applications and applied the criteria established in the Sabbatical Leave Policy and CCFF collective bargaining agreement to recommend Sabbatical Leave of Absence applications for the 2019-20 academic year. The Faculty Senate, chaired by April Griffin, unanimously approved the unranked applications at its meeting on [December 4, 2018](#). The applications were then forwarded to the Vice President of Academic Affairs and the President/Superintendent for further consideration. The 3 sabbaticals were ranked by the Sabbatical Leave Committee based on adherence to the mission and strategic goals of the college.

Article 19 of the CCFF collective bargaining agreement states that Sabbatical leave of absence is a privilege accorded to full-time faculty unit members for intellectual refreshment, normally to be obtained by study, research, travel, work experience or other related creative activity. Board Policies and the CCFF collective bargaining agreement establish rules and regulations for sabbatical leavers. All academic school-month employees shall be eligible after serving six consecutive years for a semester leave at 100% of contract salary or an academic year at 70% of contract salary. All academic school-month employees shall be eligible

after serving 10 consecutive years for a semester leave or an academic year leave at 100% of contract salary.

Per Article 19.18 in the CCFE collective bargaining agreement, each faculty member approved for a sabbatical leave in 2019-20 will submit a written Sabbatical Leave Report to the Office of Academic Affairs for review before final exams in the semester that the faculty member returns. The Vice President of Academic Affairs will forward the approved sabbatical leave report(s) to the President/Superintendent to approve, who will then place the reports on the agenda for the next regular board meeting of the Board of Trustees. The Board of Trustees will review the sabbatical leave reports at a regular meeting and move final approval.

Board Policy states that the maximum number of sabbatical leaves granted in any one year shall not exceed 5% of the total number of full-time academic employees.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Sabbatical Applicant Abstracts for 2019-20
Board Policy 7220

Sabbatical Leave Application Abstracts

Veronica Herrera, Counselor/Professor. 100% Academic Year 2019-2020
Research, local travel, self-directed study

Veronica Herrera's goal is to better understand the different types of disabilities our students experience so that she can research how to intentionally design learning environments that specifically meet those diverse needs. Veronica teaches online counseling courses, thus it is critical she is sensitive to the diverse needs of students with disabilities who enroll in her online counseling courses. Veronica will engage in research and will complete coursework addressing universal design, standards on accessibility and digital pedagogy, while targeting the needs of online learners with disabilities. She will also interview professionals at Cerritos and at neighboring community colleges, as well as professionals with the Online Education Initiative through the Chancellor's Office to help identify best practices. Furthermore, she will conduct a focus group to investigate how to better support the needs of students with learning disabilities who enroll in online courses. Her research will provide a voice for students and will help faculty better understand the student perspective so they may better support the online learning needs of students with disabilities at Cerritos College. It will also inform the development and publication of an e-book that will serve as a guide to designing universally accessible and supportive online learning environments. She will also create a digital library for the counseling department with universally accessible resources for counseling courses and workshops. Additionally, she will develop a workshop series that will further help faculty better understand the needs of this population and will equip faculty with tools and resources they can immediately implement in their classrooms. Throughout this process, she will apply what she is learning to redesigning lessons, videos, and the online learning space for her online counseling courses. Her sabbatical project will support the goals of the Educational Master Plan by strengthening the culture of leadership and professional development as well as student retention and completion for all students, specifically for those with diverse learning needs.

Mark Hugen, Associate Professor of Mathematics. 100% Academic Year 2019-2020
Self-directed study, research, travel

Mark Hugen will primarily create graphical animations using free graphing websites and/or software, such as Desmos or GeoGebra, that illustrate the concepts taught in the Cerritos College calculus sequence, Math 170, Math 190, and Math 225. He will also produce animations for some of the topics in our introductory and other transfer-level math classes. He will study physics online to understand the physical principles he teaches in the multivariable class at a deeper level. He will collaborate with his colleagues at Cerritos College and with those at other colleges and universities for ideas and suggestions. He will travel to local and national conferences to educate himself further in the process of producing animations, and to build relationships with other, like-minded professors. Finally, he will compile and organize the animations, making them available to all Cerritos College math professors, and then lead a workshop to show them how one can use them to supplement one's math instruction. The use of free, new technologies enhances and enriches the students' learning, and it fosters creativity among the students (Educational Master Plan Goal D).

The project serves the math department by providing easily accessible animations to both our fulltime and adjunct math instructors (Master Plan Goals C and D). His own classroom teaching will improve (Master Plan Goal C) and, by sharing the animations in the context of math conferences and workshops, he will provide a service to the broader mathematical community while also promoting the innovative teaching that occurs here at Cerritos College (Master Plan Goal D).

James MacDevitt, Professor of Visual & Cultural Studies. 100% Academic Year 2019-2020
Research, Self-Directed Study

James MacDevitt will prepare an Open Educational Resource (OER) textbook for use in the recently-established interdisciplinary course, Art, Science, and Technology (Art 113), which is part of the new Visual and Cultural Studies Program. Because of the inherently cross-disciplinary nature of the content, the various OER modules that make up this textbook will also be practical resources for use in numerous other courses across the spectrum of STEAM-related disciplines. Scientific advancements and technological capabilities now evolve at ever-accelerating rates. Artists, like everyone else, now live in a contemporary world completely restructured by recent phenomena such as satellite imagery, augmented reality, digital surveillance, mass extinctions, artificial intelligence, prosthetic limbs, video games, climate change, big data, genetic modification, drone warfare, biometrics, computer viruses, and social media (just to name a few). Artists and humanities scholars alike have had to grapple with these new developments, many producing important interdisciplinary research publications and creative projects exploring their cultural significance. The content from the various OER textbook modules will incorporate material from these cutting-edge publications and artist projects, which will also serve as an acquisitions booklist for the Cerritos College Library. In addition to the textbook, the research conducted will also support the curation of future interdisciplinary exhibitions for the Cerritos College Art Gallery as a complement to the existing science and technology-based curriculum at the college. The unique interdisciplinary OER textbook, as well as the science and technology-focused exhibitions at the Cerritos College Art Gallery, will serve to enhance the reputation and distinction of Cerritos College within the community, while at the same time supporting goals A and B of the Cerritos College Educational Master Plan.

7220 SABBATICAL LEAVE

7220.1 Purpose of Leave (Discretionary Education Code Section 87767)

Sabbatical leave-of-absence is a privilege accorded to academic employees for intellectual refreshment, normally to be obtained by study, research, travel, work experience or other creative activity. The ultimate objectives of sabbatical leaves are the enhancement of service to Cerritos College and to increase its distinction. The sabbatical leave-of-absence is not an earned right, but it is a privilege, which may be granted by the Board of Trustees. It is expected, therefore, that applications will be accompanied by a statement of a program which the applicant proposes to follow while on leave, that on return to regular duty, the employee will submit a typed report on the results of the leave as a record of professional growth and for retention in the College files.

7220.2 Service Eligibility (Discretionary Education Code Section 87768)

An applicant for sabbatical leave must have rendered service in a contract or regular academic position in the Cerritos Community College District for at least six consecutive years immediately preceding the Sabbatical leave. A leave-of-absence, except a sabbatical leave, does not count as a break in continuity of service for purpose of sabbatical leave consideration. However, any such absence shall not be included as service except as stated in Education Code Section 87768.

7220.3 Length of Leave and Compensation (Discretionary Education Code Sections 87767 and 87769)

For purposes of length of sabbatical leave, all academic school month employees shall be eligible after serving six consecutive years for a semester leave (five school months) or a school year (ten school months) at 70% of contract salary. All academic school month employees shall be eligible after serving ten consecutive years for a semester leave (five school months) or a school year (ten school months) at 100% of contract salary. All academic calendar month employees shall be eligible after serving six consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 70% of contract salary. All academic calendar month employees shall be eligible after serving ten consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 100% of contract salary.

7220.4 Payment of State Teachers' Retirement System (Discretionary Education Code Sections 22801 and 22803)

When an employee elects to pay to the retirement system his/her regular contribution on the remaining 30% of his/her contract salary during his/her Sabbatical Leave, the District will pay the employer and state costs for the employee. The employee on 70% sabbatical leave must notify the Payroll Department before he/she starts paying his/her monthly installments or making a lump sum payment.

7220.5 Service Credit for Sabbatical Leave (Discretionary Education Code Section 22902)

Service credit for sabbatical leave can be arranged through the State Teachers' Retirement System, Records and Statistics Division, Verification Section, in accordance with the provisions of Education Code Section 22902. Inquiries regarding sabbatical leave service and payment thereof should be directed to that office.

7220.6 Health and Welfare
(Discretionary Education Code Section 87769)

The District will continue the District-paid health and welfare benefits as if the employee were being paid full contract salary.

7220.7 Number of Leave(s)
(Discretionary Education Code Section 70902)

The maximum number of sabbatical leaves granted in any one year shall not exceed five percent of the full-time academic employees. The maximum number of one-year sabbatical leaves will be limited to three percent of the full-time academic employees.

7220.8 Application for Leave
(Discretionary Education Code Section 70902)

Applications for a sabbatical leave must be filed with the Vice President of Academic Affairs by the deadline established by the Sabbatical Leave Committee. The Sabbatical Leave Committee, a standing committee of the Faculty Senate, will screen applications and make their recommendations to the Faculty Senate. Upon approval of the Faculty Senate, applications will be forwarded to the Vice President of Academic Affairs and the President/Superintendent for further consideration. In the event that the five percent quota is not met, other qualified employees should be notified by the Committee. These persons may then apply for a sabbatical leave up to the deadline established by the Sabbatical Leave Committee. Should any application be denied for lack of a suitable plan, the applicant will be given an opportunity to improve his/her plan and resubmit his/her application within the designated timelines established by the Committee. In addition to the academic employees who are granted sabbatical leaves of absence during one year, a list of academic employees will be established each year to be alternates in the event of a change of plans by the approved applicants.

7220.9 Report on Sabbatical
(Discretionary Education Code 87769)

Each employee returning from leave shall file a typed report within one semester after returning from sabbatical with the Sabbatical Leave Committee for acceptance. Accepted reports will be submitted to the Vice President of Academic Affairs for his/her approval. The Vice President of Academic Affairs will then forward the approved reports to the President/Superintendent for approval. The President/Superintendent will then forward the approved reports to the Board of Trustees for their approval. Where formal college credit has been earned during the leave, an official transcript will be provided for the Sabbatical Leave Committee. The Committee will forward the transcript to the Vice President of Academic Affairs. The Vice President of Academic Affairs will then forward the official transcript to the President/Superintendent. The President/Superintendent will then forward the official transcript to the Personnel Services Office for placement in the individual's personnel file.

7220.10 Return to Service
(Required Education Code Sections 87770 and 87774)

At the expiration of the leave-of-absence of the employee, he/she shall, unless he/she otherwise agrees, be reinstated in the position held by him/her at the time of granting of leave-of-absence. If an employee completed a one year sabbatical, he/she must render two additional years of service to the District. If an employee completed a one semester sabbatical, he/she must render one additional year of service to the District.

7220.11 Salary Increase
(Discretionary Education Code Section 70902)

Sabbatical leaves shall be considered as regular service to the District for purposes of advancement on the salary schedule.

7220.12 Method of Payment
(Required Education Code Section 87770)

The compensation shall be paid the employee while on sabbatical leave in the same manner as when the employee is on his/her regular contract with the District upon the furnishing by the employee of a suitable bond indemnifying the District against loss in the event that the employee fails to render at least two years' service in the employ of the District following the return of the employee from a two semester leave or at least one year of service following return from a one semester leave. The bond shall be exonerated in the event that the failure of the employee to return and render the required service is caused by the death or physical or mental disability of the employee which precludes such service. If the Board of Trustees finds and by resolution declares that the interests of the District will be protected by the written agreement of the employee to return to the service of the District and render the required service therein following his/her return from the leave, the Board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

7220.13 Illness or Accident Provision
(Discretionary Education Code Section 87769)

Interruption of the program caused by a serious illness or accident during a sabbatical leave, evidence of which is satisfactory to the District, shall not prejudice an employee regarding the fulfillment of the conditions on which the leave was granted nor affect the amount of compensation to be paid such employee under the terms of the sabbatical leave. However, the President/Superintendent or his/her designee must be notified in writing within 15 days of such illness or accident.

7220.14 Other Provisions
(Discretionary Education Code Section 87769)

In the event of any other circumstances which prevent the employee from completing the requirements of his/her leave, he/she must notify the President/Superintendent or designee immediately in writing.

CERRITOS COLLEGE
Regular Meeting of the Board of Trustees

Meeting Date: **April 3,**
2019 Agenda Item No. 30

FROM:

Dr. Jose Fierro
President/Superintendent

**SUBJECT: Consideration of Approval of Candidates for CCCT Board of Directors –
 2019**

ACTION

It is recommended that the Board consider this item and determine a vote for each of the seven vacancies and authorize staff to forward the official ballot to the League office before the April 25 deadline.

FISCAL IMPACT

No financial impact.

REPORT SUMMARY

The election of members of the CCCT board of the League will take place between March 10 and April 25. There are seven vacancies on the board.

Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The candidates who receive the most votes will serve three-year terms.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

List of Candidates



2019 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF FEBRUARY 1, 2019

1. Raymond Macareno, Sequoias CCD
2. Thomas J. Prendergast, III, South Orange County CCD
3. Michael Baldini, Napa Valley CCD
4. *Kenneth A. Brown, El Camino CCD
5. *Sally Biggin, Redwoods CCD
6. Greg Bonaccorsi, Ohlone CCD
7. Mark Evilsizer, Palomar CCD
8. Tracey Vackar, Riverside CCD
9. Michelle R. Jenkins, Santa Clarita CCD
10. Gary Chow, Mt. San Antonio CCD
11. *Linda S. Wah, Pasadena Area CCD
12. Mary Jane Sanchez, Desert CCD
13. Brigitte Davila, San Francisco CCD

* Incumbent



CCCT BOARD
NOMINATION FORM
2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Raymond Macareno DATE: February 14, 2019

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

Launch a successful marketing campaign that grips on focused, tactical, and measurable initiatives to achieve specific marketing goal of our California community colleges as it relates to visibility, credibility, and status. Continue to focus on efforts to address food and housing insecurity for community college students.

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

As a communication specialist, I hold over 20 years of experience in sales, marketing, developing print and digital materials. I wish to join/lead a task force focused on our CCC. Breaking down financial barriers is a true passion and would love to work with others to address the insecurities of the students.


CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: Raymond Macareno Date: February 14, 2019
Address: 15140 Raynette Ct.
City: Visalia Zip: 93292
Phone: 559-972-7097 559-563-3035
(home) (office)
E-Mail: raymondm@cos.edu

EDUCATION

Certificates/Degrees: Bachelor of Arts in Business Administration; Master of Business Administration

PROFESSIONAL EXPERIENCE

Present Occupation: Senior Communication Specialist, Kaweah Delta Healthcare District

Other: Publisher/Owner of Nuestro Tiempo Publishing & Promotions, Executive Director of Tulare & Kings Hispanic Chamber of Commerce

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Visalia - College of the Sequoias
Years of Service on Local Board: less than one year
Offices and Committee Memberships Held on Local Board: COS Foundation

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

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

CIVIC AND COMMUNITY ACTIVITIES

- ImagineU Children’s Museum, Board Secretary
- Rotary International, Public Relations Officer
- American GI Forum, Member
- North Side Boxing Club Foundation, Member
- Professional Latin American Association, Member
- Tulare County League of Mexican-American Women, member
- Kings Community Action Organization (Former Vice Chairman of the Board & Chair of Strategic Planning Committee)

OTHER

- Fresno State Foundation and Small Business Development Center, Lecturer and Consultant
- TKHCC Man of the Year Nominee, 2017 & 2012
- California Hispanic Chambers of Commerce Executive of the Year
- Latino Peace Officers’ Association Man of the Year
- Tulare County Hispanic Roundtable New Generation Leader Award



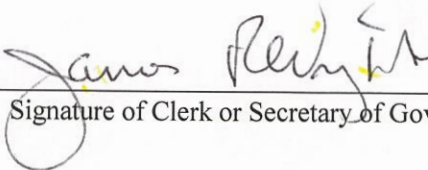
CCCT BOARD
NOMINATION FORM
2019

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

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

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



Signature of Clerk or Secretary of Governing Board

The logo features a sunburst or starburst design with numerous small dots radiating from a central point, positioned behind the text.

CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2019 along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Thomas "T.J." Prendergast
DATE: January 31, 2019

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**
Addressing no-academic barriers for our students and instituting the College Promise program.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**
My experience as an educator, a product of the community college system, parent of two students that have gone through College system, and a labor negotiator, allows me to have many different perspectives. I have been championing both the above issues in my own district for over a year now.

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Thomas "T.J." Prendergast	DATE: January 31, 2019
ADDRESS: 14741 Alder Lane	CITY & ZIP CODE: Tustin, CA 92780
PHONE: 714-417-9378	EMAIL: tprendergast@socccd.edu

EDUCATION

CERTIFICATES/DEGREES: BA History/California Teaching Credential

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: High School Teacher/Aquatics Coach
OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: South Orange County
YEARS OF SERVICE ON LOCAL BOARD: 8
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Vice President 2010-2013, President 2013-2015, Clerk 2017-2018, Presently President

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

None.

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Attended ACCT Conference in San Diego.

CIVIC AND COMMUNITY ACTIVITIES

Board member of the ACC-OC Energy and Environment Committee

OTHER



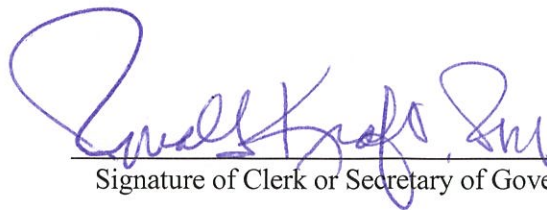
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NOMINATION FORM
2019

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Signature of Clerk or Secretary of Governing Board

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

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PERSONAL

NAME: Michael J Baldini	DATE: 15 February 2019
ADDRESS: 2430 Flagstone Drive	CITY & ZIP CODE: Napa 94558
PHONE: 707.758.3878	EMAIL: michaelbaldini@yahoo.com

EDUCATION

CERTIFICATES/DEGREES: B.S. Marketing; A.A. History; A.S. Viticulture
--

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Business Owner
OTHER: Wine Brand Owner; Wine Educator

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Napa
YEARS OF SERVICE ON LOCAL BOARD: 16 years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board Chair (3) TIMES Various Committees

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

MEMBER OF AAR NATIONAL PRICING POLICY BOARD
WJZ

CIVIC AND COMMUNITY ACTIVITIES

Board Chair Napa Valley Transportation Authority, Citizens Advisory Committee
Former Member Napa County Airport Advisory

OTHER

IMMIGRANT GRANDPARENTS = 7 I WAS NOT THE ELDEST OF MY SEVEN SIBLINGS, THOUGH FIRST TO GRADUATE FROM COLLEGE
WJZ



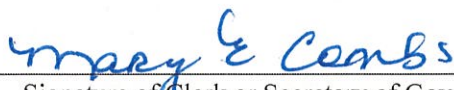
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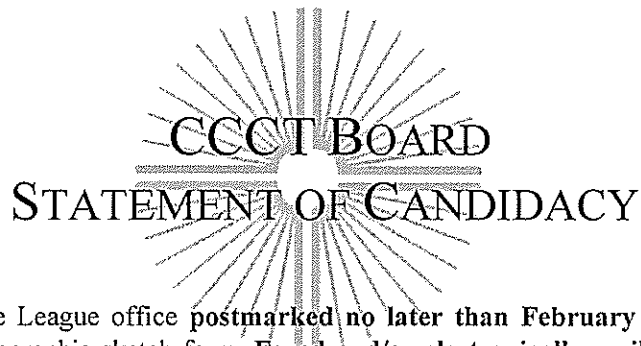
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Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Kenneth A. Brown

DATE:


January 21, 2019

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

The CCCT and League should focus on expanding opportunities and access to students. The current emphasis on student completion should not deter us from advocating non-traditional pathways to success. We should work to strengthen our strategic partnerships to ensure adequate funding for student access and success.

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

I have always worked to help California students achieve their goals no matter the venue. I have been successful in establishing relationships to help forge successful pathways via support programs, CTE and Industry partners, athletics, as well as Middle School-to-High School-to-Community College to-University/Career pipelines.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Kenneth A. Brown	DATE: January 21, 2019
ADDRESS: 7717 S. Victoria Avenue	CITY & ZIP CODE: Inglewood, CA 90305-1221
PHONE: 213-293-5362	EMAIL: kbrown@elcamino.edu

EDUCATION

CERTIFICATES/DEGREES: **BS, Physics & Computer Science, Morehouse College Atlanta; MS, Applied Physics, Clark Atlanta University Preliminary Designated Subjects Adult Education Teaching Credential**

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: **Manager Systems Engineering, Northrop Grumman Mission Systems**

OTHER: **Adjunct Professor of Physics, California State University, Dominguez Hills**

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: **El Camino Community College District**

YEARS OF SERVICE ON LOCAL BOARD: **Eight years (Appointed December 2010, Elected 2011)**

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Board President, December 2015-present
Board Vice President, 2013-15
El Camino College Foundation Board Member

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board Member, 2017 – Present
CCCT Board Second Vice-President 2019 – Present
CCLC Excellence in Trusteeship Program (ETP) Graduate
CCCT Board Financial Aid Implementation Committee
CCCT Board IEPI Change Leadership Committee
Los Angeles County Schools Trustees Association Representative
May 2015, CCCT Annual Trustees Convention Workshop Presenter "Board Members on Social Media"
November 2015, CCLC Workshop Presenter "New Frontiers in Social Media"
Technology Advisory Committee Member (2004-2011) California Department of Education
California Science Textbook Adoption Committee
California Science Curriculum Framework for Public Schools (CDE Appointment)
CCCT Convention Presenter "Board Members on Social Media"
CCLC Workshop Presenter "New Frontiers in Social Media"
Next-Generation Science Standards, Science Expert Panel Member

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

ACCT Public Policy and Advocacy Committee Appointee – 2019
Black Engineer of the Year – Modern-Day Technology Leader – 2017
Next-Generation Science Standards (NGSS), Science Expert Panel (SEP) Member
Certified USA Track & Field Official, Southern California Association - USA Track & Field

CIVIC AND COMMUNITY ACTIVITIES

El Camino College Foundation Board Member
Da Vinci Schools Advisory Board/Board of Regents Member
Century Community Charter School Board Member
Job Starts, Inc. Board Member
Inner City Youth Orchestra of Los Angeles Advisor

OTHER

National Association of University Women Hall of Fame Recipient
California Science Expert Panel Member
Featured Presenter for California Community College Trustee Conference on Excellence in Leadership
NASA/Jet Propulsion Laboratory NOVA Award for Innovation and Initiative
Sigma Pi Sigma Physics Honor Society
National Physical Science Consortium Graduate Fellow
NASA/Jet Propulsion Laboratory Graduate Scholar
Invited Delegate, National Conference of Black Physics Students
Invited Presenter to NSF's 1st Annual National Conference on Diversity in the Scientific and Technological Workforce
Invited Presenter of Research at The Fifth Annual National Physical Science Consortium (NPSC) Annual Meeting

CCCT BOARD NOMINATION FORM 2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the Redwoods
nominates Sally Biggin

Community College District
to be a candidate for the CCCT Board.

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



Signature of Clerk or Secretary of Governing Board

CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Sally Biggin

DATE:

January 19, 2019

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

- * Monitoring and increasing student centered funding formula rates
- * Promoting equitable access to seamless pathways focused on degree completion
- * Providing professional growth opportunities for Trustees and CEOs
- * Encouraging hiring practices that promote faculty diversity
- * Addressing student food and housing needs

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

- * I have served 12 years as a trustee in rural Northern California.
- * I am sensitive to the needs of diverse student populations as I have lived and worked with Native American communities for 40+ years.
- * I earned my Excellence in Trustee Program [ETP] Certificate in 2014 and am getting recertified.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Sally Biggin	DATE: January 19, 2019
ADDRESS: P O Box 1127	CITY & ZIP CODE: Hoopa, 95546
PHONE: (530)625-4736	EMAIL: sbiggin@thegrid.net

EDUCATION

CERTIFICATES/DEGREES: University of CA, Irvine (BA); Humboldt State Univ. (MA)

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Redwoods CCD Trustee

OTHER: retired SPED University Supervisor, HSU 2006-2018

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Redwoods CCD

YEARS OF SERVICE ON LOCAL BOARD: Twelve (12)

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Board President
Board Vice President
Board Clerk
Audit & Finance Committee
Foundation Board

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board Member, 2013-2019
CCCT Nominations Committee, 2018
CCCT ByLaws Committee, 2015
ACCJC Conference Advisory Committee, 2016-2017
ACSA (Assoc. of California School Administrators) Region 4, past officer
ACSA Mendocino Charter, past President; Humboldt-Del Norte Charter, past President

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

ACCT National Conference, Dallas, TX 2011
ACCT National Conference, San Francisco, CA 2009
NWPC (National Women's Political Caucus); past Board Member & Treasurer
The Ninety-Nines, Inc. International Organization of Women Pilots; past Bylaws Chair

CIVIC AND COMMUNITY ACTIVITIES

Humboldt Arts Council Advisory Board- Member
Friends of the Hoopa Library-Treasurer
Humboldt County Airport Advisory Board- past Vice Chair
Humboldt County Commission on the Status of Women- past Commissioner
KEET-TV PBS Channel 13 - past Board Member
Humboldt Botanical Gardens - Life Member
Girl Scouts of Northern California Council- past Board Member

OTHER

Paul Harris Fellow, Eureka Rotary
FAA Private Pilot Certificate-Single Engine Aircraft



CCCT BOARD
NOMINATION FORM
2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Greg Bonaccorsi

DATE:

February 11, 2019

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

It is my position that the League must continue to be a strong advocate for and coordinate its actions with other allied agencies for publicly funded California Community Colleges so that these institutions of higher education can continue to meet the demands of our ever-increasing and diverse student population.

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

My background as a public school teacher and a life-long public education advocate have prepared me well by providing the context and the connections needed to focus on meeting student needs through the goals of the CCCT Board of the League. Now is the time for action.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Greg Bonaccorsi	DATE: February 11, 2019
ADDRESS: P.O. Box 489	CITY & ZIP CODE: Fremont, 94537
PHONE: 510-813-4161	EMAIL: greg4ohlone@yahoo.com

EDUCATION

CERTIFICATES/DEGREES: BA in Biology with a Minor in Mathematics (1986) - Humboldt State University
--

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: 7th/8th Grade Science Teacher - Fremont Unified School District
OTHER: California Teachers Association Board of Directors, National Education Association Board of Directors, IISME Fellow

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Ohlone Community College District
YEARS OF SERVICE ON LOCAL BOARD: 10 Years (2008 - Present)
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Chair, Ohlone CCD Board of Trustees (2014-2015, 2018 - Present) Vice-Chair, Ohlone CCD Board of Trustees (2013-2014, 2016-2017) Member, Ohlone CCD Foundation Board (2013-2015, 2016-Present) Past Member, Ohlone CCD Audit Committee Past Member, Ohlone CCD Policy Sub-Committee Board Representative, Alameda County School Boards Association (2008-Present)

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Elected Director, California Teachers Association (CTA) Board of Directors
CTA Governance Documents Committee
CTA Policy and Organizational Development Committee
Legislative Contact to State Senator Weickowski

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Elected Past Director, National Education Association (NEA) Board of Directors
Legislative Contact to Rep. Eric Swalwell

CIVIC AND COMMUNITY ACTIVITIES

Past Member, Fremont Unified School District Financial Advisory Committee
Past Member, Fremont Youth Symphony Board of Directors
Member, League of Women Voters for Fremont, Newark, and Union City
Member (On Leave), Ohlone Wind Orchestra
Member, Tri-Cities Democratic Forum
Member, Alameda County Central Labor Council

OTHER

Who's Who Among America's Teachers (1995)
Member, The Honor Society of Phi Delta Kappa
Member, The Honor Society of Phi Kappa Phi

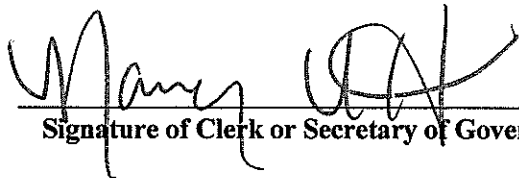
**CCCT BOARD
NOMINATION FORM
2019**

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Mark Evilsizer DATE: January 31, 2019

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

- 1) Diversity and Equity Challenges - Faculty do not mirror the diverse student demographics.
- 2) Leadership Succession Planning, Recruitment, Mentoring and Training for CEOs and Sr. Level Administrators.
- 3) Expand Student Financial Aid via CAL-Grants for food, housing and living expenses while attending CCCs.
- 4) Create Entrepreneurial Opportunities for CCCs to generate local revenue.

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

The Palomar Community College District is pro-actively pursuing solutions for the four major issues highlighted above. I can share our success with the CCCT Board to leverage best practices and replicate them statewide for all 72 community college districts.

CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: Mark Evilsizer Date: January 31, 2019
Address: 1140 W. Mission Road (President's Office)
City: San Marcos Zip: 92069
Phone: (760) 522-1154 (760) 744-1150 (x2104)
(home) (office)
E-Mail: mevilsizer@palomar.edu

EDUCATION

Certificates/Degrees: MA, Executive Management - Claremont Graduate University
BS, Business Administration - University of Redlands

PROFESSIONAL EXPERIENCE

Present Occupation: Retired, Aerospace Analyst - Northrop Grumman Corporation
Other: Management Consultant, Project Manager, Industrial Engineer

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Palomar CCD
Years of Service on Local Board: 16 Years
Offices and Committee Memberships Held on Local Board: Board President (4 times); Board Vice President & Secretary (4 times each); Real Estate & Finance Committees

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.)

- Member, CCLC Advisory Cmte on Educational Services (ACES)
- Past President and current Treasurer, CA Assn. of Latino Cmty. College Trustees and Administrators (CALCCTA)
- Presenter at state and national conferences
- HACU Member
- NALEO Member
- Numerous ACCT conferences

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.):

ACCT Member, Latino Trustee Caucus Member

Member, Hispanic Association of Colleges and Universities (HACU)

Member, National Association of Latino Elected Officials (NALEO)

CIVIC AND COMMUNITY ACTIVITIES

Founding Board Member & Treasurer - Encuentros Leadership, a 501c3 Nonprofit;

Delegate, San Diego & Imperial Counties Community College Alliance (SDICCA)

Member, Latino Advisory Committee - San Diego County Office of Education

Director, Encuentros Leadership Engineering Academy at UC San Diego

OTHER

2011 - Volunteer of the Year, Northrop Grumman Aerospace Sector

2012 - Community Service Awardee, Hispanic Engineers National Achievement
Awards Conference (HENAAC)



CCCT BOARD
NOMINATION FORM
2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



Signature of Clerk or Secretary of Governing Board

BILL HEDRICK, SECRETARY, RCCD BOARD OF TRUSTEES



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Tracey Vackar DATE: 2/13/19

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

In the next two years, CCCT and the League should concentrate on implementing
and scaling Guided Pathways, improving strong workforce programs, closing the
achievement gap and supporting programs that increase student equity and student
success.

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

To support CCCT, I bring experience as an educator and administrator in both
secondary and post-secondary (adult) education and embrace system alignment
for early college access/credit, curriculum design, support systems for student
success, accountability systems, data systems on performance outcomes, and
advocate for improved student support services.

CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: Tracey Vackar Date: 2/13/19
Address: 3801 Market Street
City: Riverside Zip: 92501
Phone: 951-533-5533 951-222-8801
(home) (office)
E-Mail: Tracey.Vackar@gmail.com

EDUCATION

Certificates/Degrees: M.A. Administrative Leadership, CSU San Bernardino; B.S. Southern Workforce Education, Illinois University; California Teaching Credentials; Administrative Business & Finance, Education & Family Human Services

PROFESSIONAL EXPERIENCE

Present Occupation: Executive Director of College, Careers, Economic Development Fontana Unified School District (2013 - present)

Other: Part-Time Faculty, CTE Teaching Credential Program, CSU San Bernardino (present)
Riverside County Office of Education - Classified Employee, Secondary Teacher and School Administrator (1991-2013)

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Riverside Community College District

Years of Service on Local Board: 4

Offices and Committee Memberships Held on Local Board: President: two years;
Vice President: 1 year; Secretary: 1-year; Chair of Teaching & Learning Committee,
Co-Chair for the Chancellor Search Committee; and Chair of Goal Setting

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.*) Desert/Inland Empire Regional CTE Consortium (2013-present)

Member, Council on Occupational Education Accreditation Committee

Member, Western Association of Schools & Colleges, AB286 Consortium

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

ACCT Workshop Presenter, Chancellor President Search 2019

ACCT Workshop Presenter, Math Entrance Options for Success 2017

Moreno Valley Unified School District Board Trustee Member/Officer 22 years

CIVIC AND COMMUNITY ACTIVITIES

Member, Chamber of Commerce - Riverside, Moreno Valley, Corona, Norco,

Jurupa Valley and Fontana

Chairperson/Facilitator, Regional Industry Advisory Meetings (2005-present)

Co-Chair, San Bernardino County Superintendent of Schools Work Based Learning Vision

Member, Inland Empire Executive Committee Brookings Institute Report

Chair/Member, Workforce Development Board Youth Council (2008-2014)

OTHER

Numerous Workforce Related Task Forces

Work Experience and Work Based Learning Committees

Program External Auditor/Reviewer, CSU CTE programs

Grant Writer CTE, Workforce Development and Adult Education

Curriculum Designer

Custodian of Records/Transcripts

Federal Financial Aid Training



CCCT BOARD
NOMINATION FORM
2018

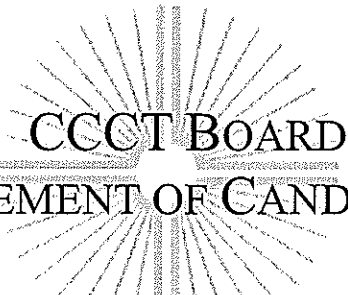
Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the SANTA CLARITA Community
College District nominates MICHELE R. JENKINS to be a
candidate for the CCCT Board.

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


Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**


CANDIDATE'S NAME: Michele Jenkins
DATE: February 13, 2019

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

Monitoring of the funding formula proposals
Insure equitable distribution of base dollars
Supporting the certificate & degree program development based on future job growth sectors
Advocating for all college districts to increase their student base
Advocating for increased hiring of staff & faculty that reflect the diversity of our students

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

California Community College historical knowledge as a former student, lengthy tenure as a trustee in a very successful, innovative district and previous service on the CCCT and League Boards
Highly skilled at working collaboratively to reach the best decisions for our students, community and businesses
Dedication to community colleges



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Michele Jenkins	DATE: February 13, 2019
ADDRESS: 25243 Running Horse Road	CITY & ZIP CODE: Newhall, CA 91321
PHONE: 661-618-6847	EMAIL: michele.jenkins@canyons.edu

EDUCATION

CERTIFICATES/DEGREES: AA, College of the Canyons; BA UCLA; MA Univ. of North Dakota

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Medical Office Administrator
OTHER: Personnel/Human Resources Manager

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Santa Clarita (College of the Canyons)
YEARS OF SERVICE ON LOCAL BOARD: 34 1/2 years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Multiple terms as President, Vice President and Clerk Currently Vice President

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board, League Board, present at multiple conferences on a variety of topics such as Board CEO Relations; Role of the Board of Trustees; currently serving on the Educational Services Committee for trustee skill development; assistance in the establishment of the Excellence in Trusteeship Program (ETP); 2nd trustee in the state to achieve ETP certification.
Co-Founder of the Santa Clarita Valley League of Women Voters
Active member of Santa Clarita branch, American Association of University Women

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Attendance and workshop presenter at ACCT conferences; attendance at AAUW conferences; Soroptimist member; Zonta support

CIVIC AND COMMUNITY ACTIVITIES

Regular attendance at local community advisory committee representing the area of the Santa Clarita Valley in which I reside
Active participant in League of Women Voters educational programming on importance of voting; facilitator for educational forums on ballot measures
Financial contributor to a variety of local non-profit organizations

OTHER

As a lifetime member of the UCLA Alumni Association service as a reviewer and interviewer for scholarship applications of UCLA students including community college transfers



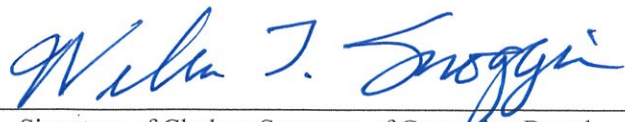
CCCT BOARD
NOMINATION FORM
2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Gary Chow

DATE:

January 9, 2019

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

I believe the major issues revolve around implementing the requirements of AB705 and reducing the cost of books for our students. In addition, it is imperative that the community colleges request funding from the State to reduce our growing pension liabilities.

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

My technical background as a CPA will complement the skills of the other Board members by providing a practical fiscal perspective on how to resolve the challenges facing our community college system.



**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Gary Chow	DATE: January 9, 2019
ADDRESS: 880 Bridgewater Lane	CITY & ZIP CODE: Walnut 91789
PHONE: 626.806.1746	EMAIL: gchow@earthlink.net

EDUCATION

CERTIFICATES/DEGREES: BA Sociology, UCLA
--

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Registered Investment Advisor
OTHER: Certified Public Accountant

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Mt. San Antonio CCD
YEARS OF SERVICE ON LOCAL BOARD: 7 months
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Appointed to the board litigation committee in July, 2018. Was able to bring the plaintiff and the college to a settlement agreement which is projected to be resolved in February, 2019. Another additional assignment is to negotiate and draft the terms of settlement on a second lawsuit with the City of Walnut on issues pertaining to land use.

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

None

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

None

CIVIC AND COMMUNITY ACTIVITIES

Chair of the bond oversight committee for the WVUSD for Measure WV, a \$152 million K-12 bond issue.

Provided facilities for Measure GO, a successful \$750 million bond measure for Mt SAC passed in November, 2018.

Founding board member of the SGV Charitable Foundation, a 501(c)(3) non profit which provides funding for Boy Scouts, U.S. Military families and educational institutions.

OTHER

2018 Boy Scouts of America Silver Beaver Award for volunteer work with the Greater Los Angeles Area Council.

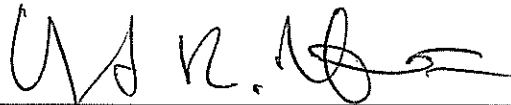
CCCT BOARD NOMINATION FORM 2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the Pasadena Area Community College District
nominates Linda S. Wah to be a candidate for the CCCT Board.

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



Signature of Clerk or Secretary of Governing Board



CCCT BOARD

STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Linda S Wah

DATE:

1/7/19

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

- Advocacy for Budget and Funding Formula Using Right Metrics
- Affordability and Needed Financial Aid Resources for Student Success
- Strong Workforce
- Strong Guided Pathways
- Legislative Advocacy for Policies and Support to ensure Student Success
- Trustee Leadership Training & Development

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

I have served on 3 major task forces under the Chancellor's Office and have successfully represented Trustees' positions to influence policy. I am currently chairing the CCLC Financial Aid Task Force to further identify important changes for Student Success Initiatives

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Linda S Wah	DATE: 1/7/19
ADDRESS: 1570 E Colorado Blvd	CITY & ZIP CODE: Pasadena, CA 91106
PHONE: 626-799-5332	EMAIL: lswah@pasadena.edu

EDUCATION

CERTIFICATES/DEGREES: BS/BIS; MBA/MIS

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Retired Technology Professional

OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Pasadena Area CCD

YEARS OF SERVICE ON LOCAL BOARD: 8

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Past President/Officer - Board of Trustees
Past Chair/Member - Policies/Procedures
Past Chair/Member - Board Evaluation (ad hoc)
Chair - Legislative Advocacy
Member/Past President - Los Angeles County School Trustees Association
Member - Los Angeles County Committee
Member - President's Asian American Pacific Islander Advisory
Member - CCLC
Member - Measure P Oversight Committee
Member - Educational MP/Facilities MP Committee

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

President Elect - CCCT Board
Co-Founder - CCCT Asian Pacific Islander Caucus
Co-Founder - CCCT Joint Caucus
Trustee Rep - Accreditation Team for West Hills CCD
Trustee Rep - Chancellor's Strong Workforce
Trustee Rep - Chancellor's Simplified Metrics
Trustee Rep - Chancellor's Institutional Effectiveness Partnership Initiatives
Chair - CCLC Financial Aid Task Force
Trustee Rep - CCLC Affordability Task Force
Member - CCLC ACCT Endorsement Committee

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Member - ACCT Pacific Region Representative
Member - ACCT Asian Pacific Islander Native American Caucus

CIVIC AND COMMUNITY ACTIVITIES

CSULA President's Circle
CSULA Business School Advisory
CSULA Friends of Charter College of Education
San Marino USD WASC Community Rep
San Marino Rotary

OTHER

Advisory Board - Chinese American Museum of Los Angeles
Mentor - Executive Service Corporation for Non Profit Organizations
PAC VP - National Women's Political Caucus
Past Board Member - Women Involved in South Pasadena Political Action



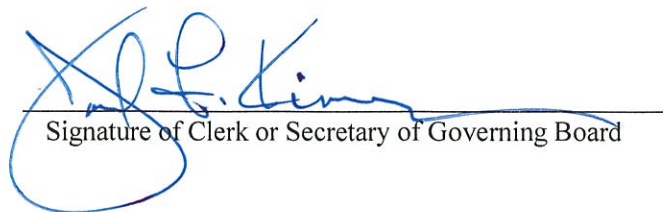
CCCT BOARD
NOMINATION FORM
2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:
Mary Jane Sanchez

DATE:
2/14/19

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

Education=Solutions.

The Major issues the CCCT and League should address in the next 2years are:

1. AFFORDABILITY, FOOD, TRANSPORTATION & HOUSING ACCESS

• Helping Students Meet Their Basic Needs

Districts with Public and private partnership can create more sustainable and effective partnerships to address students'

2. FINANCIAL AID

Ca Grants can cover a student's total

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

I can contribute to these areas because I am experience and committed individual who stands for Educational Justice Under my tenure I have been awarded several national and state awards for spearheading successful and sustainable programs:

1. District food pantry and meal plans programs for our student/homeless population.

2 2 year Tuition college free program

3. Free Transportation for ALL students

I Stand for Results Not Talk

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

NAME: Mary Jane Sanchez M.A	DATE: 2/14/19
ADDRESS: 43-500 Monterrey	CITY & ZIP CODE: Palm Desert CA 92263
PHONE: 760-619-7671	EMAIL: msanchez@collegeofthedeser

EDUCATION

CERTIFICATES/DEGREES: **BA- UC Berkeley, MA Golden Gate University, Certifica**

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: **Professor/Caregiver**

OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: **Desert Community College District**

YEARS OF SERVICE ON LOCAL BOARD: **7 years**

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Board Director-Riverside County RDA Oversight Committee for the City of Desert Hot Spring and the City of Indio
 Board Director-College of the Desert Financing Corporation
 President - LULAC Inland Empire Chapter 3160
 Member-Native Sons of California
 Rotary Intl
 Member -American Association of University Women
 Union Member UFW Local
 Member Desert Hot Springs and Indio Women's Club,
 Member Hispanic Chamber Of Commerce CA,

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Executive Officer - California Democratic Party
Treasurer Chicano Latino Caucus : CA Democratic Party 2016-President
National Delegate 36 Congressional District-DNC
State Delegate - Riverside County Central Committee
State of California Whip-Hilary for America Campaign

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

AACT -Bylaws committee

CIVIC AND COMMUNITY ACTIVITIES

2018 Citizen of Achievement -League of Women Voters
2013 Presidential Volunteer Service Award in Higher Education- President Obama
2013 42nd District Women of Distinction in Higher Education
2012 and 2018 National Delegate of 36 Congressional District,
2012 Volunteer of the Year Region 19 CDP
2011 Community Service Award from Assemblyman Manuel Perez
2011 Community Service Award-Riverside County Registrar of Voters
2011 Elected Official of the Year –Veterans for Peace

OTHER

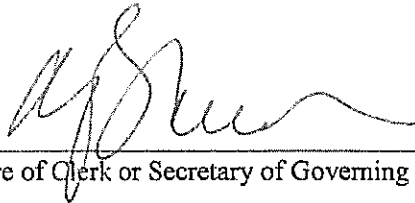
CCCT BOARD
NOMINATION FORM
2019

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the San Francisco _____ Community College District
nominates Dr. Brigitte Davila _____ to be a candidate for the CCCT Board.

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



Signature of Clerk or Secretary of Governing Board

CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2019** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Brigitte Davila DATE: 2/14/19

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

- Increase accessibility for all students through Debt-Free College programs.
- Address faculty/staff/student housing issues as equity issues in many parts of California.
- Support Latino college completion rates through programs to close the achievement gap.
- Develop flexible programs that respond to workforce needs as well as provide pathways to further education.

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

- My experience listed below informs my policy decisions:
- Teaching at SFSU for 25 years (College of Ethnic Studies)
 - Membership in a faculty union (CFA)
 - Fighting for equitable funding for higher education
 - Raised in working-class Chicano neighborhood and first-generation college student
 - Legal/policy background from UC Berkeley

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2019**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: Brigitte Davila Date: 2/14/19
Address: 8 Colonial Way, #7 ,
City: San Francisco Zip: 94112
Phone: Cell: 415-531-9743 same
(home) (office)
E-Mail: bdavila@ccsf.edu

EDUCATION

Certificates/Degrees: Bachelor of Arts, Rhetoric, University of California, Berkeley
Juris Doctor, Berkeley Law (Boalt), University of California, Berkeley

PROFESSIONAL EXPERIENCE

Present Occupation: I have been teaching policy and government classes in the
College of Ethnic Studies at San Francisco State University for
the last 25 years

Other: Previous to my teaching experience, I worked as an Associate Attorney.

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: San Francisco Community College District (City College)

Years of Service on Local Board: I have just started my second term (5 years)

Offices and Committee Memberships Held on Local Board: _____

Past President of Board Of Trustees (CCSF)

Representative to Balboa Reservoir Citizen Advisory Committee

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

Hopefully, the CCCT Board in the future.

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

~~ACCT Northern California Coordinator~~
~~ACCT Board Liaison to 2019 ACCT National Congress Planning Committee~~
~~Hispanic Association of Colleges and Universities (HACU)~~

CIVIC AND COMMUNITY ACTIVITIES

Alpha Partial List of organizations I have participated in: _____

~~Coleman Advocates for Families and Children~~
~~California Teachers Association~~
~~California Democratic party~~
~~Harvey Milk LGBTQ Democratic Club~~
~~Mission Terrace Improvement Association~~
~~San Francisco District 11 Democratic Club~~
~~San Francisco District 11 Council~~
~~San Francisco Latino Democratic Club~~

OTHER

~~San Francisco State University Academic Senate 2008 - 15~~
~~California Faculty Association, SFSU Chapter Board Member 2008 - 2013~~
~~Higher Ed Representative to California Teacher's Association State Council~~
~~2010 - 2013~~

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Second Reading and Consideration of Adoption: Proposed Revisions to Board Policies

ACTION

It is recommended that the Board of Trustees adopt updates to board policies, as reviewed by the Board at its March 20 meeting, during this second reading and adoption.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

In accordance with [Board Policy 2410 – Policy and Administrative Procedure](#), the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. The next site visit is scheduled for Spring 2020.

Approximately 350 board policies and administrative procedures are organized into seven chapters: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources. The policies and procedures are reviewed by the College Coordinating Committee before they are presented to the board to afford all constituent groups an opportunity for input, and to ensure accuracy with District practices.

In accordance with [Administrative Procedure 2410 – Policy and Administrative Procedure](#), proposed revisions and/or additions to Board policy shall be submitted to the Board of Trustees for their review and consideration as needed.

This Board reviewed proposed revisions to the following board policies at its March 20, 2019 meeting.

- BP 3250 Institutional Planning
- BP 3410 Nondiscrimination
- BP 3411 Accessibility Of Information And Communication Technology
- BP 5140 Disabled Student Programs And Services
- BP 5160 Career And Assessment Center Services

The revised policies are now ready for adoption by the Board of Trustees.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

- BP 3250 – Institutional Planning
- BP 3410 – Nondiscrimination
- BP 3411 – Accessibility of Information and Communication Technology
- BP 5140 – Disabled Student Programs and Services
- BP 5160 – Career and Assessment Center Services

General Institution

1 **BP 3250 INSTITUTIONAL PLANNING**

2 **References:**

3 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5
4 (*formerly I.B*);
5 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,
6 55510, and 56270 et seq.

7 The President/Superintendent shall ensure that the District has and implements a broad-
8 based, comprehensive, and integrated system of planning that expresses the District's
9 philosophy and mission, involves appropriate segments of the College community, and is
10 supported by institutional effectiveness research.

11 The planning system shall include plans required by law as well as plans that support the
12 goals, objectives, activities, and outcomes aligned with the college's Educational Master
13 Plan. The college will maintain a list of plans, who is involved in the plan creation, and the
14 achievement outcomes the plan will be addressing.

15 The President/Superintendent shall submit plans for which Board of Trustees approval is
16 required by Title 5 to the Board.

17 The President/Superintendent shall inform the Board of Trustees about the status of
18 planning and the various plans.

19 The President/Superintendent shall ensure the Board of Trustees has an opportunity for
20 input regarding the college's mission statement and goals for the Educational Master
21 Plan.

22 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: November 7, 2007

Dates Revised: November 18, 2013; April 3, 2019

General Institution

1 BP 3410 NONDISCRIMINATION

2 References:

- 3 Education Code, Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and 59300 et seq.;
- 5 Penal Code, Section 422.55;
- 6 Government Code, Sections 12926.1 and 12940 et seq.;
- 7 Title 2 Sections 10500 et seq.;
- 8 ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
- 9 Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

10 The District is committed to equal opportunity in educational programs, employment,
11 and all access to institutional programs and activities.

12 The District, and each individual who represents the District, shall provide access to its
13 services, classes, and programs in such a way that does not differ on the basis of ~~to~~
14 national origin, religion, age, gender, gender identity, gender expression, race or
15 ethnicity, color, medical condition, genetic information, ancestry, sexual orientation,
16 marital status, physical or mental disability, pregnancy, or military and veteran status, or
17 because he or she is perceived to have one or more of the foregoing characteristics, or
18 based on association with a person or group with one or more of these actual or
19 perceived characteristics.

20 The President/Superintendent shall establish administrative procedures that ensure all
21 members of the College community can present complaints regarding alleged violations
22 of this policy and have their complaints heard in accordance with the Title 5 regulations
23 and those of other agencies that administer state and federal laws regarding
24 nondiscrimination.

25 No District funds shall ever be used for membership, or for any participation involving
26 financial payment or contribution on behalf of the District or any individual employed by
27 or associated with it, to any private organization whose membership practices are
28 discriminatory on the basis of national origin, religion, age, gender, gender identity,
29 gender expression, race, color, medical condition, genetic information, ancestry, sexual
30 orientation, marital status, physical or mental disability, pregnancy, or military and
31 veteran status, or because he or she is perceived to have one or more of the foregoing
32 characteristics, or because of his or her association with a person or group with one or
33 more of these actual or perceived characteristics.

34 Information regarding who to contact to file a complaint is included in AP 3410 titled
35 Nondiscrimination.

36 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: November 7, 2007

Dates Revised: December 10, 2008; October 24, 2012; August 26, 2013; April 29, 2014; April 3, 2019

(Replaces former Cerritos College Policy 3029)

General Institution

1 **BP 3411 ACCESSIBILITY OF INFORMATION AND COMMUNICATION**
2 **TECHNOLOGY**

3 **References:**

- 4 36 CFR, Sections 1194.1 and 1194.2;
- 5 Government Code, Sections 7405, 11135, and 11546.7;
- 6 Title 5, Sections 59300, et seq.;
- 7 CCCCCO Information and Communication Technology and Instructional Materials
- 8 Accessibility Standard

9 Information and Communications technologies (ICT) are a the primary means by which
10 Cerritos College provides information to students, faculty, staff, and other constituents.
11 The need to ensure accessibility for all members of the campus community is critical as
12 more administrative services and learning environments are based on ICT. It is also a
13 part of the District’s ongoing commitment to establishing a barrier-free learning
14 community, or universal access, to all individuals.

15 As mandated by federal and state laws and the California Community Colleges
16 Chancellor’s Office, it is required that Cerritos College comply with Section 508
17 Standards to ensure accessibility to ICT for individuals with disabilities. The
18 President/Superintendent or designee shall act to enforce compliance with the
19 accessibility requirements of 36 CFR, Sections 1194.1 and 1194.2 and Government
20 Code Sections 7405, 11135, and 11546.7.

21 Also refer to BP 3720 and AP 3720 titled Computer and Network Use and AP 6365
22 titled Contracts – Accessibility of Information and Communication Technology.

23 Office of Primary Responsibility: President/Superintendent

Date Adopted: July 15, 2015

Date Revised: April 3, 2019

Student Services

1 BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

2 References:

3 Education Code, Sections 67310-13 and 84850;
4 Title 5, Sections 56000 et seq.

5 It is the policy of the Cerritos Community College District to maintain Disabled Student
6 Programs and Services to promote the academic success and personal enrichment of
7 students with diverse needs by facilitating equal access to educational opportunities in an
8 integrated college setting; encouraging the interaction and full participation of all students
9 with disabilities, and recognizing the importance of self-advocacy and independence in
10 such students' pursuit of their academic careers.

11 Students with disabilities shall be reasonably accommodated pursuant to federal and
12 state requirements in all applicable programs in the District. The Disabled Student
13 Programs and Services (DSPS) program shall be the primary provider for academic
14 adjustments, auxiliary aids, services, and/or instruction that facilitate equal educational
15 opportunities for students with disabilities who can profit from instruction as required by
16 federal and state laws.

17 DSPS services shall be available to students with verified disabilities and directly related
18 to the educational limitations of the verified disabilities of the student to be served. The
19 services to be provided include, but are not limited to, academic adjustments, auxiliary
20 aids, counseling, and/or educational assistance classes. However, Information and
21 Communication Technology, Instructional Materials, Instructional Programs and
22 accessible facilities represent a broader institutional responsibility because access is an
23 institutional responsibility.

24 No student with disabilities is required to participate in the DSPS program.

25 The District shall respond in a timely manner to accommodation requests involving
26 academic adjustments. The President/Superintendent shall establish a procedure to
27 implement this policy which, at a minimum, provides for an individualized review of each
28 such request, and permits interim decisions on such requests pending final resolution by
29 the appropriate administrator or designee.

30 The President/Superintendent shall ensure that the DSPS program conforms to all
31 requirements established by the relevant law and regulations.

32 Also see AP 5140 titled Disabled Student Programs and Services and BP/AP 3411
33 Accessibility of Information and Communication Technology.

34 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Dates Revised: October 24, 2012; February 5, 2014; April 3, 2019

Student Services

1 **BP 5160 CAREER AND ASSESSMENT SERVICES**

2 **References:**

3 None

4 The following services will be provided in Career and Assessment Services: assessment
5 for course placement, career testing (interests, skills, personality), career counseling
6 (career/major exploration), job search assistance, and reentry services. These services
7 will help to identify classes, training, and jobs that will be most satisfying to current or
8 former students and alumni in meeting their career or transfer goals.

9 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Date Revised: April 3, 2019

(Replaces former Cerritos CCD Policy 4200)

Business Services

1 **BP 6307 DEBT ISSUANCE AND MANAGEMENT**

2 **References:**

3 Government Code Section 8855

4 The President/Superintendent shall establish procedures to ensure the District is
5 professionally managing its debt and fulfills its annual debt issuance reporting
6 requirements to the California Debt and Investment Advisory Commission.

7 Standard operating procedures shall include:

- 8 • The purposes for which the debt proceeds will be used.
- 9 • The types of debt that will be issued.
- 10 • The relationship of the debt to, and integration with, the District's capital
11 improvement program or budget, if applicable.
- 12 • Policy goals related to the District's planning goals and objectives.
- 13 • The internal control procedures that the District has implemented, or will
14 implement, to ensure that the proceeds of the proposed debt issuance will be
15 directed to the intended use.

16 Office of Primary Responsibility: Vice President, Business Services

Date Adopted: April 3, 2019

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Second Reading and Consideration of Adoption: Proposed Board Policy 6307 – Debt Issuance and Management
--

ACTION

It is recommended that the Board of Trustees adopt proposed Board Policy 6307 – Debt Issuance and Management, as reviewed by the Board at its March 20 meeting, during this second reading and adoption.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

[Board Policy 2410 – Policy and Administrative Procedure](#) states that the board is a policy-forming body and that administrative procedures are to be issued by the President/Superintendent as statements of method to be used in implementing board policies. For new, proposed board policies, the corresponding new, proposed administrative procedures are forwarded to the board for review, if applicable, when the board conducts a first reading.

Board Policy 6307 – Debt Issuance and Management was developed to comply with requirements set forth in Government Code Section 8855. The policy states that the college will professionally manage its debt and will fulfill its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

The Board reviewed Proposed Board Policy 6307 – Debt Issuance and Management at its March 20, 2019 meeting. The new policy is now ready for adoption by the Board of Trustees.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Board Policy 6307 – Debt Issuance and Management

RESOLUTION NO. 19-0403C

**RESOLUTION OF THE GOVERNING BOARD OF THE
CERRITOS COMMUNITY COLLEGE DISTRICT
IN SUPPORT OF PROVIDING ASSISTANCE AND RESOURCES FOR
STUDENTS EXPERIENCING FOOD AND HOUSING INSECURITY**

WHEREAS, 50 percent of California community college students reported to be food insecure, 60% reported housing insecurity and 19% reported being homeless in the previous year (according to the #RealCollege survey); and

WHEREAS, food and housing insecurity has been shown to have a negative impact on student learning and success; and

WHEREAS, the Food and Housing Taskforce committee has been established at the college to better serve student's basic needs; and

RESOLVED, that the college establish a single hub for county and community based organizations to provide services to students; and

RESOLVED, that the college establish a student Basic Needs Single Point of Contact and a seamless system to link student to campus financial aid and other basic needs resources; and

RESOLVED, that college and foundation seek resources for students who are experiencing food and housing insecurity.

PASSED AND ADOPTED this 3rd day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

President

ATTEST:

Clerk