



CERRITOS COLLEGE

B O A R D B O O K

OCTOBER 19, 2016



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

CHERYL A. EPPLE BOARD ROOM

Wednesday, October 19, 2016 at 6:30 p.m. (Closed Session)
Open Session will begin at 7:30 p.m.

CALL TO ORDER:

Dr. Shin Liu, Board President

Dr. Shin Liu, Board President
Trustee Area 5

Bob Arthur, Member
Trustee Area 1

Marisa Perez, Board Vice President
Trustee Area 4

Carmen Avalos, Member
Trustee Area 2

Zurich Lewis, Board Clerk
Trustee Area 7

John Paul Drayer, Member
Trustee Area 3

Dr. Sandra Salazar, Member
Trustee Area 6

Karen F. Patron D.
Student Trustee

Dr. Jose Fierro
President/Superintendent

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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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

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

(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.

CLOSED SESSION

1. **Conference with Labor Negotiators (GC #54957.6)**

- A. Agency Representatives: Mr. Harry Joel and Mr. Steven Andelson
- B. Employee Organizations:
California School Employees Association (CSEA)

2. **Reconvene at 7:30 p.m.**

3. **Invocation**

4. **Pledge of Allegiance: Dr. Salazar**

5. **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

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.

OPEN SESSION AGENDA**6. Institutional Presentation: Recognition of Outstanding Classified Employee of the Month**

The Board of Trustees will honor Daniel Tufnell, Locker and Equipment Specialist in the Health, Physical Education, and Athletic Department, as Outstanding Classified/Confidential Employee of the Month for September 2016.

7. Institutional Presentation: Recognition of Retirees

The Board of Trustees will recognize Sue Parsons for her years of dedicated service to Cerritos College.

8. Institutional Presentation: 2016 Relay for Life of Norwalk Event by Jennifer Perez, Relay for Life of Norwalk Event Chair

Relay for Life of Norwalk will make a presentation to the Board of Trustees thanking Cerritos College for its support of the 2016 Relay for Life of Norwalk.

9. Information Item: Board Advisory Committee Activities Report

The Board of Trustees will receive a summary of Board advisory committee activities from the following:

- a. Bond Construction Advisory Committee

CONSENT CALENDAR ITEMS

Agenda Items 10-42 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.

10. New Courses and Programs, and Modifications to Existing Courses and Programs (Office of Academic Affairs)

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

11. Conference Request for Travel Outside the United States – Vancouver, British Columbia (Office of Academic Affairs)

It is recommended that the Board of Trustees approve a conference request for Connie Mayfield, full-time faculty member in the Fine Arts and Communications division, to travel to Vancouver, British Columbia from November 2, 2016 to November 6, 2016. No cost to the district.

12. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends (Office of Academic Affairs)

It is recommended that the Board of Trustees approve individual stipends totaling \$1,500 for faculty participating in the Teacher Preparation Pipeline (TPP) Grant workgroups taking place during fall 2016 semester. Funds from the Teacher Preparation Pipeline Grant will be utilized for this expenditure. No general funds will be used.

13. BSI-funded Stipends for AIME Basic Skills Initiative for Fall of 2016 (Office of Academic Affairs)

It is recommended that the Board of Trustees approve stipends for faculty who are participating in the Accelerated Instruction in Math and English (AIME) program providing math and English pathways, integrated student support, and reintegration of services that allow students to complete their developmental education sequence and college-level math and/or English in a timely manner. General funds will not be used for these stipends. Basic Skills Initiative funds will be utilized.

14. Learning Community Faculty Stipends (Office of Academic Affairs)

It is recommended that the Board of Trustees approve individual stipends totaling \$9,300 for faculty teaching in Learning Communities during the Fall 2016 semester. Funds from the Learning Community Program budget will be utilized for this expenditure.

15. Acceptance of Gifts (Office of Business Services)

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.

16. Bid No. 16P001, Multi-Purpose Fire Alarm Upgrade (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P001, Multi-Purpose Fire Alarm to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of \$417,000, which equals the Total Base Bid Amount. Funding for this project will be allocated from the GO Bond.

17. Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete to K.A.R. Construction, Inc. of Ontario, California, as the lowest responsive, responsible bidder in the amount of \$820,000, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

18. Bid No. 16P002, Shade Structures – Category 02, Landscaping (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 02, Landscaping to Pierre Landscape, Inc. of Irwindale, California, as the lowest responsive, responsible bidder in the amount of \$226,731, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

19. Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel to Anderson Charnesky Structural Steel, Inc. of Beaumont, California, as the lowest responsive, responsible bidder in the amount of \$1,808,225, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

20. Bid No. 16P002, Shade Structures – Category 04, Paint (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 04, Paint to Fix Painting Company of Woodland Hills, California, as the lowest responsive, responsible bidder in the amount of \$310,000, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

21. Bid No. 16P002, Shade Structures – Category 05, Electrical (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 05, Electrical to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of \$525,000, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

22. Reduction of Retention, Bid No. 14P006, Category 05, Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees approve the reduction of the retention withheld from 10% to 5%, in accordance with the terms and conditions of Contract No. 14P006-05 with Anderson Charnesky Structural Steel, Inc., of Beaumont, CA. The retention is currently being held in an escrow account; this project is funded by the GO Bond, and no general funds will be used.

23. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 13P032, Category 08), Best Contracting Services, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$2,537 for the Fine Arts-CIS/Math Building project. The deductive amount from Change Order No. 1 will be \$2,537, decreasing the contract amount to \$665,263. Funding will be allocated from the GO Bond.

24. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$33,618 for the Fine Arts-CIS/Math Building project. The deductive amount from Change Order No. 1 will be \$33,618, decreasing the contract amount to \$5,056,382. Funding will be allocated from the GO Bond.

25. Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 2 [Deductive Credit] in the deductive amount of \$1,279 for the Fine Arts-CIS/Math Building project. The deductive amount from Change Order No. 2 will be \$1,279, decreasing the contract amount to \$5,055,103. Funding will be allocated from the GO Bond.

26. Ratification of Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors] in the amount of \$32,446 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 3 will be \$32,446, increasing the contract amount to \$5,087,549. Funding will be allocated from the GO Bond.

27. Ratification of Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors] in the amount of \$21,131 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 4 will be \$21,131, increasing the contract amount to \$5,108,680. Funding will be allocated from the GO Bond.

28. Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$36,155 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 1 will be \$36,155, increasing the contract amount to \$3,460,971. Funding will be allocated from the GO Bond.

29. Ratification of Change Order No. 2 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 2 [Owner Added Scope] in the amount of \$5,027 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 2 will be \$5,027, increasing the contract amount to \$3,465,998. Funding will be allocated from the GO Bond.

30. Ratification of Change Order No. 3 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 3 [Owner Added Scope, Agency Driven, Errors] in the amount of \$25,377 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 3 will be \$25,377, increasing the contract amount to \$3,491,375. Funding will be allocated from the GO Bond.

31. Ratification of Change Order No. 4 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building ve (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 4 [Owner Added Scope, Agency Driven, Errors] in the amount of \$8,234 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 4 will be \$8,234, increasing the contract amount to \$3,499,609. Funding will be allocated from the GO Bond.

32. Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs (Office of Business Services)

It is recommended that the Board of Trustees ratify the agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs. Cerritos College will receive funding in the amount of \$34,698 plus travel expenses; funding is made possible through a California State Department of Education grant received by Chabot-Las Positas Community College District.

33. Contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant (Office of Business Services)

It is recommended that the Board of Trustees approve the contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant. Cerritos College will receive funding in the amount of \$38,000 to pay for the below consulting services; funding is made possible through the California Apprenticeship Initiative through the Pre-Apprenticeship Grant program.

34. Contracts under \$25,000 for the Month of August 2016 (Office of Business Services)

It is recommended that the Board of Trustees approve contracts under \$25,000 that were processed during the month of August 2016. Funding sources vary and are dependent upon the goods/services purchased.

35. Purchase Orders for the Month of August 2016 (Office of Business Services)

It is recommended that the Board of Trustees approve the purchase orders processed during the month of August 2016. Funding sources vary and are dependent upon the goods/services purchased.

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

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget adjustments will increase the ending balance of the Unrestricted General Fund.

37. Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending September 30, 2016 (Office of Business Services)

It is recommended that the Board of Trustees ratify General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the quarter ending September 30, 2016. The items are budgeted in the General Fund.

38. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2016-2017 Academic Year (Office of Human Resources)

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. No additional fiscal impact. This is budgeted in the General Fund.

39. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year (Office of Human Resources)

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list. No additional financial effect. This is budgeted in the General Fund.

40. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent (Office of Human Resources)

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.

41. Employment of Classified Managers (Office of Human Resources)

_____, College Psychologist, Student Health and Wellness, Management Salary Schedule, Grade 28, Step 1 (\$7,396.00/month)

Colleen McKinley, Director, Educational Partnerships and Programs, Educational Partnerships and Programs, Management Salary Schedule, Grade 38, Step 4 (\$11,320.00/month), effective October 31, 2016

42. Ratification of Temporary Management “Out-of-Classification” Assignment (Office of Human Resources)

It is recommended that the Board of Trustees ratify a temporary “out-of-classification” assignment for Dr. Gary Pritchard, Instructional Dean, Fine Arts & Communications, and Dr. Patricia Smith-Robbins, Director, Community Education to perform additional responsibilities effective October 1, 2016, for a period not to exceed June 30, 2017. No fiscal impact. The Dean of Academic Affairs position is vacant.

<i>INFORMATION ITEMS</i>

Agenda Items 43-46 are presented for Information Only. No action will be taken by the Board of Trustees.

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

The Board of Trustees will review the May 23, 2016, August 29, 2016, September 12, 2016, and September 26, 2016 College Coordinating Committee Minutes.

44. Information Item: Three Month Look-Ahead Schedule of RFP and RFQ Solicitations (Office of the Business Services)

This item is presented for informational purposes only.

45. Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2016 (Office of Business Services)

This item is presented for information only.

46. Information Item: Associated Students of Cerritos College (ASCC) Annual Budget for 2016-17 (Office of Student Services)

This item is presented for information only.

ADMINISTRATIVE ITEMS

Agenda Item 47 is presented as an Administrative Matter Item. Each item will be considered for individual action by the Board of Trustees.

47. Second Reading and Consideration of Adoption of Board Policy and Administrative Procedure 3440 – Service Animals

It is recommended that the Board of Trustees adopt Board Policy and Administrative Procedure 3440 – Service Animals as reviewed by the board at the October 5 board meeting, during this second reading and adoption.

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.

48. Adjournment

***The Next Regular Meeting of the Board of Trustees is set for
Wednesday, November 2, 2016 at 6:30 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 October 12, 2016 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 6

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human
Resources/Assistant Superintendent

SUBJECT: Institutional Presentation: Recognition of Outstanding Classified/Confidential Employee of the Month

ACTION

The Board of Trustees will honor Daniel Tufnell, Locker and Equipment Specialist in the Health, Physical Education, and Athletic Department, as Outstanding Classified/Confidential Employee of the Month for September 2016.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The Outstanding Classified/Confidential Employee Selection Committee named Daniel Tufnell as the recipient of the Outstanding Classified/Confidential Employee of the Month Award for September 2016.

Dan began his career at Cerritos College in 2009 as the Locker and Equipment Specialist in the Health, Physical Education, and Athletic Department, where he has always taken great pride in his work. He arrives early every day with a smile on his face ready to help students and colleagues. He is organized and efficient even with his ever changing schedule which may require him to come in on the weekend.

Dan had eleven nominations. What was most consistent about them was his dedication in maintaining a safe environment for students, his willingness to help his co-workers, and the pride he takes in his job every day.

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 10

FROM:

Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic
Affairs/ Assistant Superintendent

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

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 October 19, 2016

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Technology	Electrical and Electronic Engineering Technician Certificate of Achievement	The Engineering Technology Program at Cerritos College provides students with the theory, practical knowledge, hands-on experience and skills necessary for employment as an engineering technology technician. Through the completion of this program, students are able to gain employment to assist engineers in researching, developing, manufacturing, servicing, and maintaining a wide variety of electrical and electronic products. The program also provides a pathway from our partner high schools offering an engineering technology program. Finally, the program provides employees working in the field with opportunities for upgrading their skills and acquiring new knowledge.	September 22, 2016
New	Technology	Mechanical Engineering Design Technician Certificate of Achievement	The Engineering Technology Program at Cerritos College provides students with the theory, practical knowledge, hands-on experience and skills necessary for employment as an engineering technology technician. Through the completion of this program, students are able to gain employment to assist engineers in researching, developing, manufacturing, servicing, and maintaining a wide variety of mechanical products. The program also provides a pathway from our partner high schools offering an engineering technology program. Finally, the program provides employees working in the field with opportunities for upgrading their skills and acquiring new knowledge.	September 22, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 11

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Rick Miranda
Vice President of Academic Affairs

PREPARED BY:

Dr. Gary Pritchard
Dean of Fine Arts and Communications

SUBJECT: Consideration of Approval of Conference Request for Travel Outside the United States – Vancouver, British Colombia

ACTION

It is recommended that the Board of Trustees approve a conference request for Connie Mayfield, full-time faculty member in the Fine Arts and Communications division, to travel to Vancouver, British Colombia from November 2, 2016 to November 6, 2016.

FISCAL IMPACT

No cost to the district.

REPORT SUMMARY

Mrs. Mayfield will be attending the Society for Music Theory's Annual Conference with the American Musicological Society.

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: **October 19, 2016**

Agenda Item No.

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic
Affairs/Assistant Superintendent

PREPARED BY:

Sue Parsons
Director of Educational Partnerships
and Programs

SUBJECT:	Consideration of Approval of the Teacher Preparation Pipeline Grant (TPP) Faculty Stipends

ACTION

It is recommended that the Board of Trustees approve individual stipends totaling \$1,500 for faculty participating in the Teacher Preparation Pipeline (TPP) Grant workgroups taking place during fall 2016 semester.

FISCAL IMPACT

Funds from the Teacher Preparation Pipeline Grant will be utilized for this expenditure. No general funds will be used. The following participants are to receive stipends:

Suzanne Ashe	\$300	Mark Olague	\$300
Teresa Cheatham	\$300	Paula Pierrera	\$150
Linda Hua	\$300	Natalie Sartin	\$150

Total **\$1,500**

REPORT SUMMARY

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

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

TPP Integrative Workshop Series Presenters:

- Develop and lead presentation to Cerritos College faculty regarding integration/contextualization.

- Assist with planning and set-up for workshops.

TPP Professional Development Faculty Inquiry Group (FIG):

- Faculty will participate in a Faculty Inquiry Group (FIG) to provide curriculum alignment.
- Faculty participate in collaboration with the other members of the FIG faculty, to more deeply explore methodologies used to implement and convey the common core standards to both students and future teachers.

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: **October 19, 2016**

Agenda Item No. 13

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic
Affairs/Assistant Superintendent

PREPARED BY:

Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

SUBJECT:	Consideration of Approval of BSI-funded Stipends for AIME Basic Skills Initiative for Fall of 2016

ACTION

It is recommended that the Board of Trustees approve stipends for faculty who are participating in the Accelerated Instruction in Math and English (AIME) program providing math and English pathways, integrated student support, and reintegration of services that allow students to complete their developmental education sequence and college-level math and/or English in a timely manner.

FISCAL IMPACT

General funds will not be used for these stipends. Basic Skills Initiative funds will be utilized. Upon completion of the work, the following faculty will be eligible for stipends not to exceed the amounts listed:

Erin Cole	\$750
Ja'net Danielo	\$750
Niki Lovejoy-Robold	\$750
Bart Andreacchi	\$750
Steve Clifford	\$750
Linda Hua	\$750
Daniel Gardner	\$750
Ilva Mariani	\$750
Lynn Serwin	\$750
Joana Mootz Gonzales	\$750
Tharwat Marcos	\$750
Aemiro Beyene	\$750
Ron Farol	\$750
Ian McCance	\$750
Francie Quaas-Berryman	\$750
Angela Cho	\$750
Maria Torres	\$750
Tatiana Roque	\$750
Angie Conley	\$750
Mark Igochnikov	\$750
Anh Pham	\$750

Pilar Mata	\$750
Kayvon Sarvi	\$750
Diane Ford	\$750
Kristen Skjonsby	\$750
Total Stipends	\$18,750

REPORT SUMMARY

The College Committee on Developmental Education will sponsor several projects that support the action plan developed in response to the California Basic Skills Initiative.

During the Fall 2016 semester, faculty are coordinating their efforts to align syllabi, submit student data, and monitor and report on student progress in the AIME program. This coordination will provide information to better serve the needs of the basic skills math and English students.

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: **October 19, 2016**

Agenda Item No. 14

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic
Affairs/Assistant Superintendent

PREPARED BY:

Sue Parsons
Director of Educational Partnerships
and Programs

SUBJECT: Consideration of Approval of Learning Community Faculty Stipends

ACTION

It is recommended that the Board of Trustees approve individual stipends totaling \$9,300 for faculty teaching in Learning Communities during the Fall 2016 semester.

FISCAL IMPACT

Funds from the Learning Community Program budget will be utilized for this expenditure. The following participants are to receive stipends:

Kristine Aslanyan	\$300	Ilva Mariani	\$300
Sylvia Bello-Gardner	\$300	Valencia Mitchell	\$300
Craig Breit	\$300	Debra Moore	\$300
Dmitri Budarin	\$300	Paul Pereira	\$600
Damon Cagnolatti	\$300	Casey Piotrowski	\$300
Lora Campeau	\$300	Adriana Ramirez	\$300
Rigoberto Castro	\$300	Amanda Reyes	\$300
Teresa Cheatham	\$300	Jaclyn Ronquillo	\$300
Angela Cho	\$300	Stephanie Rosenblatt	\$300
Jan Connal	\$300	Kimberly Rosenfeld	\$300
Corina Diaz	\$300	Clara Ross	\$300
Michelle Fagundes	\$300	Natalie Sartin	\$300
Daniel Gardner	\$300	Joann Sugihara-Cheetham	\$300
Christopher Gillottee	\$300	Sukena Taibjee	\$300
Olivia Hulett	\$300	Ana Torres-Bower	\$300
James Krulic	\$300		

Total **\$9,300**

REPORT SUMMARY

Learning communities involve the intentional creation of class pairs or clusters around a common theme, public issue, or question. The same group of students is co-enrolled in two or more courses, usually from

different disciplines. Students enroll in both courses will receive a separate grade for each one. Faculty create relevant integrated assignments that encourage students to gain a deeper understanding of each course and make connections between the courses. Faculty engage students in their own learning, as well as provide them with valuable “real-world” skills. Faculty are eligible for a stipend for creation of a Learning Communities integrative assignment, a minimum of 10 hours of collaborative meetings, and communications with their Learning Communities teaching team during the semester and submission of 2 samples of student work from their Learning Communities interdisciplinary/integrated student assignment.

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: **October 19, 2016**

Agenda Item No. 15

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Acceptance of Gifts

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

The following items were received on September 2, 2016 and September 15, 2016 by the College as a donation:

For Use in the Automotive Mechanical Repair Program

- 2014 Chevrolet Traverse (VIN: 1GNKRHKD1EJ291453)

Donated by: General Motors Corp.
Attn: Mr. Matt Gooding
23649 W. Valencia Blvd.
Valencia, CA 91355

The estimated value of the above item is \$9,541.00.

- 2012 Audi A4 (VIN: WAUZZZ8K5CA000269)

Donated by: Audi of America, Inc.
Attn: Mr. Dan McGowan
2200 Ferdinand Porsche Drive
Herndon, VA 20171

The estimated value of the above item is \$1.00.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **May 18, 2016**

Agenda Item No. 16

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Bid No. 16P001, Multi-Purpose Fire Alarm Upgrade

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P001, Multi-Purpose Fire Alarm to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of \$417,000, which equals the Total Base Bid Amount.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount is \$417,000. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P001 for the Multi-Purpose Fire Alarm Upgrade project. In addition to advertisement in a local area publication, all Class B, and Class C-10 prequalified contractors were invited to provide a bid for the project; a total of forty-three contractors were contacted for this project. The project includes, but is not limited to, removing and replacing the existing fire alarm system with a new fire alarm/mass notification system and a potential upgrade of the elevator control panel at the Multi-Purpose Building, testing and tie-in to the existing fiber line.

The bid had a bid due date of September 13, 2016. The project required that contractors have a valid Class B, or Class C-10 contractors' license. The construction cost estimate for the work was approximately \$350,000.

Attendance was mandatory at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016. A combined attendance total of six contractors attended one of the two pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016.

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 16P001, Multi-Purpose Fire Alarm Upgrade

Designated Subcontractors Summary – RDM Electric Co., Inc.

Draft Contract Agreement for Bid No. 16P001 – RDM Electric Co., Inc.

Cerritos Community College District
 Bid No. 16P001
 Project: Multi-Purpose Fire Alarm Upgrade
 Bid Opening Results

Bid Due Date: September 13, 2016; 2:00 pm

	RDM Electric Co., Inc. Chino, CA	
Base Bid Amount	\$	332,000.00
Allowance Amount	\$	85,000.00
TOTAL BASE BID AMOUNT	\$	417,000.00
DELTA FROM LOWEST BID		

Cerritos Community College District
Bid No. 16P001
Project: Multi-Purpose Fire Alarm Upgrade
Designated Subcontractors Summary

Audio Associates of San Diego Chula Vista, CA						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount
Simplex Grinnell	12728 Shoemaker Ave.	Santa Fe Springs	CA	90670	Fire Alarm	\$ 151,200.00



PROJECT: Multi-Purpose Fire Alarm Upgrade / BID NO.: 16P001

DATE OF CONTRACT: October 24, 2016 / CONTRACT NO.: 16P001

DOLLAR VALUE: \$ 417,000.00

LIQUIDATED DAMAGES: \$2,500 per day

CONTRACTOR: RDM Electric Co., Inc.

TERM: 141 Calendar days

TIME FOR COMPLETION: _____

RDM Electric Co., Inc.

Address: 13867 Redwood Avenue, Chino, CA 91710

Phone: 909-591-0990

Fax: 909-591-1599

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **RDM Electric Co., Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **16P001, Multi-Purpose Fire Alarm Upgrade**

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **ONE HUNDRED FORTY-ONE (141) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

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

Four Hundred Seventeen Thousand and 00/100 Dollars

(\$ 417,000.00),

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

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

RDM ELECTRIC CO., INC.

By: _____

Title: Secretary _____

Print Name: Diane McDonnell _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 17

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Approval of Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete to K.A.R. Construction, Inc. of Ontario, California, as the lowest responsive, responsible bidder in the amount of \$820,000, which equals the Total Base Bid Amount plus Alternate No. 2.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount plus Alternate No. 2 is \$820,000. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P002 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of eighty-four prequalified contractors were contacted for this project. The project includes, but is not limited to, demolition, grading, concrete, steel, electrical, site concrete and landscaping of steel shade structures at various campus locations. This particular bid category scope of work pertains to the Demo/Grading/Site & Structural Concrete portion of the project work.

The bid category had a bid due date of September 8, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid six categories for various elements of the Project work. For Category 01 (Demo/Grading/Site & Structural Concrete), a Class A, Class B, Class C-8, Class C-12, or Class C-21 license was required. The construction cost estimate for the work was approximately \$836,000.

Attendance was optional at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016. A combined attendance total of ten contractors attended one of the two optional pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016.

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site & Structural Concrete

Designated Subcontractors Summary – K.A.R. Construction, Inc.

Draft Contract Agreement for Bid No. 16P002 – Category 01 – K.A.R. Construction, Inc.

Cerritos Community College District

Bid No. 16P002, Category 01 (Demo/Grading/Site & Structural Concrete)

Project: Shade Structures

Bid Opening Results

Bid Due Date: September 8, 2016; 2:00 pm

	K.A.R. Construction, Inc. Ontario, CA	
Base Bid Amount	\$	493,000.00
Allowance Amount	\$	50,000.00
TOTAL BASE BID AMOUNT	\$	543,000.00
DELTA FROM LOWEST BID		
Bid Alternates		
Additive Alternate A2 - South Garden	\$	277,000.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	\$	820,000.00
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)		

Cerritos Community College District
Bid No. 16P002 - Category 01 (Demo/Grading/Site & Structural Concrete)
Project: Shade Structures
Designated Subcontractors Summary

K.A.R. Construction, Inc. Ontario, CA						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount
Upland Contracting	1037 Sultana Ave.	Ontario	CA	91761	Rebar	\$ 107,000.00
Systems Waterproofing	2925 East Ricker Way	Anaheim	CA	92806	Joint Sealants	\$ 9,750.00



PROJECT: Shade Structures / BID NO.: 16P002

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

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

DOLLAR VALUE: \$ 820,000.00

LIQUIDATED DAMAGES: \$ 2,500 per day

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

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

K.A.R. Construction, Inc.

Address: 1306 West Brooks Street, Ontario, CA 91762

Phone: 909-988-5054

Fax: 909-983-4106

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **K.A.R. Construction, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **16P002, Shade Structures**
Category 01, Demo/Grading/Site & Structural Concrete

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **FOUR HUNDRED THIRTY-TWO (432) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

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

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

Eight Hundred Twenty Thousand and 00/100 Dollars

(\$ 820,000.00),

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

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

CONTRACTOR

K.A.R. CONSTRUCTION, INC.

By: _____

Title: President _____

Print Name: Kurt Rothweiler _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 18

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Approval of Bid No. 16P002, Shade Structures – Category 02, Landscaping

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 02, Landscaping to Pierre Landscape, Inc. of Irwindale, California, as the lowest responsive, responsible bidder in the amount of \$226,731, which equals the Total Base Bid Amount plus Alternate No. 2.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount plus Alternate No. 2 is \$226,731. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P002 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of eighty-four prequalified contractors were contacted for this project. The project includes, but is not limited to, demolition, grading, concrete, steel, electrical, site concrete and landscaping of steel shade structures at various campus locations. This particular bid category scope of work pertains to the Landscape portion of the project work.

The bid category had a bid due date of September 8, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid six categories for various elements of the Project work. For Category 02 (Landscape), a Class C-27 license was required. The construction cost estimate for the work was approximately \$228,000.

Attendance was optional at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016. A combined attendance total of ten contractors attended one of the two optional pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016.

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 16P002, Shade Structures – Category 02, Landscape

Designated Subcontractors Summary – Pierre Landscape, Inc.

Draft Contract Agreement for Bid No. 16P002 – Category 02 – Pierre Landscape, Inc.

Cerritos Community College District
 Bid No. 16P002, Category 02 (Landscape)
 Project: Shade Structures
 Bid Opening Results

Bid Due Date: September 8, 2016; 2:00 pm

	Pierre Landscape, Inc. Irwindale, CA	Marina Landscape, Inc. Orange, CA	Preferred Landscape, Inc. Artesia, CA
Base Bid Amount	\$ 104,744.00	\$ 120,500.00	\$ 130,000.00
Allowance Amount	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
TOTAL BASE BID AMOUNT	\$ 129,744.00	\$ 145,500.00	\$ 155,000.00
DELTA FROM LOWEST BID		\$ 15,756.00	\$ 25,256.00
Bid Alternates			
Additive Alternate A2 - South Garden	\$ 96,987.00	\$ 101,000.00	\$ 96,000.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	\$ 226,731.00	\$ 246,500.00	\$ 251,000.00
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)		\$ 19,769.00	\$ 24,269.00

Cerritos Community College District
Bid No. 16P002 - Category 02 (Landscape)
Project: Shade Structures
Designated Subcontractors Summary

Pierre Landscape, Inc. Irwindale, CA						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount

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



PROJECT: Shade Structures / BID NO.: 16P002

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

BID CATEGORY: 02, Landscaping

DOLLAR VALUE: \$ 226,731.00

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: Pierre Landscape, Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

Pierre Landscape, Inc.

Address: 5455 2nd Street, Irwindale, CA 91706

Phone: 626-587-2121

Fax: 626-513-2220

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **Pierre Landscape, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **16P002, Shade Structures**
Category 02, Landscape

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **FOUR HUNDRED THIRTY-TWO (432) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-27 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9,

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

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

Two Hundred Twenty-Six Thousand Seven Hundred Thirty-One and 00/100 Dollars

(\$ 226,731.00),

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

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

CONTRACTOR

PIERRE LANDSCAPE, INC.

By: _____

Title: President _____

Print Name: Joseph J. Lowden, III _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 19

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Approval of Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel to Anderson Charnesky Structural Steel, Inc. of Beaumont, California, as the lowest responsive, responsible bidder in the amount of \$1,808,225, which equals the Total Base Bid Amount plus Alternate No. 2.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount plus Alternate No. 2 is \$1,808,225. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P002 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of eighty-four prequalified contractors were contacted for this project. The project includes, but is not limited to, demolition, grading, concrete, steel, electrical, site concrete and landscaping of steel shade structures at various campus locations. This particular bid category scope of work pertains to the Shade Structure Steel portion of the project work.

The bid category had a bid due date of September 8, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid six categories for various elements of the Project work. For Category 03 (Shade Structure Steel), a Class C-51 license was required. The construction cost estimate for the work was approximately \$2,200,000.

Attendance was optional at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016. A combined attendance total of ten contractors attended one of the two optional pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016.

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel

Designated Subcontractors Summary – Anderson Charnesky Structural Steel, Inc.

Draft Contract Agreement for Bid No. 16P002 – Category 03 – Anderson Charnesky Structural Steel, Inc.

Cerritos Community College District
 Bid No. 16P002, Category 03 (Shade Structure Steel)
 Project: Shade Structures
 Bid Opening Results

Bid Due Date: September 8, 2016; 2:00 pm

	Anderson Charnesky Structural Steel Beaumont, CA	RND Contractors, Inc. Fontana, CA	Junior Steel Co. Gardena, CA
Base Bid Amount	\$ 1,360,000.00	\$ 1,894,257.00	\$ 2,150,500.00
Allowance Amount	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL BASE BID AMOUNT	\$ 1,410,000.00	\$ 1,944,257.00	\$ 2,200,500.00
DELTA FROM LOWEST BID		\$ 534,257.00	\$ 790,500.00
Bid Alternates			
Additive Alternate A2 - South Garden	\$ 398,225.00	\$ 684,667.00	\$ 690,000.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	\$ 1,808,225.00	\$ 2,628,924.00	\$ 2,890,500.00
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)		\$ 820,699.00	\$ 1,082,275.00

Cerritos Community College District
Bid No. 16P002 - Category 03 (Shade Structure Steel)
Project: Shade Structures
Designated Subcontractors Summary

Pierre Landscape, Inc.
Irwindale, CA

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

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



PROJECT: Shade Structures / BID NO.: 16P002

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

BID CATEGORY: 03, Shade Structure Steel

DOLLAR VALUE: \$ 1,808,225.00

LIQUIDATED DAMAGES: \$2,500 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223

Phone: 951-769-5700

Fax: 951-769-5701

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **16P002, Shade Structures**
 Category 03, Shade Structure Steel

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **FOUR HUNDRED THIRTY-TWO (432) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-51 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9,

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

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

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

(\$ 1,808,225.00),

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

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

CONTRACTOR

ANDERSON CHARNESKY STRUCTURAL STEEL, INC.

By: _____

Title: President _____

Print Name: Kevin Charnesky _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 20

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Approval of Bid No. 16P002, Shade Structures – Category 04, Paint

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 04, Paint to Fix Painting Company of Woodland Hills, California, as the lowest responsive, responsible bidder in the amount of \$310,000, which equals the Total Base Bid Amount plus Alternate No. 2.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount plus Alternate No. 2 is \$310,000. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P002 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of eighty-four prequalified contractors were contacted for this project. The project includes, but is not limited to, demolition, grading, concrete, steel, electrical, site concrete and landscaping of steel shade structures at various campus locations. This particular bid category scope of work pertains to the Paint portion of the project work.

The bid category had a bid due date of September 8, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid six categories for various elements of the Project work. For Category 04 (Paint), a Class C-33 license was required. The construction cost estimate for the work was approximately \$265,000.

Attendance was optional at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016. A combined attendance total of ten contractors attended one of the two optional pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016.

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 16P002, Shade Structures – Category 04, Fix Painting Company
Designated Subcontractors Summary – Fix Painting Company
Draft Contract Agreement for Bid No. 16P002 – Category 04 – Fix Painting Company

Cerritos Community College District
Bid No. 16P002, Category 04 (Paint)
Project: Shade Structures
Bid Opening Results

Bid Due Date: September 8, 2016; 2:00 pm

	Fix Painting Company Woodland Hills, CA	GDL Best Contractors, Inc. Whittier, CA
Base Bid Amount	\$ 250,000.00	\$ 365,000.00
Allowance Amount	\$ 25,000.00	\$ 25,000.00
TOTAL BASE BID AMOUNT	\$ 275,000.00	\$ 390,000.00
DELTA FROM LOWEST BID		\$ 115,000.00
Bid Alternates		
Additive Alternate A2 - South Garden	\$ 35,000.00	\$ 75,000.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	\$ 310,000.00	\$ 465,000.00
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)		\$ 155,000.00

Cerritos Community College District
Bid No. 16P002 - Category 04 (Paint)
Project: Shade Structures
Designated Subcontractors Summary

Fix Painting Company Woodland Hills, CA						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount
McMillin Painting, Inc.	6185 Magnolia Ave., Suite 161	Riverside	CA	92506	Intumescent Fire-Resistive Material Application	\$ 94,900.00



PROJECT: Shade Structures / BID NO.: 16P002

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

BID CATEGORY: 04, Paint

DOLLAR VALUE: \$ 310,000.00

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: Fix Painting Company

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

Fix Painting Company

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

Phone: 818-225-0633

Fax: 818-225-0284

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **Fix Painting Company** ("Contractor") ("Agreement").

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

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

PROJECT: **16P002, Shade Structures**
Category 04, Paint

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **FOUR HUNDRED THIRTY-TWO (432) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

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

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

Three Hundred Ten Thousand and 00/100 Dollars

(\$ 310,000.00),

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

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

CONTRACTOR

FIX PAINTING COMPANY

By: _____

Title: Owner _____

Print Name: Andreas Loizu _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 21

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Approval of Bid No. 16P002, Shade Structures – Category 05, Electrical

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 05, Electrical to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of \$525,000, which equals the Total Base Bid Amount plus Alternate No. 2.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount plus Alternate No. 2 is \$525,000. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P002 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of eighty-four prequalified contractors were contacted for this project. The project includes, but is not limited to, demolition, grading, concrete, steel, electrical, site concrete and landscaping of steel shade structures at various campus locations. This particular bid category scope of work pertains to the Electrical portion of the project work.

The bid category had a bid due date of September 8, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid six categories for various elements of the Project work. For Category 05 (Electrical), a Class C-10 license was required. The construction cost estimate for the work was approximately \$594,000.

Attendance was optional at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016. A combined attendance total of ten contractors attended one of the two optional pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016.

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Bid Results for Bid No. 16P002, Shade Structures – Category 05, RDM Electric Co., Inc.
Designated Subcontractors Summary – RDM Electric Co., Inc.
Draft Contract Agreement for Bid No. 16P002 – Category 05 – RDM Electric Co., Inc.

Cerritos Community College District
Bid No. 16P002, Category 05 (Electrical)
Project: Shade Structures
Bid Opening Results

Bid Due Date: September 8, 2016; 2:00 pm

	RDM Electric Co., Inc. Chino, CA	Mel Smith Electric, Inc. Stanton, CA
Base Bid Amount	\$ 356,000.00	\$ 760,000.00
Allowance Amount	\$ 50,000.00	\$ 50,000.00
TOTAL BASE BID AMOUNT	\$ 406,000.00	\$ 810,000.00
DELTA FROM LOWEST BID		\$ 404,000.00
Bid Alternates		
Additive Alternate A2 - South Garden	\$ 119,000.00	\$ 42,600.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	\$ 525,000.00	\$ 852,600.00
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)		\$ 327,600.00

Cerritos Community College District
Bid No. 16P002 - Category 05 (Electrical)
Project: Shade Structures
Designated Subcontractors Summary

Fix Painting Company Woodland Hills, CA						
Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount

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



PROJECT: Shade Structures / **BID NO.:** 16P002

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

BID CATEGORY: 05, Electrical

DOLLAR VALUE: \$ 525,000

LIQUIDATED DAMAGES: \$ 2,500 per day

CONTRACTOR: RDM Electric Co., Inc.

TERM: 432 Calendar days

TIME FOR COMPLETION: _____

RDM Electric Co., Inc.

Address: 13867 Redwood Avenue, Chino, CA 91710

Phone: 909-591-0990

Fax: 909-591-1599

AGREEMENT FORM

This Agreement is made and entered into this **24th day of October, 2016**, by and between the **Cerritos Community College District** ("District") and **RDM Electric Co., Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **16P002, Shade Structures**
Category 05, Electrical

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **FOUR HUNDRED THIRTY-TWO (432) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$ 2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

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

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

Five Hundred Twenty Five Thousand and 00/100 Dollars

(\$ 525,000.00),

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

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

CONTRACTOR

RDM ELECITRIC CO., INC.

By: _____

Title: Secretary _____

Print Name: Diane McDonnell _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Acting VP Business Services _____

Print Name: Noorali Delawalla _____

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Approval for Reduction of Retention, Bid No. 14P006, Category 05, Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees approve the reduction of the retention withheld from 10% to 5%, in accordance with the terms and conditions of Contract No. 14P006-05 with Anderson Charnesky Structural Steel, Inc., of Beaumont, CA, for the reasons set forth below.

FISCAL IMPACT

The retention is currently being held in an escrow account; this project is funded by the GO Bond, and no general funds will be used.

REPORT SUMMARY

On December 10, 2014, the Board approved Contract No. 14P006-05 to Anderson Charnesky Structural Steel, Inc. for the construction of the Fine Arts-CIS/Math Building, Category 05. The contractor's project category scope of work consisted of Structural Steel and Miscellaneous Metals. Per the first Notice to Proceed issued, the work began on February 3, 2015, and had an original substantial completion date of November 18, 2016. The architect-engineer of record, The Hill Partnership, Inc. dba HPI Architecture, duly inspected the work and determined that the contractor's project category of work met partial substantial completion on September 6, 2016.

Pursuant to Resolution No. 12-04 as approved by the Board of Trustees on February 15, 2012, the project was determined to be substantially complex and subject to retention in the amount of 10% of the total contract price. Therefore, Contract No. 14P006-05 with Anderson Charnesky Structural Steel, Inc. required the District to withhold 10% retention.

California Public Contract Code (PCC) Section 9203 provides that the District's Board of Trustees has the discretion to approve a reduction in the amount of retention withheld if it finds that the project is more than 50% complete and satisfactory progress is being made. Section 9203 also requires the District to withhold all remaining retention until final completion and acceptance of the project by the Board of Trustees.

For the specific reasons set forth herein, the District recommends that the Board of Trustees authorize the District to execute all necessary documents with Anderson Charnesky Structural Steel, Inc. to reduce the percent of retention withheld from 10% to 5%: (1) the project is over 50% complete and satisfactory progress has been and is being made based upon mutual agreement between the District and Anderson Charnesky Structural Steel, Inc.; (2) exclusive of the 5% in retention funds proposed to remain withheld for the total contract amount, the District will withhold 150% of the value of any outstanding work to be completed and of disputed items, if any, which will ensure sufficient funds remain to complete the contractor's project category of work so that a Notice of Completion can be filed; (3) the District will reserve all rights to cure any outstanding issues to be completed to ensure final completion of the contractor's project category of work; (4) final completion and acceptance of the project, including all punchlist work and outstanding issues, is subject to the Board of Trustees approval.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Amendment No. 1 to Contract No. 14P006-05, Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05, Anderson Charnesky Structural Steel, Inc.



AMENDMENT NO. 01

To

CONTRACT NO. 14P006-05

The Agreement made and entered on **December 11, 2014** 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 **Anderson Charnesky Structural Steel, Inc.** with its principal place of business at 353 Risco Circle, Beaumont, CA 92223 ("Contractor") is **Amended** on **October 20, 2016**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated December 11, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 14P006), **Category 05** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Whereas, the District's Governing Board ("Board") previously determined that the Contractor's project category scope of work as covered by the Agreement ("Project") was substantially complex and subject to retention in the amount of ten percent (10%) of the total contract price;

Whereas, California Public Contract Code Section 9203 provides that the Board has the discretion to approve a reduction in the amount of retention withheld if it finds that the Project is more than fifty (50%) complete and satisfactory progress is being made;

Whereas, the Project's architect-engineer of record duly inspected the work on September 6, 2016, and determined that the Contractor's work was ninety-one percent (91%) complete;

Whereas, District and the Contractor desire to enter into this Amendment to reduce the amount of retention for the Project, as indicated herein;

Now therefore, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The retention amount specified in Section 9.3.4.1 of the General Conditions component of the Agreement and anywhere else where such retention is specified is hereby reduced from ten percent (10%) to five percent (5%).
2. Exclusive of the five percent (5%) in retention to remain withheld for the total amount due under the Agreement, District will withhold one hundred fifty percent (150%) of the value of any outstanding work to be completed and of disputed items, if any, which will ensure sufficient funds remain to complete Contractor's Project so that a Notice of Completion can be filed by the District.
3. District reserves all rights to cure any outstanding issues to be completed to ensure final completion of Contractor's Project.
4. Final completion and acceptance of the Project, including all punchlist work and outstanding issues, is subject to Board approval.
5. In all other respects, the Agreement is reaffirmed.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

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

**CONTRACTOR:
ANDERSON CHARNESKY STRUCTURAL
STEEL, INC.**

**CERRITOS COMMUNITY COLLEGE
DISTRICT:**

By:

Signature

Kevin Charnesky,
President

Typed or Printed Name, & Title

By:

Signature

Noorali Delawalla,
Acting Vice President of Business
Services

Typed or Printed Name, & Title



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 14P006

DATE OF CONTRACT: December 11, 2014 / CONTRACT NO.: 14P006-05

BID CATEGORY: 05, Structural Steel & Miscellaneous Metals

DOLLAR VALUE: \$5,090,000.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223
Phone: 951-769-5700
Fax: 951-769-5701

V# 0000004520

AGREEMENT

This Agreement is made and entered into this **11th day of December, 2014**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **14P006, Fine Arts-CIS/Math Building**
Category 05, Structural Steel & Miscellaneous Metals
("Project")

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

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

- 12. Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type **C-51** Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
- 13. Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
- 14. [Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]
- 15. Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Five Million Ninety Thousand and 00/100 Dollars

(\$ 5,090,000.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

Two Million Seven Hundred Seventy-Seven Thousand and 00/100 Dollars	\$2,777,500.00

CIS/Math:

Two Million Three Hundred Twelve Thousand Five Hundred and 00/100 Dollars	\$2,312,500.00

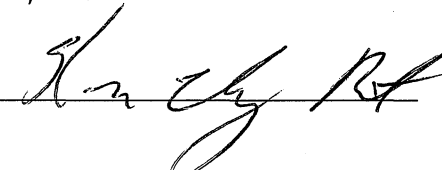
in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

ANDERSON CHARNESKY STRUCTURAL
STEEL, INC.

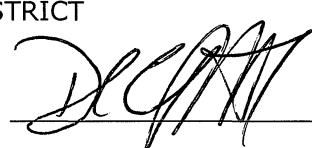
By: 

Title: President

Print Name: Kevin Charnesky

DISTRICT

CERRITOS COMMUNITY COLLEGE
DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 14P006-05

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

Date: 8/19/16

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts
Description: Modifications to steel for interior stair #2.
Reason: A request was made by the Division of State Architect (DSA) to modify the steel channel beneath the mid landing of stair #2, in order to maintain a head clearance between the bottom stair tread and bottom of mid landing.
Benefit: Provides additional head clearances above and beyond required code required clearance.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount:..... \$ 4,183.00

Time Extension: 0 Work days

Item 3.02

Building: Fine Arts
Description: Add seven (7) steel posts to accommodate framing of proposed interior low wall in Photography Classroom.
Reason: Upon review, it was requested to install additional steel posts to provide additional support of the low wall required to be framed in the classroom.
Benefit: Provides increased structural support of low wall located in classroom to the building structure.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount:..... \$8,025.00

Time Extension: 0 Work days

Item 3.03

Building: Fine Arts
Description: Additional steel base plates to two (2) steel bollards at Exterior Workyard.
Reason: Upon review, it was determined that the proposed steel bollards came in conflict with the structural footing for the Exterior Workyard. As a result, base plates were added to each bollard and embedded to provide structural support of each bollard.
Benefit: Provides embedment and sufficient support of steel bollard to the structural slab of the Workyard.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen condition

Change Amount:\$750.00

Time Extension: 0 Work days

Item 3.04

Building: Fine Arts
Description: Add two (2) 4"x 6" tube steel members to accommodate housing structure of skylight at Exterior Workyard.
Reason: Upon review, it was determined that additional steel was required to be installed in order to provide additional structural support of the proposed exterior skylight.
Benefit: Provides sufficient support for the skylight.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:\$3,024.00

Time Extension: 0 Work days

Item 3.05

Building: Fine Arts
Description: Provide additional detailing to accommodate proposed measurements of steel framing for the Fine Arts building.
Reason: Upon review, it was determined that additional detailing was needed in order to provide the required measurements, including elevations and slopes, for the steel structure throughout the building.
Benefit: Provides the necessary detailing to accommodate the precise measurements of structural steel, prior to fabrication.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:\$10,546.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Anderson Charnesky Structural Steel - Contract 14P006-05

Change Order Number: 03
Page 3 of 4

Item 3.06

Building: Fine Arts
Description: Provide additional detailing to accommodate the proposed radius of steel framing for the exterior bridge.
Reason: Upon review, it was determined that additional detailing was needed in order to provide the required steel members related to the precise radius measurements of the exterior bridge, prior to fabrication.
Benefit: Provides the necessary detailing to accommodate the precise radius and measurements of structural steel, prior to fabrication.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:.....\$5,918.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....\$32,446.00

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

CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	(34,897.00)
Net sum prior to this Change Order	\$	5,055,103.00
Amount of Change Order No. 3	\$	32,446.00
New Contract Sum	\$	5,087,549.00

Percentage of Change to Contract 0.0%

Project: Fine Arts & CIS Math
Contractor: Anderson Charnesky Structural Steel - Contract 14P006-05

Change Order Number: 03
Page 4 of 4

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

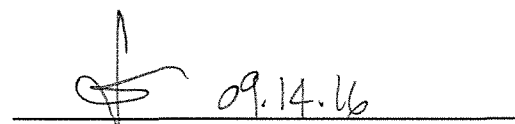
Reviewed By:


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

Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math

Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/Drywall & Plaster) prime contractor.

Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #02.

Benefit: Ensured the delayed material does not affect the construction schedule.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (1,279.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... \$ (1,279.00)

TOTAL ADDITIONAL WORKING DAYS Days: 0

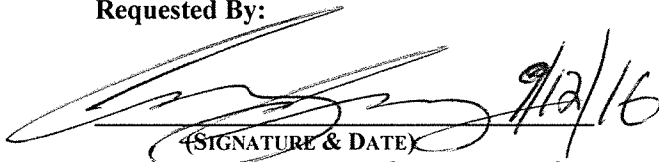
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	(33,618.00)
Net sum prior to this Change Order	\$	5,056,382.00
Amount of Change Order No. 1	\$	(1,279.00)
New Contract Sum	\$	5,055,103.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:

 9/12/16
(SIGNATURE & DATE)

ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

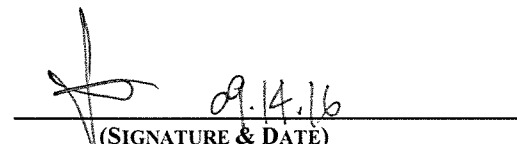
Reviewed By:


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

Reviewed By:

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

Reviewed By:

 9.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

 9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

 09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Credit to offset the cost of the additional metal clips installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11) in order to allow proper attachment of the exterior metal stud framing to steel structure. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (7,151.00)

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Additional hours were required by Sierra Lathing (BC 11) in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not have the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (8,198.00)

Time Extension: 0 Work days

Item 1.05

Building: Fine Arts
 Description: This is a credit to offset the cost of additional layer of drywall required along west elevation of building installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
 Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required to be installed by Sierra Lathing (BC 11). Reference Sierra Lathing (BC 11) Change Order #01.
 Benefit: Ensured the interior perimeter walls on west elevation are plumb.
 Requested by: Tilden-Coil Constructors, Inc.
 CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (18,269.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(33,618.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

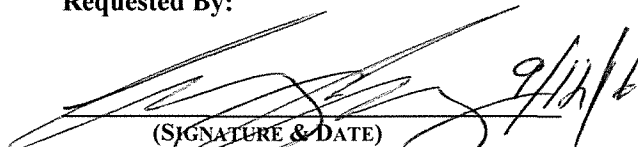
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	5,090,000.00
Amount of Change Order No. 1	\$	(33,618.00)
New Contract Sum	\$	5,056,382.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

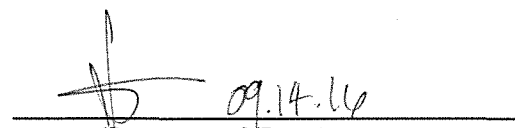
Reviewed By:


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

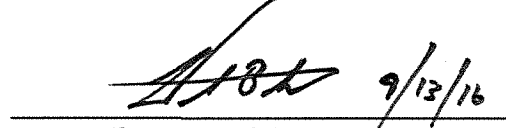
Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 14P006

DATE OF CONTRACT: December 11, 2014 / CONTRACT NO.: 14P006-05

BID CATEGORY: 05, Structural Steel & Miscellaneous Metals

DOLLAR VALUE: \$5,090,000.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223
Phone: 951-769-5700
Fax: 951-769-5701

V# 0000004520

AGREEMENT

This Agreement is made and entered into this **11th day of December, 2014**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **14P006, Fine Arts-CIS/Math Building**
Category 05, Structural Steel & Miscellaneous Metals
("Project")

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

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

- 12. Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type **C-51** Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
- 13. Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
- 14. [Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]
- 15. Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Five Million Ninety Thousand and 00/100 Dollars

(\$ 5,090,000.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

Two Million Seven Hundred Seventy-Seven Thousand and 00/100 Dollars	\$2,777,500.00

CIS/Math:

Two Million Three Hundred Twelve Thousand Five Hundred and 00/100 Dollars	\$2,312,500.00

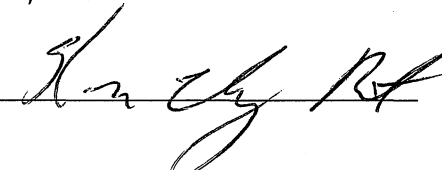
in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

ANDERSON CHARNESKY STRUCTURAL
STEEL, INC.

By: 

Title: President

Print Name: Kevin Charnesky

DISTRICT

CERRITOS COMMUNITY COLLEGE
DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 23

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 13P032, Category 08), Best Contracting Services, Inc., Fine Arts- CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$2,537 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The deductive amount from Change Order No. 1 will be \$2,537, decreasing the contract amount to \$665,263. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Best Contracting Services, Inc. of Gardena, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 08 represents the Roofing element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is \$2,537. The original contract amount approved by the Board was \$667,800. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Best Contracting Service, Inc.'s failure to properly protect the roof substrate where areas were not completed. Drywall was required to be replaced on behalf of the contractor by Sierra Lathing Co., Inc.; this can be referenced per the submitted additive Change Order No. 1 by Sierra Lathing Co., Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	October 19, 2016	(\$2,537)	-0.4%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 1 to Contract No. 13P032-08 – Best Contracting Services, Inc.
Contract No. 13P032-08 – Best Contracting Services, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-08

To: Best Contracting Services, Inc
19027 S. Hamilton Avenue
Gardena, CA 90248
Phone: 310-328-6969
Fax: 310-328-9176

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Credit to offset cost to replace drywall installed by Bid Category #11 (BC 11-Metal Stud/Drywall & Plaster) prime contractor.
Reason: Best Contracting (BC 08-Roofing) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured quality installation of drywall.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the District.

Change Amount: \$ (2,537.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(2,537.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

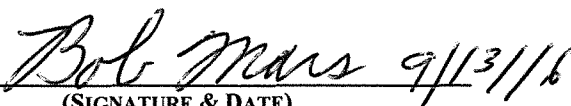
CONTRACT SUMMARY:

Original Contract Amount	\$	667,800.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	667,800.00
Amount of Change Order No. 1	\$	(2,537.00)
New Contract Sum	\$	665,263.00
Percentage of Change to Contract		-0.4%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
13 of Sept, 2016

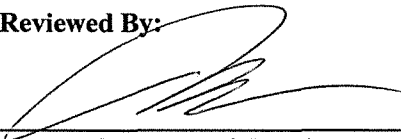
Requested By:


(SIGNATURE & DATE)
BEST CONTRACTING SERVICES, INC
MIKE WOLFE
19027 S. Hamilton Avenue
Gardena, CA 90248

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

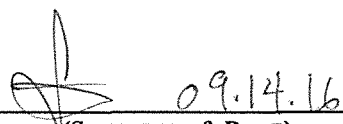
Reviewed By:


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

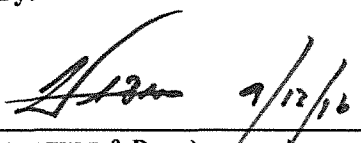
Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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



PROJECT: Fine Arts-CIS/Math Building /BID NO.: 13P032

DATE OF CONTRACT: October 2, 2014 / CONTRACT NO.: 13P032-08

BID CATEGORY: 08, Roofing

DOLLAR VALUE: \$667,800.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Best Contracting Services, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Best Contracting Services, Inc.

Address: 19027 So. Hamilton Avenue, Gardena, CA 90248
Phone: 310-328-6969
Fax: 310-328-9176

AGREEMENT

This Agreement is made and entered into this **2nd day of October, 2014**, by and between the **Cerritos Community College District** ("District") and **Best Contracting Services, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **13P032, Fine Arts-CIS/Math Building**
Category 08, Roofing
("Project")

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-39 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. **[Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]
15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Six Hundred Sixty-Seven Thousand Eight Hundred and 00/100 Dollars

(\$ 667,800.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

Four-Hundred, Ten Thousand, Nine-Hundred Dollars	\$410,900.00

CIS/Math:

Two-Hundred, Fifty-Six Thousand, Nine-Hundred Dollars	\$256,900.00

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

16. **Severability:** If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or

unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

BEST CONTRACTING SERVICES, INC.

By: 

Title: President

Print Name: Moji Tabazadeh

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT



Cerritos College

AMENDMENT NO. 01

To

CONTRACT NO. 13P032-08

The Agreement made and entered on **October 2, 2014** 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 **Best Contracting Services, Inc.** with its principal place of business at 19027 So. Hamilton Avenue, Gardena, CA 90248 ("Contractor") is **Amended on October 2, 2014**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated October 2, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 13P032), **Category 08** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Now therefore, the Parties agree as follows:

This Amendment replaces the original Baseline Schedule (14-017/018B) with the run date of June 5, 2014, ("Original Schedule") from the original bid documents with Baseline Schedule (14-017/018B-1) with the run date of October 8, 2014, ("Revised Schedule") attached hereto as Exhibit "A" for the above-referenced project.

By signing below, the undersigned ("Contractor") acknowledges that the Original Schedule is superseded and replaced by the Revised Schedule.

The Contractor acknowledges that the attached Revised Schedule contains revised Substantial Completion dates and Contractor agrees to be bound to all aspects of the Project Schedule as shown on the Revised Schedule.

The Contractor acknowledges and agrees that this Amendment adds no additional obligations, including Time or Cost (both as defined in the original bid documents), to the District for the above referenced Project.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

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

CONTRACTOR:
Best Contracting Services, Inc.

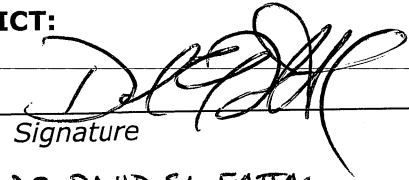
By:


Signature

Moji Tabazadeh, President
Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE
DISTRICT:

By:


Signature

DR. DAVID EL FATTAL
VICE PRESIDENT OF BUSINESS SERVICES
Typed or Printed Name, & Title

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$33,618 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The deductive amount from Change Order No. 1 will be \$33,618, decreasing the contract amount to \$5,056,382. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is \$33,618. The original contract amount approved by the Board was \$5,090,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Anderson Charnesky Structural Steel, Inc.'s delay in obtaining the perimeter steel columns which impacted the progress of exterior framing, and erecting the steel members on the west and east elevations of the Fine Arts building slightly out of tolerance. Additional man hours were required to prevent delays in the construction schedule, and additional metal clips and drywall were installed due to the steel being out of tolerance on behalf of the contractor by Sierra Lathing Co., Inc.; this can be referenced per the submitted additive Change Order No. 1 by Sierra Lathing Co., Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	October 19, 2016	(\$33,618)	-0.7%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Credit to offset the cost of the additional metal clips installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11) in order to allow proper attachment of the exterior metal stud framing to steel structure. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (7,151.00)

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Additional hours were required by Sierra Lathing (BC 11) in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not have the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (8,198.00)

Time Extension: 0 Work days

Item 1.05

Building: Fine Arts
Description: This is a credit to offset the cost of additional layer of drywall required along west elevation of building installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required to be installed by Sierra Lathing (BC 11). Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (18,269.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(33,618.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

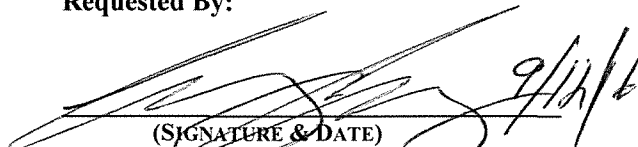
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	5,090,000.00
Amount of Change Order No. 1	\$	(33,618.00)
New Contract Sum	\$	5,056,382.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

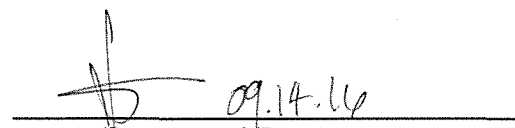
Reviewed By:


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

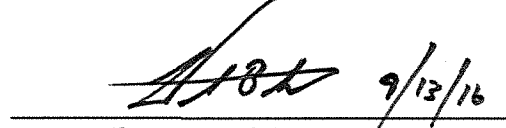
Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 14P006

DATE OF CONTRACT: December 11, 2014 / CONTRACT NO.: 14P006-05

BID CATEGORY: 05, Structural Steel & Miscellaneous Metals

DOLLAR VALUE: \$5,090,000.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223
Phone: 951-769-5700
Fax: 951-769-5701

V# 0000004520

AGREEMENT

This Agreement is made and entered into this **11th day of December, 2014**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **14P006, Fine Arts-CIS/Math Building**
Category 05, Structural Steel & Miscellaneous Metals
("Project")

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

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

- 12. Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type **C-51** Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
- 13. Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
- 14. [Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]
- 15. Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Five Million Ninety Thousand and 00/100 Dollars

(\$ 5,090,000.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

Two Million Seven Hundred Seventy-Seven Thousand and 00/100 Dollars	\$2,777,500.00

CIS/Math:

Two Million Three Hundred Twelve Thousand Five Hundred and 00/100 Dollars	\$2,312,500.00

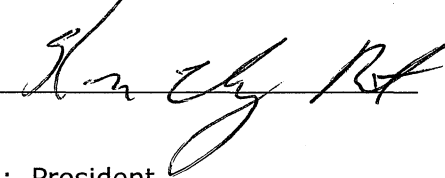
in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

ANDERSON CHARNESKY STRUCTURAL
STEEL, INC.

By: 

Title: President

Print Name: Kevin Charnesky

DISTRICT

CERRITOS COMMUNITY COLLEGE
DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 25

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 2 [Deductive Credit] in the deductive amount of \$1,279 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The deductive amount from Change Order No. 2 will be \$1,279, decreasing the contract amount to \$5,055,103. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 2 is \$1,279. The original contract amount approved by the Board was \$5,090,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to Anderson Charnesky Structural Steel, Inc.'s delay in obtaining the perimeter steel columns which impacted the progress of exterior framing on the CIS/Math building. Additional man hours were required to prevent delays in the construction schedule on behalf of the contractor by Sierra Lathing Co., Inc.; this can be referenced per the submitted additive Change Order No. 2 by Sierra Lathing Co., Inc. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	October 19, 2016	(\$1,279)	-0.7%
Pending	1	October 19, 2016	(\$33,618)	-0.7%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 2 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math

Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/Drywall & Plaster) prime contractor.

Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #02.

Benefit: Ensured the delayed material does not affect the construction schedule.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (1,279.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$ (1,279.00)**

TOTAL ADDITIONAL WORKING DAYS **Days: 0**

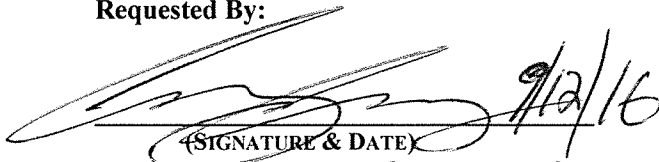
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	(33,618.00)
Net sum prior to this Change Order	\$	5,056,382.00
Amount of Change Order No. 1	\$	(1,279.00)
New Contract Sum	\$	5,055,103.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:

 9/12/16
(SIGNATURE & DATE)

ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

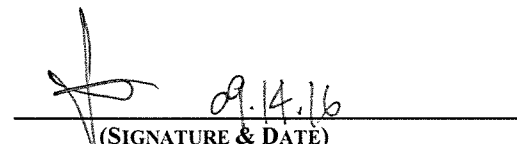
Reviewed By:


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

Reviewed By:

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

Reviewed By:

 9.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

 9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

 09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Credit to offset the cost of the additional metal clips installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11) in order to allow proper attachment of the exterior metal stud framing to steel structure. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (7,151.00)

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Additional hours were required by Sierra Lathing (BC 11) in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not have the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (8,198.00)

Time Extension: 0 Work days

Item 1.05

Building: Fine Arts
Description: This is a credit to offset the cost of additional layer of drywall required along west elevation of building installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required to be installed by Sierra Lathing (BC 11). Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (18,269.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(33,618.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

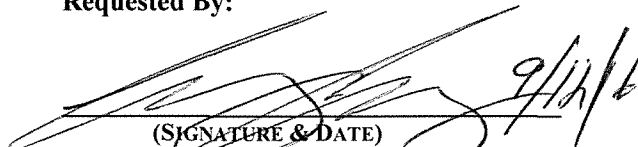
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	5,090,000.00
Amount of Change Order No. 1	\$	(33,618.00)
New Contract Sum	\$	5,056,382.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

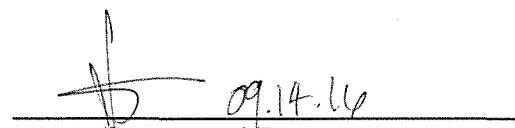
Reviewed By:


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

Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 14P006

DATE OF CONTRACT: December 11, 2014 / CONTRACT NO.: 14P006-05

BID CATEGORY: 05, Structural Steel & Miscellaneous Metals

DOLLAR VALUE: \$5,090,000.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223
Phone: 951-769-5700
Fax: 951-769-5701

V# 0000004520

AGREEMENT

This Agreement is made and entered into this **11th day of December, 2014**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **14P006, Fine Arts-CIS/Math Building**
Category 05, Structural Steel & Miscellaneous Metals
("Project")

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

- 12. Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type **C-51** Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
- 13. Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
- 14. [Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]
- 15. Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Five Million Ninety Thousand and 00/100 Dollars

(\$ 5,090,000.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

Two Million Seven Hundred Seventy-Seven Thousand and 00/100 Dollars	\$2,777,500.00

CIS/Math:

Two Million Three Hundred Twelve Thousand Five Hundred and 00/100 Dollars	\$2,312,500.00

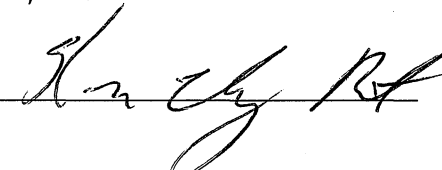
in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

ANDERSON CHARNESKY STRUCTURAL
STEEL, INC.

By: 

Title: President

Print Name: Kevin Charnesky

DISTRICT

CERRITOS COMMUNITY COLLEGE
DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 26

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors] in the amount of \$32,446 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 3 will be \$32,446, increasing the contract amount to \$5,087,549. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 3 is \$32,446. The original contract amount approved by the Board was \$5,090,000. Therefore, Change Order No. 3 is in compliance with Public Contract Code Section 20659. Change Order No. 3 is due to agency driven changes regarding modifications of the steel channel under Interior Stair No. 2 to maintain head clearance and the installation of additional steel posts to accommodate framing in the Photography Classroom in the Fine Arts Building. Unforeseen conditions consisted of the need to add steel base plates to the two steel bollards at the Exterior Workyard for structural support; Owner Added Scope changes consisted of the addition of two tube steel members to provide structural support for the proposed exterior skylight of the Fine Arts Building. To correct design errors, additional detailing was required to accommodate the proposed measurements and proposed radius of steel framing for the Fine Arts Building and the exterior bridge. Change Order No. 3 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and,

the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 3.

	Change Order	Date	Amount	Percentage of Change
Pending	3	October 19, 2016	\$32,446	0.0%
Pending	2	October 19, 2016	(\$1,279)	-0.7%
Pending	1	October 19, 2016	(\$33,618)	-0.7%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 3 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 2 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 14P006-05

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

Date: 8/19/16

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts
Description: Modifications to steel for interior stair #2.
Reason: A request was made by the Division of State Architect (DSA) to modify the steel channel beneath the mid landing of stair #2, in order to maintain a head clearance between the bottom stair tread and bottom of mid landing.
Benefit: Provides additional head clearances above and beyond required code required clearance.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount:..... \$ 4,183.00

Time Extension: 0 Work days

Item 3.02

Building: Fine Arts
Description: Add seven (7) steel posts to accommodate framing of proposed interior low wall in Photography Classroom.
Reason: Upon review, it was requested to install additional steel posts to provide additional support of the low wall required to be framed in the classroom.
Benefit: Provides increased structural support of low wall located in classroom to the building structure.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount:..... \$8,025.00

Time Extension: 0 Work days

Item 3.03

Building: Fine Arts
Description: Additional steel base plates to two (2) steel bollards at Exterior Workyard.
Reason: Upon review, it was determined that the proposed steel bollards came in conflict with the structural footing for the Exterior Workyard. As a result, base plates were added to each bollard and embedded to provide structural support of each bollard.
Benefit: Provides embedment and sufficient support of steel bollard to the structural slab of the Workyard.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen condition

Change Amount:\$750.00

Time Extension: 0 Work days

Item 3.04

Building: Fine Arts
Description: Add two (2) 4"x 6" tube steel members to accommodate housing structure of skylight at Exterior Workyard.
Reason: Upon review, it was determined that additional steel was required to be installed in order to provide additional structural support of the proposed exterior skylight.
Benefit: Provides sufficient support for the skylight.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:\$3,024.00

Time Extension: 0 Work days

Item 3.05

Building: Fine Arts
Description: Provide additional detailing to accommodate proposed measurements of steel framing for the Fine Arts building.
Reason: Upon review, it was determined that additional detailing was needed in order to provide the required measurements, including elevations and slopes, for the steel structure throughout the building.
Benefit: Provides the necessary detailing to accommodate the precise measurements of structural steel, prior to fabrication.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:\$10,546.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Anderson Charnesky Structural Steel - Contract 14P006-05

Change Order Number: 03
Page 3 of 4

Item 3.06

Building: Fine Arts
Description: Provide additional detailing to accommodate the proposed radius of steel framing for the exterior bridge.
Reason: Upon review, it was determined that additional detailing was needed in order to provide the required steel members related to the precise radius measurements of the exterior bridge, prior to fabrication.
Benefit: Provides the necessary detailing to accommodate the precise radius and measurements of structural steel, prior to fabrication.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:.....\$5,918.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....\$32,446.00

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

CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	(34,897.00)
Net sum prior to this Change Order	\$	5,055,103.00
Amount of Change Order No. 3	\$	32,446.00
New Contract Sum	\$	5,087,549.00

Percentage of Change to Contract 0.0%

Project: Fine Arts & CIS Math
Contractor: Anderson Charnesky Structural Steel - Contract 14P006-05

Change Order Number: 03
Page 4 of 4

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

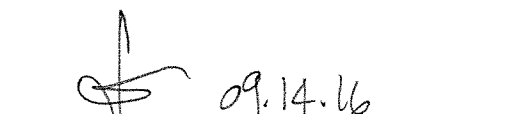
Reviewed By:


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

Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math

Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/Drywall & Plaster) prime contractor.

Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #02.

Benefit: Ensured the delayed material does not affect the construction schedule.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (1,279.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$ (1,279.00)**

TOTAL ADDITIONAL WORKING DAYS **Days: 0**

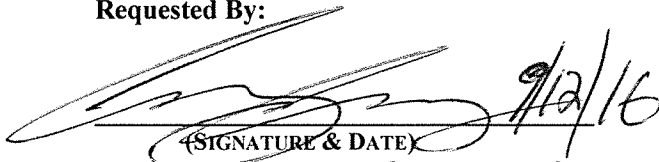
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	(33,618.00)
Net sum prior to this Change Order	\$	5,056,382.00
Amount of Change Order No. 1	\$	(1,279.00)
New Contract Sum	\$	5,055,103.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:

 9/12/16
(SIGNATURE & DATE)

ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

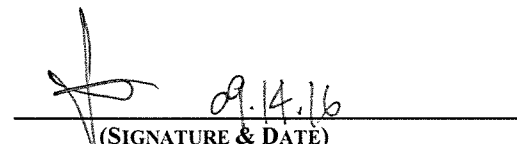
Reviewed By:


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

Reviewed By:

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

Reviewed By:

 9.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

 9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

 09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-05

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

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Credit to offset the cost of the additional metal clips installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11) in order to allow proper attachment of the exterior metal stud framing to steel structure. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (7,151.00)

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Additional hours were required by Sierra Lathing (BC 11) in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not have the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (8,198.00)

Time Extension: 0 Work days

Item 1.05

Building: Fine Arts
Description: This is a credit to offset the cost of additional layer of drywall required along west elevation of building installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required to be installed by Sierra Lathing (BC 11). Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ (18,269.00)

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$(33,618.00)**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

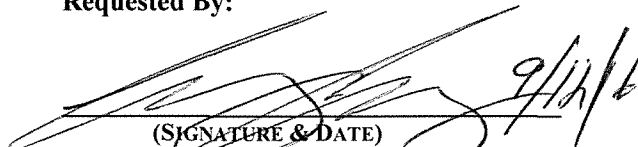
CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	5,090,000.00
Amount of Change Order No. 1	\$	(33,618.00)
New Contract Sum	\$	5,056,382.00
Percentage of Change to Contract		-0.7%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

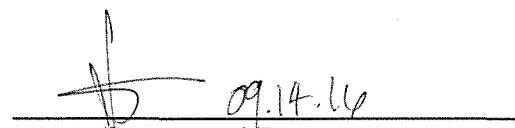
Reviewed By:


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

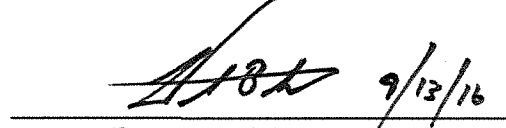
Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 14P006

DATE OF CONTRACT: December 11, 2014 / CONTRACT NO.: 14P006-05

BID CATEGORY: 05, Structural Steel & Miscellaneous Metals

DOLLAR VALUE: \$5,090,000.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Anderson Charnesky Structural Steel, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Anderson Charnesky Structural Steel, Inc.

Address: 353 Risco Circle, Beaumont, CA 92223
Phone: 951-769-5700
Fax: 951-769-5701

V# 0000004520

AGREEMENT

This Agreement is made and entered into this **11th day of December, 2014**, by and between the **Cerritos Community College District** ("District") and **Anderson Charnesky Structural Steel, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **14P006, Fine Arts-CIS/Math Building**
Category 05, Structural Steel & Miscellaneous Metals
("Project")

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

2. **The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
3. **Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
4. **Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

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

Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

- 12. Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type **C-51** Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
- 13. Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
- 14. [Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]
- 15. Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Five Million Ninety Thousand and 00/100 Dollars

(\$ 5,090,000.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

Two Million Seven Hundred Seventy-Seven Thousand and 00/100 Dollars	\$2,777,500.00

CIS/Math:

Two Million Three Hundred Twelve Thousand Five Hundred and 00/100 Dollars	\$2,312,500.00

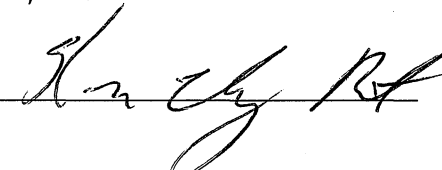
in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s).

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

ANDERSON CHARNESKY STRUCTURAL
STEEL, INC.

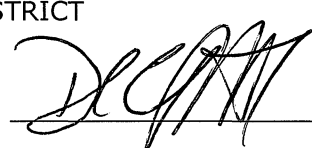
By: 

Title: President

Print Name: Kevin Charnesky

DISTRICT

CERRITOS COMMUNITY COLLEGE
DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 27

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors] in the amount of \$21,131 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 4 will be \$21,131, increasing the contract amount to \$5,108,680. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 4 is \$21,131. The original contract amount approved by the Board was \$5,090,000. Therefore, Change Order No. 4 is in compliance with Public Contract Code Section 20659. Change Order No. 4 is due to agency driven changes regarding the addition of fourteen steel posts to accommodate framing in the 2nd Floor CIS/Math Building. Owner Added Scope changes consisted of an additional gate at the roof of the CIS/Math Building along the exterior Telescope Viewing Deck; to correct design errors, additional detailing, as well as an increase to steel material, was required to accommodate the increase in steel ledger angles for the CIS/Math Building. Change Order No. 4 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 4.

	Change Order	Date	Amount	Percentage of Change
Pending	4	October 19, 2016	\$21,131	0.4%
Pending	3	October 19, 2016	\$32,446	0.0%
Pending	2	October 19, 2016	(\$1,279)	-0.7%
Pending	1	October 19, 2016	(\$33,618)	-0.7%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 4 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 3 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 2 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 04

Contract # 14P006-05

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

Date: 8/19/16

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 4.01

Building: CIS / Mathematics
Description: Add fourteen (14) steel posts to accommodate framing of proposed interior low wall along the 2nd floor CIS offices.
Reason: Upon review, it was requested to install additional steel posts to provide additional support of the low wall required to be framed in each office.
Benefit: Provides increased structural support of low wall located in each office to the building structure.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven

Change Amount: \$12,939.00

Time Extension: 0 Work days

Item 4.02

Building: CIS / Mathematics
Description: Provide one (1) additional gate at the roof of the CIS/ Math building, along the exterior Telescope Viewing Deck.
Reason: Upon review, it was determined that a gate system was required to be provided along the railing system of the telescoping viewing deck in order to provide ease of access to the west end of the roof, to allow future maintenance.
Benefit: Provides better access to the west end of the roof for future maintenance.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: \$ 3,869.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Anderson Charnesky Structural Steel - Contract 14P006-05

Change Order Number: 04
Page 2 of 3

Item 4.03

Building: CIS / Mathematics
Description: Provide additional detailing, as well as an increase to steel material, to accommodate the increase of size of steel ledger angles for the CIS/ Mathematics building.
Reason: Upon review of the shop drawings, it was determined that the steel ledger angles should be upsized from 3/8" thick to 1/2" thick. This required additional detailing/drawing
Benefit: Provides sufficient structural support of steel throughout the building.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: \$4,323.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... \$21,131.00

TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	5,090,000.00
Net change by previous Change Order	\$	(2,451.00)
Net sum prior to this Change Order	\$	5,087,549.00
Amount of Change Order No. 4	\$	21,131.00
New Contract Sum	\$	5,108,680.00

Percentage of Change to Contract	0.4%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


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

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

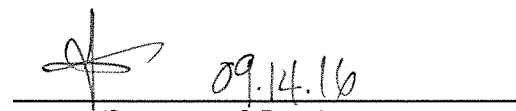
Reviewed By:


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

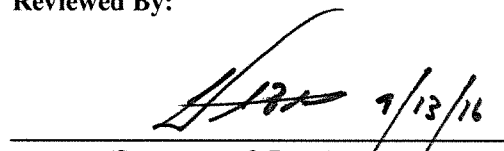
Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$36,155 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 1 will be \$36,155, increasing the contract amount to \$3,460,971. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is \$36,155. The original contract amount approved by the Board was \$3,424,816. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Sierra Lathing Co., Inc. providing the additional man hours required to prevent delays in the construction schedule, and installing additional metal clips and drywall due to the steel provided by Anderson Charnesky Structural Steel, Inc. being out of tolerance on the Fine Arts Building; this can be referenced per the submitted deductive Change Order No. 1 by Anderson Charnesky Structural Steel, Inc. Sierra Lathing Co., Inc. also replaced drywall due to damage on behalf of Best Contracting Services, Inc.; this can be referenced per the submitted deductive Change Order No. 1 by Best Contracting Services, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	October 19, 2016	\$36,155	1.1%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Added additional metal clips to attach exterior framing to steel structure on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11-Metal Stud/ Drywall & Plaster) in order to allow proper attachment of the exterior metal stud framing to the steel structure. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensures sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 7,151.00

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 8,198.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 01
Page 2 of 3

Item 1.03

Building: Fine Arts
Description: Additional layer of drywall required along west elevation of building on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 18,269.00

Time Extension: 0 Work days

Item 1.04

Building: Fine Arts
Description: Replacement of drywall due to trade damage on behalf of bid category #08 (BC 08-Roofing) prime contractor.
Reason: Best Contracting (BC 08) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Best Contracting (BC 08) deductive change order #01.
Benefit: Ensured quality installation of drywall.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 2,537.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$36,155.00**
TOTAL ADDITIONAL WORKING DAYS..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	3,424,816.00
Amount of Change Order No. 1	\$	36,155.00
New Contract Sum	\$	3,460,971.00
Percentage of Change to Contract		1.1%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:


(SIGNATURE & DATE)

SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


(SIGNATURE & DATE)

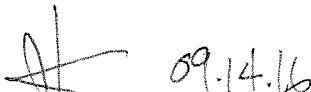
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:


(SIGNATURE & DATE)

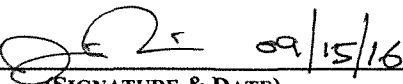
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 13P032

DATE OF CONTRACT: October 2, 2014 / CONTRACT NO.: 13P032-11

BID CATEGORY: 11, Metal Stud/Drywall/Plaster

DOLLAR VALUE: \$3,424,816.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Sierra Lathing Company, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Sierra Lathing Company, Inc.

Address: 1189 West Leiske Drive, Rialto, Ca 92376
Phone: 909-421-0211
Fax: 909-421-0346

AGREEMENT

This Agreement is made and entered into this **2nd day of October, 2014**, by and between the **Cerritos Community College District** ("District") and **Sierra Lathing Company, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **13P032, Fine Arts-CIS/Math Building**
 Category 11, Metal Stud/Drywall/Plaster
 ("Project")

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

-
- ~~7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.~~

8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-9 and C-35 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. **[Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]

15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Three Million Four Hundred Twenty-Four Thousand Eight Hundred Sixteen and 00/100 Dollars

(\$ 3,424,816.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

One-Million, Eight-Hundred, Twenty-Five Thousand, Five-Hundred, Nine Dollars	\$1,825,509.00

CIS/Math:

One-Million, Five-Hundred, Ninety-Nine Thousand, Three-Hundred, Seven Dollars	\$1,599,307.00

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

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

SIERRA LATHING COMPANY, INC.

By: 

Title: ~~President~~ Vice President

Print Name: ~~Gary Waldron, Sr.~~ Gary Waldron, Jr.
Vice president

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT



Cerritos College

AMENDMENT NO. 01

To

CONTRACT NO. 13P032-11

The Agreement made and entered on **October 2, 2014** 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 **Sierra Lathing Company, Inc.** with its principal place of business at 1189 West Leiske Drive, Rialto, CA 92376 ("Contractor") is **Amended** on **October 2, 2014**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated October 2, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 13P032), **Category 11** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Now therefore, the Parties agree as follows:

This Amendment replaces the original Baseline Schedule (14-017/018B) with the run date of June 5, 2014, ("Original Schedule") from the original bid documents with Baseline Schedule (14-017/018B-1) with the run date of October 8, 2014, ("Revised Schedule") attached hereto as Exhibit "A" for the above-referenced project.

By signing below, the undersigned ("Contractor") acknowledges that the Original Schedule is superseded and replaced by the Revised Schedule.

The Contractor acknowledges that the attached Revised Schedule contains revised Substantial Completion dates and Contractor agrees to be bound to all aspects of the Project Schedule as shown on the Revised Schedule.

The Contractor acknowledges and agrees that this Amendment adds no additional obligations, including Time or Cost (both as defined in the original bid documents), to the District for the above referenced Project.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

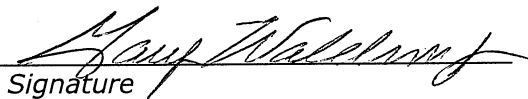
Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

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

CONTRACTOR:
Sierra Lathing Company, Inc.

By:


Signature

Gary Waldron, Jr. - Vice President

~~Gary Waldron, Sr. President~~

Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE
DISTRICT:

By:


Signature

DR. DAVID EL FATTAL

VICE PRESIDENT OF BUSINESS SVCS

Typed or Printed Name, & Title

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 29

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 2 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 2 [Owner Added Scope] in the amount of \$5,027 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 2 will be \$5,027, increasing the contract amount to \$3,465,998. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 2 is \$1,279. The original contract amount approved by the Board was \$3,424,816. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to Sierra Lathing Co., Inc. providing the additional man hours required to prevent delays in the construction schedule on the CIS/Math Building; this can be referenced per the submitted deductive Change Order No. 2 by Anderson Charnesky Structural Steel, Inc. Sierra Lathing Co., Inc. also replaced door frame assemblies due to incorrect configuration on behalf of Design Hardware. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	October 19, 2016	\$5,027	1.2%
Pending	1	October 19, 2016	\$36,155	1.1%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 2 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metal) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #02.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 1,279.00

Time Extension: 0 Work days

Item 2.02

Description: Replacement of door frame assemblies on behalf of Bid Category #09 (BC 09-Door/Frames/Hardware) prime contractor.
Reason: Multiple door frame assemblies were provided by Design Hardware (BC 09) with incorrect configuration. As a result, the door frames were requested to be replaced by Sierra (BC 11-Metal Stud/Drywall & Plaster). Reference Design Hardware (BC 09) deductive Change Order #01.
Benefit: Ensured proper function of door systems.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 3,748.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 02
Page 2 of 3

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$5,027.00**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	36,155.00
Net sum prior to this Change Order	\$	3,460,971.00
Amount of Change Order No. 2	\$	5,027.00
New Contract Sum	\$	3,465,998.00
Percentage of Change to Contract		1.2%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:

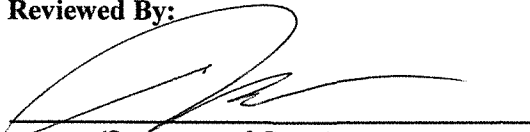

(SIGNATURE & DATE)

SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


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

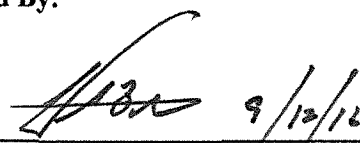
Reviewed By:

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

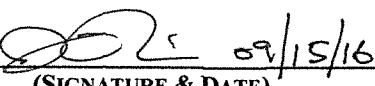
Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Added additional metal clips to attach exterior framing to steel structure on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11-Metal Stud/ Drywall & Plaster) in order to allow proper attachment of the exterior metal stud framing to the steel structure. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensures sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 7,151.00

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 8,198.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 01
Page 2 of 3

Item 1.03

Building: Fine Arts
Description: Additional layer of drywall required along west elevation of building on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 18,269.00

Time Extension: 0 Work days

Item 1.04

Building: Fine Arts
Description: Replacement of drywall due to trade damage on behalf of bid category #08 (BC 08-Roofing) prime contractor.
Reason: Best Contracting (BC 08) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Best Contracting (BC 08) deductive change order #01.
Benefit: Ensured quality installation of drywall.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 2,537.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$36,155.00**
TOTAL ADDITIONAL WORKING DAYS..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	3,424,816.00
Amount of Change Order No. 1	\$	36,155.00
New Contract Sum	\$	3,460,971.00
Percentage of Change to Contract		1.1%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:


(SIGNATURE & DATE)

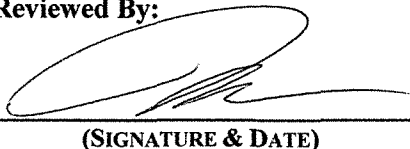
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


(SIGNATURE & DATE)

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

Reviewed By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:


(SIGNATURE & DATE)

HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 13P032

DATE OF CONTRACT: October 2, 2014 / CONTRACT NO.: 13P032-11

BID CATEGORY: 11, Metal Stud/Drywall/Plaster

DOLLAR VALUE: \$3,424,816.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Sierra Lathing Company, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Sierra Lathing Company, Inc.

Address: 1189 West Leiske Drive, Rialto, Ca 92376
Phone: 909-421-0211
Fax: 909-421-0346

AGREEMENT

This Agreement is made and entered into this **2nd day of October, 2014**, by and between the **Cerritos Community College District** ("District") and **Sierra Lathing Company, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **13P032, Fine Arts-CIS/Math Building**
 Category 11, Metal Stud/Drywall/Plaster
 ("Project")

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

-
- ~~7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.~~

8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-9 and C-35 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. **[Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]

15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Three Million Four Hundred Twenty-Four Thousand Eight Hundred Sixteen and 00/100 Dollars

(\$ 3,424,816.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

One-Million, Eight-Hundred, Twenty-Five Thousand, Five-Hundred, Nine Dollars	\$1,825,509.00

CIS/Math:

One-Million, Five-Hundred, Ninety-Nine Thousand, Three-Hundred, Seven Dollars	\$1,599,307.00

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

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

SIERRA LATHING COMPANY, INC.

By: 

Title: ~~President~~ Vice President

Print Name: ~~Gary Waldron, Sr.~~ Gary Waldron, Jr.
Vice president

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT



Cerritos College

AMENDMENT NO. 01

To

CONTRACT NO. 13P032-11

The Agreement made and entered on **October 2, 2014** 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 **Sierra Lathing Company, Inc.** with its principal place of business at 1189 West Leiske Drive, Rialto, CA 92376 ("Contractor") is **Amended** on **October 2, 2014**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated October 2, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 13P032), **Category 11** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Now therefore, the Parties agree as follows:

This Amendment replaces the original Baseline Schedule (14-017/018B) with the run date of June 5, 2014, ("Original Schedule") from the original bid documents with Baseline Schedule (14-017/018B-1) with the run date of October 8, 2014, ("Revised Schedule") attached hereto as Exhibit "A" for the above-referenced project.

By signing below, the undersigned ("Contractor") acknowledges that the Original Schedule is superseded and replaced by the Revised Schedule.

The Contractor acknowledges that the attached Revised Schedule contains revised Substantial Completion dates and Contractor agrees to be bound to all aspects of the Project Schedule as shown on the Revised Schedule.

The Contractor acknowledges and agrees that this Amendment adds no additional obligations, including Time or Cost (both as defined in the original bid documents), to the District for the above referenced Project.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

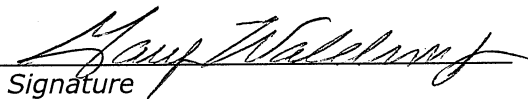
Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

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

CONTRACTOR:
Sierra Lathing Company, Inc.

By:


Signature

Gary Waldron, Jr. - Vice President

~~Gary Waldron, Sr. President~~

Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE
DISTRICT:

By:


Signature

DR. DAVID EL FATTAL

VICE PRESIDENT OF BUSINESS SVCS

Typed or Printed Name, & Title

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 30

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 3 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 3 [Owner Added Scope, Agency Driven, Errors] in the amount of \$25,377 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 3 will be \$25,377, increasing the contract amount to \$3,491,375. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 3 is \$25,377. The original contract amount approved by the Board was \$3,424,816. Therefore, Change Order No. 3 is in compliance with Public Contract Code Section 20659. Change Order No. 3 is due to agency driven changes regarding the addition of anchors at the lathing trim to accommodate plaster at the concrete shearwalls on the Fine Arts Building. Owner Added Scope changes consisted of the addition of drywall along the interior face of the exterior walls of the Fine Arts Building to conceal an exposed horizontal gap, additional framing to accommodate the north portion of the wheelchair lift and the equipment roof curbs on the Fine Arts Building. To correct design errors, additional framing was included to accommodate a metal stud shearwall at the Display Gallery and to accommodate in-wall plumbing for Rooms 109 and 142 in the Fine Arts Building. Change Order No. 3 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 3.

	Change Order	Date	Amount	Percentage of Change
Pending	3	October 19, 2016	\$25,377	1.9%
Pending	2	October 19, 2016	\$5,027	1.2%
Pending	1	October 19, 2016	\$36,155	1.1%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 3 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 2 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: August 26, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts
Description: Add additional drywall along the interior face of exterior walls along the south east elevation of the Fine Arts building.
Reason: Upon review, it was determined that additional drywall was required to conceal the horizontal gap between the allowable tolerance of vertical steel between the 1st floor and roof.
Benefit: Eliminates exposed horizontal gap between framing and concrete deck at 2nd floor and roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:..... \$ 5,120.00

Time Extension: 0 Work days

Item 3.02

Building: Fine Arts
Description: Add additional anchors at lathing trim to accommodate plaster at concrete shearwalls along north and south elevations of the Fine Arts building.
Reason: A request was made by the Division of State Architect (DSA) to provide additional anchors to support the lathing trim scheduled to receive the plaster of the concrete shearwalls.
Benefit: Additional anchors provide sufficient support of plaster over concrete shearwalls.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven

Change Amount:..... \$ 4,020.00

Time Extension: 0 Work days

Item 3.03

Building: Fine Arts
Description: Add additional framing to accommodate a metal stud shearwall, approx 7 linear feet, located at the Display Gallery of the Fine Arts building.
Reason: Upon review, it was determined that a portion of the north wall of the Display Gallery was required to be converted into a shearwall, as the original framing attachment could not be installed per plan, due to conflicts between the southern concrete shearwall and structural steel.
Benefit: Additional framing provides sufficient structural support of the north wall to the building structure.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:..... \$ 1,943.00

Time Extension: 0 Work days

Item 3.04

Building: Fine Arts
Description: Additional framing to accommodate north portion of wheelchair lift.
Reason: Upon review, it was determined by the Manufacturer that additional framing, above and beyond the design, and was required to be installed, in order to accommodate the proposed wheelchair lift.
Benefit: Additional framing ensures proposed wheelchair lift will function as intended by the manufacturer.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:..... \$ 1,137.00

Time Extension: 0 Work days

Item 3.05

Building: Fine Arts
Description: Additional framing to accommodate the equipment roof curbs for one (1) Condensing Unit (CU-7) and eight (8) exhaust fans at the roof of the Fine Arts building.
Reason: Upon review, it was determined by the roofing Manufacturer that additional framing, above and beyond the design, was required to be installed at the roof curb for the condensing unit and exhaust fans, in order to achieve the required roofing warranties.
Benefit: Additional wood framing ensures clearance compliance with the roofing manufacturer for full warranty of the roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:..... \$ 8,153.00

Time Extension: 0 Work days

Item 3.06

Building: Fine Arts
Description: Add additional framing to accommodate in-wall plumbing for compressed air in rooms 109 and 142.
Reason: Upon review, it was determined that three (3) walls were required to be furred out and widened, in order to accommodate the proposed piping for compressed air.
Benefit: Additional framing ensures in-wall plumbing for compressed air in each room is adequately framed within each wall cavity.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:..... \$ 5,004.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **\$25,377.00**

TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	41,182.00
Net sum prior to this Change Order	\$	3,465,998.00
Amount of Change Order No. 2	\$	25,377.00
New Contract Sum	\$	3,491,375.00

Percentage of Change to Contract 1.9%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


(SIGNATURE & DATE)
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


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

Reviewed By:

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

Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metal) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #02.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 1,279.00

Time Extension: 0 Work days

Item 2.02

Description: Replacement of door frame assemblies on behalf of Bid Category #09 (BC 09-Door/Frames/Hardware) prime contractor.
Reason: Multiple door frame assemblies were provided by Design Hardware (BC 09) with incorrect configuration. As a result, the door frames were requested to be replaced by Sierra (BC 11-Metal Stud/Drywall & Plaster). Reference Design Hardware (BC 09) deductive Change Order #01.
Benefit: Ensured proper function of door systems.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 3,748.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 02
Page 2 of 3

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$5,027.00**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

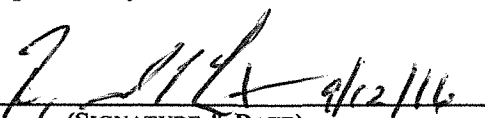
CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	36,155.00
Net sum prior to this Change Order	\$	3,460,971.00
Amount of Change Order No. 2	\$	5,027.00
New Contract Sum	\$	3,465,998.00
Percentage of Change to Contract		1.2%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:

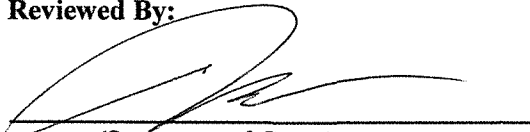

(SIGNATURE & DATE)

SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


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

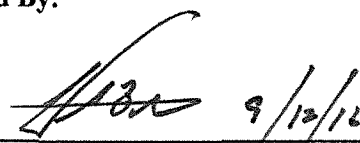
Reviewed By:

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

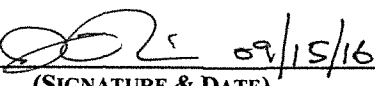
Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Added additional metal clips to attach exterior framing to steel structure on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11-Metal Stud/ Drywall & Plaster) in order to allow proper attachment of the exterior metal stud framing to the steel structure. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensures sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 7,151.00

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 8,198.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 01
Page 2 of 3

Item 1.03

Building: Fine Arts
Description: Additional layer of drywall required along west elevation of building on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 18,269.00

Time Extension: 0 Work days

Item 1.04

Building: Fine Arts
Description: Replacement of drywall due to trade damage on behalf of bid category #08 (BC 08-Roofing) prime contractor.
Reason: Best Contracting (BC 08) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Best Contracting (BC 08) deductive change order #01.
Benefit: Ensured quality installation of drywall.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 2,537.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$36,155.00**
TOTAL ADDITIONAL WORKING DAYS..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	3,424,816.00
Amount of Change Order No. 1	\$	36,155.00
New Contract Sum	\$	3,460,971.00
Percentage of Change to Contract		1.1%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:


(SIGNATURE & DATE)

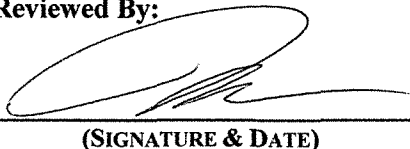
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


(SIGNATURE & DATE)

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

Reviewed By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:


(SIGNATURE & DATE)

HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 13P032

DATE OF CONTRACT: October 2, 2014 / CONTRACT NO.: 13P032-11

BID CATEGORY: 11, Metal Stud/Drywall/Plaster

DOLLAR VALUE: \$3,424,816.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Sierra Lathing Company, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Sierra Lathing Company, Inc.

Address: 1189 West Leiske Drive, Rialto, Ca 92376
Phone: 909-421-0211
Fax: 909-421-0346

AGREEMENT

This Agreement is made and entered into this **2nd day of October, 2014**, by and between the **Cerritos Community College District** ("District") and **Sierra Lathing Company, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **13P032, Fine Arts-CIS/Math Building**
 Category 11, Metal Stud/Drywall/Plaster
 ("Project")

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

-
- ~~7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.~~

8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-9 and C-35 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. **[Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]

15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Three Million Four Hundred Twenty-Four Thousand Eight Hundred Sixteen and 00/100 Dollars

(\$ 3,424,816.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

One-Million, Eight-Hundred, Twenty-Five Thousand, Five-Hundred, Nine Dollars	\$1,825,509.00

CIS/Math:

One-Million, Five-Hundred, Ninety-Nine Thousand, Three-Hundred, Seven Dollars	\$1,599,307.00

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

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

SIERRA LATHING COMPANY, INC.

By: 

Title: ~~President~~ Vice President

Print Name: ~~Gary Waldron, Sr.~~ Gary Waldron, Jr.
Vice president

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT



Cerritos College

AMENDMENT NO. 01

To

CONTRACT NO. 13P032-11

The Agreement made and entered on **October 2, 2014** 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 **Sierra Lathing Company, Inc.** with its principal place of business at 1189 West Leiske Drive, Rialto, CA 92376 ("Contractor") is **Amended** on **October 2, 2014**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated October 2, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 13P032), **Category 11** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Now therefore, the Parties agree as follows:

This Amendment replaces the original Baseline Schedule (14-017/018B) with the run date of June 5, 2014, ("Original Schedule") from the original bid documents with Baseline Schedule (14-017/018B-1) with the run date of October 8, 2014, ("Revised Schedule") attached hereto as Exhibit "A" for the above-referenced project.

By signing below, the undersigned ("Contractor") acknowledges that the Original Schedule is superseded and replaced by the Revised Schedule.

The Contractor acknowledges that the attached Revised Schedule contains revised Substantial Completion dates and Contractor agrees to be bound to all aspects of the Project Schedule as shown on the Revised Schedule.

The Contractor acknowledges and agrees that this Amendment adds no additional obligations, including Time or Cost (both as defined in the original bid documents), to the District for the above referenced Project.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

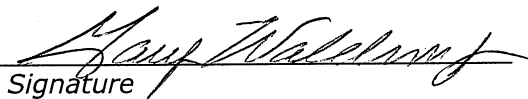
Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

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

CONTRACTOR:
Sierra Lathing Company, Inc.

By:


Signature

Gary Waldron, Jr. - Vice President

~~Gary Waldron, Sr. President~~

Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE
DISTRICT:

By:


Signature

DR. DAVID EL FATTAL

VICE PRESIDENT OF BUSINESS SVCS

Typed or Printed Name, & Title

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 31

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of Change Order No. 4 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 4 [Owner Added Scope, Agency Driven, Errors] in the amount of \$8,234 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 4 will be \$8,234, increasing the contract amount to \$3,499,609. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 4 is \$8,234. The original contract amount approved by the Board was \$3,424,816. Therefore, Change Order No. 4 is in compliance with Public Contract Code Section 20659. Change Order No. 4 is due to agency driven changes regarding the addition of anchors at the lathing trim to accommodate plaster at the concrete shearwalls of the CIS/Math Building. Owner Added Scope changes consist of the additional framing to accommodate the equipment roof curbs on the CIS/Math Building. To correct design errors, additional framing was included to accommodate 60" clearance of accessibility within a 2nd floor restroom in the CIS/Math Building. Change Order No. 4 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 4.

	Change Order	Date	Amount	Percentage of Change
Pending	4	October 19, 2016	\$8,234	2.2%
Pending	3	October 19, 2016	\$25,377	1.9%
Pending	2	October 19, 2016	\$5,027	1.2%
Pending	1	October 19, 2016	\$36,155	1.1%

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Change Order No. 4 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 3 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 2 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 04

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: August 26, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 4.01

Building: CIS / Mathematics
Description: Add additional framing to accommodate the equipment roof curbs for three (3) Condensing Units at the roof of the CIS/ Mathematics building.
Reason: Upon review, it was determined by the roofing Manufacturer that additional framing, above and beyond the design, was required to be installed at the roof curb for the condensing unit and exhaust fans, in order to achieve the required roofing warranties.
Benefit: Additional wood framing ensures clearance compliance with the roofing manufacturer for full warranty of the roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: \$ 2,454.00

Time Extension: 0 Work days

Item 4.02

Building: CIS / Mathematics
Description: Add additional anchors at lathing trim to accommodate plaster at concrete shearwalls along southwest and southeast elevations of the CIS/Math building.
Reason: A request was made to provide additional anchors to support the lathing trim scheduled to receive the plaster of the concrete shearwalls.
Benefit: Additional anchors provide sufficient support of plaster over concrete shearwalls.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount: \$ 2,745.00

Time Extension: 0 Work days

Item 4.03

Building: CIS / Mathematics
Description: Add additional framing to accommodate 60" clearance of accessibility within restroom, located on the 2nd floor of the CIS / Mathematics building.
Reason: Upon review, it was determined the north wall of the restroom had to be re-framed in order to accommodate the required 60" clearance of accessibility within the restroom.
Benefit: Additional framing ensures sufficient clearance of accessibility within restroom.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: \$ 3,035.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER \$8,234.00

TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	66,559.00
Net sum prior to this Change Order	\$	3,491,375.00
Amount of Change Order No. 4	\$	8,234.00
New Contract Sum	\$	3,499,609.00
Percentage of Change to Contract		2.2%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:


(SIGNATURE & DATE)

SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


(SIGNATURE & DATE)

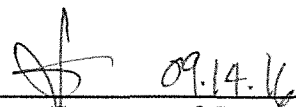
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)

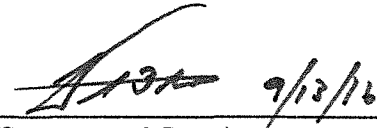
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:


(SIGNATURE & DATE)

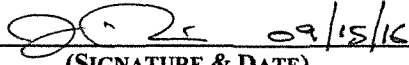
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: August 26, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts
Description: Add additional drywall along the interior face of exterior walls along the south east elevation of the Fine Arts building.
Reason: Upon review, it was determined that additional drywall was required to conceal the horizontal gap between the allowable tolerance of vertical steel between the 1st floor and roof.
Benefit: Eliminates exposed horizontal gap between framing and concrete deck at 2nd floor and roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:..... \$ 5,120.00

Time Extension: 0 Work days

Item 3.02

Building: Fine Arts
Description: Add additional anchors at lathing trim to accommodate plaster at concrete shearwalls along north and south elevations of the Fine Arts building.
Reason: A request was made by the Division of State Architect (DSA) to provide additional anchors to support the lathing trim scheduled to receive the plaster of the concrete shearwalls.
Benefit: Additional anchors provide sufficient support of plaster over concrete shearwalls.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven

Change Amount:..... \$ 4,020.00

Time Extension: 0 Work days

Item 3.03

Building: Fine Arts
Description: Add additional framing to accommodate a metal stud shearwall, approx 7 linear feet, located at the Display Gallery of the Fine Arts building.
Reason: Upon review, it was determined that a portion of the north wall of the Display Gallery was required to be converted into a shearwall, as the original framing attachment could not be installed per plan, due to conflicts between the southern concrete shearwall and structural steel.
Benefit: Additional framing provides sufficient structural support of the north wall to the building structure.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:..... \$ 1,943.00

Time Extension: 0 Work days

Item 3.04

Building: Fine Arts
Description: Additional framing to accommodate north portion of wheelchair lift.
Reason: Upon review, it was determined by the Manufacturer that additional framing, above and beyond the design, and was required to be installed, in order to accommodate the proposed wheelchair lift.
Benefit: Additional framing ensures proposed wheelchair lift will function as intended by the manufacturer.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:..... \$ 1,137.00

Time Extension: 0 Work days

Item 3.05

Building: Fine Arts
Description: Additional framing to accommodate the equipment roof curbs for one (1) Condensing Unit (CU-7) and eight (8) exhaust fans at the roof of the Fine Arts building.
Reason: Upon review, it was determined by the roofing Manufacturer that additional framing, above and beyond the design, was required to be installed at the roof curb for the condensing unit and exhaust fans, in order to achieve the required roofing warranties.
Benefit: Additional wood framing ensures clearance compliance with the roofing manufacturer for full warranty of the roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount:..... \$ 8,153.00

Time Extension: 0 Work days

Item 3.06

Building: Fine Arts
Description: Add additional framing to accommodate in-wall plumbing for compressed air in rooms 109 and 142.
Reason: Upon review, it was determined that three (3) walls were required to be furred out and widened, in order to accommodate the proposed piping for compressed air.
Benefit: Additional framing ensures in-wall plumbing for compressed air in each room is adequately framed within each wall cavity.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount:..... \$ 5,004.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **\$25,377.00**

TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	41,182.00
Net sum prior to this Change Order	\$	3,465,998.00
Amount of Change Order No. 2	\$	25,377.00
New Contract Sum	\$	3,491,375.00

Percentage of Change to Contract 1.9%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:

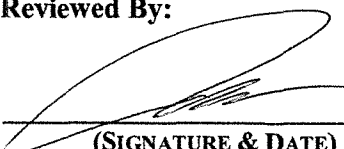


(SIGNATURE & DATE)
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

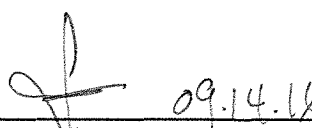


(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:



(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:



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

Reviewed By:



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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metal) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #02.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 1,279.00

Time Extension: 0 Work days

Item 2.02

Description: Replacement of door frame assemblies on behalf of Bid Category #09 (BC 09-Door/Frames/Hardware) prime contractor.
Reason: Multiple door frame assemblies were provided by Design Hardware (BC 09) with incorrect configuration. As a result, the door frames were requested to be replaced by Sierra (BC 11-Metal Stud/Drywall & Plaster). Reference Design Hardware (BC 09) deductive Change Order #01.
Benefit: Ensured proper function of door systems.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 3,748.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 02
Page 2 of 3

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$5,027.00**
TOTAL ADDITIONAL WORKING DAYS **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	36,155.00
Net sum prior to this Change Order	\$	3,460,971.00
Amount of Change Order No. 2	\$	5,027.00
New Contract Sum	\$	3,465,998.00
Percentage of Change to Contract		1.2%

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

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:

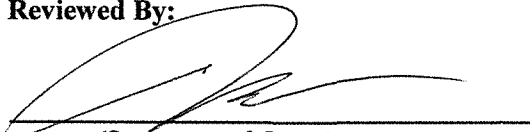

(SIGNATURE & DATE)

SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


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

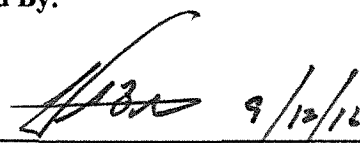
Reviewed By:

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

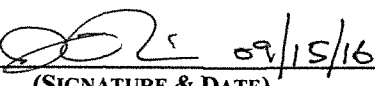
Reviewed By:


(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


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

Reviewed By:


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

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Added additional metal clips to attach exterior framing to steel structure on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerances. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11-Metal Stud/ Drywall & Plaster) in order to allow proper attachment of the exterior metal stud framing to the steel structure. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensures sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 7,151.00

Time Extension: 0 Work days

Item 1.02

Building: Fine Arts
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **\$0.00** cost to the District.

Change Amount: \$ 8,198.00

Time Extension: 0 Work days

Project: Fine Arts & CIS Math
Contractor: Sierra Lathing Company, Inc - Contract 13P032-11

Change Order Number: 01
Page 2 of 3

Item 1.03

Building: Fine Arts
Description: Additional layer of drywall required along west elevation of building on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 18,269.00

Time Extension: 0 Work days

Item 1.04

Building: Fine Arts
Description: Replacement of drywall due to trade damage on behalf of bid category #08 (BC 08-Roofing) prime contractor.
Reason: Best Contracting (BC 08) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Best Contracting (BC 08) deductive change order #01.
Benefit: Ensured quality installation of drywall.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net \$0.00 cost to the district.

Change Amount: \$ 2,537.00

Time Extension: 0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **\$36,155.00**
TOTAL ADDITIONAL WORKING DAYS..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	\$	3,424,816.00
Net change by previous Change Order	\$	-
Net sum prior to this Change Order	\$	3,424,816.00
Amount of Change Order No. 1	\$	36,155.00
New Contract Sum	\$	3,460,971.00
Percentage of Change to Contract		1.1%

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

This Change Order is hereby executed on behalf of the Board of Trustees on
_____ of _____, 2016

Requested By:


(SIGNATURE & DATE)

SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:


(SIGNATURE & DATE)

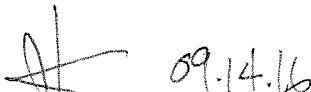
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:


(SIGNATURE & DATE)

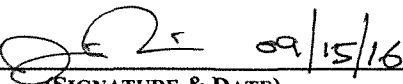
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:


(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER



PROJECT: Fine Arts-CIS/Math Building / BID NO.: 13P032

DATE OF CONTRACT: October 2, 2014 / CONTRACT NO.: 13P032-11

BID CATEGORY: 11, Metal Stud/Drywall/Plaster

DOLLAR VALUE: \$3,424,816.00

LIQUIDATED DAMAGES: \$2,500.00 per day

CONTRACTOR: Sierra Lathing Company, Inc.

TERM: 738 Calendar Days

TIME FOR COMPLETION: _____

Sierra Lathing Company, Inc.

Address: 1189 West Leiske Drive, Rialto, Ca 92376
Phone: 909-421-0211
Fax: 909-421-0346

AGREEMENT

This Agreement is made and entered into this **2nd day of October, 2014**, by and between the **Cerritos Community College District** ("District") and **Sierra Lathing Company, Inc.** ("Contractor") ("Agreement").

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

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

PROJECT: **13P032, Fine Arts-CIS/Math Building**
 Category 11, Metal Stud/Drywall/Plaster
 ("Project")

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

- 2. The Contract Documents:** The complete Agreement consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 33 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.
- 4. Time for Completion:** It is hereby understood and agreed that the Work under this Project shall be completed within **SEVEN HUNDRED THIRTY-EIGHT (738) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
- 5. Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors.

The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

6. **Liquidated Damages:** Time is of the essence for all Work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in finishing the Work. It is hereby understood and agreed that this amount is not a penalty.

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

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

-
- ~~7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.~~

8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type C-9 and C-35 Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
13. **Payment of Prevailing Wages:** The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed pursuant to this Agreement not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
14. **[Labor Compliance:** If the District has adopted a labor compliance program which is applicable to the Project or if the Project is subject to State labor compliance monitored and enforced by the Compliance Monitoring Unit of the Department of Industrial Relations, Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of the District's labor compliance program or State labor compliance, if applicable, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate certified payroll records as required by the Contract Documents, or the District cannot issue payment.]

15. **Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Three Million Four Hundred Twenty-Four Thousand Eight Hundred Sixteen and 00/100 Dollars

(\$ 3,424,816.00),

Total contract amount is divided among the two building projects as follows:

Fine Arts:

One-Million, Eight-Hundred, Twenty-Five Thousand, Five-Hundred, Nine Dollars	\$1,825,509.00

CIS/Math:

One-Million, Five-Hundred, Ninety-Nine Thousand, Three-Hundred, Seven Dollars	\$1,599,307.00

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

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

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

CONTRACTOR

SIERRA LATHING COMPANY, INC.

By: 

Title: ~~President~~ Vice President

Print Name: ~~Gary Waldron, Sr.~~ Gary Waldron, Jr.
Vice president

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: 

Title: Vice President of Business Services

Print Name: Dr. David El Fattal

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

END OF DOCUMENT



Cerritos College

AMENDMENT NO. 01

To

CONTRACT NO. 13P032-11

The Agreement made and entered on **October 2, 2014** 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 **Sierra Lathing Company, Inc.** with its principal place of business at 1189 West Leiske Drive, Rialto, CA 92376 ("Contractor") is **Amended** on **October 2, 2014**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated October 2, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 13P032), **Category 11** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Now therefore, the Parties agree as follows:

This Amendment replaces the original Baseline Schedule (14-017/018B) with the run date of June 5, 2014, ("Original Schedule") from the original bid documents with Baseline Schedule (14-017/018B-1) with the run date of October 8, 2014, ("Revised Schedule") attached hereto as Exhibit "A" for the above-referenced project.

By signing below, the undersigned ("Contractor") acknowledges that the Original Schedule is superseded and replaced by the Revised Schedule.

The Contractor acknowledges that the attached Revised Schedule contains revised Substantial Completion dates and Contractor agrees to be bound to all aspects of the Project Schedule as shown on the Revised Schedule.

The Contractor acknowledges and agrees that this Amendment adds no additional obligations, including Time or Cost (both as defined in the original bid documents), to the District for the above referenced Project.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

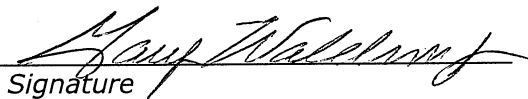
Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

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

CONTRACTOR:
Sierra Lathing Company, Inc.

By:


Signature

Gary Waldron, Jr. - Vice President

~~Gary Waldron, Sr. President~~

Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE
DISTRICT:

By:


Signature

DR. DAVID EL FATTAL

VICE PRESIDENT OF BUSINESS SVCS

Typed or Printed Name, & Title

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT:	Consideration of Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs

ACTION

It is recommended that the Board of Trustees ratify the agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$34,698 plus travel expenses; funding is made possible through a California State Department of Education grant received by Chabot-Las Positas Community College District.

REPORT SUMMARY

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

SERVICES – NEW

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
EARLY CHILDHOOD MENTOR PROGRAMS**

Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College wishes to enter into an agreement with Chabot-Las Positas Community College District to implement Early Childhood Mentor Programs. Cerritos College will be designated as a local coordinator to recruit and select experienced child care providers and directors to be mentors, who will then be enrolled in mentor classes. This program is a support system for community child care center directors and teachers.

Period: The time period will be from August 1, 2016 through July 31, 2017.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Contract No. 16C0064 – Chabot-Las Positas Community College District Agreement

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

AGREEMENTCALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, August 1, 2016, is entered into by and between: the Chabot-Las Positas Community College District (CLPCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Cerritos College/Cerritos Community College District, hereinafter known as "Contractor."

This agreement is entered into pursuant to Chabot-Las Positas Community College District Board of Trustees Resolution No. 06-1516.

Appropriation or Grant Number CN160169

RECITALS:

Whereas, the Chabot-Las Positas Community College District has applied for and has received a grant from the California State Department of Education (Resolution 06-1516) for the purposes of operating a Mentor Program; and

Whereas, the CLPCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2016 and terminate July 31, 2017 except as otherwise set forth in this agreement.

2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.

3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.

4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in Dublin, California.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: District agrees to defend and indemnify and hold harmless Contractor, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of District, its Board of Trustees, officers, agents, and employees.

Contractor agrees to defend and indemnify and hold harmless District, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of Contractor, its Board of Trustees, officers, agents, and employees.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS**: Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to

be performed under this Agreement, including all applicable provisions for subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date specified immediately adjacent to their signatures below.

"District"

By:

Signature of CLPCCD person authorized to execute agreement

Print Name: Lorenzo Legaspi

Title: Vice Chancellor of Business Services

Date: August 1, 2016

"Contractor"

By:

Signature

Print Name:

Title:

Address:

Date:

Recommended By:

Signature:

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 25555 Hesperian Blvd.

Hayward, CA 94545

Date: August 1, 2016



Attachment A
Cerritos College/Cerritos Community College District
August 1, 2016 – July 31, 2017

Cerritos College will take the lead in the Cerritos/Rio Hondo Regional Early Childhood Mentor Program. In addition to Cerritos College, the Cerritos/Rio Hondo Regional Early Childhood Mentor Program includes one college(s): Rio Hondo College. A Regional Program requires individual contracts between each participating College/District and the Chabot-Las Positas Community College District.

A. Chabot-Las Positas Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
2. Travel expenses for the Contractor's Regional Coordinator to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
3. \$4752 for instructional costs related to the offering of a Mentor Seminar and a Director Seminar, as described in the *Program Manual*. The Regional Coordinator may make a written request to the District for an additional \$1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the 2016-2017 contract year.
4. \$5275 for the Contractor's Regional Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, appoint a Selection Committee, coordinate the selection process, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record, Birth to Three/FCCH Mentoring Record, Director Mentor, Director Mentoring Record, and Birth to Three/FCCH Director Mentoring Record placements. The Contractor's Coordinator may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner. Payments for those serving as Coordinators for other institutions in the Regional Program shall be allocated in the following manner:

\$500 each for the Rio Hondo College Coordinator(s)

5. Up to \$3000 for a \$250 honorarium per person for up to 12 Selection Committee Members to meet to review applications, visit and evaluate applicants' teaching practices and classroom environment with the appropriate Harms and Clifford scale, visit and evaluate Director Mentor applicants' leadership and management skills with the *Program Administration Scale* (PAS) or the *Business Administration Scale* (BAS), check references and make final decisions on qualified classroom Mentors and Director Mentors. Committee Members may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District.

6. \$18787 in stipend support for 13 Mentors and all selected Director Mentors. **Selecting Director Mentors and supporting their placements with protégés is a requirement of the Mentor Program.** All stipends will be paid directly by the Chabot-Las Positas Community College District and calculated according to the formula and procedures currently described in the *Program Manual* and as may reasonably be revised by the District. Stipends are for the following purposes:
- Practicum placement(s) for mentoring practicum students placed with Mentors
 - Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors
 - Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
 - Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services
 - Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
 - In-Service Training stipends for Mentors for fulfilling the In-Service training requirements as set forth in the *Program Manual*
 - Director Mentor Placement(s) to support Director Mentors for mentoring of protégé directors
 - Director Mentoring Record Hour(s) to support Director Mentors as they meet protégé directors' and Director Mentor applicants' needs for short-term, hourly mentoring
 - Birth to Three/FCCH Director Mentoring Record Hour(s) to support Director Mentors as they offer hourly mentoring services for Infant/Toddler directors and Large Family Child Care providers
7. \$300 for materials for Mentors and Director Mentors (books, Environment Rating Scales, instructional materials, etc.) and/or printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the Chabot-Las Positas Community College District in the sole discretion of the District, or through their local college.

B. Contractor as a college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.
4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.

6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 12 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.
9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the *Early Childhood Environment Rating Scale-Revised* (ECERS-R), the *Infant/Toddler Environment Rating Scale-Revised* (ITERS-R), the *School-Age Care Environment Rating Scale* (SACERS), and *Family Child Care Environment Rating Scale-Revised* (FCCERS-R). Training Selection Committee Members in the use of the *Program Administration Scale* (PAS) and the *Business Administration Scale* (BAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1st of each contract year**.
12. Notifying all new and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.
17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.

20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.

Placements and Stipend Activities

21. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
22. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
23. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
24. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
25. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
 - Director Mentor-protégé director contracts for Director placements;
 - Hourly Director Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers
26. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

27. Submitting the signed **Designation of Coordinator form** and this signed **Letter of Agreement** to the District no later than **December 1st of each contract year**. Acknowledging that the Coordinator's stipend and any reimbursements due to the college will be withheld until these signed documents are received by the Mentor Program Office at Chabot College.
28. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.
29. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
30. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15th of each contract year**.
31. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely or accurate manner.
32. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.

33. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
34. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
35. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

Evaluations

36. Facilitating program evaluation.
37. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

38. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: August 1 to October 31, due **October 31st of each contract year**
 - Second Quarter: November 1 to January 31, due **January 31st of each contract year**
 - Third Quarter: February 1, to April 30, due **April 30th of each contract year**
39. Completing and submitting to the District all Annual Reporting materials on or before **June 15th of each contract year**.

Mentor Program Meetings

40. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
41. Facilitating the selection of eligible participants for the annual Mentor Institute.

Maintaining Records

42. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
 43. Maintaining program data and records in archives for five years.
- C. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.
- D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
 2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.
 3. Two years of experience as a classroom teacher or family child care provider.
 4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.

5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education, a QRIS Tier Rating (where applicable), and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
 6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITES-R, SACERS or FCCERS-R).
- E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
 2. Successful completion of a Director Mentor Information Session/Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.
 3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for *Program Administration Scale* (PAS) or *Business Administration Scale* (BAS) review, a QRIS Tier Rating (where applicable), and references.
 4. Completion of a *Program Administration Scale* (PAS) or *Business Administration Scale* (BAS) interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).
- F. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
 2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- G. Contractor agrees that in cases where active Mentors or Director Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 33

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director of Purchasing
and Contract Administration

SUBJECT:	Consideration of Approval of Contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant

ACTION

It is recommended that the Board of Trustees approve the contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant.

FISCAL IMPACT

Cerritos College will receive funding in the amount of \$38,000 to pay for the below consulting services; funding is made possible through the California Apprenticeship Initiative through the Pre-Apprenticeship Grant program.

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

VICTOR ARREOLA

OUTREACH COORDINATOR SERVICES FOR THE CALIFORNIA APPRENTICESHIP INITIATIVE PRE-APPRENTICESHIP GRANT

Requested by: Mr. Edmund (Rick) Miranda, Jr., Acting Vice President of Academic Affairs

Purpose: The California Apprenticeship Initiative Pre-Apprenticeship Grant project will provide for funding to enable the formalization and expansion of the Industry Preparation Program (IPP). This pilot program was a collaborative effort between Cerritos College and the Field Ironworker Apprenticeship and Training Center in La Palma, CA to introduce prospective industry apprentices to the regulations and skill sets required for success. The pilot program was implemented on a limited basis, and results in high levels of success in participant information attainment and transition into full apprenticeships.

Cerritos College requests to contract with Victor Arreola ("Consultant") for outreach coordination services for the California Apprenticeship Initiative Pre-Apprenticeship Grant as applicable for the college for the period

of October 20, 2016 through April 1, 2018, which will allow for staff to meet required grant objectives and reporting obligations.

The consultant will be responsible for, but not limited to, the following duties: conduct cohort outreach, manage liaisons with the Field Ironworkers Training and Apprenticeship Center along with other industry partners which provides a bridge to Cerritos College and its services, conduct student tracking through program and into employment, coordinate cohort implementation, schedules sessions, tracks attendance, collects and maintains student records, and reports to the grant administrator.

The consultant will be paid on a time and materials basis at the hourly rate of \$43.00 per hour for a maximum of 35 hours per week, for the not-to-exceed contract amount of \$38,000, with a maximum of \$18,000 for the first year, and \$20,000 for the second year of the agreement.

Period: The time period will be from October 20, 2016 through April 1, 2018.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Contract No. 16C0065, CAIP Grant – Victor Arreola

Exhibit B to Contract No. 16C0065, CAIP Grant – Victor Arreola – Statement of Work



INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 16C0065

PARTIES AND DATE

This Agreement is made and entered into this **20th** day of **October, 2016**, 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 **Victor Arreola** ("CONTRACTOR"), an individual, residing at 1816 Geranio Drive, Alhambra, CA 91801. 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 **Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant**; and

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

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

NOW THEREFORE, the Parties agree as follows:

1.0 SCOPE OF WORK – SERVICES TO BE PROVIDED BY CONTRACTOR

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

1.1.1 Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant, to include, but not limited to conduct cohort outreach, manage liaisons with the Field Ironworkers Training and Apprenticeship Center along with other industry partners which provides a bridge to Cerritos College and its services, conduct student tracking through program and into employment, coordinate cohort implementation, schedules sessions, tracks attendance, collects and maintains student records, and reports to the grant administrator, per Scope of Work (1 page), attached hereto and incorporated into this Agreement by this reference as "Exhibit B"

1.2 CONTRACTOR shall furnish all labor, materials, equipment, supplies, and other items necessary to complete the services under this AGREEMENT at CONTRACTOR'S own expense, except as follows: workspace during normal business hours, access to on campus data and telephone services. CONTRACTOR shall **Outreach Coordination Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant** 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 **October 20, 2016**, and end on **April 1, 2018**, unless earlier terminated in Section 7 of this Agreement or unless the Agreement is renewed or extended by execution of a "Cerritos Community College District Contract Amendment Form" attached hereto as Exhibit "A" and incorporated herein by this reference ("Contract Amendment Form"). CONTRACTOR shall complete the services to **Outreach Coordination Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant** within the term of this Agreement. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement

3.0 SERVICE FEES, EXPENSES, AND INVOICING

3.1.1 Service Fees. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement a **rate of \$43.00 dollars per hour, for a maximum of 35 hours per week, and an annual maximum of \$18,000 for the first year of the agreement and \$20,000.00 for the second year of the agreement** subject to the **total Not-to-Exceed amount of THIRTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$38,000.00)**, billed on a time and materials (T&M) basis.

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

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

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

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

4.0 RESPONSIBILITIES OF CONTRACTOR

4.1 Services and work performed under this Agreement shall be performed by CONTRACTOR and/or under her supervision. CONTRACTOR will determine the means, method and details of performing the services subject to the requirements of this Agreement. DISTRICT retains CONTRACTOR on an independent contractor basis and CONTRACTOR is not an employee, agent or representative of DISTRICT. CONTRACTOR retains the right to perform similar or different services for others during the term of this Agreement. CONTRACTOR understands and agrees that CONTRACTOR'S employees shall not be considered officers, employees or agents of DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of DISTRICT, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. CONTRACTOR assumes the full responsibility for CONTRACTOR'S acts or liabilities including those of CONTRACTOR'S employees or agents as they relate to the services performed under this Agreement. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance,

social security, and income taxes, with respect to CONTRACTOR'S employees. The DISTRICT will not withhold taxes for CONTRACTOR or CONTRACTOR'S employees or independent subcontractors. CONTRACTOR agrees to indemnify, defend and hold DISTRICT harmless from and against any and all liability arising from any failure of CONTRACTOR to pay or withhold any applicable tax when due.

4.2 CONTRACTOR is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services that are being performed under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws. DISTRICT shall provide CONTRACTOR with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. CONTRACTOR shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the services under this Agreement available to interested parties upon request, and shall post copies at the CONTRACTOR'S principal place of business and at any project site. CONTRACTOR shall defend, indemnify and hold DISTRICT, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

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

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

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

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

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Rick Miranda, Acting Vice President of Academic Affairs, Cerritos Community College District**, or his designee, to act as its representative for the performance of this Agreement ("DISTRICT'S Representative"). DISTRICT'S Representative shall have the power to act on behalf of the DISTRICT for all purposes under this Agreement. CONTRACTOR shall not accept direction or orders from any person other than the DISTRICT'S Representative or his or her designee.

4.8 CONTRACTOR'S REPRESENTATIVE. The CONTRACTOR hereby designates **Victor Arreola** for the performance of this Agreement ("CONTRACTOR'S Representative"). CONTRACTOR'S Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. The CONTRACTOR'S Representative shall supervise and direct all

services under this Agreement, using [his or her] best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of all services under this Agreement.

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

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

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

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

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

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

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

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

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

5.0 INDEMNIFICATION.

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

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

6.0 INSURANCE.

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

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

i. **Minimum Scope of Insurance.** Coverage shall be at least as broad as the latest version of the following: (1) *Automobile Liability*: comprehensive automobile liability insurance policy in a form acceptable to DISTRICT to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT; and (2) *Workers' Compensation*: Workers' Compensation insurance as required by the State of California.

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

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

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

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

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

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

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

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

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

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

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

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

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

7.0 TERMINATION OF AGREEMENT

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

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

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

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

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

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

11.0 OWNERSHIP OF MATERIALS/CONFIDENTIALITY.

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

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

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

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

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

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

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

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

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

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

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

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

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

14.0 DELAYS.

14.1 Delay, nondelivery, or any other failure to perform shall not be excused, unless it arises as a result of unforeseeable causes beyond the control and without the fault or negligence of CONTRACTOR and CONTRACTOR **gives notice to DISTRICT within 24 hours** of both the delay or nondelivery and the cause thereof and exerts reasonable efforts to mitigate the effect of same on DISTRICT to cause a

complete cure of the failure in no less than five (5) working days. Delays caused by matters outside of CONTRACTOR'S control shall be excusable, and CONTRACTOR waives any other claims or entitlement for fees or compensation based on extended delays or absences hereunder

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

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

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

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

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

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

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

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

19.0 CONSTRUCTION; REFERENCES; CAPTIONS. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not business days unless otherwise specified in this Agreement. All references to CONTRACTOR include all personnel, employees, agents, and subcontractors of CONTRACTOR, except as otherwise specified in this Agreement. All references to DISTRICT include its elected officials, officers, employees, agents, and volunteers except as otherwise

specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

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

CERRITOS COMMUNITY COLLEGE DISTRICT:

Representative: 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: _____
(Name & Title)

Tel: _____

For Notices: _____

Fax: _____

[SIGNATURES ON THE FOLLOWING PAGE]

DRAFT

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

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

CERRITOS COMMUNITY COLLEGE DISTRICT:

CONTRACTOR:

By: _____
Signature

By: _____
Signature

Typed or Printed Name, & Title

Typed or Printed Name, & Title

Tax Identification Number (EIN)

Date: _____

Date: _____

DRAFT

Exhibit B - Statement of Work

Curriculum Expert – Hourly, as needed
Primary Responsibilities: Responsible for developing and assessing curriculum to meet standards of industry certification and training. Repackages courses into certificate, explores credit articulation or credit by exam for pre-apprentices.
Qualifications: Subject matter expertise required, as is classroom experience in FIW and construction-related coursework.

Outreach Coordinator - TBD (100%)
Primary Responsibilities: Conducts cohort outreach, conducts liaison with FIW, conducts tracking through program and into employment, coordinates cohort implementation, schedules sessions, tracks attendance, collects and maintains student records.
Qualifications: Experience with workforce development programs, preferably within a community college setting. Strong written and oral communication skills, and strong interpersonal skills required.

Program Assistant – Caitlin Mullins (25%)
Primary Responsibilities: Conducts pre-apprenticeship course scheduling, conducts registration, undertakes official tracking of training and educational hours to Chancellor's Office
Qualifications: Experience with workforce development programs, preferably within a community college setting. Strong written and oral communication skills, and strong interpersonal skills required.

Program Facilitator – (25%) TBD
Primary Responsibilities: The Facilitator serves as an on-site liaison with the FIW Training and Apprenticeship Center, and other industry partners, providing a bridge to the College and its services.
Qualifications: Experience in industry preferred, in addition to experience with vocational education and training programs, and common support programs for these programs.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts Under \$25,000 for the Month of August 2016

ACTION

It is recommended that the Board of Trustees approve the Contracts Under \$25,000 that were processed during the month of August 2016.

FISCAL IMPACT

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

REPORT SUMMARY

This report of Contracts Under \$25,000 that were processed during the month of August 2016 is provided for review and approval. 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)

August 2016 – Contracts Under \$25,000

Consideration of Approval of New/Amended Contracts Under \$25,000
for the Month of August 2016

NEW CONTRACTS						
NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
16C0038	Long Beach Memorial Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the PTA, Speech Pathology, and Pharm Tech programs.	09/21/2016	09/20/2019	No Cost	Health Occupations
16C0039	Workforce Connections Inc.	Memorandum of Understanding between Contractor and Cerritos College to provide additional career services to students and to develop stronger ties to the local business community.	08/01/2016	07/31/2017	No Cost	Career Services
16C0040	Active Minds	Contractor to provide a public action display of Send Silence Packing at Cerritos College	09/30/2016	09/30/2016	\$ 5,000.00	Student Activities
16C0041	School Services of California, Inc	Contractor to provide collective bargaining consulting services to Cerritos College	07/07/2016	12/31/2016	\$3,500.00	Business Services
16C0042	InCommon, LLC	Contractor to facilitate the federated identity initiative to allow single sign-on access to all statewide technology offerings.	01/01/2016	12/31/2021	No Cost	Information Technology
16C0043	Hurd, Chris	Contractor to provide a workshop on "Bridging the Gap, K-12 to Community College" during the Career Technical Education/Perkins TOP Committee meeting.	09/01/2016	09/30/2016	\$ 1,900.00	Perkins
16C0044*	RSCCD					
16C0045*	CA Community Colleges Chancellors Office					
16C0046	Drew, Elaina	Contractor to provide not-for-credit, fee-based workshops in the area of Enrichment & Interests classes on an as needed basis.	09/13/2016	09/12/2021	\$ 1,500.00	Community Education
16C0047	Pavone, Rocky	Contractor to provide not-for-credit, fee-based workshops in the area of Money & Investment classes on an as needed basis.	09/15/2016	09/14/2021	\$ 2,000.00	Community Education
16C0048	Grande, Reyna	Contractor to provide a training session with eight faculty mentors and eight graduate students as part of the "Hear My Story. Know My World" literary festival.	08/15/2016	09/09/2016	\$ 2,000.00	Liberal Arts
16C0049	Borjas, Sara	Contractor to provide a workshop and reading as part of the "Hear My Story. Know My World" literary festival.	08/15/2016	09/09/2016	\$ 500.00	Liberal Arts
16C0050	Little Lake City School District	Memorandum of Understanding for Foster and Kinship Care Education and Little Lake City School District for the purpose of educating parents/guardians.	09/01/2016	06/30/2017	No Cost	Adult Education
16C0051****	Grad Images					
					<u>\$ 16,400.00</u>	

Consideration of Approval of New/Amended Contracts Under \$25,000
for the Month of August 2016

AMENDED CONTRACTS						
NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
14C0009	Avanti Hospitals	Amendment No. 1 issued to extend the contract end date to August 9, 2018.	08/10/2016	08/09/2018	No Cost	Health Occupations
14C0070	Huntington Memorial Hospital	Amendment No. 1 issued to extend the contract end date to August 15, 2019.	08/16/2016	08/15/2019	No Cost	Health Occupations
15C0031	Dignity Health dba St. Mary's Medical Center	Amendment No. 1 issued to extend the contract end date to August 10, 2017.	08/10/2016	08/10/2017	No Cost	Health Occupations
16C0016*	CA Department of Education					
					<u>No Cost</u>	

* 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: **October 19, 2016**

Agenda Item No. 35

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting 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 August 2016

ACTION

It is recommended that the Board of Trustees approve the purchase orders processed during the month of August 2016.

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 August 2016 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)

August 2016 – Purchase Order Report

Report ID: LAPO009C

District: 64360

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2016 To 06/30/2017

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

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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
08/01/16	0000062093	C		08/02/2016	5TH AXIS	MACHINE SHOP SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	16-17	833.21	
								01.0	00000.0	00000	02600	6450	0976000	16-17	759.19	
						08/01/2016	0000062093	5TH AXIS							1,592.40	
08/01/16	0000062094	A		08/02/2016	AZTECA SOCCER	MISCELLANEOUS	Men's Athletics	01.0	00000.0	00000	02560	4320	0813000	16-17	4,972.49	
						08/01/2016	0000062094	AZTECA SOCCER							4,972.49	
08/01/16	0000062095	C		08/29/2016	AMAZON	OFFICE MACHINES SUPP/SERVICES	Accounting & Payroll	01.0	00000.0	00000	04200	4550	6725000	16-17	250.69	
						TONER CARTRIDGES		01.0	00000.0	00000	04200	4550	6725000	16-17	70.48	
						08/01/2016	0000062095	AMAZON							321.17	
08/01/16	0000062096	A		08/29/2016	BANK OF AMERICA	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	6450	3057000	16-17	276.10	
						08/01/2016	0000062096	BANK OF AMERICA							276.10	
08/01/16	0000062097	A		08/01/2016	CASAS	SOFTWARE	Oth Instr Sup Services	01.3	00000.0	00000	72003	6310	6190000	16-17	720.00	
						08/01/2016	0000062097	CASAS							720.00	
08/01/16	0000062098	C		08/01/2016	THOMSON REUTERS	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	16-17	180.00	
						08/01/2016	0000062098	THOMSON REUTERS							180.00	
08/01/16	0000062099	C		08/01/2016	HEALTH DIMENSIONS	CONTRACTED SERVICES	Human Resources	01.0	00000.0	00000	05100	5810	6730000	16-17	1,250.00	
						08/01/2016	0000062099	HEALTH DIMENSIONS							1,250.00	
08/01/16	0000062100	C		08/01/2016	ACHRO/EEO	MEMBERSHIPS	Human Resources	01.3	00000.0	00000	74500	5310	6730000	16-17	350.00	
						08/01/2016	0000062100	ACHRO/EEO							350.00	
08/01/16	0000062101	C		08/01/2016	EWING CONSULTING, INC.	CONTRACTED SERVICES	Human Resources	01.0	00000.0	00000	05100	5810	6730000	16-17	1,329.01	

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

* Prior Year Payments

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						08/01/2016	0000062101	EWING CONSULTING, INC.								1,329.01
08/01/16	0000062102	C		08/02/2016	OFFICE SOLUTIONS	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	16-17	958.68	
						08/01/2016	0000062102	OFFICE SOLUTIONS								958.68
08/01/16	0000062103	C		08/29/2016	AMAZON	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	16-17	103.50	
						08/01/2016	0000062103	AMAZON								103.50
08/01/16	0000062104	C		08/01/2016	BACKGROUNDS UNLIMITED	CONTRACT SERVICES RENDERED	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	1,767.60	
						08/01/2016	0000062104	BACKGROUNDS UNLIMITED								1,767.60
08/01/16	0000062105	C		08/02/2016	APPLE INC	ELECTRONIC SUPP/EQUIP	Auxiliary Operations	01.3	00000.0	00000	71200	4550	7000000	16-17	1,274.91	
						08/01/2016	0000062105	APPLE INC								1,274.91
08/01/16	0000062106	C	2	09/01/2016	DEL MAR FLOOR COVERING, INC.	FLOORING MTRLS/INSTALLATION	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	4,265.00	
						08/01/2016	0000062106	DEL MAR FLOOR COVERING, INC.								4,265.00
08/01/16	0000062107	C		08/02/2016	CENGAGE LEARNING	BOOKS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	400.29	
						08/01/2016	0000062107	CENGAGE LEARNING								400.29
08/01/16	0000062108	X	1	08/17/2016	PEARSON ED	BOOKS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	356.85	
						08/01/2016	0000062108	PEARSON ED								356.85
08/01/16	0000062109	C		08/02/2016	SNAP-ON TOOLS INDUSTRIAL	AUTOBODY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	6450	0900000	16-17	3,626.33	
						08/01/2016	0000062109	SNAP-ON TOOLS INDUSTRIAL								3,626.33
08/01/16	0000062110	C		08/02/2016	ULINE	AUTOBODY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	6450	0900000	16-17	1,550.93	

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						08/01/2016	0000062110	ULINE							1,550.93	
08/01/16	0000062111	C		08/29/2016	AMAZON	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	16-17	32.86	
						08/01/2016	0000062111	AMAZON							32.86	
08/01/16	0000062112	C		08/03/2016	SCHOOL HEALTH CORPORATION	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	100.17	
						08/01/2016	0000062112	SCHOOL HEALTH CORPORATION							100.17	
08/01/16	0000062113	C		08/29/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	158.96	
						08/01/2016	0000062113	AMAZON							158.96	
08/01/16	0000062114	C		08/02/2016	MIELE, INC	REPAIRS - OTHER	Physical Sciences	01.0	00000.0	00000	02570	5630	1951000	16-17	1,174.47	
						08/01/2016	0000062114	MIELE, INC							1,174.47	
08/01/16	0000062115	A		08/02/2016	RDM ELECTRIC CO., INC.	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03900	70200	5810	0900000	16-17	6,200.00	
						08/01/2016	0000062115	RDM ELECTRIC CO., INC.							6,200.00	
08/01/16	0000062116	A	1	08/16/2016	RAN GRAPHICS	PRINTING SERVICES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	4320	0900000	16-17	11,161.60	
						08/01/2016	0000062116	RAN GRAPHICS							11,161.60	
08/01/16	0000062117	A		08/02/2016	GST INC	COMPUTER SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70200	6460	6190000	16-17	773.51	
						08/01/2016	0000062117	GST INC							773.51	
08/01/16	0000062118	C		08/02/2016	TCB PRINTING	OPEN1	Oth Instr Sup Services	01.3	00000.0	00000	75720	4550	6190000	16-17	26.16	
						08/01/2016	0000062118	TCB PRINTING							26.16	
08/01/16	0000062119	C		08/02/2016	PASCO SCIENTIFIC	LABORATORY SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	3,270.00	

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						08/01/2016	0000062119	PASCO SCIENTIFIC								3,270.00
08/01/16	0000062120	C		08/02/2016	FLINN SCIENTIFIC INC	LABORATORY SUPP/EQUIP	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	16-17	2,394.95	
						08/01/2016	0000062120	FLINN SCIENTIFIC INC								2,394.95
08/01/16	0000062121	C		08/02/2016	SCIENCE FIRST	LABORATORY SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	156.42	
						08/01/2016	0000062121	SCIENCE FIRST								156.42
08/02/16	0000062122	X	1	08/04/2016	UNI-HYDRO	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03900	70200	6450	0900000	16-17	1,451.66	
								01.3	00000.0	03900	70200	4320	0900000	16-17	737.06	
								01.3	00000.0	03900	70200	6410	0900000	16-17	9,301.36	
						08/02/2016	0000062122	UNI-HYDRO								11,490.08
08/02/16	0000062123	A		08/02/2016	UNITED FABRICARE SUPPLY INC	MISCELLANEOUS	Physical Education	01.0	00000.0	00000	02560	5550	0806000	16-17	2,238.37	
						08/02/2016	0000062123	UNITED FABRICARE SUPPLY INC								2,238.37
08/02/16	0000062124	C		08/02/2016	VERISURF SOFTWARE	MACHINE SHOP SUPP/EQUIP	Division Office	01.0	00000.0	00000	02600	4320	0951000	16-17	2,717.57	
						08/02/2016	0000062124	VERISURF SOFTWARE								2,717.57
08/02/16	0000062125	C		08/02/2016	WOODWORKER WEST	ADVERTISING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	5830	0986000	16-17	170.00	
						08/02/2016	0000062125	WOODWORKER WEST								170.00
08/02/16	0000062126	C		08/02/2016	ACHRO/EEO	CONFERENCE AND TRAVEL	Fiscal Operations	01.3	00000.0	00000	74500	5210	6720000	16-17	200.00	
						08/02/2016	0000062126	ACHRO/EEO								200.00
08/02/16	0000062127	A		08/02/2016	CUMMINS CAL PACIFIC INC.	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	77330	4320	0900000	16-17	987.54	

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* Prior Year Payments

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						08/02/2016	0000062127	CUMMINS CAL PACIFIC INC.								987.54
08/02/16	0000062128	C		08/03/2016	HIROHAMA, STEVEN	REIMBURSEMENT	Film Making	01.0	00000.0	00100	02520	4325	1057000	16-17	196.42	
						08/02/2016	0000062128	HIROHAMA, STEVEN								196.42
08/02/16	0000062129	C		08/29/2016	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	120.00	
						MISCELLANEOUS		01.0	00000.0	00000	02520	4320	1052000	16-17	10.80	
						08/02/2016	0000062129	BANK OF AMERICA								130.80
08/02/16	0000062130	C		08/02/2016	SWEETWATER SOUND	INSTRUCTIONAL SUPPLIES	Music	01.0	00000.0	00000	02520	4320	1054000	16-17	185.25	
						08/02/2016	0000062130	SWEETWATER SOUND								185.25
08/02/16	0000062131	C		08/03/2016	AT&T DATACOM INC	UTILITIES	Parking	39.5	00000.0	00000	79800	5640	6950000	16-17	1,100.00	
						08/02/2016	0000062131	AT&T DATACOM INC								1,100.00
08/02/16	0000062132	A		08/02/2016	NORTH STAR ELECTRONICS	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	829.20	
						08/02/2016	0000062132	NORTH STAR ELECTRONICS								829.20
08/02/16	0000062133	C		08/02/2016	PARKER & COVERT, L.L.P.	LEGAL SERVICES	Student Personnel	01.0	00000.0	00000	03100	5730	6450000	16-17	6,581.97	
							Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	16-17	1,412.61	
							Human Resources	01.0	00000.0	00100	05100	5730	6730000	16-17	5,152.50	
						08/02/2016	0000062133	PARKER & COVERT, L.L.P.								13,147.08
08/04/16	0000062134	C		08/06/2016	GST INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	6450	7100000	16-17	16,869.19	
						08/04/2016	0000062134	GST INC								16,869.19
08/04/16	0000062135	A		08/06/2016	FASTSIGNS	OFFICE SUPPLIES	Management Information	01.3	00000.0	00000	70006	4550	6780000	16-17	692.20	

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						08/04/2016	0000062135	FASTSIGNS								692.20
08/04/16	0000062136	C		08/04/2016	HEART TO HEART CPR	MISCELLANEOUS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	16-17	450.00	
						08/04/2016	0000062136	HEART TO HEART CPR								450.00
08/04/16	0000062137	C		08/04/2016	HARRIS LINDA	LABORATORY SUPP/EQUIP	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	16-17	278.13	
						08/04/2016	0000062137	HARRIS LINDA								278.13
08/04/16	0000062138	A		08/06/2016	HAWORTH, INC.	OFFICE FURNITURE/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	72330	6210	6190000	16-17	5,609.15	
						08/04/2016	0000062138	HAWORTH, INC.								5,609.15
08/04/16	0000062139	C		08/04/2016	LEXIPOL LLC	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	2,000.00	
						08/04/2016	0000062139	LEXIPOL LLC								2,000.00
08/04/16	0000062140	A		08/04/2016	STAPLES ADVANTAGE	OFFICE SUPPLIES	Tutoring	01.0	00000.0	00000	01220	4550	6491000	16-17	228.21	
						08/04/2016	0000062140	STAPLES ADVANTAGE								228.21
08/04/16	0000062141	A		08/06/2016	KI	OFFICE FURNITURE/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	72330	6210	6190000	16-17	5,292.25	
						08/04/2016	0000062141	KI								5,292.25
08/04/16	0000062142	C		08/29/2016	BANK OF AMERICA	TIRES AND TUBES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	137.05	
								39.5	00000.0	00000	79800	4550	6950000	16-17	12.34	
						08/04/2016	0000062142	BANK OF AMERICA								149.39
08/04/16	0000062143	C		08/29/2016	BANK OF AMERICA	LABORATORY SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	63.67	
						08/04/2016	0000062143	BANK OF AMERICA								63.67

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/06/16	0000062144	C		08/06/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	75265	4550	6190000	16-17	1,542.23	
				08/06/2016			0000062144			OFFICE DEPOT/BUSINESS SVCS DIV						1,542.23
08/06/16	0000062145	A		08/06/2016	TCB PRINTING	OFFICE SUPPLIES	Dental Assisting	01.0	00000.0	00000	02530	4320	1240100	16-17	26.16	
				08/06/2016			0000062145			TCB PRINTING						26.16
08/06/16	0000062146	A		08/06/2016	KNORR SYSTEMS, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	6450	6510000	16-17	3,650.02	
				08/06/2016			0000062146			KNORR SYSTEMS, INC.						3,650.02
08/06/16	0000062147	C		08/08/2016	PAGES, INC.	SUBSCRIPTIONS	Child Development	01.3	00000.0	00000	70780	5810	6920000	16-17	102.00	
				08/06/2016			0000062147			PAGES, INC.						102.00
08/06/16	0000062148	C		08/06/2016	TURF STAR INCORPORATED	CONTRACTED SERVICES	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5810	6550000	16-17	2,183.30	
				08/06/2016			0000062148			TURF STAR INCORPORATED						2,183.30
08/06/16	0000062149	C		08/08/2016	MEDI-CALL	REPAIRS - OTHER	Health Professions	01.0	00000.0	00000	02530	5630	1201000	16-17	375.00	
				08/06/2016			0000062149			MEDI-CALL						375.00
08/06/16	0000062150	C		08/08/2016	WICHE/ALLIANCE (15-20)	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	750.00	
				08/06/2016			0000062150			WICHE/ALLIANCE (15-20)						750.00
08/06/16	0000062151	A	1	08/17/2016	CLICK AND GO WAYFINDING	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64058	6130	7100000	16-17	16,600.00	
				08/06/2016			0000062151			CLICK AND GO WAYFINDING						16,600.00
08/06/16	0000062152	A		08/06/2016	PACIFIC COAST CABLING	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65052	6120	7100000	16-17	3,276.00	
				08/06/2016			0000062152			PACIFIC COAST CABLING						3,276.00

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/06/16	0000062153	A		08/06/2016	KI	FURNITURE, SCHOOL	Physical Property-Related	42.1	00000.0	00000	65040	6130	7100000	16-17	16,548.00	
				08/06/2016			0000062153	KI								16,548.00
08/06/16	0000062154	A		08/08/2016	KI	FURNITURE, SCHOOL	Physical Property-Related	42.0	00000.0	00000	64045	6130	7100000	16-17	34,934.73	
				08/06/2016			0000062154	KI								34,934.73
08/06/16	0000062155	A		08/08/2016	HAWORTH, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64068	6120	7100000	16-17	1,128.86	
				08/06/2016			0000062155	HAWORTH, INC.								1,128.86
08/06/16	0000062157	C		08/08/2016	LOS ANGELES TIMES	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6321	6120000	16-17	520.00	
				08/06/2016			0000062157	LOS ANGELES TIMES								520.00
08/06/16	0000062158	C		08/08/2016	EBSCO INFORMATION	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6321	6120000	16-17	4.21	
				08/06/2016			0000062158	EBSCO INFORMATION SERVICES								4.21
08/06/16	0000062159	C		08/06/2016	MENNELLA, HILLARY	NON-INSTRUCTIONAL SUPPLIES	Health Services	69.0	00000.0	00000	03310	4550	6440000	16-17	135.00	
				08/06/2016			0000062159	MENNELLA, HILLARY								135.00
08/06/16	0000062160	A		08/06/2016	SALON DESIGNERS LA	COSMETOLOGY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	6450	0900000	16-17	1,863.55	
				08/06/2016			0000062160	SALON DESIGNERS LA								1,863.55
08/06/16	0000062161	A		08/06/2016	PACIFIC COAST CABLING	INSTALLATIONS	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	324.66	
				08/06/2016			0000062161	PACIFIC COAST CABLING								324.66
08/06/16	0000062162	C		08/06/2016	AUTOMETRIX	DRAFTING SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	03000	70200	5810	6190000	16-17	1,200.00	
				08/06/2016			0000062162	AUTOMETRIX								1,200.00

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08/06/16	0000062163	A		08/06/2016	STAPLES ADVANTAGE	OFFICE SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	16-17	236.64	
				08/06/2016			0000062163			STAPLES ADVANTAGE						236.64
08/06/16	0000062164	C		08/29/2016	AMAZON	OFFICE SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	16-17	53.36	
				08/06/2016			0000062164			AMAZON						53.36
08/06/16	0000062165	C		08/06/2016	INSTYLE	MAGAZINES	Cosmetology	39.3	00000.0	00000	02350	4200	3057000	16-17	18.00	
				08/06/2016			0000062165			INSTYLE						18.00
08/08/16	0000062166	C		08/29/2016	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Dental Assisting	01.0	00000.0	00000	02530	4320	1240100	16-17	28.95	
						MISCELLANEOUS		01.0	00000.0	00000	02530	4320	1240100	16-17	2.61	
				08/08/2016			0000062166			BANK OF AMERICA						31.56
08/08/16	0000062167	C		08/08/2016	VOGUE	MAGAZINES	Cosmetology	39.3	00000.0	00000	02350	4200	3057000	16-17	12.00	
				08/08/2016			0000062167			VOGUE						12.00
08/08/16	0000062168	C		08/08/2016	ALLURE	MAILROOM SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4200	3057000	16-17	8.00	
				08/08/2016			0000062168			ALLURE						8.00
08/08/16	0000062169	C		08/08/2016	US BANK EQUIPMENT	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5810	6722000	16-17	8,222.95	
				08/08/2016			0000062169			US BANK EQUIPMENT FINANCE						8,222.95
08/08/16	0000062170	A		08/08/2016	ALLISON MECHANICAL, INC.	REPAIRS - OTHER	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	7,992.00	
				08/08/2016			0000062170			ALLISON MECHANICAL, INC.						7,992.00
08/08/16	0000062171	C		08/08/2016	RUSSELL SIGLER INC.	MISCELLANEOUS	Building Maintenance-Re	41.0	00000.0	00000	71016	4550	6510000	16-17	1,599.26	

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						08/08/2016	0000062171	RUSSELL SIGLER INC.								1,599.26
08/08/16	0000062172	C		08/08/2016	GRAINGER	BATTERIES	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	16-17	689.91	
						08/08/2016	0000062172	GRAINGER								689.91
08/08/16	0000062173	C		08/08/2016	ALLISON MECHANICAL, INC.	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	16-17	8,748.75	
						08/08/2016	0000062173	ALLISON MECHANICAL, INC.								8,748.75
08/08/16	0000062174	C		08/08/2016	FAST DEER BUS CHARTER, INC.	CONTRACTED SERVICES	Fine & Applied Arts	01.0	00000.0	00000	04400	5810	1051000	16-17	1,157.75	
							Physical Sciences	01.0	00000.0	00000	04400	5810	1951000	16-17	4,215.32	
							Student Personnel	01.0	00000.0	00000	04400	5810	6450000	16-17	2,594.92	
						08/08/2016	0000062174	FAST DEER BUS CHARTER, INC.								7,967.99
08/08/16	0000062175	A		08/08/2016	WEST COAST SAND AND GRAVEL	SAND AND GRAVEL	Grounds Maintenance-Re	01.0	00000.0	00000	04400	4550	6550000	16-17	645.28	
						08/08/2016	0000062175	WEST COAST SAND AND GRAVEL								645.28
08/08/16	0000062176	A		08/08/2016	KTS NETWORK SOLUTIONS	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6120	7100000	16-17	1,530.40	
						08/08/2016	0000062176	KTS NETWORK SOLUTIONS								1,530.40
08/08/16	0000062177	A		08/08/2016	GST INC	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6120	7100000	16-17	4,998.76	
						08/08/2016	0000062177	GST INC								4,998.76
08/08/16	0000062178	A		08/08/2016	OPTIO	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6130	7100000	16-17	35,544.90	
						08/08/2016	0000062178	OPTIO								35,544.90
08/08/16	0000062179	A		08/08/2016	WEST COAST DOOR, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64038	6120	7100000	16-17	2,868.00	

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						08/08/2016	0000062179	WEST COAST DOOR, INC.								2,868.00
08/08/16	0000062180	A		08/11/2016	OSCAR'S ELECTRIC	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64038	6120	7100000	16-17	590.00	
						08/08/2016	0000062180	OSCAR'S ELECTRIC								590.00
08/08/16	0000062181	A		08/08/2016	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65052	6120	7100000	16-17	2,550.00	
						08/08/2016	0000062181	H2 ENVIRONMENTAL								2,550.00
08/09/16	0000062182	A		08/09/2016	OPTIO	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65040	6130	7100000	16-17	31,964.25	
						08/09/2016	0000062182	OPTIO								31,964.25
08/09/16	0000062183	A		08/09/2016	KTS NETWORK SOLUTIONS	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65040	6120	7100000	16-17	1,530.40	
						08/09/2016	0000062183	KTS NETWORK SOLUTIONS								1,530.40
08/09/16	0000062184	A		08/09/2016	GST INC	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65040	6120	7100000	16-17	3,657.26	
						08/09/2016	0000062184	GST INC								3,657.26
08/09/16	0000062185	C		08/09/2016	FRANTONE'S PIZZA	CATERING SERVICES	Student Personnel	01.3	00000.0	07006	73460	4550	6450000	16-17	396.76	
						08/09/2016	0000062185	FRANTONE'S PIZZA								396.76
08/10/16	0000062186	A		08/10/2016	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65010	6120	7100000	16-17	2,066.27	
						08/10/2016	0000062186	CS & ASSOCIATES, INC.								2,066.27
08/10/16	0000062187	C		08/10/2016	WESTERN ASSOCIATION OF	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	75.00	
						08/10/2016	0000062187	WESTERN ASSOCIATION OF VETERANS EDUCATIO								75.00
08/10/16	0000062188	A		08/10/2016	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65060	6130	7100000	16-17	17,907.87	

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						08/10/2016	0000062188	CS & ASSOCIATES, INC.								17,907.87
08/10/16	0000062189	C		08/10/2016	OSCAR'S ELECTRIC	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64068	6120	7100000	16-17	750.00	
						08/10/2016	0000062189	OSCAR'S ELECTRIC								750.00
08/10/16	0000062190	A		08/10/2016	ALL AMERICAN TROPHY	MISCELLANEOUS	Nursing	01.0	00000.0	00000	02530	4320	1230000	16-17	22.89	
						08/10/2016	0000062190	ALL AMERICAN TROPHY								22.89
08/10/16	0000062191	A		08/10/2016	CS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64055	6120	7100000	16-17	3,189.89	
						08/10/2016	0000062191	CS & ASSOCIATES, INC.								3,189.89
08/11/16	0000062192	C		08/11/2016	RODGER'S CATERING	CATERING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4320	6016000	16-17	108.24	
						08/11/2016	0000062192	RODGER'S CATERING								108.24
08/10/16	0000062193	C		08/10/2016	TABLEAU SOFTWARE, INC.	LICENSE/FEES	Interdisciplinary Studies	39.1	00000.0	00004	79850	6310	4900000	16-17	1,500.00	
						08/10/2016	0000062193	TABLEAU SOFTWARE, INC.								1,500.00
08/10/16	0000062194	P		08/10/2016	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Management Information	01.0	00000.0	00000	02260	4550	6780000	16-17	86.97	
						08/10/2016	0000062194	AMAZON								86.97
08/10/16	0000062195	C		08/10/2016	TOTAL COMPENSATION	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5810	6721000	16-17	3,600.00	
						08/10/2016	0000062195	TOTAL COMPENSATION SYSTEMS, INC.								3,600.00
08/10/16	0000062196	C		08/10/2016	AMERICAN FIDELITY ADMINISTRATIVE	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5810	6721000	16-17	1,160.00	
						08/10/2016	0000062196	AMERICAN FIDELITY ADMINISTRATIVE SERVICE								1,160.00
08/11/16	0000062198	C		08/11/2016	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	03000	70200	5210	6190000	16-17	990.00	

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						08/11/2016	0000062198	CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED								990.00
08/11/16	0000062199	C		08/11/2016	OMNI HOTELS & RESORTS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	03000	70200	5210	6190000	16-17	194.00	
						08/11/2016	0000062199	OMNI HOTELS & RESORTS								194.00
08/11/16	0000062200	C		08/11/2016	OMNI HOTELS & RESORTS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	03000	70200	5210	6190000	16-17	388.00	
						08/11/2016	0000062200	OMNI HOTELS & RESORTS								388.00
08/11/16	0000062201	C		08/11/2016	DOUBLETREE BY HILTON HOTEL	CONFERENCE AND TRAVEL	Counseling	01.3	00000.0	00000	73420	5210	6300000	16-17	218.50	
						08/11/2016	0000062201	DOUBLETREE BY HILTON HOTEL								218.50
08/11/16	0000062202	C		08/11/2016	BOARD OF GOVERNORS ,	CONFERENCE AND TRAVEL	Counseling	01.3	00000.0	00000	73420	5210	6300000	16-17	280.00	
						08/11/2016	0000062202	BOARD OF GOVERNORS ,								280.00
08/11/16	0000062203	C		08/11/2016	SANTA ANA COLLEGE	CONFERENCE AND TRAVEL	Parking	39.5	00000.0	00000	79800	5210	6950000	16-17	52.00	
						08/11/2016	0000062203	SANTA ANA COLLEGE								52.00
08/11/16	0000062204	A		08/11/2016	CSTA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75285	5210	6190000	16-17	186.00	
						08/11/2016	0000062204	CSTA								186.00
08/11/16	0000062205	P		08/11/2016	NEED TO ADD VENDOR	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75285	5210	6190000	16-17	507.00	
						08/11/2016	0000062205	NEED TO ADD VENDOR								507.00
08/11/16	0000062206	A		08/11/2016	CHAMBERS, CAROLYN	CONSULTANTS	Oth Instr Sup Services	01.3	00000.0	00000	77671	5110	6190000	16-17	1,800.00	
						08/11/2016	0000062206	CHAMBERS, CAROLYN								1,800.00
08/11/16	0000062207	C		08/11/2016	RAN GRAPHICS	PRINTING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4390	6016000	16-17	4,523.50	

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						08/11/2016	0000062207	RAN GRAPHICS								4,523.50
08/11/16	0000062208	A		08/12/2016	GST INC	COMPUTER SUPP/EQUIP	iFalcon	01.3	00000.0	03001	73460	6450	6194000	16-17	27,985.50	
						08/11/2016	0000062208	GST INC								27,985.50
08/11/16	0000062209	C		08/15/2016	LV BOTKIN DESIGNS	INSTRUCTIONAL SUPPLIES	Apprenticeships- Field Ironwork	01.3	00000.0	00000	72340	4320	0909000	16-17	4,414.50	
						08/11/2016	0000062209	LV BOTKIN DESIGNS								4,414.50
08/11/16	0000062210	A		08/12/2016	GST INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00001	73840	6450	7100000	16-17	43,244.74	
						08/11/2016	0000062210	GST INC								43,244.74
08/11/16	0000062211	A		08/12/2016	TCB PRINTING	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	4550	6780000	16-17	21.80	
						08/11/2016	0000062211	TCB PRINTING								21.80
08/11/16	0000062212	C		08/15/2016	SPECTRA FILM AND VIDEO	LABORATORY SUPP/EQUIP	Film Making	01.0	00000.0	00100	02520	4325	1057000	16-17	15.00	
						08/11/2016	0000062212	SPECTRA FILM AND VIDEO								15.00
08/11/16	0000062213	P		08/15/2016	AMAZON	COPY, DUPLICATING SUPP/EQUIP	Fine & Applied Arts	01.0	00000.0	00000	02520	4320	1051000	16-17	18.89	
						INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	38.16	
						08/11/2016	0000062213	AMAZON								57.05
08/11/16	0000062214	C		08/15/2016	GARD'S MUSIC HOUSE	REPAIRS - OTHER	Music	01.0	00000.0	00000	02520	5630	1054000	16-17	95.48	
						08/11/2016	0000062214	GARD'S MUSIC HOUSE								95.48
08/11/16	0000062215	C		08/12/2016	RAN GRAPHICS	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	16-17	228.64	
						08/11/2016	0000062215	RAN GRAPHICS								228.64

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08/11/16	0000062216	C		08/12/2016	ENGINEERICA SYSTEMS INC	SUBSCRIPTIONS	Tutoring	01.0	00000.0	00000	01220	6310	6491000	16-17	1,220.80	
						08/11/2016	0000062216	ENGINEERICA SYSTEMS INC								1,220.80
08/11/16	0000062217	A		08/12/2016	PIVOT INTERIORS, INC	OFFICE FURNITURE/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70200	6460	6190000	16-17	1,593.75	
						08/11/2016	0000062217	PIVOT INTERIORS, INC								1,593.75
08/11/16	0000062218	A		08/12/2016	AIRGAS	AUTOBODY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03300	70200	4320	0900000	16-17	416.14	
								01.3	00000.0	03300	70200	6450	0900000	16-17	929.91	
						08/11/2016	0000062218	AIRGAS								1,346.05
08/11/16	0000062219	A		08/12/2016	AIRGAS	AUTOBODY SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	03300	70200	5810	6190000	16-17	13,044.09	
						08/11/2016	0000062219	AIRGAS								13,044.09
08/11/16	0000062220	C		08/12/2016	GST INC	COMPUTER SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	432.77	
						08/11/2016	0000062220	GST INC								432.77
08/11/16	0000062221	A		08/12/2016	RAN GRAPHICS	ADVERTISING	Academic Administration	01.3	00000.0	00000	72800	5830	6010000	16-17	173.05	
						08/11/2016	0000062221	RAN GRAPHICS								173.05
08/11/16	0000062222	P		08/15/2016	BANK OF AMERICA	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	179.90	
						08/11/2016	0000062222	BANK OF AMERICA								179.90
08/11/16	0000062223	A		08/15/2016	LAKEWOOD CHAMBER OF	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	16-17	1,000.00	
						08/11/2016	0000062223	LAKEWOOD CHAMBER OF COMMERCE								1,000.00
08/11/16	0000062224	A		08/15/2016	POWER 106 FM	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	16-17	15,000.00	

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						08/11/2016	0000062224	POWER 106 FM								15,000.00
08/11/16	0000062225	C		08/12/2016	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	16-17	2,639.00	
						08/11/2016	0000062225	DIVERSIFIED BUSINESS SERVICES								2,639.00
08/11/16	0000062226	A		08/12/2016	GST INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	16-17	44,957.98	
						08/11/2016	0000062226	GST INC								44,957.98
08/11/16	0000062227	C		08/29/2016	BANK OF AMERICA	PRINTING SERVICES	Museums-Galleries	01.0	00000.0	00000	02520	4550	6140000	16-17	188.56	
								01.0	00000.0	00000	02520	4550	6140000	16-17	16.96	
						08/11/2016	0000062227	BANK OF AMERICA								205.52
08/11/16	0000062228	C		08/12/2016	GST INC	PRINTING SUPP/EQUIP	Fine & Applied Arts	01.0	00000.0	00000	02520	4320	1051000	16-17	294.30	
						08/11/2016	0000062228	GST INC								294.30
08/11/16	0000062229	A		08/11/2016	KTS NETWORK SOLUTIONS	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65050	6120	7100000	16-17	320.00	
						08/11/2016	0000062229	KTS NETWORK SOLUTIONS								320.00
08/11/16	0000062230	C		08/11/2016	PETERSON'S A NELNET COMPANY	BOOKS	Library	01.0	00000.0	00000	02220	6320	6120000	16-17	33.52	
						08/11/2016	0000062230	PETERSON'S A NELNET COMPANY								33.52
08/12/16	0000062231	C		08/12/2016	MICRO CURRENT TECHNOLOGY, INC.	COSMETOLOGY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	16-17	706.32	
						08/12/2016	0000062231	MICRO CURRENT TECHNOLOGY, INC.								706.32
08/12/16	0000062232	C		08/12/2016	GST INC	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	16-17	12,838.24	
						08/12/2016	0000062232	GST INC								12,838.24

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08/13/16	0000062233	C		08/13/2016	SNAP-ON TOOLS INDUSTRIAL	NON-INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	6450	0900000	16-17	5,752.91	
				08/13/2016			0000062233			SNAP-ON TOOLS INDUSTRIAL						5,752.91
08/12/16	0000062234	A		08/12/2016	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Matriculation-Std nt Assessment	01.0	00000.0	00000	03410	4550	6320000	16-17	126.44	
				08/12/2016			0000062234			TCB PRINTING						126.44
08/12/16	0000062235	C		08/15/2016	ROBBINS SMITH, PATRICIA	NON-INSTRUCTIONAL SUPPLIES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	100.94	
				08/12/2016			0000062235			ROBBINS SMITH, PATRICIA						100.94
08/12/16	0000062236	P		08/15/2016	AMAZON	LABORATORY SUPP/EQUIP	Film Making	01.0	00000.0	00100	02520	4325	1057000	16-17	292.83	
				08/12/2016			0000062236			AMAZON						292.83
08/12/16	0000062237	P		08/15/2016	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	229.90	
				08/12/2016			0000062237			BANK OF AMERICA						229.90
08/12/16	0000062238	P		08/15/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	50.88	
				08/12/2016			0000062238			AMAZON						50.88
08/12/16	0000062239	A		08/12/2016	CDW-GOVERNMENT INC	LABORATORY SUPP/EQUIP	Computer Graphics	01.0	00000.0	00100	02520	4325	1030200	16-17	156.50	
				08/12/2016			0000062239			CDW-GOVERNMENT INC						156.50
08/12/16	0000062240	P		08/15/2016	BANK OF AMERICA	LABORATORY SUPP/EQUIP	Sculpture	01.0	00000.0	00100	02520	4325	1002200	16-17	601.99	
				08/12/2016			0000062240			BANK OF AMERICA						601.99
08/13/16	0000062241	A		08/13/2016	OSCAR'S ELECTRIC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65040	6130	7100000	16-17	6,900.00	
				08/13/2016			0000062241			OSCAR'S ELECTRIC						6,900.00

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08/13/16	0000062242	A		08/13/2016	ANIXTER	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65040	6130	7100000	16-17	8,591.21	
				08/13/2016			0000062242		ANIXTER							8,591.21
08/13/16	0000062243	A		08/13/2016	MEYER CONSTRUCTION	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64055	6120	7100000	16-17	4,245.00	
				08/13/2016			0000062243		MEYER CONSTRUCTION SERVICES INC.							4,245.00
08/13/16	0000062244	A		08/13/2016	W.W. NORTON & COMPANY	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	16-17	79.53	
						MISCELLANEOUS		01.3	00000.0	00000	71130	6320	6120000	16-17	26.90	
				08/13/2016			0000062244		W.W. NORTON & COMPANY							106.43
08/13/16	0000062245	A		08/13/2016	M-TECH GLASS	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64055	6130	7100000	16-17	8,615.25	
				08/13/2016			0000062245		M-TECH GLASS							8,615.25
08/13/16	0000062246	C		08/13/2016	OFFICE DEPOT/BUSINESS	TONER CARTRIDGES	CulinaryArtsChef ,Catering,Food	01.0	00000.0	00000	02530	4320	1306300	16-17	183.23	
				08/13/2016			0000062246		OFFICE DEPOT/BUSINESS SVCS DIV							183.23
08/13/16	0000062247	A		08/13/2016	AAA ELECTRICAL SUPPLY, INC.	LIGHTING SUPP/EQUIP/MAINT/SY	Interdisciplinary Studies	39.8	00000.0	00000	77500	4320	4900000	16-17	2,162.29	
				08/13/2016			0000062247		AAA ELECTRICAL SUPPLY, INC.							2,162.29
08/13/16	0000062248	C		08/13/2016	OMNI HOTELS & RESORTS	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	76613	5210	6190000	16-17	388.00	
				08/13/2016			0000062248		OMNI HOTELS & RESORTS							388.00
08/15/16	0000062249	C		08/15/2016	KEENAN & ASSOCIATES	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00100	04100	5420	6720000	16-17	391.21	
				08/15/2016			0000062249		KEENAN & ASSOCIATES							391.21
08/15/16	0000062250	A		08/15/2016	AMERICAN EXPRESS TRAVEL	CONFERENCE AND TRAVEL	Counseling	01.3	00000.0	00000	73420	5210	6300000	16-17	135.20	

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						08/15/2016	0000062250	AMERICAN EXPRESS TRAVEL								135.20
08/16/16	0000062251	C		08/16/2016	MENKE MARKING DEVICES INC.	NON-INSTRUCTIONAL SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	16-17	43.60	
						08/16/2016	0000062251	MENKE MARKING DEVICES INC.								43.60
08/16/16	0000062252	A		08/16/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	16-17	394.73	
						08/16/2016	0000062252	OFFICE DEPOT/BUSINESS SVCS DIV								394.73
08/16/16	0000062253	C		08/16/2016	CCCCIO	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	300.00	
						08/16/2016	0000062253	CCCCIO								300.00
08/16/16	0000062254	C		08/16/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	16-17	718.85	
						08/16/2016	0000062254	OFFICE DEPOT/BUSINESS SVCS DIV								718.85
08/16/16	0000062255	C		08/16/2016	LONG BEACH CITY COLLEGE	CONFERENCE AND TRAVEL	Student Personnel	01.3	00000.0	07006	73460	5210	6450000	16-17	100.00	
						08/16/2016	0000062255	LONG BEACH CITY COLLEGE								100.00
08/16/16	0000062256	C		08/16/2016	VASQUEZ, GRACIELA	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00100	04100	5420	6720000	16-17	325.94	
						08/16/2016	0000062256	VASQUEZ, GRACIELA								325.94
08/16/16	0000062257	C		08/16/2016	CERRITOS COMMUNITY	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00100	04100	5420	6720000	16-17	3,004.33	
						08/16/2016	0000062257	CERRITOS COMMUNITY COLLEGE DISTRICT								3,004.33
08/16/16	0000062258	A		09/03/2016	ROBOTSHOP INC.	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	16-17	405.42	
						08/16/2016	0000062258	ROBOTSHOP INC.								405.42
08/16/16	0000062259	A		08/16/2016	PROJECT LEAD THE WAY	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	16-17	153.16	

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08/16/16	0000062259	A		08/16/2016	PROJECT LEAD THE WAY	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	6450	0900000	16-17	1,171.75	
				08/16/2016			0000062259			PROJECT LEAD THE WAY						1,324.91
08/16/16	0000062260	C		08/18/2016	EMSI	SOFTWARE	Oth Instr Sup Services	01.3	00000.0	03000	70200	6310	6190000	16-17	11,500.00	
				08/16/2016			0000062260			EMSI						11,500.00
08/16/16	0000062261	A		08/16/2016	TRIANGLE ENGINEERING, INC.	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03900	70200	4320	0900000	16-17	1,635.00	
								01.3	00000.0	03900	70200	6410	0900000	16-17	49,050.00	
								01.3	00000.0	03900	70200	6450	0900000	16-17	4,905.00	
				08/16/2016			0000062261			TRIANGLE ENGINEERING, INC.						55,590.00
08/16/16	0000062262	C		08/18/2016	QUICKCAPTION, INC.	CONTRACTED SERVICES	Human Resources	01.0	00000.0	09000	05100	5810	6730000	16-17	6,475.00	
				08/16/2016			0000062262			QUICKCAPTION, INC.						6,475.00
08/16/16	0000062263	C		08/18/2016	ARI KALECHSTEIN, PH.D.	CONTRACTED SERVICES	Human Resources	01.0	00000.0	09000	05100	5810	6730000	16-17	6,237.00	
				08/16/2016			0000062263			ARI KALECHSTEIN, PH.D.						6,237.00
08/16/16	0000062264	C		08/16/2016	CAL POLY POMONA	CONFERENCE AND TRAVEL	LINC Program	01.3	00000.0	03012	73460	5210	6435000	16-17	75.00	
				08/16/2016			0000062264			CAL POLY POMONA						75.00
08/16/16	0000062265	A		08/16/2016	PACIFIC COAST CABLING	OFFICE SUPPLIES	Human Resources	01.0	00000.0	09000	05100	4550	6730000	16-17	411.51	
				08/16/2016			0000062265			PACIFIC COAST CABLING						411.51
08/16/16	0000062266	A	1	08/18/2016	SOUTHERN CALIFORNIA MARINE	FIELD TRIPS	SEM-Biology	01.0	00000.0	00000	02570	7610	1966000	16-17	862.00	
				08/16/2016			0000062266			SOUTHERN CALIFORNIA MARINE INSTITUTE						862.00

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08/16/16	0000062267	C		08/18/2016	ADLER, SARA	LEGAL SERVICES	Human Resources	01.0	00000.0	00100	05100	5730	6730000	16-17	5,400.00	
				08/16/2016			0000062267			ADLER, SARA						5,400.00
08/16/16	0000062268	C		08/18/2016	RODGER'S CATERING	FOOD PRODUCTS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	130.23	
				08/16/2016			0000062268			RODGER'S CATERING						130.23
08/16/16	0000062269	C		08/16/2016	RAN GRAPHICS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5830	6460000	16-17	302.76	
				08/16/2016			0000062269			RAN GRAPHICS						302.76
08/16/16	0000062270	C		08/16/2016	GST INC	MISCELLANEOUS	Oth Instr Sup Services	39.0	00000.0	00000	77400	4550	6190000	16-17	339.85	
				08/16/2016			0000062270			GST INC						339.85
08/16/16	0000062271	X	2	09/02/2016	CAL PANEL	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	16-17	878.98	
				08/16/2016			0000062271			CAL PANEL						878.98
08/16/16	0000062272	C		08/16/2016	ULINE	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	16-17	1,990.94	
				08/16/2016			0000062272			ULINE						1,990.94
08/16/16	0000062273	C		08/16/2016	PARAGON MICRO	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	16-17	5,716.87	
				08/16/2016			0000062273			PARAGON MICRO						5,716.87
08/16/16	0000062274	C		08/16/2016	LEXIPOL LLC	CONTRACTED SERVICES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	1,166.66	
				08/16/2016			0000062274			LEXIPOL LLC						1,166.66
08/16/16	0000062275	C		08/16/2016	PARAGON MICRO	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	16-17	311.09	
				08/16/2016			0000062275			PARAGON MICRO						311.09

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08/16/16	0000062276	C		08/18/2016	UC REGENTS	CONFERENCE AND TRAVEL	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	180.00	
				08/16/2016			0000062276			UC REGENTS						180.00
08/16/16	0000062277	C		08/16/2016	CCCEOPSA	CONFERENCE AND TRAVEL	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	2,300.00	
				08/16/2016			0000062277			CCCEOPSA						2,300.00
08/16/16	0000062278	P		08/16/2016	NEED TO ADD VENDOR	LODGING	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	507.00	
				08/16/2016			0000062278			NEED TO ADD VENDOR						507.00
08/16/16	0000062279	P		08/16/2016	NEED TO ADD VENDOR	LODGING	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	676.00	
				08/16/2016			0000062279			NEED TO ADD VENDOR						676.00
08/16/16	0000062280	P		08/16/2016	NEED TO ADD VENDOR	LODGING	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	571.10	
				08/16/2016			0000062280			NEED TO ADD VENDOR						571.10
08/16/16	0000062282	P		08/16/2016	NEED TO ADD VENDOR	LODGING	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	634.81	
				08/16/2016			0000062282			NEED TO ADD VENDOR						634.81
08/16/16	0000062283	A		08/16/2016	AMERICAN EXPRESS TRAVEL	CONFERENCE AND TRAVEL	Auxiliary Operations	01.3	00000.0	00000	71200	5210	7000000	16-17	701.70	
				08/16/2016			0000062283			AMERICAN EXPRESS TRAVEL						701.70
08/17/16	0000062284	C		08/17/2016	WITTIG, ANDREA	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	16-17	1,797.02	
				08/17/2016			0000062284			WITTIG, ANDREA						1,797.02
08/18/16	0000062285	A		09/14/2016	BALPORT LOCK & SAFE	NON-INSTRUCTIONAL SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	16-17	884.60	
				08/18/2016			0000062285			BALPORT LOCK & SAFE						884.60

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08/18/16	0000062286	A		08/18/2016	COMMERCIAL DOOR METAL SYSTEMS	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	1,340.00	
						08/18/2016	0000062286			COMMERCIAL DOOR METAL SYSTEMS						1,340.00
08/18/16	0000062287	A		08/18/2016	EFFICIENT LIGHTING ELECTRIC	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	16-17	900.00	
						08/18/2016	0000062287			EFFICIENT LIGHTING ELECTRIC						900.00
08/18/16	0000062288	A		08/18/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Physical Property-Related	42.1	00000.0	00000	65004	4550	7100000	16-17	571.55	
						08/18/2016	0000062288			OFFICE DEPOT/BUSINESS SVCS DIV						571.55
08/18/16	0000062289	C		08/18/2016	PEARSON EDUCATION	MISCELLANEOUS	Oth Instr Sup Services	39.6	00000.0	00000	74250	4550	6190000	16-17	4,000.00	
						08/18/2016	0000062289			PEARSON EDUCATION						4,000.00
08/18/16	0000062290	C		08/18/2016	BIBLIOTHECA, LCC	MAINTENANCE AGREEMENTS	Library	01.0	00000.0	00000	02220	5810	6120000	16-17	3,849.30	
						08/18/2016	0000062290			BIBLIOTHECA, LCC						3,849.30
08/18/16	0000062291	C		08/18/2016	BARNES & NOBLE	OFFICE SUPPLIES	Human Resources	01.3	00000.0	00000	73460	4550	6730000	16-17	835.81	
						08/18/2016	0000062291			BARNES & NOBLE						835.81
08/18/16	0000062292	C		08/18/2016	NAFSA MEMBERSHIP	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	455.00	
						08/18/2016	0000062292			NAFSA MEMBERSHIP						455.00
08/18/16	0000062293	C		08/18/2016	CALIFORNIA COLLEGES FOR	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	450.00	
						08/18/2016	0000062293			CALIFORNIA COLLEGES FOR INTERNATIONAL ED						450.00
08/18/16	0000062294	P		08/29/2016	BANK OF AMERICA	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	16-17	310.00	
						08/18/2016	0000062294			BANK OF AMERICA						310.00

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08/18/16	0000062295	P		08/18/2016	AMAZON	COSMETOLOGY SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	16-17	175.14	
				08/18/2016			0000062295	AMAZON								175.14
08/18/16	0000062296	C		08/18/2016	GST INC	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00002	73840	6450	7100000	16-17	2,086.09	
				08/18/2016			0000062296	GST INC								2,086.09
08/18/16	0000062297	C		08/18/2016	FOLLETT BOOKSTORE #603	BOOKS	Tutoring	01.3	00000.0	01008	73460	4550	6491000	16-17	1,291.88	
				08/18/2016			0000062297	FOLLETT BOOKSTORE #603								1,291.88
08/18/16	0000062298	C		08/18/2016	RODGER'S CATERING	CATERING SERVICES	Tutoring	01.0	00000.0	00000	01220	4550	6491000	16-17	604.30	
				08/18/2016			0000062298	RODGER'S CATERING								604.30
08/18/16	0000062299	C		08/18/2016	RODGER'S CATERING	CATERING SERVICES	Library	01.0	00000.0	00000	02220	4550	6120000	16-17	52.51	
				08/18/2016			0000062299	RODGER'S CATERING								52.51
08/18/16	0000062300	A		08/18/2016	TOM BLACK SERVICES	REPAIRS - OTHER	Physical Sciences	01.0	00000.0	00000	02570	5630	1951000	16-17	1,200.00	
				08/18/2016			0000062300	TOM BLACK SERVICES								1,200.00
08/18/16	0000062301	C		08/18/2016	SAATIPRINT	LABORATORY SUPP/EQUIP	Other Fine-Applied	01.0	00000.0	00100	02520	4325	1099000	16-17	162.65	
				08/18/2016			0000062301	SAATIPRINT								162.65
08/18/16	0000062302	C		08/18/2016	CHEMICAL CONSULTANTS	LABORATORY SUPP/EQUIP	Other Fine-Applied	01.0	00000.0	00100	02520	4325	1099000	16-17	66.48	
				08/18/2016			0000062302	CHEMICAL CONSULTANTS								66.48
08/18/16	0000062303	A	1	09/15/2016	MITEE-BITE PRODUCTS LLC	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	4320	0900000	16-17	1,601.88	
				08/18/2016			0000062303	MITEE-BITE PRODUCTS LLC								1,601.88

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08/18/16	0000062304	C	1	08/26/2016	GALLADE CHEMICAL INC.	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	90.71	
						08/18/2016	0000062304			GALLADE CHEMICAL INC.						90.71
08/18/16	0000062305	C		08/18/2016	B & H PHOTO VIDEO	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	16-17	39.02	
						08/18/2016	0000062305			B & H PHOTO VIDEO						39.02
08/18/16	0000062306	C		08/18/2016	LV BOTKIN DESIGNS	INSTRUCTIONAL SUPPLIES	Apprenticeships-Field Ironwork	01.3	00000.0	00000	72340	4320	0909000	16-17	3,924.00	
						08/18/2016	0000062306			LV BOTKIN DESIGNS						3,924.00
08/18/16	0000062307	A		08/31/2016	BARNES & NOBLE	BOOKS	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	72001	4100	0900000	16-17	933.71	
						08/18/2016	0000062307			BARNES & NOBLE						933.71
08/18/16	0000062308	A	1	08/31/2016	NEW READERS PRESS	BOOKS	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	72001	4100	0900000	16-17	155.24	
						08/18/2016	0000062308			NEW READERS PRESS DEPARTMENT						155.24
08/18/16	0000062309	A		08/31/2016	CAMBRIDGE UNIVERSITY PRESS	BOOKS	Oth Instr Sup Services	01.3	00000.0	00000	72003	4100	6190000	16-17	2,493.38	
						08/18/2016	0000062309			CAMBRIDGE UNIVERSITY PRESS						2,493.38
08/18/16	0000062310	A		08/18/2016	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	School Relations	01.0	00000.0	00000	03320	4550	6493000	16-17	1,385.00	
						08/18/2016	0000062310			DIVERSIFIED BUSINESS SERVICES						1,385.00
08/18/16	0000062311	P		08/18/2016	AMAZON	LABORATORY SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	54.59	
						08/18/2016	0000062311			AMAZON						54.59
08/19/16	0000062312	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	306.31	
						08/19/2016	0000062312			AVI-CON, INC. DBA CA CONSTRUCTION AND						306.31

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08/19/16	0000062313	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	12,831.59	
				08/19/2016		0000062313	AVI-CON, INC. DBA CA CONSTRUCTION AND									12,831.59
08/19/16	0000062314	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	4,601.00	
				08/19/2016		0000062314	AVI-CON, INC. DBA CA CONSTRUCTION AND									4,601.00
08/19/16	0000062315	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	29,698.32	
				08/19/2016		0000062315	AVI-CON, INC. DBA CA CONSTRUCTION AND									29,698.32
08/19/16	0000062316	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	15,750.54	
				08/19/2016		0000062316	AVI-CON, INC. DBA CA CONSTRUCTION AND									15,750.54
08/19/16	0000062317	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	6,487.00	
				08/19/2016		0000062317	AVI-CON, INC. DBA CA CONSTRUCTION AND									6,487.00
08/19/16	0000062318	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	749.30	
				08/19/2016		0000062318	AVI-CON, INC. DBA CA CONSTRUCTION AND									749.30
08/19/16	0000062319	A		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	3,166.89	
				08/19/2016		0000062319	AVI-CON, INC. DBA CA CONSTRUCTION AND									3,166.89
08/19/16	0000062320	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	7,839.59	
				08/19/2016		0000062320	AVI-CON, INC. DBA CA CONSTRUCTION AND									7,839.59
08/19/16	0000062321	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	449.07	
				08/19/2016		0000062321	AVI-CON, INC. DBA CA CONSTRUCTION AND									449.07

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08/19/16	0000062322	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	11,796.37	
				08/19/2016		0000062322	AVI-CON, INC. DBA CA CONSTRUCTION AND								11,796.37	
08/19/16	0000062323	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	29,757.20	
				08/19/2016		0000062323	AVI-CON, INC. DBA CA CONSTRUCTION AND								29,757.20	
08/19/16	0000062324	C		08/19/2016	AVI-CON, INC. DBA CA CONSTRUCTION	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65039	6220	7100000	16-17	11,326.24	
				08/19/2016		0000062324	AVI-CON, INC. DBA CA CONSTRUCTION AND								11,326.24	
08/19/16	0000062325	C		08/19/2016	RADIATION DETECTION CO.	MISCELLANEOUS	Dental Assisting	01.0	00000.0	00000	02530	4325	1240100	16-17	191.30	
				08/19/2016		0000062325	RADIATION DETECTION CO.								191.30	
08/19/16	0000062326	C		08/19/2016	RADIATION DETECTION CO.	MISCELLANEOUS	Dental Hygiene	01.0	00000.0	00000	02530	4325	1240200	16-17	191.30	
				08/19/2016		0000062326	RADIATION DETECTION CO.								191.30	
08/22/16	0000062327	C		08/22/2016	CHABOT-LAS POSITAS	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71100	5210	6460000	16-17	100.00	
				08/22/2016		0000062327	CHABOT-LAS POSITAS COMMUNITY COLLEGE DIS								100.00	
08/22/16	0000062328	C	1	08/24/2016	FOTOSEARCH STOCK	ADVERTISING	Oth Instr Sup Services	01.0	00000.0	00000	02520	5830	6190000	16-17	249.00	
				08/22/2016		0000062328	FOTOSEARCH STOCK PHOTOGRAPHY								249.00	
08/23/16	0000062329	C		08/23/2016	AIRGAS SAFETY	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	16-17	343.79	
				08/23/2016		0000062329	AIRGAS SAFETY								343.79	
08/23/16	0000062330	A		08/23/2016	AMAZON	BOOKS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	991.55	
				08/23/2016		0000062330	AMAZON								991.55	

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08/23/16	0000062331	C		08/23/2016	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	16-17	4,418.75	
							Human Resources	01.0	00000.0	00100	05100	5730	6730000	16-17	8,742.50	
						08/23/2016	0000062331	ATKINSON, ANDELSON, LOYA, RUUD								13,161.25
08/24/16	0000062332	A		08/24/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	16-17	26.99	
						08/24/2016	0000062332	AMAZON								26.99
08/24/16	0000062333	C		08/24/2016	CHABOT-LAS POSITAS	CONFERENCE AND TRAVEL	Admissions	01.0	00000.0	00000	03800	5210	6225000	16-17	50.00	
						08/24/2016	0000062333	CHABOT-LAS POSITAS COMMUNITY COLLEGE DIS								50.00
08/24/16	0000062334	C		08/24/2016	COMMUNITY COLLEGE LEAGUE of	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	16-17	650.00	
						08/24/2016	0000062334	COMMUNITY COLLEGE LEAGUE of CALIFORNIA								650.00
08/24/16	0000062335	C		08/24/2016	COMMUNITY COLLEGE LEAGUE of	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	16-17	100.00	
						08/24/2016	0000062335	COMMUNITY COLLEGE LEAGUE of CALIFORNIA								100.00
08/24/16	0000062336	C		08/24/2016	MARRIOTT RIVERSIDE AT THE	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	16-17	537.04	
						08/24/2016	0000062336	MARRIOTT RIVERSIDE AT THE CONVENTION CEN								537.04
08/24/16	0000062337	C		08/24/2016	CA COMM COLLEGE ASSO FOR	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	00000	70200	5210	6190000	16-17	495.00	
						08/24/2016	0000062337	CA COMM COLLEGE ASSO FOR OCCUPATIONAL ED								495.00
08/24/16	0000062338	C		08/24/2016	HEARST MAGAZINES	MAGAZINES	Cosmetology	39.3	00000.0	00000	02350	4200	3057000	16-17	22.00	
						08/24/2016	0000062338	HEARST MAGAZINES								22.00
08/24/16	0000062339	C		08/24/2016	VANITY FAIR	MAGAZINES	Cosmetology	39.3	00000.0	00000	02350	4200	3057000	16-17	15.00	

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						08/24/2016	0000062339	VANITY FAIR								15.00
08/26/16	0000062340	P		08/31/2016	AMAZON	BOARDS/BULLETIN/CH ALK/DISPLAY	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	16-17	7.99	
						LABORATORY SUPP/EQUIP		01.0	00000.0	00000	02570	4320	1951000	16-17	32.97	
				08/26/2016			0000062340	AMAZON								40.96
08/26/16	0000062341	C		08/26/2016	RICHARDSON, CHRIS	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	16-17	176.00	
				08/26/2016			0000062341	RICHARDSON, CHRIS								176.00
08/26/16	0000062342	C		08/26/2016	SOUTHERN CALIFORNIA	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	16-17	485.00	
				08/26/2016			0000062342	SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION								485.00
08/26/16	0000062343	P		08/26/2016	AMAZON	BOOKS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	35.97	
				08/26/2016			0000062343	AMAZON								35.97
08/26/16	0000062344	C		08/27/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	16-17	125.71	
						TONER CARTRIDGES		01.0	00000.0	00000	02530	4320	1201000	16-17	123.65	
				08/26/2016			0000062344	OFFICE DEPOT/BUSINESS SVCS DIV								249.36
08/12/16	0000062345	C		08/26/2016	INTEGRATED INTERIORS, INC.	CONTRACTED SERVICES	Child Development	01.0	00000.0	00000	02700	5810	6920000	16-17	4,095.00	
				08/12/2016			0000062345	INTEGRATED INTERIORS, INC.								4,095.00
08/26/16	0000062346	C		08/26/2016	COADN-South	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	100.00	
				08/26/2016			0000062346	COADN-South								100.00
08/26/16	0000062347	A		08/27/2016	OFFICE MAX - A BOISE COMPANY	NON-INSTRUCTIONAL SUPPLIES	Management Information	01.0	00000.0	00000	02260	4550	6780000	16-17	149.05	

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						08/26/2016	0000062347	OFFICE MAX - A BOISE COMPANY								149.05
08/26/16	0000062348	P		08/26/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4320	0951000	16-17	53.81	
						08/26/2016	0000062348	AMAZON								53.81
08/26/16	0000062349	A		08/26/2016	IAC INDUSTRIES	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64068	6120	7100000	16-17	1,219.06	
						08/26/2016	0000062349	IAC INDUSTRIES								1,219.06
08/26/16	0000062350	C		08/26/2016	EBSCO INFORMATION	SUBSCRIPTIONS	Library	01.0	00000.0	00000	02220	6321	6120000	16-17	4,771.62	
						08/26/2016	0000062350	EBSCO INFORMATION SERVICES								4,771.62
08/26/16	0000062351	A		08/26/2016	MOHAWK CARPET DISTRIBUTION, INC.	CARPETS	Building Maintenance-Re	41.0	00000.0	00000	71016	4550	6510000	16-17	7,821.11	
						MISCELLANEOUS		41.0	00000.0	00000	71016	4550	6510000	16-17	65.75	
						08/26/2016	0000062351	MOHAWK CARPET DISTRIBUTION, INC.								7,886.86
08/26/16	0000062352	A		08/27/2016	SCHINDLER ELEVATOR	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	2,876.00	
						08/26/2016	0000062352	SCHINDLER ELEVATOR CORPORATION								2,876.00
08/26/16	0000062353	C		08/26/2016	M. HARA LAWNMOWER	GARDENING SUPP/EQUIP	Grounds Maintenance-Re	01.0	00000.0	00000	04400	6460	6550000	16-17	554.81	
						08/26/2016	0000062353	M. HARA LAWNMOWER CENTER								554.81
08/26/16	0000062354	A		08/26/2016	GONLED	LIGHTING SUPP/EQUIP/MAINT/SY	Building Maintenance-Re	41.0	00000.0	00000	71016	6460	6510000	16-17	62,077.68	
						08/26/2016	0000062354	GONLED								62,077.68
08/26/16	0000062355	P		08/26/2016	AMAZON	REPAIRS - OTHER	Accounting & Payroll	01.0	00000.0	00000	04200	4550	6725000	16-17	109.99	
						08/26/2016	0000062355	AMAZON								109.99

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08/26/16	0000062356	A		08/26/2016	IMPERIAL PAVING CO., INC.	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65010	6120	7100000	16-17	540.00	
				08/26/2016			0000062356			IMPERIAL PAVING CO., INC.						540.00
08/26/16	0000062357	A		08/26/2016	EL CAMINO CONSTRUCTION &	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64090	6120	7100000	16-17	1,600.00	
				08/26/2016			0000062357			EL CAMINO CONSTRUCTION & ENGINEERING						1,600.00
08/26/16	0000062358	A		08/26/2016	COMMERCIAL DOOR METAL SYSTEMS	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	2,973.00	
				08/26/2016			0000062358			COMMERCIAL DOOR METAL SYSTEMS						2,973.00
08/26/16	0000062359	A		08/26/2016	OSCAR'S ELECTRIC	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	8,045.00	
				08/26/2016			0000062359			OSCAR'S ELECTRIC						8,045.00
08/26/16	0000062360	A		08/26/2016	STERILIZER MONITORING	MISCELLANEOUS	Dental Hygiene	01.0	00000.0	00000	02530	4320	1240200	16-17	573.89	
				08/26/2016			0000062360			STERILIZER MONITORING SYSTEMS						573.89
08/26/16	0000062361	C		08/26/2016	BERNAN	BOOKS	Library	01.0	00000.0	00000	02220	6320	6120000	16-17	127.60	
				08/26/2016			0000062361			BERNAN						127.60
08/26/16	0000062362	A		08/26/2016	KILGORE INTERNATIONAL INC.	INSTRUCTIONAL SUPPLIES	Dental Hygiene	01.0	00000.0	00000	02530	4320	1240200	16-17	235.44	
				08/26/2016			0000062362			KILGORE INTERNATIONAL INC.						235.44
08/26/16	0000062363	C		08/26/2016	OFFICE DEPOT/BUSINESS	TONER CARTRIDGES	Pharmacy Technician	01.0	00000.0	00000	02530	4320	1221000	16-17	307.71	
				08/26/2016			0000062363			OFFICE DEPOT/BUSINESS SVCS DIV						307.71
08/26/16	0000062364	A		08/26/2016	BATTERY SYSTEMS	BATTERIES	Physical Property-Related	42.1	00000.0	00000	65004	4550	7100000	16-17	768.06	
				08/26/2016			0000062364			BATTERY SYSTEMS						768.06

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08/26/16	0000062365	A		08/27/2016	DEL MAR FLOOR COVERING, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	6,279.00	
				08/26/2016			0000062365									6,279.00
08/26/16	0000062366	A		08/27/2016	SUN PAC STORAGE CONTAINERS, INC.	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	16-17	320.00	
				08/26/2016			0000062366									320.00
08/26/16	0000062367	C		08/27/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Cafeteria	39.4	00000.0	00000	02710	4320	6941000	16-17	36.08	
				08/26/2016			0000062367									36.08
08/26/16	0000062368	A		08/27/2016	B C DRAIN	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	16-17	435.00	
				08/26/2016			0000062368									435.00
08/26/16	0000062369	A		08/27/2016	CAMBRIDGE WEST PARTNERSHIP LLC	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	16-17	14,000.00	
							Physical Property-Related	42.1	00000.0	00000	65004	6120	7100000	16-17	71,000.00	
				08/26/2016			0000062369									85,000.00
08/26/16	0000062370	A		08/27/2016	4IMPRINT	ADVERTISING	Oth Instr Sup Services	39.8	00000.0	00000	77500	5830	6190000	16-17	2,278.16	
						MISCELLANEOUS		39.8	00000.0	00000	77500	5830	6190000	16-17	69.99	
				08/26/2016			0000062370									2,348.15
08/26/16	0000062371	P		08/27/2016	AMAZON	BOOKS	Library	01.3	00000.0	00000	71130	6320	6120000	16-17	18.70	
				08/26/2016			0000062371									18.70
08/26/16	0000062372	P		08/27/2016	AMAZON	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6310	6120000	16-17	19.95	
				08/26/2016			0000062372									19.95
08/26/16	0000062373	X	1	08/31/2016	KANOPY LLC	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	16-17	120.00	

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						08/26/2016	0000062373	KANOPY LLC								120.00
08/26/16	0000062374	A		08/27/2016	MKH ELECTRONICS, INC.	REPAIRS - OTHER	Health Professions	01.0	00000.0	00000	02530	5630	1201000	16-17	380.00	
						08/26/2016	0000062374	MKH ELECTRONICS, INC.								380.00
08/26/16	0000062375	A		08/27/2016	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	16-17	2,270.00	
						08/26/2016	0000062375	RDM ELECTRIC CO., INC.								2,270.00
08/26/16	0000062376	P		08/27/2016	BANK OF AMERICA	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6310	6120000	16-17	19.95	
						08/26/2016	0000062376	BANK OF AMERICA								19.95
08/26/16	0000062377	C		08/27/2016	CINEMA GUILD, INC. THE	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00007	79850	6310	4900000	16-17	351.90	
						08/26/2016	0000062377	CINEMA GUILD, INC. THE								351.90
08/26/16	0000062378	A		08/27/2016	BELLFLOWER-LAKE WOOD APPLICANCE	APPLIANCES	Child Development	01.3	00000.0	00000	70790	6450	6920000	16-17	545.00	
						08/26/2016	0000062378	BELLFLOWER-LAKEWOOD APPLICANCE								545.00
08/26/16	0000062379	A		08/27/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Management Information	01.0	00000.0	00000	02260	4550	6780000	16-17	215.62	
						08/26/2016	0000062379	OFFICE DEPOT/BUSINESS SVCS DIV								215.62
08/26/16	0000062380	A		08/27/2016	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	School Relations	01.0	00000.0	00000	03320	4550	6493000	16-17	862.72	
						08/26/2016	0000062380	DIVERSIFIED BUSINESS SERVICES								862.72
08/27/16	0000062381	A		08/27/2016	GST INC	NON-INSTRUCTIONAL SUPPLIES	Management Information	01.0	00000.0	00000	02260	4550	6780000	16-17	20.71	
						08/27/2016	0000062381	GST INC								20.71
08/27/16	0000062382	C		09/01/2016	LONG BEACH CITY COLLEGE	CONFERENCE AND TRAVEL	Student Personnel	01.3	00000.0	07006	73460	5210	6450000	16-17	25.00	

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						08/27/2016	0000062382	LONG BEACH CITY COLLEGE								25.00
08/27/16	0000062383	C		08/30/2016	DEPARTMENT OF SOCIAL SERVICES	FEES, LICENSE	Accreditation	01.0	00000.0	00000	02100	5810	6013000	16-17	1,210.00	
						08/27/2016	0000062383	DEPARTMENT OF SOCIAL SERVICES								1,210.00
08/27/16	0000062384	C		08/30/2016	PAUDEL, SUMIT	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02100	7610	6016000	16-17	750.00	
						08/27/2016	0000062384	PAUDEL, SUMIT								750.00
08/27/16	0000062385	C		08/30/2016	CUELLAR, ALEJANDRO	MISCELLANEOUS	Instructional Office	01.0	00000.0	00000	02100	7610	6016000	16-17	750.00	
						08/27/2016	0000062385	CUELLAR, ALEJANDRO								750.00
08/27/16	0000062386	A		09/01/2016	BRUSTEIN & MANASEVIT, PLLC	CONFERENCE AND TRAVEL	Oth Instr Sup Services	01.3	00000.0	03000	70200	5210	6190000	16-17	900.00	
						08/27/2016	0000062386	BRUSTEIN & MANASEVIT, PLLC								900.00
08/27/16	0000062387	A		09/01/2016	DENTAL BOARD OF CALIFORNIA	DENTAL SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70210	5810	6190000	16-17	300.00	
						08/27/2016	0000062387	DENTAL BOARD OF CALIFORNIA								300.00
08/27/16	0000062388	A		09/01/2016	DENTAL BOARD OF CALIFORNIA	DENTAL SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	70210	5810	6190000	16-17	300.00	
						08/27/2016	0000062388	DENTAL BOARD OF CALIFORNIA								300.00
08/27/16	0000062389	C		08/27/2016	TORRES-BOWER, ANA	ADVERTISING	Women's Studies	01.0	00000.0	00000	02540	4320	2201100	16-17	57.91	
							MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	4320	2201000	16-17	215.81
						08/27/2016	0000062389	TORRES-BOWER, ANA								273.72
08/27/16	0000062390	P		08/27/2016	AMERICAN EXPRESS TRAVEL	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00000	01200	5210	6006000	16-17	221.96	
						08/27/2016	0000062390	AMERICAN EXPRESS TRAVEL								221.96

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08/27/16	0000062391	A		09/01/2016	TCB PRINTING	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4550	3057000	16-17	52.32	
				08/27/2016			0000062391			TCB PRINTING						52.32
08/27/16	0000062392	A		09/01/2016	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	01000	71646	4550	6190000	16-17	21.80	
				08/27/2016			0000062392			TCB PRINTING						21.80
08/27/16	0000062393	A		09/01/2016	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Drafting & Architecture	01.0	00000.0	00000	02600	4550	0964000	16-17	31.61	
				08/27/2016			0000062393			TCB PRINTING						31.61
08/27/16	0000062394	A		09/01/2016	TCB PRINTING	PRINTING SERVICES	Board of Trustees	01.0	00000.0	00000	01100	4550	6005000	16-17	52.32	
				08/27/2016			0000062394			TCB PRINTING						52.32
08/29/16	0000062395	A	1	08/31/2016	GST INC	COMPUTER SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	00000	72003	4550	6190000	16-17	1,151.06	
				08/29/2016			0000062395			GST INC						1,151.06
08/29/16	0000062396	P		08/29/2016	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72003	4550	6190000	16-17	269.95	
				08/29/2016			0000062396			AMAZON						269.95
08/29/16	0000062397	A		08/29/2016	GRAPHIC CHEMICAL & INK CO.	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	168.64	
				08/29/2016			0000062397			GRAPHIC CHEMICAL & INK CO.						168.64
08/29/16	0000062398	P		08/31/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	74.85	
				08/29/2016			0000062398			AMAZON						74.85
08/29/16	0000062399	C		08/29/2016	RAN GRAPHICS	PRINTING SERVICES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	4320	0900000	16-17	696.90	
				08/29/2016			0000062399			RAN GRAPHICS						696.90

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08/29/16	0000062400	A		08/29/2016	RAN GRAPHICS	ADVERTISING	Auxiliary Operations	01.3	00000.0	00000	71200	5830	7000000	16-17	120.64	
				08/29/2016			0000062400			RAN GRAPHICS						120.64
08/29/16	0000062401	C		08/29/2016	FRANTONE'S PIZZA	FOOD SERVICES SUPP/EQUIP	Auxiliary Operations	01.3	00000.0	00000	71200	4550	7000000	16-17	892.50	
				08/29/2016			0000062401			FRANTONE'S PIZZA						892.50
08/29/16	0000062402	C		08/29/2016	RODGER'S CATERING	CATERING SERVICES	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	16-17	2,058.16	
				08/29/2016			0000062402			RODGER'S CATERING						2,058.16
08/29/16	0000062403	A		08/29/2016	FOLLETT BOOKSTORE #603	BOOKS	Tutoring	01.3	00000.0	01008	73460	4550	6491000	16-17	140.34	
				08/29/2016			0000062403			FOLLETT BOOKSTORE #603						140.34
08/29/16	0000062404	A		08/29/2016	DIVERSIFIED BUSINESS SERVICES	OFFICE SUPPLIES	LINC Program	01.3	00000.0	08001	73460	4550	6435000	16-17	239.10	
				08/29/2016			0000062404			DIVERSIFIED BUSINESS SERVICES						239.10
08/29/16	0000062405	A		08/29/2016	TW GRAPHICS GROUP	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	38.15	
				08/29/2016			0000062405			TW GRAPHICS GROUP						38.15
08/29/16	0000062406	P		08/29/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	134.95	
				08/29/2016			0000062406			AMAZON						134.95
08/29/16	0000062407	A		08/29/2016	OFFICE DEPOT/BUSINESS	INSTRUCTIONAL SUPPLIES	Letters	01.0	00000.0	00000	02550	4320	1551000	16-17	1,229.17	
				08/29/2016			0000062407			OFFICE DEPOT/BUSINESS SVCS DIV						1,229.17
08/29/16	0000062408	C		08/29/2016	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76510	4550	1305700	16-17	235.71	
				08/29/2016			0000062408			RODGER'S CATERING						235.71

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08/29/16	0000062409	C		08/29/2016	MARZOLA CONSTRUCTION CO.,	CONTRACTED SERVICES	Parking	39.5	00000.0	00000	79800	5640	6950000	16-17	2,900.00	
				08/29/2016			0000062409			MARZOLA CONSTRUCTION CO., INC.						2,900.00
08/29/16	0000062410	C		08/29/2016	RODRIGUEZ, MONIQUE	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	4550	6300000	16-17	61.02	
				08/29/2016			0000062410			RODRIGUEZ, MONIQUE						61.02
08/29/16	0000062411	A		08/31/2016	SOCAL SHRED	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5810	6780000	16-17	1,992.88	
				08/29/2016			0000062411			SOCAL SHRED						1,992.88
08/29/16	0000062412	P		08/29/2016	BANK OF AMERICA	LABORATORY SUPP/EQUIP	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	16-17	392.89	
				08/29/2016			0000062412			BANK OF AMERICA						392.89
08/29/16	0000062413	C		08/29/2016	HEART TO HEART CPR	MISCELLANEOUS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	16-17	650.00	
				08/29/2016			0000062413			HEART TO HEART CPR						650.00
08/29/16	0000062414	A		08/29/2016	FLINN SCIENTIFIC INC	LABORATORY SUPP/EQUIP	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	16-17	2,214.18	
				08/29/2016			0000062414			FLINN SCIENTIFIC INC						2,214.18
08/29/16	0000062415	A		08/29/2016	OFFICE DEPOT/BUSINESS	INSTRUCTIONAL SUPPLIES	Letters	01.0	00000.0	00000	02550	4320	1551000	16-17	219.96	
				08/29/2016			0000062415			OFFICE DEPOT/BUSINESS SVCS DIV						219.96
08/29/16	0000062416	A	1	08/31/2016	CYNMAR CORPORATION	LABORATORY SUPP/EQUIP	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	16-17	1,111.28	
				08/29/2016			0000062416			CYNMAR CORPORATION						1,111.28
08/29/16	0000062417	C		08/29/2016	GST INC	INSTRUCTIONAL SUPPLIES	Letters	01.0	00000.0	00000	02550	4320	1551000	16-17	649.16	
				08/29/2016			0000062417			GST INC						649.16

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08/29/16	0000062418	C		09/01/2016	NAFSA REGION 12	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	16-17	400.00	
				08/29/2016			0000062418			NAFSA REGION 12						400.00
08/29/16	0000062419	X	1	09/15/2016	NAFSA REGION 12	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	16-17	1,102.70	
				08/29/2016			0000062419			NAFSA REGION 12						1,102.70
08/29/16	0000062420	X	1	09/07/2016	NAFSA REGION 12	CONFERENCE AND TRAVEL	International Students	01.0	00000.0	00000	03420	5210	6452000	16-17	199.00	
				08/29/2016			0000062420			NAFSA REGION 12						199.00
08/29/16	0000062421	C		08/29/2016	BANK OF AMERICA	MISCELLANEOUS	Board of Trustees	01.0	00000.0	01200	01100	5210	6005000	16-17	1,385.00	
				08/29/2016			0000062421			BANK OF AMERICA						1,385.00
08/30/16	0000062422	C		08/30/2016	ARTIAGA, BENNY	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	5210	0801000	16-17	330.00	
				08/30/2016			0000062422			ARTIAGA, BENNY						330.00
08/30/16	0000062423	P		08/30/2016	AMAZON	MISCELLANEOUS	Health Professions	01.0	00000.0	00000	02530	4320	1201000	16-17	20.85	
				08/30/2016			0000062423			AMAZON						20.85
08/30/16	0000062424	P		08/30/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	77330	4320	0900000	16-17	257.97	
				08/30/2016			0000062424			AMAZON						257.97
08/30/16	0000062425	A		08/31/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	76608	4550	6190000	16-17	193.94	
				08/30/2016			0000062425			OFFICE DEPOT/BUSINESS SVCS DIV						193.94
08/31/16	0000062426	C		08/31/2016	GLAMOUR	MAGAZINES	Cosmetology	39.3	00000.0	00000	02350	4200	3057000	16-17	15.00	
				08/31/2016			0000062426			GLAMOUR						15.00

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08/31/16	0000062427	A		08/31/2016	TCB PRINTING	OFFICE SUPPLIES	CulinaryArtsChef ,Catering,Food	01.0	00000.0	00000	02530	4320	1306300	16-17	78.48	
				08/31/2016			0000062427		TCB PRINTING							78.48
08/31/16	0000062428	A		08/31/2016	TCB PRINTING	OFFICE SUPPLIES	Health Professions	01.0	00000.0	00000	02530	4320	1201000	16-17	52.32	
				08/31/2016			0000062428		TCB PRINTING							52.32
08/31/16	0000062429	P		08/31/2016	AMAZON	BATTERIES	Nursing	01.0	00000.0	00000	02530	4320	1230000	16-17	24.66	
				08/31/2016			0000062429		AMAZON							24.66
08/31/16	0000062430	P		08/31/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	00000	75305	4320	1200000	16-17	44.23	
				08/31/2016			0000062430		AMAZON							44.23
08/31/16	0000062431	A		08/31/2016	BAYSHORE BUILDING	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65068	6210	7100000	16-17	2,092.00	
				08/31/2016			0000062431		BAYSHORE BUILDING INTERIORS, INC.							2,092.00
08/31/16	0000062432	C		08/31/2016	STANLEY SECURITY SOLUTIONS, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	2,651.16	
				08/31/2016			0000062432		STANLEY SECURITY SOLUTIONS, INC.							2,651.16
08/31/16	0000062433	C		08/31/2016	PRESCOTT HARDWARE &	METAL FABRICATORS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	16-17	163.50	
				08/31/2016			0000062433		PRESCOTT HARDWARE & SHEET							163.50
08/31/16	0000062434	A		08/31/2016	GST INC	COMPUTER SUPP/EQUIP	Physical Property-Related	42.1	00000.0	00000	65050	6120	7100000	16-17	14,865.72	
				08/31/2016			0000062434		GST INC							14,865.72
08/27/16	13P032-02A	A		08/27/2016	FATA CONSTRUCTION &	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	115,520.80	
								42.1	00000.0	00000	65040	6220	7100000	16-17	237,324.61	

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						08/27/2016	13P032-02A	FATA CONSTRUCTION & DEVELOPMENT								352,845.41
08/08/16	13P032-04A	A	2	08/23/2016	ROCKY COAST BUILDERS, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	378,477.18	
								42.1	00000.0	00000	65040	6220	7100000	16-17	791,296.96	
						08/08/2016	13P032-04A	ROCKY COAST BUILDERS, INC.								1,169,774.14
08/27/16	13P032-07A	A		08/27/2016	EBERHARD	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	105,016.93	
								42.1	00000.0	00000	65040	6220	7100000	16-17	292,893.94	
						08/27/2016	13P032-07A	EBERHARD								397,910.87
08/27/16	13P032-12A	A		08/30/2016	SOUTHCOAST ACOUSTICAL	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	286,107.41	
								42.1	00000.0	00000	65040	6220	7100000	16-17	357,323.33	
						08/27/2016	13P032-12A	SOUTHCOAST ACOUSTICAL INTERIORS, INC.								643,430.74
08/27/16	13P032-17A	A		08/30/2016	LIBERTY CLIMATE CONTROL, INC.	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	592,385.07	
								42.1	00000.0	00000	65040	6220	7100000	16-17	460,287.92	
						08/27/2016	13P032-17A	LIBERTY CLIMATE CONTROL, INC.								1,052,672.99
08/27/16	13P032-18A	A		08/27/2016	EMPYREAN PLUMBING, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	112,588.90	
								42.1	00000.0	00000	65040	6220	7100000	16-17	320,801.76	
						08/27/2016	13P032-18A	EMPYREAN PLUMBING, INC.								433,390.66
08/16/16	13P032-19A	A	1	08/17/2016	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	950,177.50	
								42.1	00000.0	00000	65040	6220	7100000	16-17	665,071.50	
						08/16/2016	13P032-19A	RDM ELECTRIC CO., INC.								1,615,249.00

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08/17/16	13P035-06	A		08/17/2016	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65060	6220	7100000	16-17	104,232.00	
				08/17/2016			13P035-06			THE VINEWOOD COMPANY						104,232.00
08/12/16	14C0157A	A		08/15/2016	MAXIENT, LLC	MISCELLANEOUS	Student Activities	01.3	00000.0	05003	73460	5810	6451000	16-17	9,000.00	
				08/12/2016			14C0157A			MAXIENT, LLC						9,000.00
08/09/16	14C0176A	A		08/09/2016	STRAIGHT TALK INC	CONTRACTED SERVICES	Health Services	69.0	00000.0	00000	03310	5110	6440000	16-17	43,594.00	
				08/09/2016			14C0176A			STRAIGHT TALK INC						43,594.00
08/16/16	14C0188A	A		08/16/2016	HIGHER ONE, INC.	CONTRACTED SERVICES	Fiscal Operations	01.0	00000.0	00100	04200	5190	6721000	16-17	16,000.00	
				08/16/2016			14C0188A			HIGHER ONE, INC.						16,000.00
08/27/16	14P006-05A	A		08/27/2016	ANDERSON CHARNESKY	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	290,980.00	
								42.1	00000.0	00000	65040	6220	7100000	16-17	299,520.50	
				08/27/2016			14P006-05A			ANDERSON CHARNESKY STRUCTURAL STEEL, INC						590,500.50
08/27/16	14P006-15A	P		08/27/2016	INLAND BUILDING CONSTRUCTION CO.,	MISCELLANEOUS	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	420,412.06	
								42.1	00000.0	00000	65040	6220	7100000	16-17	1,099,697.23	
				08/27/2016			14P006-15A			INLAND BUILDING CONSTRUCTION CO., INC						1,520,109.29
08/02/16	15C0018A	A		08/02/2016	THOMSON REUTERS	CONTRACTED SERVICES	Library	01.0	00000.0	00000	02220	6320	6120000	16-17	42,212.64	
				08/02/2016			15C0018A			THOMSON REUTERS						42,212.64
08/31/16	15C0040A	A		08/31/2016	MEYER-EVERHART, VENEVA	CONTRACT CONSULTANTS	Oth Instr Sup Services	01.3	00000.0	00000	75265	5810	6190000	16-17	21,234.22	
				08/31/2016			15C0040A			MEYER-EVERHART, VENEVA						21,234.22

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08/02/16	15C0046A	A		08/02/2016	EDUCATIONAL CREDIT	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5810	6460000	16-17	8,548.00	
				08/02/2016			15C0046A				EDUCATIONAL CREDIT MANAGEMENT CORP					8,548.00
08/22/16	15C0091A	A		08/22/2016	HYLAND SOFTWARE, INC.	CONTRACTED SERVICES	Admissions	01.3	00000.0	00000	73400	6310	6225000	16-17	72,453.10	
				08/22/2016			15C0091A				HYLAND SOFTWARE, INC.					72,453.10
08/18/16	15C0173A	A		08/18/2016	OMNIUPDATE, INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00004	73840	6410	7100000	16-17	84,500.00	
				08/18/2016			15C0173A				OMNIUPDATE, INC.					84,500.00
08/09/16	15C0190A	A		08/09/2016	ZUMWINKLE, ANN	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00003	73840	6450	7100000	16-17	34,850.00	
				08/09/2016			15C0190A				ZUMWINKLE, ANN					34,850.00
08/03/16	15C0226	A		08/03/2016	ABC UNIFIED SCHOOL DISTRICT	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	01001	71646	5810	6190000	16-17	112,400.00	
				08/03/2016			15C0226				ABC UNIFIED SCHOOL DISTRICT					112,400.00
08/31/16	15C0229	A		08/31/2016	NORWALK-LA MIRADA USD	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	01002	71646	5810	6190000	16-17	108,400.00	
				08/31/2016			15C0229				NORWALK-LA MIRADA USD					108,400.00
08/23/16	15C0254	A		08/23/2016	PETH, MICHAEL A.	CONTRACTED SERVICES	Disabled Students	01.0	00000.0	00000	03500	5110	6420000	16-17	10,000.00	
				08/23/2016			15C0254				PETH, MICHAEL A.					10,000.00
08/23/16	15C0255	A		08/23/2016	PETH, MICHAEL A.	CONTRACTED SERVICES	Disabled Students	01.0	00000.0	00000	03500	5110	6420000	16-17	10,000.00	
				08/23/2016			15C0255				PETH, MICHAEL A.					10,000.00
08/10/16	16C0005	A		08/10/2016	SELACO WDB	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	01006	71646	5810	6190000	16-17	24,407.00	
				08/10/2016			16C0005				SELACO WDB					24,407.00

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08/23/16	16C0026	A		08/23/2016	COMPUTERLAND - SILICON VALLEY	CONTRACTED SERVICES	Management Information	01.0	00000.0	00000	02210	5810	6780000	16-17	76,440.00	
				08/23/2016			16C0026			COMPUTERLAND - SILICON VALLEY						76,440.00
08/18/16	16C0028	A		08/18/2016	LOBOS TRUCK, THE	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	77671	4550	6190000	16-17	300.00	
				08/18/2016			16C0028			LOBOS TRUCK, THE						300.00
08/09/16	16C0029	A		08/09/2016	UNITED GRILL VENTURES, LLC	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	77671	4550	6190000	16-17	400.00	
				08/09/2016			16C0029			UNITED GRILL VENTURES, LLC						400.00
08/09/16	16C0035	A		08/09/2016	MDRICH CONSULTING, INC.	MISCELLANEOUS	Human Resources	01.3	00000.0	07005	73460	5810	6730000	16-17	3,250.00	
				08/09/2016			16C0035			MDRICH CONSULTING, INC.						3,250.00
08/16/16	16C0036	A		08/16/2016	GREEN, CABLE	MISCELLANEOUS	General Administration	69.4	00000.0	00000	01200	5810	6006000	16-17	6,000.00	
				08/16/2016			16C0036			GREEN, CABLE						6,000.00
08/10/16	16C0037	A		08/10/2016	STRAIGHT TALK INC	CONTRACTED SERVICES	LINC Program	01.3	00000.0	03012	73460	5810	6435000	16-17	6,500.00	
				08/10/2016			16C0037			STRAIGHT TALK INC						6,500.00
08/31/16	16C0041	C	1	09/01/2016	SCHOOL SERVICES OF CALIFORNIA,	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	16-17	4,267.43	
				08/31/2016			16C0041			SCHOOL SERVICES OF CALIFORNIA,						4,267.43
08/26/16	16C0043	A		08/26/2016	HURD, CHRISTOPHER W.	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	03000	70200	5810	6190000	16-17	1,900.00	
				08/26/2016			16C0043			HURD, CHRISTOPHER W.						1,900.00
08/08/16	16FC0002	A		08/08/2016	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65050	6130	7100000	16-17	17,380.00	
				08/08/2016			16FC0002			RDM ELECTRIC CO., INC.						17,380.00

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08/16/16	16FC0003	A		08/16/2016	MARZOLA CONSTRUCTION CO.,	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	16-17	16,640.00	
				08/16/2016			16FC0003			MARZOLA CONSTRUCTION CO., INC.						16,640.00
08/09/16	16FC0005	A		08/09/2016	RDM ELECTRIC CO., INC.	AUTOMOTIVE SUPP/EQUIP	Oth Instr Sup Services	01.3	00000.0	03000	70200	5810	6190000	16-17	22,840.00	
				08/09/2016			16FC0005			RDM ELECTRIC CO., INC.						22,840.00
08/31/16	52464C	P		08/31/2016	THE VINEWOOD COMPANY	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	16-17	67,353.75	
				08/31/2016			52464C			THE VINEWOOD COMPANY						67,353.75
08/27/16	59414A	A		08/27/2016	KI	FURNITURE, OFFICE	Physical Property-Related	42.1	00000.0	00000	65025	6130	7100000	16-17	4,145.27	
				08/27/2016			59414A			KI						4,145.27
08/27/16	60238A	C		08/27/2016	SUNPAC STOARGE CONTAINERS INC	MISCELLANEOUS	Interdisciplinary Studies	01.3	00000.0	00001	71600	6410	4900000	16-17	3,395.00	
				08/27/2016			60238A			SUNPAC STOARGE CONTAINERS INC						3,395.00
08/12/16	61142A	C		08/15/2016	HAWORTH, INC.	FURNITURE, OFFICE	International Students	01.0	00000.0	00000	03420	6460	6452000	16-17	2,353.74	
				08/12/2016			61142A			HAWORTH, INC.						2,353.74
08/12/16	61143A	C		08/15/2016	HAWORTH, INC.	FURNITURE, OFFICE	International Students	01.0	00000.0	00000	03420	6460	6452000	16-17	6,953.80	
				08/12/2016			61143A			HAWORTH, INC.						6,953.80
08/11/16	61523A	A		08/11/2016	DOVETAIL DCI	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	16-17	6,645.75	
				08/11/2016			61523A			DOVETAIL DCI						6,645.75
08/08/16	61524A	C		08/08/2016	GST INC	COMPUTER SUPP/EQUIP	Physical Property-Related	42.0	00000.0	00000	64038	6120	7100000	16-17	956.27	
				08/08/2016			61524A			GST INC						956.27

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08/11/16	61525A	A		08/11/2016	KI	FURNITURE, OFFICE	Building Maintenance-Re	41.0	00000.0	00000	71016	4550	6510000	16-17	40,330.65	
				08/11/2016			61525A	KI								40,330.65
08/01/16	61564A	A		08/16/2016	BONE CLONES, INC.	MISCELLANEOUS	Interdisciplinary Studies	01.3	00000.0	00001	71600	6450	4900000	16-17	6,618.10	
				08/01/2016			61564A	BONE CLONES, INC.								6,618.10
08/31/16	61983A	A		08/31/2016	HONEYWELL PRINTER SUPPLIES	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	16-17	1,199.00	
				08/31/2016			61983A	HONEYWELL PRINTER SUPPLIES								1,199.00
08/29/16	62042A	P		08/29/2016	AMAZON	INSTRUCTIONAL SUPPLIES	Dental Assisting	01.0	00000.0	00000	02530	4320	1240100	16-17	1,060.30	
				08/29/2016			62042A	AMAZON								1,060.30
08/18/16	62108A	P		08/18/2016	BANK OF AMERICA	BOOKS	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	16-17	287.90	
				08/18/2016			62108A	BANK OF AMERICA								287.90
08/01/16	APO160329	A		08/01/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Management Information	01.3	00000.0	00000	70006	4550	6780000	16-17	800.00	
				08/01/2016			APO160329	OFFICE DEPOT/BUSINESS SVCS DIV								800.00
08/01/16	APO160339	A		08/01/2016	SMART & FINAL IRIS	OFFICE SUPPLIES	Management Information	01.3	00000.0	00000	70006	4550	6780000	16-17	800.00	
				08/01/2016			APO160339	SMART & FINAL IRIS								800.00
08/03/16	APO160340	A		08/03/2016	READY REFRESH BY NESTLE	NON-INSTRUCTIONAL SUPPLIES	Veterans Services	01.3	00000.0	03005	73460	4550	6480000	16-17	1,000.00	
				08/03/2016			APO160340	READY REFRESH BY NESTLE								1,000.00
08/04/16	APO160341	A		08/04/2016	PACIFIC PARKING SYSTEMS INC.	CONTRACTED SERVICES	Parking	39.5	00000.0	00000	79800	5640	6950000	16-17	2,000.00	
				08/04/2016			APO160341	PACIFIC PARKING SYSTEMS INC.								2,000.00

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

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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
08/04/16	APO160342	A		08/04/2016	SPECTRA FILM AND VIDEO	OPEN1	Film Making	01.0	00000.0	00100	02520	4325	1057000	16-17	3,000.00	
				08/04/2016			APO160342			SPECTRA FILM AND VIDEO						3,000.00
08/04/16	APO160343	A		08/04/2016	HOME DEPOT CREDIT SERVICES	OPEN1	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	700.00	
				08/04/2016			APO160343			HOME DEPOT CREDIT SERVICES						700.00
08/04/16	APO160344	A		08/04/2016	FOLLETT BOOKSTORE #603	OPEN1	Arts	01.0	00000.0	00000	02520	4320	1052000	16-17	200.00	
				08/04/2016			APO160344			FOLLETT BOOKSTORE #603						200.00
08/04/16	APO160345	A		08/04/2016	HOME DEPOT CREDIT SERVICES	OPEN1	Museums-Galleries	01.0	00000.0	00000	02520	4550	6140000	16-17	500.00	
				08/04/2016			APO160345			HOME DEPOT CREDIT SERVICES						500.00
08/04/16	APO160346	A		08/04/2016	OFFICE DEPOT/BUSINESS	OPEN1	Museums-Galleries	01.0	00000.0	00000	02520	4550	6140000	16-17	200.00	
				08/04/2016			APO160346			OFFICE DEPOT/BUSINESS SVCS DIV						200.00
08/04/16	APO160347	A		08/04/2016	OFFICE DEPOT/BUSINESS	OPEN1	Fine & Applied Arts	01.0	00000.0	00000	02520	4320	1051000	16-17	1,000.00	
				08/04/2016			APO160347			OFFICE DEPOT/BUSINESS SVCS DIV						1,000.00
08/04/16	APO160348	A		08/04/2016	OFFICE DEPOT/BUSINESS	OPEN1	Music	01.0	00000.0	00000	02520	4320	1054000	16-17	1,000.00	
				08/04/2016			APO160348			OFFICE DEPOT/BUSINESS SVCS DIV						1,000.00
08/04/16	APO160349	P		08/04/2016	HOME DEPOT CREDIT SERVICES	OPEN1	Music	01.0	00000.0	00000	02520	4320	1054000	16-17	200.00	
				08/04/2016			APO160349			HOME DEPOT CREDIT SERVICES						200.00
08/04/16	APO160350	A		08/04/2016	GARD'S MUSIC HOUSE	OPEN1	Music	01.0	00000.0	00000	02520	5630	1054000	16-17	1,000.00	
				08/04/2016			APO160350			GARD'S MUSIC HOUSE						1,000.00

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Change															Distrib	
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08/04/16	APO160351	A		08/04/2016	RANDALL WOLTZ PIANO SERVICE	OPEN1	Music	01.0	00000.0	00000	02520	5630	1054000	16-17	1,000.00	
				08/04/2016			APO160351				RANDALL WOLTZ PIANO SERVICE					1,000.00
08/05/16	APO160352	A		08/05/2016	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	4550	6300000	16-17	15,000.00	
				08/05/2016			APO160352				OFFICE DEPOT/BUSINESS SVCS DIV					15,000.00
08/05/16	APO160353	A		08/05/2016	RODGER'S CATERING	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	4550	6300000	16-17	5,500.00	
				08/05/2016			APO160353				RODGER'S CATERING					5,500.00
08/05/16	APO160354	A		08/05/2016	HOME DEPOT CREDIT SERVICES	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	16-17	4,500.00	
				08/05/2016			APO160354				HOME DEPOT CREDIT SERVICES					4,500.00
08/05/16	APO160355	A		08/05/2016	MCMASTER CARR SUPPLY CO.	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	16-17	1,000.00	
				08/05/2016			APO160355				MCMASTER CARR SUPPLY CO.					1,000.00
08/05/16	APO160356	A		08/05/2016	LOS ALAMITOS ORNAMENTAL	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	16-17	750.00	
				08/05/2016			APO160356				LOS ALAMITOS ORNAMENTAL					750.00
08/05/16	APO160357	A		08/05/2016	GOLDENWEST PLYWOOD	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	16-17	750.00	
				08/05/2016			APO160357				GOLDENWEST PLYWOOD					750.00
08/05/16	APO160358	A		08/05/2016	OFFICE DEPOT/BUSINESS	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	16-17	1,000.00	
				08/05/2016			APO160358				OFFICE DEPOT/BUSINESS SVCS DIV					1,000.00
08/05/16	APO160359	A		08/05/2016	MICHAEL LEVINES, INC.	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	16-17	750.00	
				08/05/2016			APO160359				MICHAEL LEVINES, INC.					750.00

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/05/16	APO160360	A		08/05/2016	AIRGAS	OPEN1	Theater	01.0	00000.0	00000	02520	5610	1055000	16-17	100.00	
				08/05/2016			APO160360		AIRGAS							100.00
08/05/16	APO160361	A		08/05/2016	ONE STOP CLEANERS	OPEN1	Theater	01.0	00000.0	00000	02520	5550	1055000	16-17	200.00	
				08/05/2016			APO160361		ONE STOP CLEANERS							200.00
08/05/16	APO160362	A		08/05/2016	4WALL LOS ANGELES, INC.	OPEN1	Support Campus Act	01.0	00000.0	00000	02520	4320	1056000	16-17	2,500.00	
				08/05/2016			APO160362		4WALL LOS ANGELES, INC.							2,500.00
08/08/16	APO160363	A		08/08/2016	COMMERICAL AQUATIC SERVICES,	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	16-17	45,000.00	
				08/08/2016			APO160363		COMMERICAL AQUATIC SERVICES, INC.							45,000.00
08/08/16	APO160364	A		08/08/2016	WAXIE SANITARY SUPPLY	JANITORIAL SUPP/EQUIP	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	16-17	47,000.00	
				08/08/2016			APO160364		WAXIE SANITARY SUPPLY							47,000.00
08/08/16	APO160365	A		08/08/2016	WAXIE SANITARY SUPPLY	JANITORIAL SUPP/EQUIP	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	16-17	70,000.00	
				08/08/2016			APO160365		WAXIE SANITARY SUPPLY							70,000.00
08/10/16	APO160366	A		08/10/2016	CYBERSOURCE	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	10110	04100	5890	6720000	16-17	5,000.00	
				08/10/2016			APO160366		CYBERSOURCE							5,000.00
08/11/16	APO160367	A		08/11/2016	SHRED-IT LLC	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	4550	6720000	16-17	4,000.00	
				08/11/2016			APO160367		SHRED-IT LLC							4,000.00
08/11/16	APO160368	A		08/11/2016	SIMPLEX GRINNELL LP	SECURITY SUPP/EQUIP/SYSTEM	Building Maint-Contracts	01.0	00000.0	00000	04400	5640	6511000	16-17	50,000.00	
				08/11/2016			APO160368		SIMPLEX GRINNELL LP							50,000.00

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Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/11/16	APO160369	A		08/12/2016	ALLEN'S PRESS CLIPPING BUREAU	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	16-17	1,300.00	
						08/11/2016	APO160369			ALLEN'S PRESS CLIPPING BUREAU						1,300.00
08/11/16	APO160370	A		08/12/2016	RODGER'S CATERING	MISCELLANEOUS	Transfer Programs	01.3	00000.0	03003	73460	4550	6330000	16-17	5,500.00	
						08/11/2016	APO160370			RODGER'S CATERING						5,500.00
08/11/16	APO160371	A		08/12/2016	LACMTA/METRO MAIL	TRANSPORTATION SUPP/EQUIP/SERV	Trnsfers & Pymnts to/for	01.3	00000.0	03000	71200	7610	7300000	16-17	11,000.00	
						08/11/2016	APO160371			LACMTA/METRO MAIL						11,000.00
08/12/16	APO160372	A		08/15/2016	LIFESIGNS, INC.	CONTRACTED SERVICES	Letters	01.0	00000.0	00000	02550	5810	1551000	16-17	2,000.00	
						08/12/2016	APO160372			LIFESIGNS, INC.						2,000.00
08/12/16	APO160373	A		08/15/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	16-17	3,000.00	
						08/12/2016	APO160373			OFFICE DEPOT/BUSINESS SVCS DIV						3,000.00
08/16/16	APO160374	A		08/16/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	16-17	1,500.00	
						08/16/2016	APO160374			OFFICE DEPOT/BUSINESS SVCS DIV						1,500.00
08/16/16	APO160375	A		08/18/2016	SHRED-IT LLC	CONTRACTED SERVICES	Financial Aid Administration	01.3	00000.0	00000	71120	5810	6460000	16-17	3,000.00	
						08/16/2016	APO160375			SHRED-IT LLC						3,000.00
08/18/16	APO160376	A		08/18/2016	RHEELIABLE SCREEN SUPPLY,	OPEN1	Other Fine-Applied	01.0	00000.0	00100	02520	4325	1099000	16-17	450.00	
						08/18/2016	APO160376			RHEELIABLE SCREEN SUPPLY, INC.						450.00
08/18/16	APO160377	A		08/18/2016	SUN PAC STORAGE CONTAINERS, INC.	NON-INSTRUCTIONAL SUPPLIES	Health Services	69.0	00000.0	00000	03310	6460	6440000	16-17	800.00	
						08/18/2016	APO160377			SUN PAC STORAGE CONTAINERS, INC.						800.00

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/18/16	APO160378	A		08/18/2016	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	School Relations	01.0	00000.0	00000	03320	4550	6493000	16-17	2,200.00	
				08/18/2016			APO160378				OFFICE DEPOT/BUSINESS SVCS DIV					2,200.00
08/18/16	APO160379	A		08/18/2016	FOLLETT BOOKSTORE #603	NON-INSTRUCTIONAL SUPPLIES	School Relations	01.0	00000.0	00000	03320	4550	6493000	16-17	700.00	
				08/18/2016			APO160379				FOLLETT BOOKSTORE #603					700.00
08/18/16	APO160380	A		08/18/2016	WAXIE SANITARY SUPPLY	JANITORIAL SUPP/EQUIP	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	16-17	20,000.00	
				08/18/2016			APO160380				WAXIE SANITARY SUPPLY					20,000.00
08/18/16	APO160381	A		08/18/2016	WAXIE SANITARY SUPPLY	JANITORIAL SUPP/EQUIP	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	16-17	18,000.00	
				08/18/2016			APO160381				WAXIE SANITARY SUPPLY					18,000.00
08/18/16	APO160382	A		08/18/2016	WAXIE SANITARY SUPPLY	JANITORIAL SUPP/EQUIP	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	16-17	4,290.00	
				08/18/2016			APO160382				WAXIE SANITARY SUPPLY					4,290.00
08/18/16	APO160383	A		08/18/2016	WAXIE SANITARY SUPPLY	JANITORIAL SUPP/EQUIP	Custodial Services	01.0	00000.0	00000	04400	4550	6530000	16-17	2,215.00	
				08/18/2016			APO160383				WAXIE SANITARY SUPPLY					2,215.00
08/18/16	APO160384	A		08/18/2016	LIFESIGNS, INC.	CONTRACTED SERVICES	Disabled Students	01.0	00000.0	00000	03500	5810	6420000	16-17	50,000.00	
				08/18/2016			APO160384				LIFESIGNS, INC.					50,000.00
08/19/16	APO160385	A		08/19/2016	PATTERSON DENTAL COMPANY	REPAIRS - OTHER	Health Professions	01.0	00000.0	00000	02530	5630	1201000	16-17	5,000.00	
				08/19/2016			APO160385				PATTERSON DENTAL COMPANY					5,000.00
08/25/16	APO160386	A		08/25/2016	SMART & FINAL IRIS	OFFICE SUPPLIES	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	16-17	2,500.00	
				08/25/2016			APO160386				SMART & FINAL IRIS					2,500.00

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08/26/16	APO160387	A		08/26/2016	SMART & FINAL IRIS	MISCELLANEOUS	Staff Development	01.0	00000.0	00000	05100	4550	6750000	16-17	2,000.00	
				08/26/2016			APO160387			SMART & FINAL IRIS						2,000.00
08/26/16	APO160388	A		08/26/2016	RODGER'S CATERING	MISCELLANEOUS	Staff Development	01.0	00000.0	00000	05100	4550	6750000	16-17	2,000.00	
				08/26/2016			APO160388			RODGER'S CATERING						2,000.00
08/29/16	APO160389	A		08/29/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	International Students	01.0	00000.0	00000	03420	4550	6452000	16-17	5,000.00	
				08/29/2016			APO160389			OFFICE DEPOT/BUSINESS SVCS DIV						5,000.00
08/29/16	APO160390	A		08/29/2016	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	LINC Program	01.3	00000.0	08001	73460	4550	6435000	16-17	750.00	
				08/29/2016			APO160390			OFFICE DEPOT/BUSINESS SVCS DIV						750.00
08/29/16	APO160391	A		08/29/2016	OFFICE DEPOT/BUSINESS	OPEN1	Oth Instr Sup Services	01.0	00000.0	00000	02520	4550	6190000	16-17	2,300.00	
				08/29/2016			APO160391			OFFICE DEPOT/BUSINESS SVCS DIV						2,300.00
08/29/16	APO160392	A		08/29/2016	ALIN PARTY SUPPLY	OFFICE SUPPLIES	International Students	01.0	00000.0	00000	03420	4550	6452000	16-17	1,000.00	
				08/29/2016			APO160392			ALIN PARTY SUPPLY						1,000.00
08/10/16	C101127-55	A		08/10/2016	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65052	6220	7100000	16-17	3,607,672.00	
				08/10/2016			C101127-55			TILDEN-COIL CONSTRUCTORS INC						3,607,672.00
08/18/16	C96-039G	C		08/18/2016	COLLEGE NET, INC	CONTRACTED SERVICES	Instructional Office	01.0	00000.0	00000	02100	5810	6016000	16-17	4,304.55	
				08/18/2016			C96-039G			COLLEGE NET, INC						4,304.55

Total by District : 64360

13,912,207.60

13,912,207.60

End of Report LAPO009C

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

* Prior Year Payments

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 36

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting 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 adjustments will increase the ending balance of the Unrestricted General Fund.

REPORT SUMMARY

Page 1 is for budget adjustments to increase revenue of the Lottery Apportionment; and rentals and leases of Physical Plant. Additionally, budget adjustments were made for State Mandated Reimbursements and Other State Revenue. These adjustments will have a net increase to the ending balance of the Unrestricted General Fund.

Page 2 is the budget adjustment to reduce the Accreditation budget in 2016-17. This adjustment will increase the ending balance of the Unrestricted General Fund.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Budget Adjustment Details (2 Pages).

BUDGET ADJUSTMENTS FOR OCTOBER 19, 2016

01.0 FUND - GENERAL FUND - UNRESTRICTED

Revenue Budget

00000.0-00000-00000-8682-0000000 (01.0 Fund)	\$	490,000

State -Mandated Reimbursement

To adjust the budget of State Mandated Reimbursement, based on the current projections

00000.0-00000-00000-8680-0000000 (01.0 Fund)	\$	347,000

State -Lottery

To adjust the budget of Lottery Apportionment, based on the current projections

00000.0-00000-00000-8690-0000000 (01.0 Fund)	\$	(837,000)

State -Other State Revenue

To adjust the budget of Other State Revenue, based on the current projections

00000.0-00000-04400-8850-6830000 (01.0 Fund)	\$	<u>120,000</u>

Local - Physical Plant

To adjust the budget of of Rentals and Leases of Physical Plant, based on current projections

Total Revenue Budget	\$	<u><u>120,000</u></u>

Fiscal Impact: Increase to the ending balance.

Number of Adjustment Requests: Two (2)

BUDGET ADJUSTMENTS FOR OCTOBER 19, 2016

01.0 FUND - GENERAL FUND - UNRESTRICTED

Expenditure Budget

00000.0-00000-01250-5810-6190000 (01.0 Fund)	\$	<u>(25,000)</u>
Accreditation		
Reduced Accreditation Budget for 2016-17		

Total Expenditure Budget	\$	<u><u>(25,000)</u></u>

Fiscal Impact: Increase to the ending balance.

Number of Adjustment Requests: One (1)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 37

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business
Services/ Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending October 19, 2016

ACTION

It is recommended that the Board of Trustees ratify General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the quarter ending September 30, 2016.

FISCAL IMPACT

The items are budgeted in the General Fund.

REPORT SUMMARY

It is recommended that the Board of Trustees ratify the following warrants for the quarter ending June 30, 2016:

- 5,977 Payroll "A" Warrants, which are employee paychecks that originate from the payroll department, totaling \$17,541,111.95; and
- 3,290 Other "B" Warrants, which are checks to vendors that originate from the accounts payable department, totaling \$19,723,019.01.

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: **October 19, 2016**

Agenda Item No. 38

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human
Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk
Management

SUBJECT:	Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2015-2016 and 2016-2017 Academic Year

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 Resources 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 Resources 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

Campus Police Officer (Campus Police) Classified Salary Schedule: Grade 43, Step 1 (\$5,052/month), effective: October 26, 2016:
Tan Tran

Campus Police Officer (Campus Police) Classified Salary Schedule: Grade 43, Step 1 (\$5,052/month), effective: October 26, 2016:
David Perez

Child Development Center Outdoor Classroom Coordinator, Part-Time 19.5 hours/week 11-month position (Child Development Center), CDC Salary Schedule: Grade 1, Step 1 (\$33.83/hour), effective: October 20, 2016: Nada Ghaneian

Program Facilitator (Student Support Services/LINC), Classified Salary Schedule: Grade 38, Step 1 (\$4,496/month), effective: XXX
[Name to be provided on the Revision]

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Aguirre, Jeese William	Career Services	Intermediate Clerk	\$10.00/hr	9/28/2016
Amador, Noah D.	Facilities	Custodian	\$10.14/hr	9/27/2016
Andersen, Melvianne Quarles*	Liberal Arts	Research Assistant	\$18.01/hr	9/22/2016
Arciga, Ilse	Success Center	Instructional Aide II	\$13.30/hr (1)	9/12/2016
Baeza, Karla*	EPP	Instructional Aide I	\$10.00/hr (1)	9/27/2016
Bernal, Gabriela*	CalWORKs	Assessment Clerk	\$10.00/hr	9/27/2016
Bonilla Tercero, Hengel A.	Facilities	Custodian	\$10.14/hr	9/12/2016
Bouris, Peter	Success Center	Instructional Aide I	\$10.00/hr (1)	9/12/2016
Buckley, Gabrielle Brianna*	CalWORKs	Health Service Clerk	\$13.49/hr	9/27/2016

* Categorically Funded

** Specially Funded

Calderon, Elvia*	Child Development	Instructional Aide II	\$13.97/hr (2)	9/26/2016
Canjura Galvez, Samara A.*	Financial Aid	Instructional Aide II	\$13.30/hr	9/21/2016
Cano, Jesse Lazaro*	Financial Aid	Division Clerk	\$10.37/hr	9/22/2016
Carranza, Ernesto	Adult Education	Special Populations Coordinator	\$17.04/hr	9/30/2016
Cervantes, Alex	Success Center	Instructional Aide II	\$13.30/hr (1)	9/12/2016
Cervantes, Tabitha	Success Center	Instructional Aide II	\$13.30/hr (1)	9/19/2016
Chavez, Elizabeth*	CalWORKs	Division Secretary Clerk	\$10.94/hr	9/27/2016
Cho, Misty Lynne**	Community Education	Continuing Ed. Specialist	\$52.47/hr	9/29/2016
Collazo, Cristina*	Financial Aid	Division Clerk	\$10.37/hr	9/12/2016
De Avila, Enrique Daniel	School Relations	Student Affairs Technician	\$12.05/hr	9/27/2016
De La Rosa, Mario	Facilities	Temporary Custodian	\$10.14/hr	9/29/2016
De Soto, Alexandra*	Adult Education	Program Facilitator	\$14.32/hr	9/27/2016
Delgado, Emily Ann*	DSPS	Aides-Special (Special Education)	\$10.00/hr	9/27/2016
Diaz Perez, Faustino	Success Center	Instructional Aide II	\$13.30/hr (1)	9/27/2016
Felix Estrada, Zulema I.*	Financial Aid	Division Clerk	\$10.37/hr	9/22/2016
Feri, John	Business Education	Instructional Aide I	\$10.00/hr	9/12/2016
Feri, John	Success Center	Instructional Aide II	\$13.30/hr (1)	9/12/2016
Fiske, Robert	Adult Education	Community Ed. Specialist	\$30.27/hr	9/27/2016
Fleming Dright, Terri Y.*	Liberal Arts	Research Assistant	\$18.01/hr	9/12/2016
Flores, Javier	Success Center	Instructional Aide II	\$13.97/hr (2)	9/26/2016
Flores, Lizbeth*	Financial Aid	Instructional Aide II	\$13.30/hr (1)	9/29/2016
Gaitlan, Scarlett Elizabeth*	Adult Education	Program Assistant II	\$11.78/hr	9/27/2016
Garcia pedrao, Jenifer	Financial Aid	Secretary Clerk	\$10.94/hr	9/29/2016
Garcia Pedrao, Sneider*	Financial Aid	Division Clerk	\$10.37/hr	9/22/2016
Gatlin, Trenese Charlotte*	Financial Aid	Division Clerk	\$10.37/hr	9/01/2016
Gomez, Raven Geneve P.*	Financial Aid	Secretary Clerk	\$10.94/hr	9/12/2016
Gonzalez, Elizabeth*	Financial Aid	Instructional Aide II	\$13.30/hr	9/21/2016
Granados, Hannah N.*	Financial Aid	Instructional Aide II	\$13.30/hr	9/20/2016
Gutierrez, Mireya	Facilities	Custodian	\$10.14/hr	9/27/2016
Hamilton, Eric*	Liberal Arts	Research Assistant	\$18.01/hr	9/22/2016
Hedges, Devin*	EPP	Instructional Aide I	\$10.00/hr (1)	9/27/2016
Hernandez, Jazmin*	Financial Aid	Program Assistant I	\$10.37/hr	9/22/2016

* Categorically Funded

** Specially Funded

Herrera, Lucero*	Financial Aid	Division Clerk	\$10.37/hr	9/12/2016
Hertzog, Ross	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Hohly, Margaret*	Business Education	Project Specialist (Technical) Level II	\$103.85/hr	9/19/2016
Hughes, Areal	Student Activities	Student Activities Clerk	\$10.00/hr	9/28/2016
Icaro, Jennifer Joaquin	School Relations	Student Affairs Technician	\$12.05/hr	9/27/2016
Jerez, Monica Gabriela	School Relations	Student Affairs Technician	\$12.05/hr	9/27/2016
Lambert, Edris*	DSPS	Interpreter Certified	\$42.58/hr	9/27/2016
Laureano, Adriana Alexa	School Relations	Student Affairs Technician	\$12.05/hr	9/28/2016
Lombera, Brian	Fine Arts	Community Outreach Worker	\$10.37/hr	9/27/2016
Lopez Calderon, Erick*	SEM	Instructional Aide II	\$13.30/hr (1)	9/29/2016
Lopez, John	EPP	Vocational Ed. Special Proj. Ass.	\$17.04/hr	9/12/2016
Mao, Chankakada	Success Center	Instructional Aide II	\$13.30/hr (1)	9/09/2016
Mendez, Jacqueline*	SEM	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Meza, Christian	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Miranda, Michaela Leianne	School Relations	Student Affairs Technician	\$12.05/hr	9/22/2016
Moran Garcia, Brenda A.	Liberal Arts	Intermediate Clerk	\$10.00/hr	9/21/2016
Moreno, Lazaro Benitez	Success Center	Instructional Aide II	\$13.30/hr (1)	9/08/2016
Muratalla, Manuel James	Success Center	Instructional Aide II	\$13.30/hr (1)	9/09/2016
Muratalla, Manuel James**	Community Education	Instructional Scheduling Coordinator	\$12.98/hr	9/09/2016
Nunez, Jessica Gudino*	Financial Aid	Division Clerk	\$10.37/hr	9/22/2016
Nunez, Jessica*	CalWORKs	Division Clerk	\$10.37/hr	9/29/2016
Ocampo Savin, Mariela	School Relations	Student Affairs Technician	\$12.05/hr	9/22/2016
Osorio, Dennis Gabriel*	Financial Aid	Division Clerk	\$10.37/hr	9/23/2016
Pacheco, John*	Adult Education	Community Education Specialist	\$30.27/hr	10/4/2016
Pena, Sergio Edward	Fine Arts	Lab Aide	\$10.00/hr	9/20/2016
Perez, Jacob Anthony	Success Center	Instructional Aide II	\$14.67/hr (3)	9/26/2016
Porciuncula, Juliene Tuason	School Relations	Student Affairs Technician	\$12.05/hr	9/29/2016
Regan, Jerry Nicholas	HPEDA	Aquatics Specialist	\$10.50/hr	9/26/2016
Resendez, Vanessa Joanne	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Resendiz Morales, Ever A	HPEDA	Aquatics Specialist	\$10.50/hr	9/26/2016
Robinson, Robert	Success Center	Instructional Aide II	\$13.30/hr (1)	9/15/2016
Rodriguez, Juan	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016

* Categorically Funded

** Specially Funded

Romero, Chantel	Success Center	Instructional Aide I	\$10.00/hr (1)	9/26/2016
Russell, Carolyn*	Adult Education	Community Education Specialist	\$30.27/hr	10/4/2016
Said, Shady W	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
San Jose Salguero, Elda Raquel	School Relations	Student Affairs Technician	\$12.05/hr	9/22/2016
San Jose, Christian Gerald	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Sanchez, Alexandre James T.	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Shorts, Keiesha M.*	Financial Aid	Instructional Aide II	\$13.30/hr	9/07/2016
Siangio, Jeshanah*	DSPS	Instructional Aide II	\$13.30/hr	10/4/2016
Smith, Krisstina Janie	School Relations	Student Affairs Technician	\$12.05/hr	9/22/2016
Soria, Itzel	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Story, Mekah Denise	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Sulaimani, Amir	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Tu, Jonathan Yu-Jang	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Uraizee, Kurratul Ayn	School Relations	Student Affairs Technician	\$12.05/hr	9/23/2016
Uribe, Fredy Gyovanny	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Uy, Christine Angelica	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Valenzuela Lizarme, Andres	Success Center	Instructional Aide I	\$10.91/hr (3)	9/27/2016
Valladolid Vergara, Cinthya J**	CalWORKs	Division Secretary Clerk	\$10.94/hr	9/26/2016
Valle Jimenez, Samuel O.	Success Center	Instructional Aide II	\$13.30/hr (1)	9/22/2016
Varela, Phillip David	Success Center	Instructional Aide II	\$13.30/hr (1)	9/15/2016
Vargas, Anthony Edward	HPEDA	Aide General Labor	\$10.00/hr	9/27/2016
Villalobos, Victor Emanuel*	SEM	Instructional Aide II	\$13.30/hr (1)	9/29/2016
Vincent,Matthew*	IERP	Research Assistant	\$18.01/hr	9/22/2016
Voelker, Shannon C	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Wagner, Alycia	Success Center	Program Facilitator	\$14.32/hr	9/15/2016
Wellman, William	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016
Williams, David Michael*	Liberal Arts	Research Assistant	\$18.01/hr	9/22/2016
Zhang, Zhi Y	Success Center	Instructional Aide II	\$13.30/hr (1)	9/26/2016

* Categorically Funded

** Specially Funded

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 39

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human
Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 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 Resources has received and completed the processing of employment request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Employment of Faculty, Temporary Part-Time 2016-2017 Academic Year

FACULTY: TEMPORARY PART-TIME 2016-2017 ACADEMIC YEAR

I. BUSINESS/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Dokter, Derek	RE	Business Administration	1BM	53.29
Smith, Justin	RE	History	2AM	56.44

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Mitchell, Kathryn Elizabeth	NH	Music	1AM	53.29
Rowden, Jonathan	NH	Music	1AM	53.29

III. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Segovia, Erika	RE	Dental Assisting	1BB	51.49

IV. LIBERAL ARTS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Granillo, Christine	NH	English	1AM	53.29
Rehm, David	NH	Speech	1AM	53.29

V. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Riasti, Mohammed	NH	Mathematics	1AM	53.29

VI. TECHNOLOGY

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Lemaster, Erin	RE	Architecture	2AB	54.52
O'Ferrell, Fergus	RE	Plastics	6BB	65.20

* NH=New Hire, RE=Reemployed

VII. LIBRARY/LEARNING RESOURCE CENTER

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Gonzalez-Tamayo, Ricardo	NH	Success Center - Language	1AM	53.29
Falcis, Noelle	NH	Success Center - Language	1AM	53.29
Hultman, Jason	NH	Success Center - Math	1AM	53.29
Montegary, Matthew	NH	Success Center - Math	1AM	53.29

* NH=New Hire, RE=Reemployed

**** Instructors:**

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

Counselors and Librarians:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. [XX]

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human
Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/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 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>Unit</u>	<u>Classification</u>	<u>Effective Date</u>
1) Fong Beach, Kristen	Institutional Effectiveness, Research and Planning	Research Analyst	10/14/2016
2) Hiss, Sophia	Institutional Effectiveness, Research and Planning	Research Analyst	10/14/2016
3) Kretz, Andrew	Institutional Effectiveness, Research and Planning	Research Analyst	10/14/2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 42

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human
Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk
Management

SUBJECT: Consideration of Ratification of Temporary Management “Out-of-Classification” Assignment

ACTION

It is recommended that the Board of Trustees ratify a temporary “out-of-classification” assignment for Dr. Gary Pritchard, Instructional Dean, Fine Arts & Communications, and Dr. Patricia Smith-Robbins, Director, Community Education to perform additional responsibilities effective October 1, 2016, for a period not to exceed June 30, 2017.

FISCAL IMPACT

No fiscal impact. The Dean of Academic Affairs position is vacant.

REPORT SUMMARY

Mr. Rick Miranda was appointed as the Acting Vice President of Academic Affairs effective February 18, 2016. His last day on his regular position as Dean of Academic Affairs, was February 17, 2016. The Dean of Academic Affairs position has been vacant since Mr. Miranda became the Acting Vice President. Mr. Miranda’s duties and responsibilities have doubled and there is not sufficient time in a day to performed two positions effectively.

Mr. Miranda sent a notification to all managers announcing the “out-of-class” opportunity to help him fulfill the core duties and responsibilities of the Dean of Academic Affairs vacant position while he is serving in his temporary role as the Acting Vice President of Academic Affairs. Two managers were chosen, Dr. Gary Pritchard, Instructional Dean, Fine Arts & Communications, and Dr. Patricia Smith-Robbins, Director, Community Education to work out-of-classification. In addition to their regular responsibilities, Dr. Pritchard and Dr. Smith-Robbins will be required to supervise, assess, and evaluate, academic functions, programs, and services that may include, but are not limited to, curriculum development, class schedule and college catalog preparation, faculty workload assessment, and leadership of special academic programs not assigned to another Dean.

During the temporary “out-of-class” assignment, Dr. Pritchard and Dr. Smith-Robbins will receive a temporary upward salary placement adjustment of two Grades. Dr. Pritchard will move from Grade 42, Step 4 (\$12,890) to Grade 44, Step 4 (\$13,754). Dr. Smith-Robbins will move from Grade 29, Step 8 (\$9,612) to Grade 31, Step 8 (\$10,263). This “out-of-class” assignment is done in accordance to Administrative Procedure 7233. It

is recommended that the Board of Trustees ratify this temporary “out-of-classification” assignment for Dr. Gary Pritchard and Dr. Patricia Smith-Robbins.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
May 23, 2016

PRESENT:	Dr. Jose Fierro	ABSENT:	Dr. David El Fattal
	Harry Joel		Dr. Stephen Johnson
	Rick Miranda		David Fabish
	Dennis Falcon		Michelle Lewellen
	<i>(for Dr. Solomon Namala)</i>		Dr. Solomon Namala
	Armando Soto		Scott O'Neil
	Kim Applebury		Lynn Laughon
	<i>(for Lynn Laughon)</i>		Eddie De La Rosa
	Carla Yorke		
	David Ward		
	Julie Mun	GUEST(s):	Dr. Kristi Blackburn

- I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:04 p.m.
- II. PUBLIC COMMENTS
None
- III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES
Information regarding all employment opportunities is posted on the Human Resources webpage.
- IV. APPROVAL OF MINUTES – May 9, 2016
It was moved by Mr. Soto and seconded by Ms. Yorke to approve the May 9 minutes. The vote for approval was 6-0-3; Mr. Joel, Ms. Applebury, and Mr. Falcon abstained.
- V. BOARD AGENDA – June 1, 2016
The committee reviewed the draft June 1 Board Agenda.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES
None
- VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES
None
- VIII. STATUS OF SHARED GOVERNANCE
IEPI Year 2 Report
Dr. Blackburn stated that the IEPI (Institutional Effectiveness Partnership Initiative) Year 2 Report is due to the Chancellor's Office by June 15.

It was moved by Mr. Ward and seconded by Mr. Soto to endorse the recommendation forwarded by the Planning and Budget Committee and Faculty Senate to submit the IEPI Year 2 Report as attached. The vote for approval was 8-0-1; Mr. Falcon abstained.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports

X. PRESIDENT'S REPORT

Dr. Fierro thanked everyone who contributed to the success of the 59th Annual Commencement ceremony and stated that a debrief meeting is scheduled to discuss areas for improvement.

XI. ADJOURNMENT

Meeting adjourned at 1:31 p.m.

California Community Colleges Chancellor's Office

INSTITUTIONAL EFFECTIVENESS

Indicator Rates - Cerritos CCD

District Fiscal Viability Indicators

1. Fund Balance (Required)

Ending unrestricted general fund balance as a percentage of total expenditures

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
11.0	12.4	13.4	16.9	26.0	19.6 %	15.0 %

2. Salary and Benefits (Optional)

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
89.3	89.6	89.7	89.6	89.9	91.5 %	89.0 %

3. Annual Operating Excess/(Deficiency) (Optional)

Net increase or decrease in general fund balance

Historical Values					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
(1,934,630)	261,798	914,609	3,219,944	8,128,072	\$ -1603890	\$ -1500000

4. Cash Balance (Optional)

Unrestricted and restricted general fund cash balance, excluding investments

Historical Values					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
801,982	79,424	25,414,888	8,699,538	25,301,992	\$ 19653753	\$ 6952050

District Programmatic Compliance with State and Federal Guidelines Indicators

5. Audit Findings - Audit Opinion Financial Statement (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Goals	
	Short-term (1 Year) Goal	Long-term (6 Years) Goal
2014-2015 (goal for 2016-2017)		

Yes

6. Audit Findings - State Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Goals	
	Short-term	Long-term
	(1 Year) Goal	(6 Years) Goal
2014-2015	(goal for 2016-2017)	
Yes		

7. Audit Findings - Federal Award/Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Goals	
	Short-term	Long-term
	(1 Year) Goal	(6 Years) Goal
2014-2015	(goal for 2016-2017)	
Yes		

College Indicators for

College Student Performance and Outcomes

8. Completion Rate (Scorecard) - College Prepared (Optional)

Percentage of degree, certificate, and/or transfer seeking College Prepared (Student's lowest course attempted in Math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Historical Rates						Goals	
						Short-term	Long-term
						(1 Year) Goal	(6 Years) Goal
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	(goal for 2016-2017)		
67.1	71.0	74.1	68.4	72.5	73.0	%	74.0 %

9. Completion Rate (Scorecard) - Unprepared for College (Optional)

Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Historical Rates						Goals	
						Short-term	Long-term
						(1 Year) Goal	(6 Years) Goal
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	(goal for 2016-2017)		
37.4	35.3	37.4	36.2	37.4	39.0	%	40.0 %

10. Completion Rate (Scorecard) - Overall (Optional)

Percentage of degree, certificate, and/or transfer seeking students starting first time in 2009-2010 tracked for six years through 2014-2015 who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Historical Rates						Goals	
						Short-term	Long-term
						(1 Year) Goal	(6 Years) Goal
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	(goal for 2016-2017)		

41.3	40.0	41.4	39.9	41.6	43.0 %	44.0 %

11. Remedial Rate (Scorecard) - Math (Optional)

Percentage of credit students tracked for six years who started below transfer level in Math and completed a college-level transfer course in Math
(Goal should be set as rate)

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
24.9	23.6	24.7	24.2	28.5	27.0 %	28.0 %

12. Remedial Rate (Scorecard) - English (Optional)

Percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in English
(Goal should be set as rate)

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
44.8	44.5	47.4	46.2	51.3	49.0 %	50.0 %

13. Remedial Rate (Scorecard) - ESL (Optional)

Percentage of credit students tracked for six years who started below transfer level in ESL and completed a college-level transfer course in ESL
(Goal should be set as rate)

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
34.1	39.8	31.2	35.5	39.1	38.0 %	39.0 %

14. Career Technical Education Rate (Scorecard) (Optional)

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred
(Goal should be set as rate)

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
45.8	47.4	46.9	46.1	50.2	50.0 %	50.0 %

15. Successful Course Completion (Datamart) (Required)

Percentage of Fall term credit course enrollments where student earned a grade of C or better
(Goal should be set as rate)

Historical Rates					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
67.8	70.4	70.8	69.8	68.3	71.0 %	72.0 %

16. Completion of Degrees (Datamart) (Optional)

Number of associate degrees completed (Goal should be set as count)

Historical Counts					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
1,173	1,134	1,209	1,121	1,356	1200	1202

17. Completion of Certificates (Datamart) (Optional)

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

Historical Counts					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
650	516	745	712	773	681	682

18. Transfers to 4-year Institutions (Datamart) (For Information Only)

Number of students who transfer to a four-year institution, including CSU, UC, private and out of state universities (No goal required)

Historical Counts				
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
0	0	0	0	0

College Accreditation Status Indicators

19. Accreditation Status (Required)

ACCJC accreditation status

Historical Status										Goals	
July 2010	Feb 2011	July 2011	Feb 2012	July 2012	Feb 2013	July 2013	Feb 2014	July 2014	Feb 2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-W	FA-W		

Accreditation Status Descriptions

FA-N: Fully Accredited - No Action

FA-RA: Fully Accredited - Reaffirmed

FA-SR: Fully Accredited - Sanction Removed

FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed

FA-W: Fully Accredited - Warning

FA-P: Fully Accredited - Probation

FA-SC: Fully Accredited - Show Cause

FA-PT: Fully Accredited - Pending Termination

T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)

WD: Accreditation Withdrawn

FA-RS: Fully Accredited - Restoration

IA: Initial Accreditation

RE-AP: Re-Application for Accreditation

Next Accreditation Visit

Term

College Fiscal Viability Indicators

20. Full-Time Equivalent Students (Optional)

Annual number of full-time equivalent students

Historical Counts					Goals	
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal
17,920.6	17,510.6	16,365.0	17,239.8	18,177.0	17800.0	18000.0

College Choice Indicators

21. College Choice Student Achievement (Required)

College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above. In the narrative box below, note which indicator has been chosen.

The college will increase

22. Optional College Choice (Required)

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

California Community Colleges, Chancellor's Office
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CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
August 29, 2016

PRESENT: Dr. Jose Fierro Dr. Stephen Johnson Ali Delawalla Harry Joel Rick Miranda Dr. Renée DeLong Michelle Lewellen Dr. Solomon Namala Armando Soto Scott O'Neil <i>(for April Griffin)</i> Lynn Laughon David Ward Miriam Tolson Julie Mun	ABSENT: April Griffin Saul Lopez-Pulido GUEST(s): David Moore Patrick O'Donnell

- I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:02 p.m.

- II. PUBLIC COMMENTS
None

- III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES
Information regarding all employment opportunities is posted on the Human Resources webpage.

<u>Name</u>	<u>Position</u>	<u>Start Date</u>
Paula Leguizamon	Admissions & Records Technician I	August 1
Jessica Otero	Admissions & Records Technician I	July 21
Carla Yorke	Senior Manager, Dual Enrollment, Educational Partnerships & Programs	July 21

<u>Employment Opportunities</u>	<u>Closing Date</u>
EOPS Specialist	9/12/16
Child Development Center Food Service Specialist <i>(Part-Time, Categorically Funded)</i>	9/27/16
Child Development Center Office Specialist <i>(Categorically Funded)</i>	9/30/16
Child Development Center Evening Site Supervisor/Lead Teacher <i>(Part-Time, Categorically Funded)</i>	9/30/16
Assistant Director of Admissions and Records	9/30/16

IV. APPROVAL OF MINUTES – May 23, 2016

It was moved by Dr. Johnson and seconded by Mr. Joel to approve the May 23 minutes. The vote for approval was 6-0-7; Dr. Johnson, Mr. Delawalla, Dr. DeLong, Ms. Lewellen, Dr. Namala, Mr. O'Neil, and Ms. Tolson abstained. Ms. Laughon was not present for the vote.

V. BOARD AGENDA – September 7, 2016

The committee reviewed the draft September 7 Board Agenda.

Bond Update

David Moore provided status updates for the Measure CC and Measure G bond construction programs. Mr. Moore provided an overview of the Facilities Master Plan, shared project renderings, and discussed plans for continuing and planned projects.

The information will be presented to the Board of Trustees at its September 7 regular meeting. The committee members provided feedback and thanked Mr. Moore.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Enrollment Management

Dr. Johnson distributed the attached April 27 meeting minutes and August 24 meeting agenda. He stated that there was valuable discussion at the April meeting which was well timed with discussions to update the Educational Master Plan. The committee appointed a Plan Writing Subcommittee, chaired by Dr. Kristi Blackburn, to develop an updated draft Enrollment Management Plan. The draft will be reviewed by the Enrollment Management Committee and then vetted to campus committees and groups.

Dr. Johnson stated that at its August meeting, the committee reviewed results for the Shared Governance Evaluation survey completed in April 2016 and feedback for continuous improvement. The committee also considered short-term actionable work and long-term planning for the Enrollment Management Plan. Dr. Fierro stated that he would like to see connections and overlap between the Educational Master Plan, Enrollment Management Plan, and Strategic Plan, with alignment to the budget. This is necessary to prioritize allocation of dollars to identified needs within the plans. The Board's and President's goals should also be somewhat linked to collegewide plans. He suggested appointing a small group to address urgent, short-term enrollment management issues and stated that he would send a follow-up email to the Coordinating Committee with a list of suggestions to start conversations to address our enrollment shortfall. Dr. Fierro stated that the group's work will be an interim solution and that it will in no way circumvent the process of updating the Enrollment Management Plan. Mr. Miranda volunteered to organize the group and stated he would meet with Ms. Lewellen for initial discussion.

Information Technology Standards

Mr. O'Donnell distributed the attached February 19, April 8, and May 13 meeting minutes. He stated that the committee reviewed and updated campus standards for computer monitors, laptops, printers, desktops, and all-in-one PCs. Mr. O'Donnell also distributed the attached [Campus Wi-Fi map](#) and stated that Aruba Wi-Fi units were installed in 45 new access points and have been well received, and that he met with the ASCC President and Student Trustee to discuss additional areas that may need access points. He concluded his

report by providing an update for the planned schedule for student lab replacements and stated that 236 computers were replaced last year.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None

VIII. STATUS OF SHARED GOVERNANCE

Shared Governance Evaluation Survey Results

Dr. Fierro distributed the attached results for the Shared Governance Evaluation survey completed in April 2016, and asked the members to be prepared for further discussion at the September 12 meeting.

Coordinating Committee Goals

Dr. Fierro stated that one of the trends identified by the Shared Governance Evaluation Survey results was that shared governance committee members are not clear on the goals of the committees on which they serve. In order to improve in this area, all shared governance committee chairs have been asked to set committee goals and discuss where the goals should be posted to ensure awareness.

He distributed the Coordinating Committee purposes as listed in the [Shared Governance Document](#) and asked the members to develop draft goals and be prepared for further discussion at the September 12 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Johnson stated that deployment of .edu student email accounts will be completed in two phases in September, and an advertising campaign will be launched to ensure awareness during the transition period.

X. PRESIDENT'S REPORT

Dr. Fierro welcomed everybody back and encouraged them to attend the September 15 Convocation Event.

XI. ADJOURNMENT

Meeting adjourned at 2:38 p.m.

ENROLLMENT MANAGEMENT COMMITTEE
Minutes of April 27, 2016

- Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
Debbie Jensen, Professor, HPEDA, CCFF Designee
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Kenzie Huynh, ASCC Student Representative
Michelle Lewellen, Faculty Senate President
Stephanie Murguia, Dean of Admissions, Records and Services
Dr. Nick Real, Instructional Dean of Technology
Armando Soto, Counselor/Associate Professor, Counseling
- Members Not Present: Rich Cameron, Faculty Co-chair of the Chairs Council
Eduardo De La Rosa, ASCC President
Tim Juntilla, Assistant Professor, English
Terrie Lopez, Director of Career and Assessment Services as proxy for
Renée DeLong Chomiak, Dean of Counseling Services
Sandy Marks, Instructional Dean of Health Occupations
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library
Ben Pendleton, Admissions, Records and Services
Rosario Rubio, Career Services

Dr. Johnson called the meeting to order at 3:09 p.m.

I. Approval of Minutes

Dr. Blackburn noted that the meeting was called to order by Dr. Johnson, not Dr. Schilling as indicated.
MSU (Real, Jensen) to approve the minutes of March 23, 2016 as corrected.

II. Enrollment Management Committee Shared Governance Update

Dr. Johnson reported that the recommended revisions to the Enrollment Management Committee shared governance document were submitted to the College Coordinating Committee and approved on April 25, 2016.

III. Current Enrollment Status and Projection

Dr. Johnson stated that Ms. Murguia and Mr. Delawalla worked with the Chancellor's Office to get support for the college's funding based on enrollment for the current year. This is important because we will have additional full-time equivalent student (FTES) allocation coming to the college this year. It will also help us next year to maintain our base funding under the state's current stabilization rules at an amount much closer to what we have been getting. This action doesn't produce FTES, it only gives us what we had coming. It does not address the decline in enrollment we are facing. We will need to continue to work as an institution and a committee to discuss measures and steps we think will support enrollment management and then carry them forward for other groups to

discuss as well. Some of this will be achieved as we revise our Enrollment Management Plan.

In other areas, Academic Affairs is working to increase the availability of classes beginning with this summer and then into fall, and the Public Affairs Office has resumed work on increased public visibility that was stopped when we didn't have seats to offer.

IV. Enrollment SWOT Analysis Brainwriting and Discussion

Dr. Johnson asked the group to share and discuss ideas, issues, and concepts that the committee could use in our planning agenda. Following is a summary of the items discussed.

Ms. Huynh

- Send a reminder to students about when their fees are due and their next enrollment date
- Send a reminder for FAFSA submission deadline
- Send a survey to students at large asking if they would like more short-term sessions (6-week) in general education and basic skills offered during fall and spring. It would accelerate completion, especially for students with family responsibilities and other commitments. Ms. Murguia suggested creating cohorts of three 6-week classes for students who are interested. Ms. Lewellen proposed working with more 9-week classes or waiting until we switch to a 16-week calendar and do 8-week sessions. She added that we could run 6-week classes but there would be very little contact with full-time faculty due to limited availability, which is important.

Mr. Soto

- Explore the possibility to expand K-16 partnerships to continuing education schools. We will be registering 585 students for summer who are currently participating in K-16 Bridge program.
- Improve understanding of Student Success and Support Program (3SP). Implementation will begin next year where the percentage of our 3SP funding will be attached to the services we provide. Mr. Soto indicated the need for more reading and understanding of the 3SP Plan services and how they affect funding.

Ms. Lewellen

- Alleviate the disconnect between instruction and student services by making a concerted effort to join together.
- Get the word out to K-16 community that we don't just do transfer. There are a lot of good Career Technical Education (CTE) programs that can put people to work in just one year. Supporting data is available on the Statewide Career Pathways website.
- Conduct outreach and advertise that CTE also offers Skills Builder classes that increase an employee's value by improving their skills. With employer encouragement, employees promote from within and everyone is better off and happy.

- Encourage staff running CTE programs to use external scan to target employers it identifies for outreach to expand their programs.
- Partner with Downey Unified School District to use AB288 funding that allows high school students to earn 12 units of credit taking college classes. We already have 49 articulation agreements with them listed on the Statewide Career Pathway website.
- Business practices need to be improved and streamlined for better time management. An example would be time spent signing every employment request submitted each semester. Ms. Murguia indicated she has asked Mr. Miranda to investigate using the Workflow software program currently used in PeopleSoft LACOE for this process.

Ms. Murguia

- Need to look at all the suggestions being made and their impacts on budgets. New programs impact other areas. All of the 585 K-16 students will be coming into Admissions and Records to register manually. There is a need to put categorical dollars spent for services into the areas that provide them. The new loss of Board of Governors Fee Waiver (BOGFW), K-16, and Dual Enrollment all need support.

Ms. Lewellen

- Need to replace the seven circles with a ranked list of priorities. The seven circles don't relate to accreditation standards and faculty don't know what they mean. We need district priorities.

Mr. Real and others

- Regarding the Strategic Planning Retreat:
 - Breakout groups need to be connected to the work they are assigning other people.
 - Projects need to be prioritized, listed under prioritized goals, and have costs assigned.

Ms. Lewellen

- Need a consistent cancellation policy across all divisions and departments. This would help with scheduling classes.
- Need to look at another pre-requisite push to help with completion. If students only have a certain number of times to fail, we need to make certain they get into classes where they can succeed. This would also push students to start with English and math.
- Set a goal for a certain percentage of our classes go to Open Educational Resources (OER). Cerritos is already ahead of other colleges in the state. We could advertise the cost advantages of OER and really increase enrollment.

Dr. Blackburn

- Need to strategize better on software purchases/implementation. Purchases need to be researched and approved by Information Technology to avoid buying software that they cannot support.

V. Enrollment Management Plan – Plan Writing Subcommittee

This item was held over to the next meeting.

VI. Business

A. Identify Support Services Data Elements

This item was held over to the next meeting.

B. Develop Support Services Sections

This item was held over to the next meeting.

VII. Member Reports and Announcements

A. Completion Dashboard Update

This item was held over to the next meeting.

B. 3SP Updates

This item was held over to the next meeting.

C. Student Equity Updates

This item was held over to the next meeting.

The meeting adjourned at 4:25 p.m. The next meeting is scheduled for August 24, 2016.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, August 24, 2016

3:00 p.m. in LC 62

Agenda

- I. Approval of Minutes – April 27, 2016
- II. Enrollment Management Committee Shared Governance Survey Review
- III. Current Enrollment Status and Projection
- IV. Enrollment Management Plan Update
 - A. Timeline to Completing Plan
 - B. Writing Task Force Composition Update
- V. Committee Goals for 2016-17
- VI. Member Reports and Announcements
- VII. Future Agenda Items

Next meeting – September 28, 2016, at 3 p.m. in LC 62

CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED February 19, 2016

PRESENT: Patrick O'Donnell Patrick Legaspi
 Vince Orton Terri Lopez
 Bernie Negrete Vykki Morgan
 Patty George Barbara Soden
 Erik Duane

GUEST: Mayra Radillo

ABSENT: Maricela Pedroza, Hugo Gonzalez, David Boss

1. CALL TO ORDER

Patrick called the meeting to order at 9:03 am.

2. APPROVAL OF MINUTES

Bernie Negrete made a motion to approve the December 11th minutes and it was seconded by Vince Orton. The minutes were approved without discussion or corrections and with 1 abstention.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Patrick O'Donnell opened the meeting by stating that he would like to review monitor standards with the committee. Our current model, "EliteDisplay E221", has been discontinued by Hewlett Packard and is being replaced with "EliteDisplay E222". Patrick showed the group a picture of the new model and mentioned that an HDMI port has been added for more functionality. The group viewed and discussed the slight differences with the newer model. Patrick stated that there will not be any difference in price. Vince motioned to accept the replacement model, Bernie Negrete seconded the motion. Patrick moved on to discuss the new Hewlett Packard Desktop computers, HP EliteOne 800 G2 and EliteOne 800 G2 All-in-One. He stated that they have faster memory and have faster cpu's with this new model. He said that the price will be the same and they will still have the 5 year warranty. GST's price will also remain the same for imaging each unit. He also mentioned that this model is of business grade vs consumer grade. Patrick will get a demo for the committee to preview.

The group discussed Windows 8 and 10, Office 2013, Office 2016 and Office 365. Bernie asked if Windows 10 will be on all new computers. Patrick said that we are still working on getting faculty and staff to switch to Windows 10 over the next year. Vykki Morgan asked if is possible to work between both Microsoft Office 2013 and Office 2016 in the classroom. Patrick explained that there is a 10 - 15 minute delay between time due to updates. He said that we don't recommend using that technique for the classroom. Barbara Soden said that she doesn't see much of a difference going between the two programs.

Patrick moved forward to discuss the student lab replacement schedule with the committee. He explained the planned schedule giving details about each location. He also updated the committee members on the status of document cameras. Patrick said that we have purchased enough cameras for the entire Classroom Bldg. The committee was satisfied with the update. Bernie asked, "approximately how many desktop machines do we have on campus?" Patrick said currently approximately 3,000. Bernie said that it would be interesting to see the numbers of what Information Technology staff is responsible for supporting. Vykki asked if there has been any conversation about smart white boards coming to campus? Patrick said that he has not heard of discussions for them to be added to the current standard classroom specifications.

Patrick discussed the rolling out of our new Aruba Wi-Fi units. He showed where to find the Wi-Fi locations on the I.T. web page, blue prints. He went on to explain the plan of rolling out more Wi-Fi installations. We currently have about 45 new access points up. Student devices are having less problems, MAC users are not experiencing problems anymore. Additional locations have been added as requested; Modular Classroom and Woodworking classroom. We are having very good results with the newer Aruba brand compared to the old H.P. units. With the Aruba units we have the ability to use heat mapping and it is making it much easier for I.T. to decide where more coverage is needed.

Patrick asked if there were any items that should be put on the agenda for the March 11th meeting. Bernie requested to have more information about "Heat Mapping" at a future meeting.

4. NEXT MEETING

The next scheduled IT Standards meeting is March 11th, 2016 at 9:00 am in SS-16.

5. ADJOURNMENT

The meeting was adjourned at 9:46 am.

CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED April 8, 2016

PRESENT: Patrick O'Donnell David Boss
Vince Orton Barbara Soden
Bernie Negrete Vykki Morgan
Patty George
Michele Kingston (Erik Duane)
Maricela Pedroza

GUEST: Mayra Radillo, John Ella

ABSENT: Patrick Legaspi, Terri Lopez, Hugo Gonzalez

1. CALL TO ORDER

Patrick called the meeting to order at 9:01 am.

2. APPROVAL OF MINUTES

Bernie Negrete made a motion to approve the February 18th minutes and it was seconded by Patty George. The minutes were approved without discussion or corrections and with 2 abstentions.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Patrick O'Donnell opened the meeting by speaking about the new HP Probook 650 G2. Hewlett Packard is phasing out the old devices to newer models. Patrick said that it is a nice laptop at a reasonable price, \$700.00 and will be our new standard. Patrick spoke about new printer standards due to discontinued models. The new model numbers are; M553nHP, M402dw, and M606n. He reviewed the specifications for new printers with the committee members. Patrick gave some details about printers being Wi-Fi equipped and the committee reviewed all information provided. The committee discussed the printer features and pointed out that it seems to be 1/2 of the memory than the older model. Patrick said that HP moved it from DDR3 to DDR4. Michele Kingston motioned to approve the new printer standards. Vince Orton seconded the motion. All approved.

Patrick continued the conversation by giving an update on access points across campus. He then moved on to discuss new desktop and All In One Standard, stating that they are the same price, with the same size monitor, 23". The question was asked if the fan issue has been resolved by HP yet. Patrick said that Hewlett Packard will be coming on to campus to repair 300 units. The committee discussed issues with SSDdrives. Bernie motioned to approve the new desktop and AIO standard. Vince seconded the motion and all approved.

Patrick showed the committee members the new laptop HP ProBook 650G2 on the computer screen. Committee members all reviewed the specifications on the computer. Patrick provided a quote to compare the difference between G1 and G2 models. G2 is \$45.00 higher, has faster memory, went from an i3 to an i5, and is a very good for price the difference. Michele asked if we would be setting the standard to Win10. Patrick said that he is working on that with Tami, at GST. Vince made a motion to approve and Bernie seconded. All approved.

Patrick asked if there were any items that should be put on the agenda for the May 13th meeting.

4. NEXT MEETING

The next scheduled IT Standards meeting is May 13th, 2016 at 9:00 am in SS-16.

5. ADJOURNMENT

The meeting was adjourned at 9:46 am.

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
UNAPPROVED May 13, 2016**

PRESENT: Patrick O'Donnell Patrick Legaspi
 Javier Banuelos Erik Duane
 Bernie Negrete Vykki Morgan
 Maricela Pedroza

GUEST: Mayra Radillo

ABSENT: Terri Lopez, Hugo Gonzalez; Patty George; David Boss; Barbara Soden

1. CALL TO ORDER

Patrick called the meeting to order at 9:01 am.

2. APPROVAL OF MINUTES

Bernie Negrete made a motion to approve the April 8th minutes and it was seconded by Vykki Morgan. The minutes were approved with one correction, without discussion and with 1 abstention.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Patrick O'Donnell opened the meeting with an update on a new standard for the Hewlett Packard 451NW to be upgraded to the Hewlett Packard 452NW color laser printers. The 451NW is at the end of its life. The replacement will be less expensive than the previous model. Patrick showed the specifications of the printer to the committee and a discussion took place. Bernie moved to approve the new standard and Maricela Pedroza seconded the motion. All were in favor of the new standard, therefore the standard was approved. Mayra Radillo asked Patrick when the Information Technology website would reflect the recent changes to the printer standards? Patrick said that it would be updated today.

Patrick gave the committee an update on Wi-Fi across campus. He stated that we currently have 173 spots across campus. Patrick showed a graph on the Wi-Fi usage across campus while explaining how this program allows him to see where more Wi-Fi is needed as well as how much Wi-Fi is being used. There will be 2 ports for Wi-Fi in each new classroom in the future. All shade structures will have an outdoor antenna near the structure. We have learned some lessons about the way they are mounted in that it makes a difference on the coverage. Patrick showed the committee the link on I.T.'s web page to "Blue Prints", which shows where our access points are located across campus. We will be working with Fiscal Services and the District to help us acquire funds for additional ports.

Patrick asked if there were any items that should be put on the agenda for the September 16th meeting. He mentioned that the "Information Technology Master Plan" will be discussed in future meetings. No questions or comments were presented.

4. NEXT MEETING

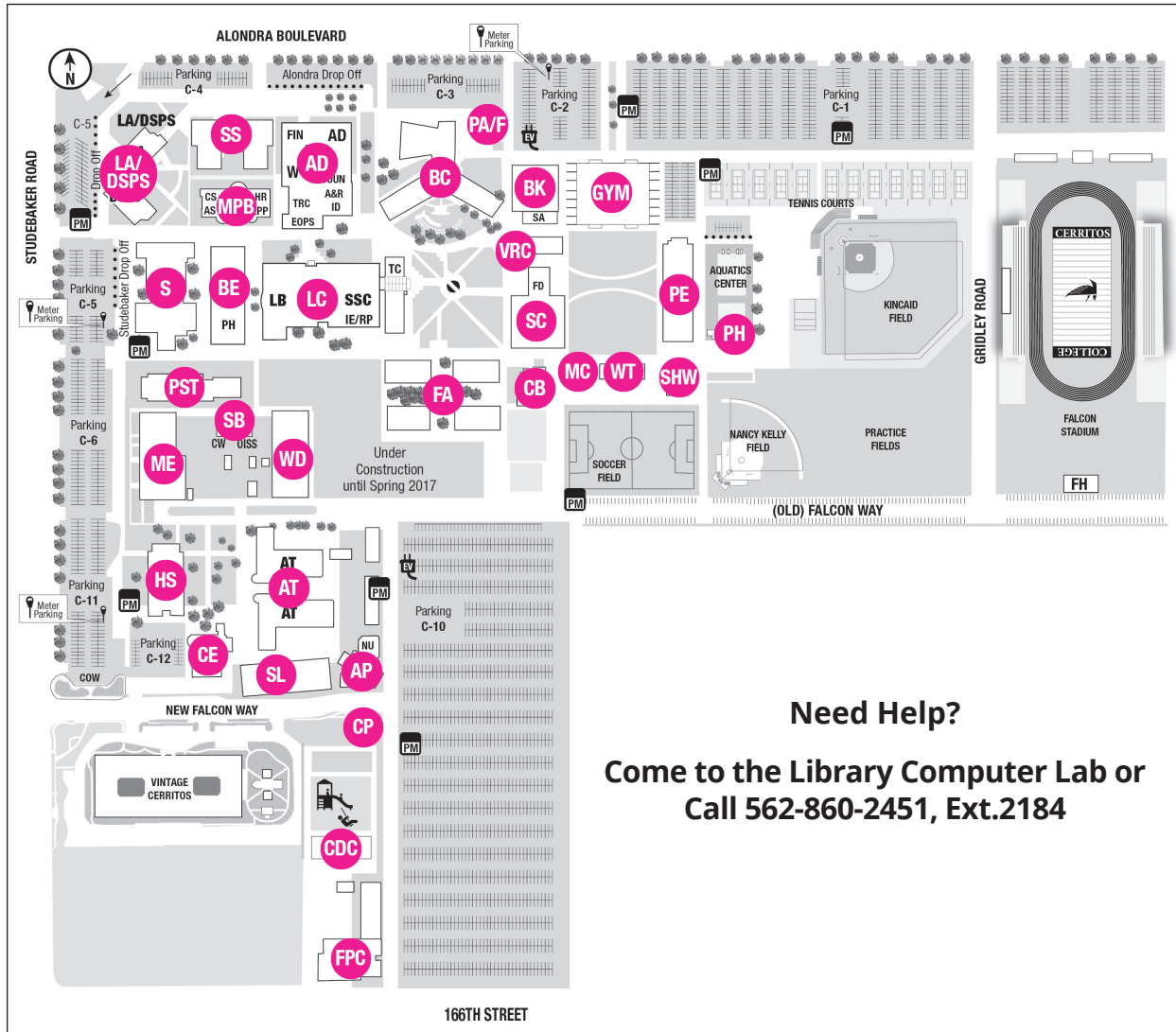
The next scheduled IT Standards meeting is September 9th, 2016 at 9:00 am in SS-16.

5. ADJOURNMENT

The meeting was adjourned at 9:55 am.



Wi-Fi Hot Spots



Need Help?

Come to the Library Computer Lab or
Call 562-860-2451, Ext.2184

Detailed Description Of The Wi-Fi Access Point Locations

AD - Administration

AD 1 N, AD 1 S, AD 111, AD 63, AD 68 N,
AD 68 S, AD 69, AD 8, AD Atrium

AP - Auto Partners

AP 11, AP 12, AP 8

AT - Auto Technology

AT 10, AT 11, AT 14, AT 15, AT 21, AT 24,
AT 25, AT 26, AT 45, AT 50, AT 54, AT 55,
AT 60, AT 61, AT 62, AT 65

BK - Bookstore

BK13, BK20

BC - Burnight

BC 21F, BC 47, BC 51, BC 53, BC 61,
BC 68, BC Exterior SE, BC Exterior SW

BE - Business Education

BE 106, BE 108, BE 110, BE 117, BE 118,
BE 120, BE 122, BE Exterior E

CE - Community Education

CE1, CE3

CP - Campus Police

CP104

CDC - Child Development Center

CDC 100, CDC 102, CDC 104

FPC - Facilities

FACT 1

FA - Fine Arts

FA 100 E, FA 40B, FA 41, FA 42A, FA 64
F, FA 74

GYM - Gymnasium

GYM 110 NE, GYM 110 SE, GYM 113
NW, GYM 113 SW

HS - Health Science

HS 102, HS 106, HS 203, HS 204,
HS 205 E, HS 205 W, HS 303,
HS Exterior E

LA/DSPPS - Liberal Arts & Disable Student Programs and Services

LA 103, LA 105, LA 109, LA 134, LA 170
N, LA 170 S, LA 175, LA 202, LA 204,
LA 209, LA 211, LA 213, LA 220,
LA 223 E, LA 224 E, LA 224 W, LA 227

LC - Learning Resource Center

LC 1, LC 109, LC 112, LC 135, LC 155,
LC 2, LC 201, LC 220, LC 221 NE, LC 221
SW, LC 227, LC 232, LC 26, LC 40,
LC 5, LC 6, LC 8, LRC External N

ME - Metals

ME 1, ME 13

MC - Modular Classrooms

MC 102, MC 103

MPB - Multi-Purpose Building

MP 100, MP 105, MP 202, MP 205,
MP 208A, MP 209, MP 213

PE - Physical Education

PE 14F

PST - Physical Science Technology

PST 101, PST 116, PST 124, PST 133,
PST 140, PST 202 E, PST 202 W, PST 227,
PST 233, PST 235, PST 237

PH - Pool House

Pool House Exterior

PA/F - Public Affairs/Foundation

PA101

SB - Santa Barbara

SB6

S - Science

S 101, S 103, S 116, S 117, S 121, S 124,
S 127, S 129, S 201, S 202, S 214, S 215,
S 219, S 222, S 224

SL - Skills Lab

SL 101, SL 106, SL 110, SL 120, SL 121,
SL 123

SS - Social Science

SS 100 NE, SS 100 NW, SS 100 SE,
SS 109, SS 116, SS 139, SS 141, SS 16,
SS 200 E, SS 200 W, SS 215, SS 229, SS
300 E, SS 300 W, SS 308, SS 311,
SS Exterior E, SS Exterior WW

SC - Student Center

SC 1 C, SC 1 N, SC 1 S, SC 1A, SC 2, SC 25
E, SC 25 W, ID Center External

SWH - Student Health and Wellness

SH 15

VRC - Veteran Resource Center

VRC3A

WT - Weight Training

WT1

WD - Woodworking

WD 1, WD 12, WD 15



Institutional Effectiveness, Research, and Planning
Shared Governance Committee Evaluation Survey Results
May 05, 2016

Executive Summary

The Shared Governance Committee members at Cerritos College completed a survey designed by Coordinating Council. The evaluation for the 2015-16 academic year included responses from over 200 members of the 24 shared governance committees for the college. Overall the respondents indicated very favorable outcomes of their respective committees, as well as favorable ratings regarding processes.

One trend identified for improvement is the, scheduling of, attendance of, and participation in meetings. This is not an uncommon problem at colleges due to teaching schedules as well as student schedules. This was identified in both the comments as well as item response for the question about meeting attendance.

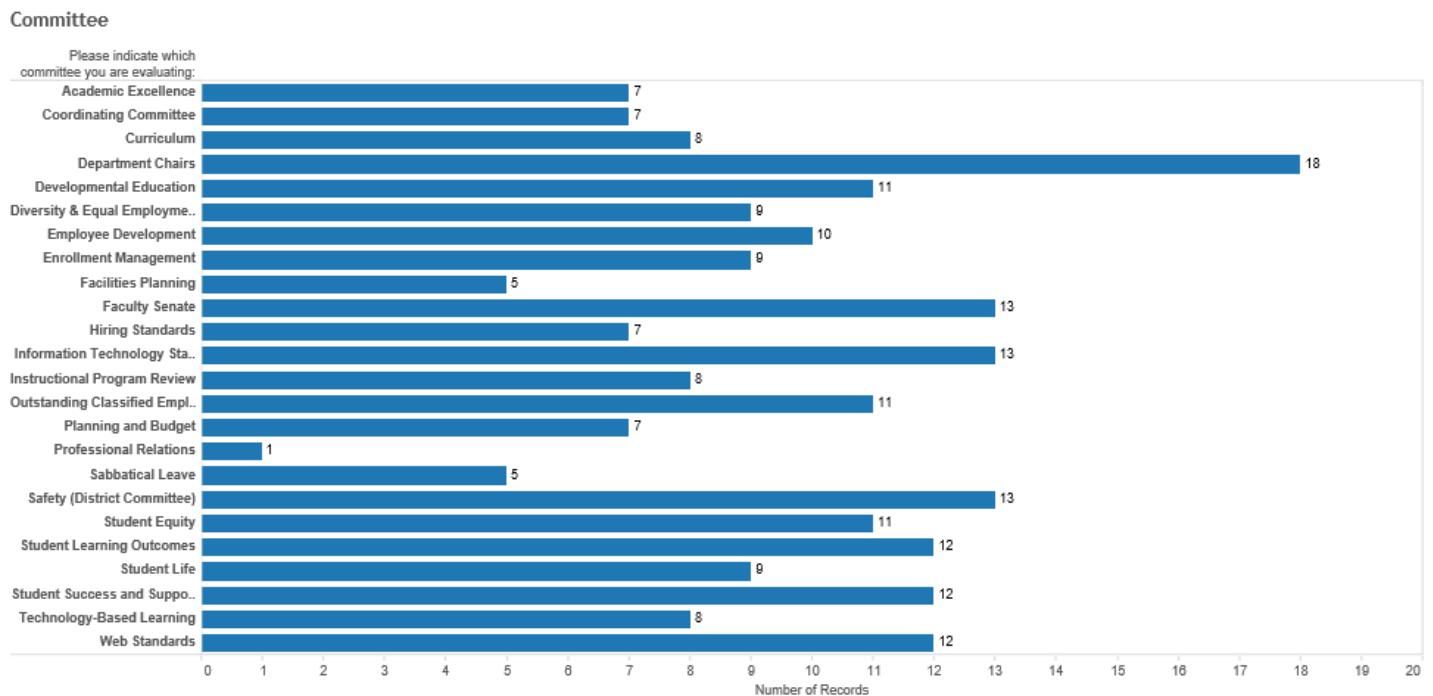
An additional trend identified in comments was the committee members' knowledge of a committee's goals. More specifically, a number of responses indicated that committee members were unclear on the goals of committee, whether it be short- or long-term goals.

There was also some variance in agreement that committee members effectively communicate shared governance decisions to their constituencies. This indicates that this might be an area that could be strengthened or clarified at the beginning of the new academic year.

The following pages of this evaluation break down the survey results by overall responses per question. The qualitative responses to the questions are reported by committee.

Detailed Analysis by Question and Committee

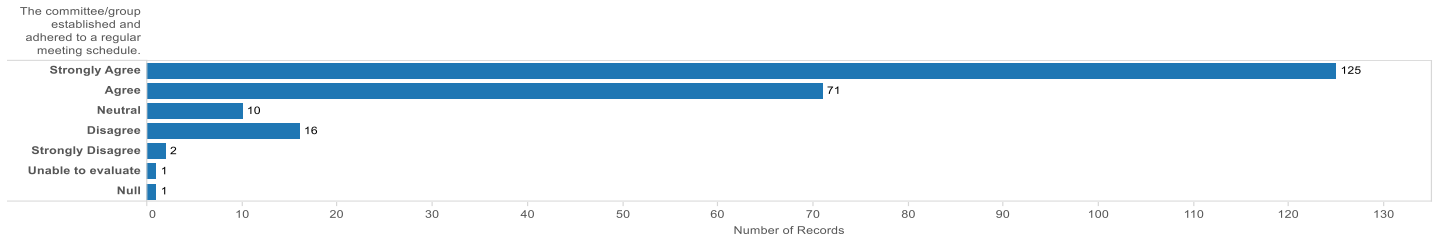
There were 226 respondents to the survey, however, each question includes the total response rate as some committee members skipped some questions. Here is the break down of participation in the survey by committee:



Question 1: The committee/group established and adhered to a regular meeting schedule

There is strong agreement that Cerritos College Shared Governance committees establish and adhere to a regular meeting schedule. Of the 226 responses, 125 were Strongly Agree, with 71 Agree; only 10 respondents were neutral. There were 16 Disagree, and only 2 respondents indicating Strongly Disagree, with 1 respondent unable to evaluate.

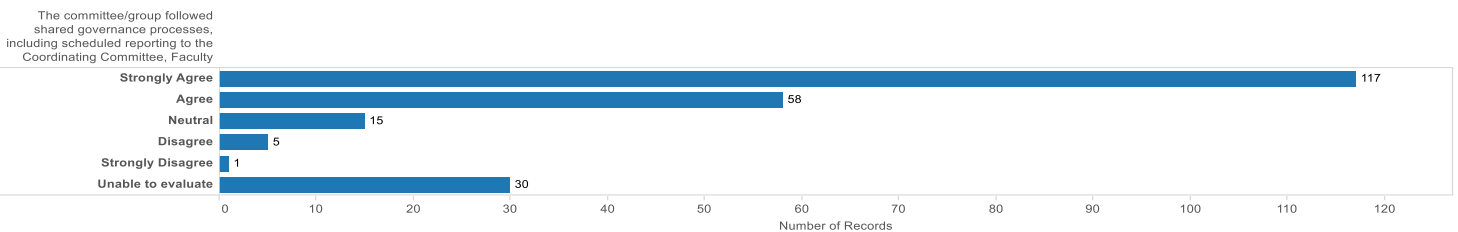
When looking at the results, disaggregated by committee, the committees which had variance in this response included: Equity Committee, Employee Development, and Outstanding Classified Employee. Student Equity has determined a set date/time for the 2016-17 year, so this has been addressed by that committee already.



Question 2: The committee/group followed shared governance processes, including scheduled reporting to the Coordinating Committee, Faculty Senate, etc.

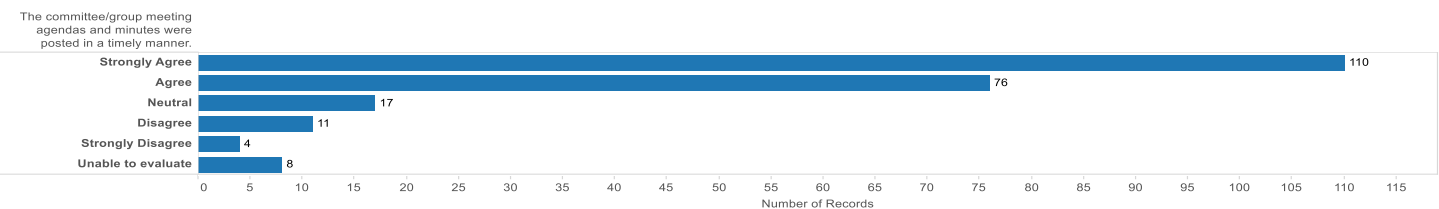
There is also strong agreement that Cerritos College Shared Governance committees follow shared governance processes. There were 226 responses to this item with 117 Strongly Agree and 58 Agree; 30 were Unable to Evaluate. There was 15 Neutral and 5 Disagree.

When examining this question dis-aggregated by committee, the Equity Committee and Student Life committee were the committees with greatest variance.



Question 3: The committee/group meeting agendas and minutes were posted in a timely manner.

Strong agreement is also indicated regarding the committees timely posting of agendas and minutes. There were 226 respondents, with 110 indicating Strongly Agree, and 76 indicating Agree. There were 17 indicating Neutral, and 11 respondents indicating Disagree. There were 8 respondents indicating they were not able to evaluate.

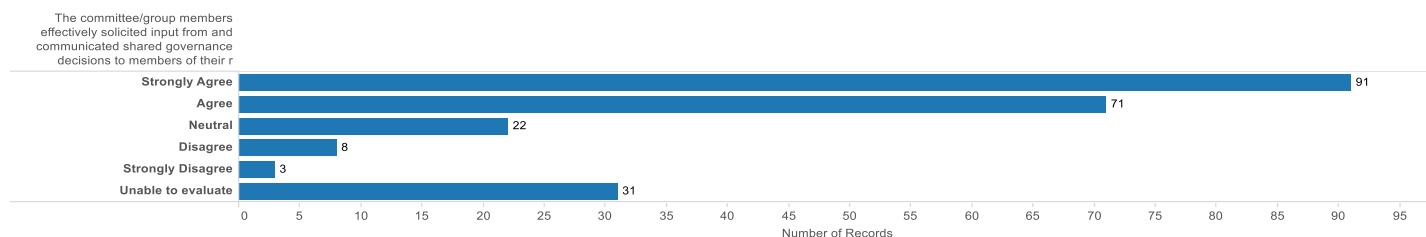


Question 4: The committee/group members effectively solicited input from and communicated shared governance decisions to members of their respective constituency group.

There is strong agreement that committee and group members effectively solicited input from and communicated shared governance decisions to members of their respective constituency group. Of the 226 responses, 91 were Strongly Agree, with 71 Agree; 22

respondents were Neutral. There were 8 Disagree, and only 3 respondents indicating Strongly Disagree, with 31 respondents unable to evaluate.

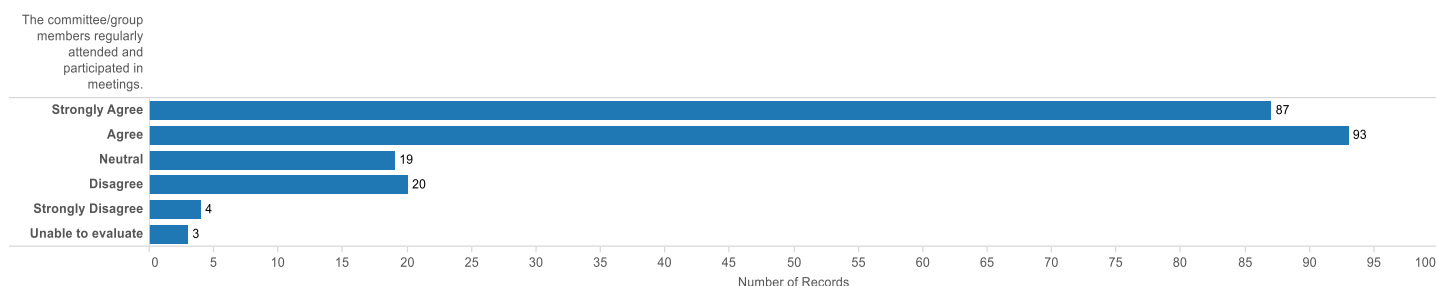
When disaggregating the results by committee, the Equity Committee and Student Life Committee had the greatest variance in responses.



Question 5: The committee/group members regularly attended and participated in meetings

The question regarding members regularly attending and participating in meetings had some variance in the scoring. There were 226 responses to this item, with 87 Strongly Agree and 93 Agree; 19 Neutral. There were 20 Disagree, and 3 respondents Unable to evaluate.

The three committees with the most variance in response to this item were: Department Chairs, Employee Development, and Equity committee.

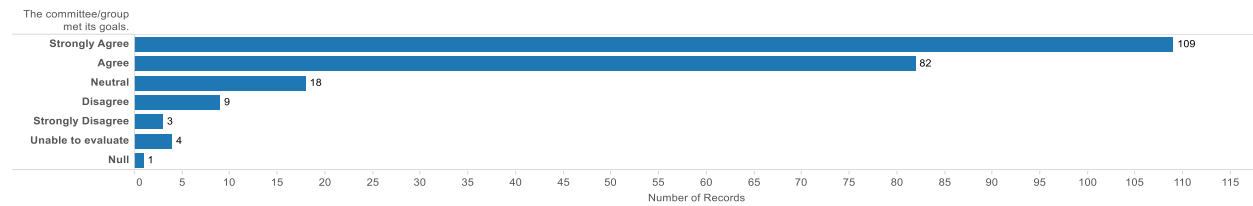


Question 6: The committee/group met its goal

There is an affirmative belief that Cerritos College shared governance committees meet their goals. Out of 226 responses to this question, 109 Strongly Agree and 82 Agree; with 18 neutral responses, and only 9 Disagree, with 3 Strongly Disagree. There were 4 respondents indicating they were not able to evaluate.

Following this question was an open-ended question asking participants that if they thought the committee/group did not meet its goals, to please specify what could be

improved to help the committee meet its goals.



Each committee's responses are disaggregated in the chart below:

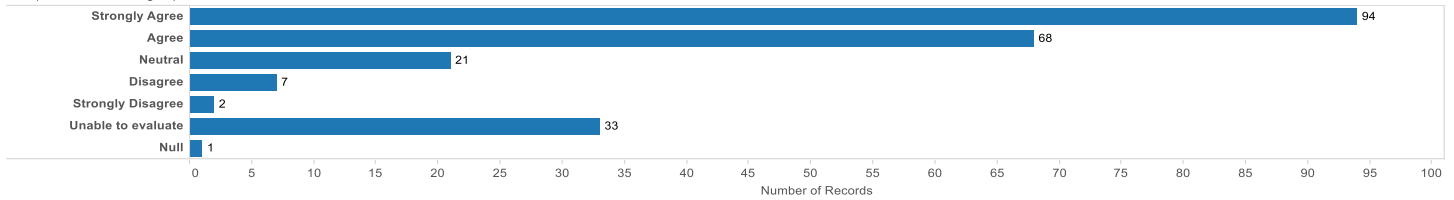
Please indicate which committee you are evaluating:	If you did not think the committee/group met its goals, (above) please specify what could be improved to help the committee meet them.
Department Chairs	Not exactly sure what the goals of the committee were
	The meetings were consistently not well attended. Many chairs were missing.
Developmental Education	If the campus community were more aware of the committee's goals, it would cultivate "a campus-wide culture of inquiry, evidence, and innovation among all faculty by establishing and supporting the Center for Teaching Excellence." Make regular presentations to Faculty Senate and to Divisions.
Employee Development	Alot of meeting were cancel
	Ensure regular meetings
	I felt disconnected with the committee because the last 3 meetings were cancelled.
Enrollment Management	It is hard to meet goals without a Educational Master Plan and Strategic Plan
	No goals were shared at the outset of the year.
Facilities Planning	I don't know the immediate, annual, or long term, goals?
	The committee needs to have more input into building projects on campus. We used to have a campus bond committee who received input on all building projects. We need that campus input again.
Instructional Program Review	IPR Committee continues to be a high functioning committee. The timeline of visitation of programs works well and we were able to review all programs slated for the year, on time.
Outstanding Classified Employee Selection	More faculty and management involvement would increase the integrity of the committee.
	The committee did get an employee recognized for each month of the year.
Planning and Budget	Considering the limited scope allowed to this committee, it functions the best it can. What is needed, though, is when Coordinating Council delegates to a "Task Force" that if it involves Planning and/or Budgetary decisions which impact the college, and it never comes back through Planning & Budget. Task Forces should ONLY be formed, if there is NOT a shared governance committee already formed to address the issue-- that is why each shared governance committee is constituent-membership based. When the college does not have a s.g. committee on the topic, then form a Task Force. It is known by many involved in Accreditation that Task Forces are NOT shared governance, and that decisions need to be brought through processes.
	Faculty ranking process for hiring was a problem. It seems like the ranking process was not followed or honored when final decisions were made.
	While I feel it is getting better, I still believe that the connection between using the planning process and the resources that are need, do not influence how funds are to be spent. While the board had finally approval of the college's budget, Planning & Budget is suppose to "develop and recommend for approval the college's annual budget & ensure that it reflects college planning priorities". I don't believe that this committee is strong in that area, and is an area for development. For instance, how 3SP funds were being allocated was still not clearly presented to Planning & Budget.

Student Equity	committee "spent" the money, but not sure if was spent where it was needed and if it met the goals it set out originally
	Goals were not established at the beginning of the year for the committee.
	Input from constituent groups was solicited. However, in most cases it was ignored. It was made clear that the committee would only provide recommendations to Ex. Council and would not have and decision making authority.
	The goals were not discussed or considered when making decisions. The goal became simply to spend the funds and justify expenditures loosely as student equity. Leadership is lacking on this committee. The chair of the committee is not well prepared and he does not refer to the written equity plan to align goals and activities of the committee. This has been raised in the committee but is ignored.
	There were projects that were approved that did not submit a proposal, so there was inconsistency with the process.
Student Learning Outcomes	Committee did not set goals; however, once determined that the assessment process should be assessed, activities were created to achieve that outcome.
Student Life	The Purpose of the Student Life Committee is to coordinate the serve as a resource to the campus regarding Student Services. Specific areas of responsibility include but are not limited to commencement, judicial affairs, student responsibilities, health and wellness, Disabled Student Programs and Services (DSP&S), and Student Activities. I think if I look back through each agenda for every meeting it was the exact same with maybe one item change and date. I think the committee did not met the goals because of its leadership primarily. I feel like each one of the goals was not met minus commencement. I feel that we were to focus almost our entire meeting and energy on commencement rather than dealing with student life issues. Yes we got updates from campus police or health and wellness but there was no true initiatives that came from being on this committee. The meetings basically turned into our chair updating us meetings rather than a discussion unless it was about commencement. We just had our student rep show up at the last meeting...
Student Success and Support Programs (SSSP)	Clearly define the goals of the committee and continuously monitor progression towards established goals
	Despite the requirement for shared governance, it remains largely irrelevant to how college is managed.
	I am unsure of what the goals of the committee.
Technology-Based Learning	Not sure what the goals are
Web Standards	The goals are ongoing
	The scheduled meeting times were not met. Several times the meeting was cancelled.

Question 7: The members shared information between the committee/group and their respective constituent group

The question regarding members sharing information with their constituents also had some variance in the scoring. There were 226 responses to this item, with 94 Strongly Agree and 68 Agree; 21 Neutral. There were 7 respondents who answered Disagree, and 33 respondents Unable to Evaluate.

The members shared information between the committee/group and their respective constituent group.



Participants were also asked what obstacles or problems hindered committee functions. Below are selected responses to this prompt.

Please indicate which committee you are evaluating:	Do you have any suggested changes for the committee, based on your assessment? If so, please provide a brief narrative.
Coordinating	Sometimes a few participants could not look beyond their own personal (or groups) self-interest. Coordinating Committee is for all groups to come together for the whole College. To listen to someone challenge items in a document and assert their position and then after 30 minutes said person states that the document had not been read is not a productive use of time (actually, a waste of time). Why no delay the discussion so everyone will read and come prepared
	There has been occasions where making quorum was an issue. No student representation at the meetings.
Curriculum	I didn't see any obstacles on this committee. Everyone worked together and there was mutual respect all around
	The committee got through all, but there is a LOT of work.
Department Chairs	For a few meetings, the VPS attended with their own agenda items, using the shared governance committee as an opportunity to distribute additional tasks to the Chairs. This is not the purpose of the committee.
	Just another meeting without compensation on top of everything else that needs to be done as a chair. Some of the things that the committee wants is just making things worse. I do not want the Admin sticking their noses in our department business or how we do things
	Lack of attendance
	Most department chairs are too busy to attend regularly, so it was hard to make sure everyone was aware of everything. Department chairs tend to have many things on their plates.
	Scheduling conflict
	Time for chairs to get together.
Developmental Education	An overwhelmed faculty. When some professors have 90 students in a 3-unit class and others with some 140 composition students, each required to write a minimum of 8,000 words of finished draft, simply getting done the work at hand too often eclipses attention to lofty goals.
	None, I feel Frank Mixson is doing a very good job as the chair
	The biggest obstacle is many members must leave to attend other meetings scheduled at the time time/or half way through the Development Ed. committee meetings. This means less voices and shared info
Diversity & Equal Employment Opportunity Advisory (DEEOAC)	Some committee members did not attend the meetings regularly, which makes it difficult to make decisions sometimes. However, this could be due to the day/time the committee meets

Employee Development	Cancelled meetings
	finding a meeting time where everyone could attend
	The meetings were cancelled often this Spring
Enrollment Management	Meetings were cancelled too often. Hard for the committee to maintain momentum when meetings are not regular. Communication between the co-chairs needs to be strengthened.
	Should do a calendar group meeting so calendar meeting times blocked for the entire year
	There is no follow through or support to accomplish goals. The committee members are very, very busy, making follow through difficult.
Facilities Planning	Availability of faculty to attend
	In addition to reports the committee needs to be involved in action items.
Faculty Senate	Attendance was low at times. Veering off topic or belaboring points so that we could not keep to the agenda
	Sometimes certain senators bring up issues that are not part of the agenda. Other times there is a lot of Union talk that is better off at the Union's meetings. We should stick to the 101 issues.
	The only factor that hindered progress by the Senate was occasional grandstanding by some of its members
	The unions and District's lack of progress with contract negotiations. The morale of our shared governance participants is low and there are issues that cross lines between the contract and academic and professional matters.
Information Technology Standards	The hindrances I have encountered with this committee comes in the form of faculty members treating the committee like it is the IT helpdesk. Our committee meetings should be used to achieve our objective of setting standards in equipment and technology NOT for a faculty member to discuss how they can't get outlook to work. It reflects poorly on faculty especially when those faculty members are supposed to be representatives of their constituency group.
Instructional Program Review	The Instructional Program Review Plus program experienced delays in getting the program written and up and running. The delay of the functionality of the program resulted in a negative experience for many departments and reflected poorly on the IPR process in general.
	No problems. Committee functioned efficiently.
Outstanding Classified Employee Selection	Finding the right time for every member to meet at the same time. We've had to reschedule or cancel so many times that it has lead to us not being able to vote because not that many people were present.
	It was often difficult to find an acceptable meeting time for all constituent groups, especially faculty.
	Lack of a regular meeting schedule
	The committee needs to set a meeting time & day that all members can meet on a regular basis
	We could not get the faculty member to join us because their class schedule conflicted with the time we met.
Planning and Budget	Some participants liked to push (belabor) their positions which hindered discussion on occasion. I heard other faculty reps try to push something forward or make accusatory comments regarding some items that are not in the faculty purview.
Sabbatical Leave	The BOT does not seem to appreciate the value of sabbatical leaves in general and scholarly work in particular. Faculty, not administration, should decide what projects go to the T for approval. The language in the contract is, in some places, ambiguous
Safety (District Committee)	Committee members representing Faculty and Students were not regularly in attendance if at all.
	Faculty members tend not to show up to meetings. There is no process to remove non-functioning members.

	One of the ongoing issues with the committee is faculty representative attendance and student representative attendance. We just recently got a new faculty representative, but one of the others is usually not in attendance. This affects quorum, and it makes it difficult sometimes to get work done when you can't meet due to lack of attendance. Our committee also had a couple student groups come to our meetings with an interest in campus safety, yet the student representative has not shown up to several of the meetings this year. We need an honest commitment from members to attend the meetings.
	Summer - most faculty are not here during summer session
	The student representative was not present
Student Equity	attendance because of the time conflict
	Committee members' schedules impacting the ability to schedule committee meetings
	In part, the imposed timelines by the State have created a problem in adequately planning and executing the college equity plan now that the dust has settled it is important that the district look to the important issues of equity we need to address. A significant problem is the inability of the group to discuss the need or student populations that are disproportionately impacted as defined by the State. The committee is resistant to act on goals that target these specific student populations. It is more comfortable to think of equity issues as diversity and therefore refer to all student populations when considering funding activities. As a consequence, everything is student equity and we do not advance in our efforts to address student equity or historically underrepresented student populations.
	Not having a set meeting time was VERY problematic- When meetings were called it caused schedule conflicts resulting in no quorum at times. The process needs to be made more clear when full-time positions that are funded out of Equity, that the position should first be approved by the committee- it should not be the last step the recommendation goes from the Equity Committee to Coordinating Committee not Coordinating telling Equity what it will do.
	Not often, but at times reaching quorum
	Sometimes we experienced difficulty reaching quorum
	The committee did not have input on the report draft that was sent to the state. Goals and accomplishments were not true to the activities. Money was distributed without proposals to "pet projects" and no consultation with the committee. Funding was awarded without clear connection to the statewide objectives or the campus goals. If EC is going to decide without consultation - do we really need the committee to provide feedback?
	The size of the committee
	There is a need for more consistent attendance by the membership the process that was agreed upon was not followed in terms of asking for a deadline while approving proposals on a first-come, first-served basis
	We had difficulty getting a quorum to vote on matters
Student Learning Outcomes	A particular member wants to slow down the assessment process because she feels it is "unsustainable." When she shows up to meetings (doesn't consistently attend meetings), she brings this up. Currently, the committee is creating a survey for faculty to assess the assessment process - a valuable tool, but the underlying objective is to ask faculty if they want to assess their classes every fall. This is rather counterproductive to the goals already established by the chair and the committee.
	None. The committee members understand the goals and their role in achieving the goals. The meetings not only share information but also review processes in order to improve them.
	The minutes often lack detail, reflecting the "rigorous dialogue" that takes place. While it may seem efficient, the discussions need to be more reflected in the minutes because it is accreditation evidence. A secretary should be appointed to take minutes due to the importance of SLOs in the accreditation documentation/evidence.
Student Life	Not understanding the Brown Act procedures and sharing information with the committee in a timely manner that Agenda or minutes. Website not updated in a timely manner. Case in point this survey came to our committee on April 19 almost 15 days after it was sent to the chairs. I felt like we were given busy work like go over the commencement tasks list like the last 3 months. The same list over and over. We did that the year prior too. The student rep was never present until the last meeting. If I am honest I think leadership not being open to talking about ideas a lot hindered the process. I know I felt at times that I was not free to speak my mind. I thought as a committee

	member that I would be part of the change for student life and all its areas but all I felt like was I had input on commencement. We also spent several meetings over the last year about changing the commencement apparel gowns like we were beating a dead horse. They kept saying they would send an email out to survey those groups and it was repetitive work. Again understanding how to run an effective meeting and accomplish things was a huge part. There was no delegation of tasks other than the people who run Student Affairs. Like our sole task for the meeting was to show up and that was about it.
Student Success and Support Programs (SSSP)	I think it would be helpful for the college for the committee to meet monthly. It would help inform the campus of all 3 aspects of 3SP--reports provided from each area would be great in helping connect the dots to bigger issues/initiatives on campus.
Technology-Based Learning	Poor attendance; poor supervision
	The biggest issue with this committee is that a small number of members consistently attend and do all of the work. Even with remote access attendance options, we often do not have full representation from all divisions, which then also leads me to believe that other divisions are not receiving information regarding the work of this committee.
	We still have problems with attendance, but we have managed to make quorum every meeting.
Web Standards	Members of the committee do not show up to meetings.

Participants were also asked to provide suggested changes for their committee, based on their assessment. Below are the responses to this prompt. The constructive feedback centers on attendance, participation, and suggestions on methods to achieve goals.

Please indicate which committee you are evaluating:	Do you have any suggested changes for the committee, based on your assessment? If so, please provide a brief narrative.
Academic Excellence	None as of now. This is first year on the committee, and I have had an outstanding experience with warm, dedicated faculty members and an awesome chair, David Betancourt, who is a strong leader with excellent attention to detail and strives for shared decision making with the committee. I hope to serve on this committee for the next 25 years!!!
Coordinating Committee	During the current year, we have not had the student representative attend the meetings.
Curriculum	excellent committee chair...very dedicated and caring
	I think this committee works very well and accomplishes a lot. Including tech review, I would estimate a minimum of approximately 54 hours each term put in by members (3 hours a week average over time) for committee meetings, tech review meetings, and reading curriculum. I don't know how the new online system will affect the time commitment. We are starting to specialize in particular areas of the curriculum and that may help - though the areas are not equal in the time they consume.
Department Chairs	I would have appreciated the opportunity to evaluate the Rosters+ and Falconsync Trainings that we were assigned to attend
	Not sure if this is a necessary committee since most of the department chairs meet regularly at the division level.
Developmental Education	Explore ways to help our ESL students what are their needs and challenges look at data of ESL students pathways for ESL student
	Goals are set and changes are directly implemented to better serve students. This is a most productive committee
	It feels like it might be impossible, but is there a way to check a master calendar and then schedule department meeting so they don't crash shared governance committees?
	Pursuing the goal of co-requisite classes (making a one- or two-unit basic skills class mandatory for those who are enrolled in transfer classes and who demonstrate a need) seems promising, but there are such established techniques as reduced class size that should be considered.
	The committee functioned much better than it has in the past. I would like to see the committee delve deeper into the reasons why students don't succeed, and what we can do to improve success rates at Cerritos
Employee Development	Schedule a different meeting time/day
Enrollment Management	Be more focused on a division by division basis of what courses should be offered in ALL terms, Fall , Spring Summer. We crunch lots of data. we need to be more well rounded and include the needs of ALL. divisions.
	Because this is a highly data-driven process, it would be helpful for the Dean of IERP to be a Co-Chair of the committee.
	For complex material, send out to members minimum of 1 week prior to meeting so have time to review/evaluate to expedite meeting effectiveness.
	Not sure how to fix this but I've noticed that they classified representatives are pretty quiet in the larger group. I know they have ideas but I don't think they are comfortable sharing their thoughts.

	Perhaps asking for their input directly during meetings might help them share their thoughts? ust thinking about how to help them feel more comfortable.
Facilities Planning	Review goals on a regular basis.
Faculty Senate	I think it would be great for the Senate to set up a means for faculty to share their campus concerns with senate leadership. For example, a comment link on the Senate page, or some other means to privately share concerns. That way if someone on campus notices an issue that needs to be addressed, they can have a safe means to notify the Senate leadership
	Michelle Lewellen is a great president
	Please strive to collaborate with the administration and push for transparency. There has been too many decisions coming out of the executive council without faculty input. Leadership has been very consistent and the efforts are highly appreciated
	The leadership team did a good job.
Information Technology Standards	I suggest that whomever does the choosing for the faculty representatives carefully pick their representatives from those faculty members who have a grasp on the technologies we are evaluating. We seek to set the IT standards we for technology across campus. The faculty member should be a seasoned technology user like Bernie Negrette, not someone who can barely get a USB drive to work.
Instructional Program Review	Thrilled to hear that Mark Fronke will stay on as Chair Emeritus to help transition the newer faculty co-chairs-- Thank you, Mark! Your many years of doing this has kept this committee highly effective and efficient
Outstanding Classified Employee Selection	Agendas and minutes should be distributed prior to the meeting for review by committee members.
	Establish regular schedule.
	This was not a committee where members were to share with their respective constituency group, thus the "unable to evaluate" on the final two questions
Planning and Budget	Committee members have a short memory. Perhaps keep a simple spreadsheet of major decisions made by the group. A number of times JoAnna and David had to spend time to recount past decisions and actions.
	Coordinating Councils charge should be to delegate decisions back to shared governance committees which fit the charge of an issue and if a task force is to be used, any decision which has an impact on Planning and/or Budget is brought first to Planning and Budget Committee and then back to Coordinating Council
	The committee needs to be at least informed when items are approved at a higher level, ie. exec committee or the board.
Sabbatical Leave	The BOT should study the ample literature in support of sabbatical leaves to deepen their understanding of this process and its benefits to the college community. The language in the contract needs to be refined
Safety (District Committee)	very active group
	Why are our meetings during teaching hours
Student Equity	1. Fair and consistent process for fund requests. All funded activities should be asked to complete a funding request to the committee (example where this was not the case - Evening hours, proposed personnel, and others). 2. Link all activities to measurable goals to achieve the required state mandates.
	address the two items above
	Clarify proposal process and communicate it across constituencies. Funding shall be based on meeting the criteria established by the committee.
	Create more clear guidelines for when funding is requested for a full-time position. The process originating at the committee, not as a last step. Meet monthly, at a set time/location so as to not have schedule conflicts.

	I think that the subcommittee should stay in place if possible.
	I would like to see a coordinator hired to work solely on Student Equity-related issues (e.g. overseeing the budget, making sure funding awardees follow all committee recommendations and deliver presentations/reports to all groups specified by the committee.
	Need more inspired leadership.
	There is no cohesive district equity plan. The majority of individuals or programs applying and receiving student equity funds have not read nor do they know what the goals and objectives are for student equity at our college. My recommendation would be to use student equity funds to hire an student equity expert to train committee members and facilitate planning and implementation of the goals and objectives of the student equity plan.
	We may want to redefine the "quorum" requirement.
Student Learning Outcomes	1. Appoint a secretary to take minutes. 2. The SLO website is not being kept up-- as are other shared governance committees (this is not directed at anyone) 3. Institutional Student Learning Outcomes have not been addressed since the Accreditation visit...
Student Life	One being that my committee chair sent us the survey on April 19 at 12:56 p.m. when it was due to the president's office on April 18. The survey was sent to our chair on April 4. This just goes to show what needs to be changed. We have a serious lack of communication from the chair and secretary to the committee. I think chairs need to learn how to run an effective committee and understand that it is an important part of this college. I also think committee members should be trained to understand their purpose and task for the college, how to report back to their groups and how to create initiatives for the good of the college and I don't think the training comes from the chairs but those in the position of leadership that are encouraging and forward thinking. I think committee members were afraid to raise their voices up and say something so most of us stayed silent.
Student Success and Support Programs (SSSP)	Minutes and meeting dates should be posted well in advance of the meeting.
	Provide informational reports to Budget and Planning which intersect with Planning and Resource Allocation.
	This is a great committee crossing over between student services and academics. Very helpful information shared.
Technology-Based Learning	It would be great if division deans were more proactive in following up on shared governance commitments. In the Liberal Arts Division, we have committee members share in a rotation, similar to the coordinating committee, so that the division hears about the work done in all committees at least once a year.
	No one has been willing to be nominated to serve at the committee's chair next year because most committee members think the chair's workload is too large without some reassigned time. Not sure how to fix that.
Web Standard	They should add a map of each building to the website so staff and students will know where the rooms and offices are located inside of the each building.

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 12, 2016

PRESENT:	Dr. Jose Fierro Dr. Stephen Johnson Ali Delawalla Rick Miranda Dr. Renée DeLong Michelle Lewellen Dr. Solomon Namala Armando Soto April Griffin Lynn Laughon David Ward Julie Mun	ABSENT:	Harry Joel Miriam Tolson Saul Lopez-Pulido
		GUEST(s):	Miya Walker Samuel Chavez

I. MEETING CALLED TO ORDER

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

II. PUBLIC COMMENTS

None

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

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

Employment Opportunities

Full-Time American Sign Language Instructor

Closing Date

10/18/16

IV. APPROVAL OF MINUTES – August 29, 2016

It was moved by Dr. Johnson and seconded by Dr. DeLong to approve the August 29 minutes. The vote for approval was 11-0-1; Ms. Griffin abstained.

V. BOARD AGENDA – September 21, 2016

The committee reviewed the draft September 21 Board Agenda.

Mr. Miranda provided an overview of the attached 2016-17 Draft Strategic Plan and described the strategic goals. He also discussed the May 6 strategic planning retreat agenda, activities, and outcomes. The draft plan was presented to Faculty Senate at its September 6 meeting, and is scheduled to be presented to the board at its September 21 meeting.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Accreditation

Dr. Fierro stated there is no report.

Planning and Budget

Dr. Fierro stated there is no report.

Web Standards

Ms. Walker distributed the attached Content Management System (CMS) Project Update memo. She stated that the website is an integral communication and marketing/branding tool for the college, and also serves as a publication similar to the catalog or schedule of classes. Funding for a new CMS and to hire a web design firm was approved in the 2015-16 adopted budget. The committee, in consultation with the web administration/public affairs team, discussed and set criteria to select a vendor-supported platform that meets the college's needs. After much campuswide discussion, OU Campus (OmniUpdate) was selected as the new web platform and Zumwinkle was selected as the web design firm.

Ms. Walker stated that Zumwinkle will assist the web team with the transition and OU Campus will assist with the migration plan. Samuel Chavez, web support technician, is offering training sessions for web authors and feedback for the new system has been positive. SharePoint webpages will no longer be utilized for websites due to accessibility issues and absence of necessary features. Ms. Lewellen requested that faculty members who complete training receive flex credit.

Ms. Walker also stated that web design concepts will be developed after obtaining a good cross section of feedback from group interviews of students, faculty, and staff. A few options will be presented for campus consumption.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None

VIII. STATUS OF SHARED GOVERNANCE

Coordinating Committee Goals

Dr. Fierro stated that at its August 29 meeting, the Coordinating Committee members were asked to review the Shared Governance Evaluation survey results and the Coordinating Committee purposes to develop draft goals and be prepared for further discussion today. He stated that one of the trends identified by the survey results was that information is not being shared with constituent groups. He suggested that committee members send monthly updates with their groups and lead by example.

Ms. Lewellen stated that it would be helpful to establish an annual schedule for faculty chairs to report to the Faculty Senate and Coordinating Committee, as well as other groups if needed. Ms. Laughon stated that CSEA representatives are unable to share information with classified staff or monitor meeting attendance for appointed representatives if committee chairs do not share recent meeting minutes. Ms. Lewellen stated that this is an issue for senate committees as only the Curriculum Committee and Instructional Program Review Committee have clerical support, and there is no Brown Act requirement for posting minutes. Ms. Laughon also stated that committee chairs need to establish consistent meeting schedules to facilitate meeting attendance and maintain continuity.

Dr. Fierro stated that this is a good start and asked the committee to be prepared for further discussion in October.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that full-time and adjunct faculty are being surveyed to assess OER awareness.

X. PRESIDENT'S REPORT

Dr. Fierro encouraged everyone to attend the September 15 Convocation Event and September 20 campus budget forums. He also stated that Falcon Leadership Academy applications are due September 30.

XI. ADJOURNMENT

Meeting adjourned at 2:53 p.m.



Content Management System (CMS) Project Update Memo

Date: September 9, 2016

To: Coordinating Council

From: Web Administration/Public Affairs

RE: OU Campus CMS implementation/web migration

2014

In May 2014, an assessment of the Cerritos College website, objectives and various software/tools used to update website content was completed. The College previously used a combination of Microsoft products (FrontPage/SharePoint) and a home grown website.

The web administration/public affairs team engaged in discussion with the Web Standards Committee regarding the purposes and goals for the website. The web administration team assessed the website market for a new, third-party CMS that would meet most of the College's website needs with a focus on accessibility, usability and marketing to various audiences. By the end of 2014, web administration had reviewed several CMS products and gave demos of some of the products.

2015

In consultation with the Web Standards Committee, OU Campus (OmniUpdate) was selected as the College's new web platform. The Board of Trustees approved the budget for the new CMS in June 2016.

The Web Standards Committee reviewed several design trends to determine the College's needs. As a result, the need for an updated, more cohesive look and feel on the College's website was vital to the experience of the online visitor. Since the College's current CMS houses thousands of pages, which includes departmental, services and faculty pages and the SharePoint platform, it was decided that the College would seek the assistance of a professional web design firm to re-organize the website structure and re-design the College's look and feel online.

By the end of 2015 and beginning of 2016, the Web Standards Committee interviewed and reviewed three web design firms: Zumwinkle, Mackey Creative Lab and Kneadle.

2016

Zumwinkle was selected to assist the College's web team with the website transition essentially due to their experience with accessibility.

OmniUpdate representatives and the web team began installation of the new system on a remote basis to the College web servers. In June, group interviews were conducted with students, staff, and managers. By the end of June, installation of OU Campus software was complete; however, configuration of the various major components is still needed.

OU Campus is partially configured and available to administrators and on-campus users only. Zumwinkle is in the initial design concept phase, while OU Campus is configured enough to start moving websites from the College's home grown system to the new platform. OU Campus is now available to users off campus. More group interviews with students and faculty are being scheduled.

Looking Ahead

There are still more components to be configured as of September 9, 2016.

- Currently, web administration must enter each web author as a new user in OU Campus with a unique/temporary username and password. I.T. needs to configure single sign-on so that web authors accounts can be imported at once and they will be able to sign into OU Campus with their Cerritos College username and password. I.T. has been provided with the necessary information from OmniUpdate and web administration.
- The email server needs to be setup so that messages can be sent from within OU Campus to web author email addresses.
- Three more web roots need to be arranged for secured files: ouc-secure.cerritos.edu, ouc-dev.cerritos.edu and ouc-secure-dev.cerritos.edu.
- There are 373 total webs in the CMS. As of September 9, 2016
- 103 websites have been moved to OU Campus
- There are 270 webs yet to be moved.
- 30 web authors have been trained from the period of August 16 - September 9, 2016.
- 26 web authors scheduled to train during the month of September and October and more training sessions will be added as we move forward in time.

Web authors who have been trained seem to like the new website platform due to its ease of use, simplified processes for some tasks, additional offerings and previous experience with the home grown system.

- There are 80+ faculty/staff with websites in SharePoint. Web administration is planning to outreach faculty with websites on SharePoint platform to encourage them to prepare for a transition to OU Campus as they move from TalonNet to Canvas. Many of the SharePoint websites are too large in terms of number of files and collective file size to be imported into OU Campus. Therefore, faculty will be advised to copy necessary content from their SharePoint webs to their new webs in OU Campus.

Public Affairs intends to encourage the campus community to shorten the length of content on existing webpages as we prepare the new design implementation. In order to reduce the

number of files and pages on the web server, a plan is in place to archive miscellaneous pages into a secure web directory reserved for employee access only.

Overall, the current migration plan to OU campus consists of two major phases:

Phase One

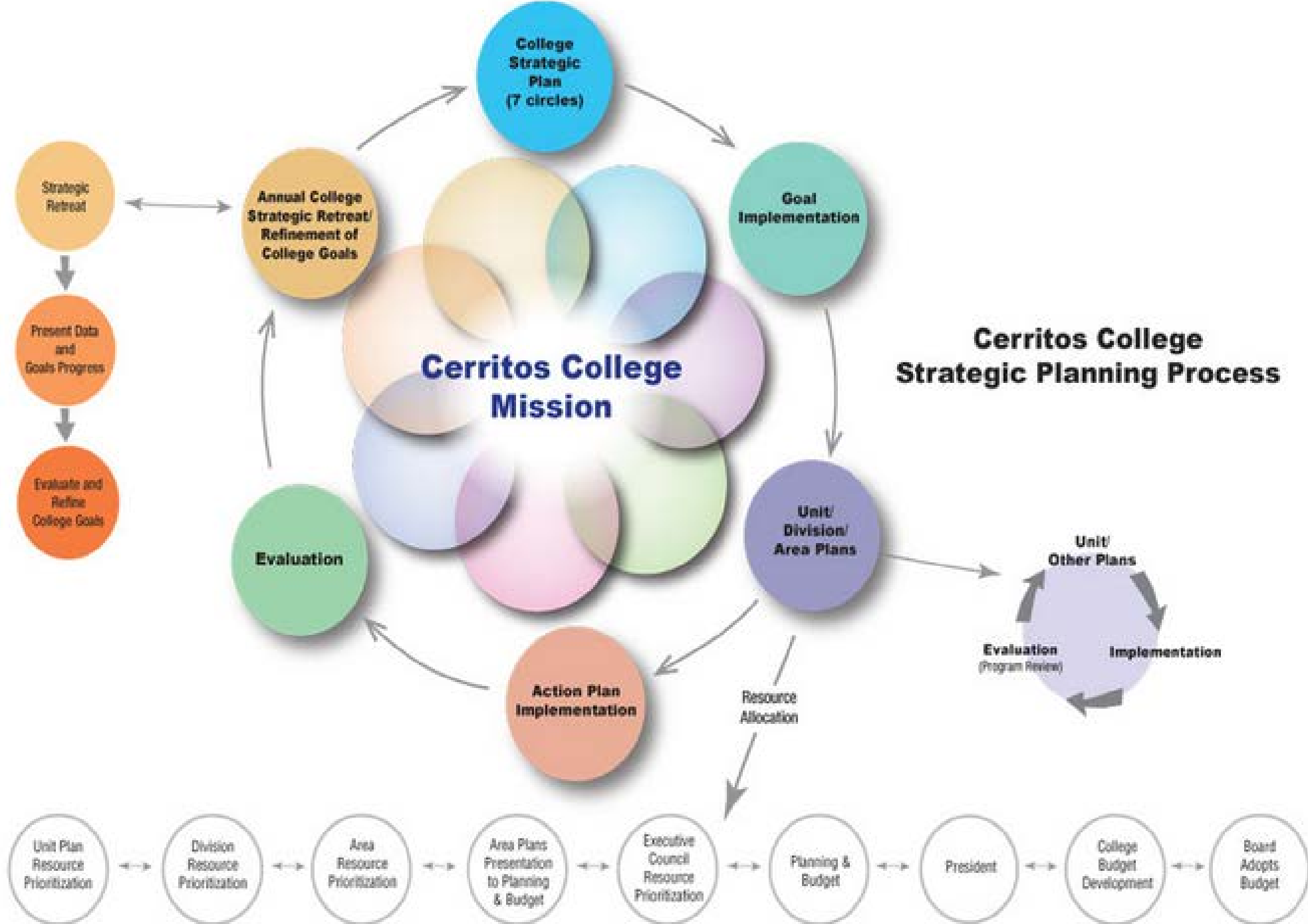
The initial phase was the setup of OU Campus appliance software. Its various components include initial account setup, installation of the College's current template, transition of websites from the College's home grown system to OU Campus CMS and training of web authors.

Phase Two

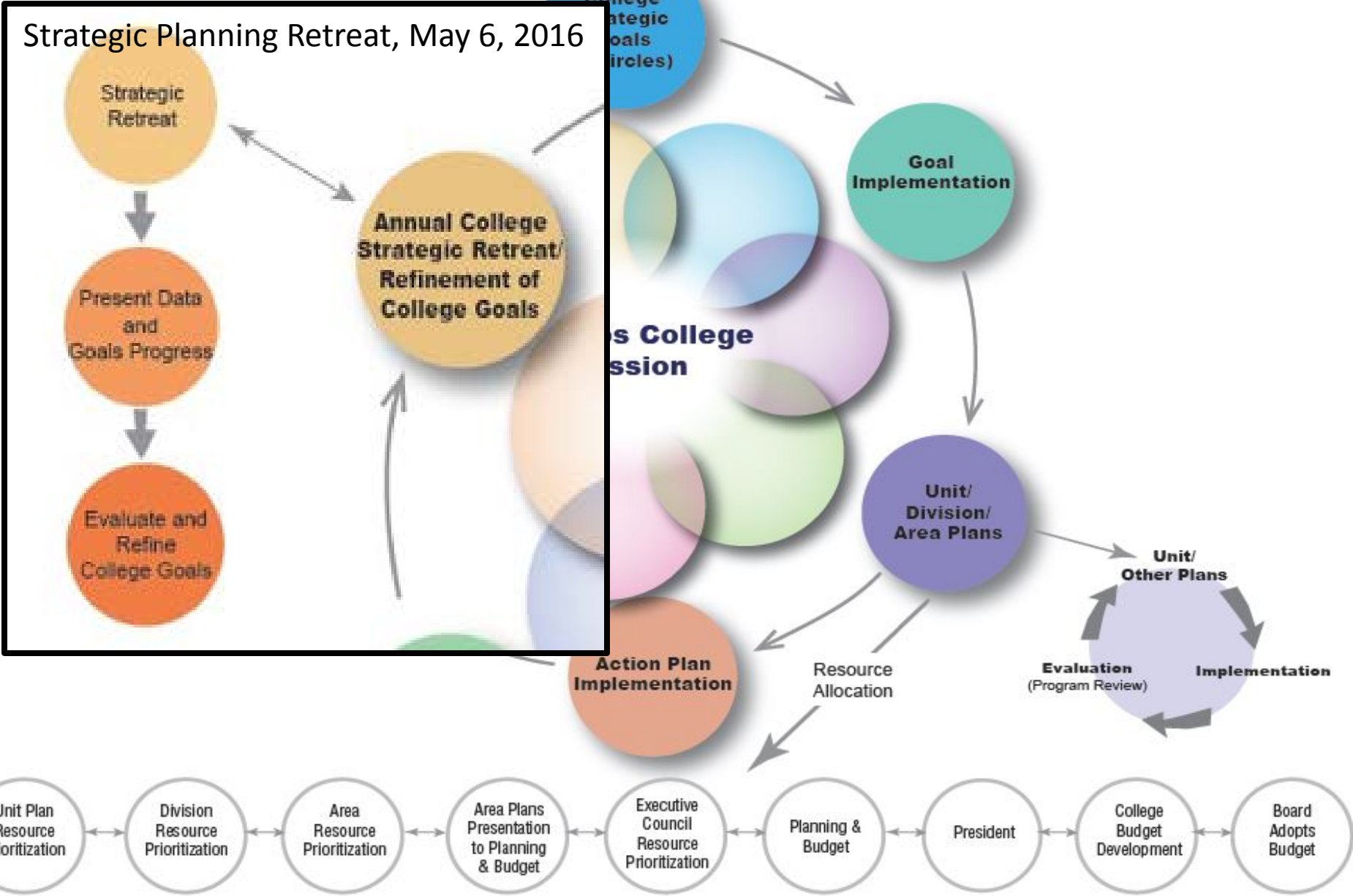
Phase two consists of a separate account setup, migration of websites from phase one to the second account, application of the new template from Zumwinkle on website design concepts and the College's top tier pages. The projected beta testing time for the full OU Campus installation/configuration, transition of websites to OU Campus, web author training of approximately 300 web authors and new website design application to the College's website is fall 2017.

Strategic Goals for 2016-17

Rick Miranda, Acting VP/Academic Affairs, Assistant Superintendent



Cerritos College Strategic Planning Process



Strategic Planning Retreat, May 6, 2016 RECAP

- Purpose of Retreat: Share data and review goals; set new goals
- Data presentations/Goal alignment to 3SP/Equity/BSI/IEPI
 - EMP 2017-2023 in progress: shared timeline and process (presentation by Rick Miranda and Dr. Kristi Blackburn)
 - Recapped on the progress for Goals of 2015-16
 - Contract for EMP is on Board Agenda for Sept. 21, 2016
 - Bahr's Segmentation Study Replication at Cerritos College (presented by Institutional Effectiveness, Research and Planning Division)
 - Moving the Needle: Examining Placement and Multiple Measures (presentation by Connie Boardman, Dr. Renee DeLong, Dr. Andrew Kretz, & Dr. Kristi Blackburn)
 - The college has been discussing and making progress on implementation of multiple measures. Data examined to-date was presented.
 - Research Round-up (presentation by Dr. Kristi Blackburn)

Link to presentations: <http://cms.cerritos.edu/research-and-planning/webpage-update-4.30.2015/planning.htm>

Strategic Planning Retreat, May 6, 2016

GOAL 1: Increase semester- to- semester retention by minority male students by 2% in the 2016-17 academic year.

College Activities include:

- Culturally Responsive Teaching & Learning Train-the-Trainer program (grant funded/Equity)
- EOPS Minority Male Support Program (“Man Cave”) (grant funded/equity)
- Increasing the number of full-time faculty hired who are minorities
 - Biggest gaps are African American, Asian, and Native American Indian faculty

Strategic Planning Retreat, May 6, 2016

GOAL 2: (IEPI Year 2 Goal) The college will increase the number of students progressing through the Basic Skills courses into college level by 2% (at each course entry level, in both English and math).

College Activities include:

- AIME program (Basic Skills)
- Acceleration
- Embedded Tutoring (Equity)
- Athletics Tutoring Support (Equity)
- Multiple Measures implementation

Strategic Planning Retreat, May 6, 2016

GOAL 3: As part of the Cerritos College and Career Readiness Initiative, we will increase the number of students that successfully matriculate into the college through the K-16 Bridge/Cerritos Complete, Dual Enrollment and Concurrent Enrollment Programs (*for example*, President Middle College Scholars, Career Technical Education, etc.) with district high schools by 10% and with K-16 BridgeA (Adult Education) by 2

College Activities include:

- Assessment, Orientation, Counseling/Advisement (3SP)
- Learning Community Structures
- Parent Orientations
- Assessment Preparation Workshops

Strategic Planning Retreat, May 6, 2016

GOAL 4: Increase number of students receiving Financial Aid by 2%.

College Activities include:

- Inform students of new deadlines
- Remind students through multiple media: posters, electronic, social

Strategic Planning Retreat, May 6, 2016

GOAL 5: Finish implementation of Completion Dashboard; Formulate a goal about student completion as a result of the dashboard (include a measureable outcome).

College Activities include:

- Demonstrations to student groups
- Demonstrations to faculty at dept/division meetings; CTX

Strategic Planning Retreat, May 6, 2016

GOAL 6: Finish implementation of PR+.

College Activities include:

- Complete programming functions for full implementation
- Provide updated training to users

Strategic Planning Retreat, May 6, 2016

GOAL 7: OER Adoption

College Activities include:

- Promote awareness and adoption of OER materials
- Training for faculty on OER through CTX and flex activities

Questions and Answers

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 26, 2016

PRESENT:	Ali Delawalla	ABSENT:	Dr. Jose Fierro
	Harry Joel		Dr. Stephen Johnson
	Dr. Renée DeLong		Rick Miranda
	Michelle Lewellen		Saul Lopez-Pulido
	Dr. Solomon Namala		
	Armando Soto		
	April Griffin		
	Lynn Laughon		
	David Ward		
	Miriam Tolson	GUEST(s):	Dr. Carrie Edwards
	Julie Mun		Dr. Adriana Flores-Church

I. MEETING CALLED TO ORDER

Mr. Delawalla called the meeting to order at 1:04 p.m.

II. PUBLIC COMMENTS

None

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

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

Employment Opportunities
Public Affairs Specialist

Closing Date
10/10/16

IV. APPROVAL OF MINUTES – September 12, 2016

It was moved by Dr. DeLong and seconded by Ms. Lewellen to approve the September 12 minutes. The vote for approval was 7-0-2; Mr. Joel and Ms. Tolson abstained. Dr. Namala and Mr. Ward were not present for the vote.

V. BOARD AGENDA – October 5, 2016

The committee reviewed the draft October 5 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

None

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum

Dr. Edwards distributed the attached summary of Curriculum Committee actions, pending items, planned work, and projects for 2016-2017. She also distributed the attached lists of committee approved courses, certificates, and degrees. She stated that faculty have continued to work diligently to complete degree modifications including new and revised

degrees for transfer. Several modifications are awaiting review and approval by the Chancellor's Office, with some pending since April/May 2015. The committee developed a new policy for cross-listed courses when departments no longer want to offer them jointly. A subcommittee was appointed to review requests to revise class sizes and use of the Class Size Calculator (CSC) is being refined with use. The committee is also planning for the implementation of the eLumen Curriculum Management System by creating workflows and providing training. As the committee chair, Dr. Edwards will be working on updating the Curriculum Committee Handbook and cleaning up data prior to the Chancellor's Office migration to the new Curriculum Inventory System (COCI).

Hiring Standards

No report.

VIII. STATUS OF SHARED GOVERNANCE

Proposed New Board Policy and Administrative Procedure 7345 – Catastrophic Illness/Injury Leave Program

Mr. Joel stated that proposed Board Policy and Administrative Procedure 7340 – Catastrophic Illness/Injury Leave Program were developed to replace and update current [Policy 7039 – Catastrophic Illness/Injury Leave Donation Plan](#). The policy and procedure describe guidelines and requirements for employees of the District to donate sick leave and/or vacation hours to an eligible employee when that employee suffers from a catastrophic illness or injury. The proposed procedure also extends the amount of time for which donated leave hours may be used from a maximum period of 12 months to 18 months.

Ms. Laughon and Mr. Ward stated that CSEA recommends that the proposed procedure be revised to increase employee participation in the program. They recommended that the requirement for donors to retain a minimum of 240 hours of eligible paid leave on record be reduced to 136 hours. They also suggested removing the requirement for donations, which is currently at least 8 hours and not to exceed 40 hours. Ms. Lewellen requested that the definition of a “catastrophic illness” or “injury” include serious mental health issues, and that Human Resources increase awareness of the program. The committee also discussed increasing the frequency of calls for donations and whether donations should be used on a case-by-case basis versus a general leave bank.

Mr. Joel stated that he and Dr. Flores-Church will update the proposed drafts for the committee to review at its next meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the OER awareness survey is moving forward and data should be available in mid-October. She and Mr. Miranda plan to give a presentation to the board in November.

Mr. Delawalla reminded the committee to review Shared Governance Evaluation Survey results and the established Coordinating Committee purposes to draft committee goals for this year. Discussion is scheduled for the October 10 meeting.

X. PRESIDENT'S REPORT

None.

XI. ADJOURNMENT

Meeting adjourned at 2:10 p.m.

CURRICULUM COMMITTEE UPDATE on 9/26/16
TO COLLEGE COORDINATING COMMITTEE
Carrie Edwards PhD – Curriculum Committee Chairperson

Curriculum Committee Action 2015/2016

86 New Courses Approved

56 Course Modifications

1 Course Reinstatement

25 Courses Inactivated

7 New Certificates Approved

18 Certificate Modifications

4 New Degrees Approved

16 Degree Modifications

- From New and Revised Degrees - 3 were AA-T & 5 were AS-T
- 7 of the 8 are waiting as drafts for C-ID approval

1 Degree Inactivation

Items waiting at the Chancellor's Office (CO) or Returned Items from CO

6 AA-T & 2 AS-T – many have been waiting for CO approval since April/May of 2015

- 4 recently returned by CO for frustrating reasons
- 1 returned and waiting for department changes
- 3 waiting at CO in secondary review (1 since 4/15)

2 AA Degrees waiting in preliminary review at CO (1 since 9/16)

3 Certificates & 1 Degree – resubmitting this week

1 AA Degree waiting on department revisions/approval

1 Certification waiting on department revisions

16 New APP Courses waiting for California Division of Apprenticeship Standards (DAS) Approval Letter (DAS 24)

Other 2015/2016 committee work

Developed Policy for cross-listed courses

Refined use of Class Size Calculator (CSC) and formed a sub-committee to execute

Committee members declared specialties

Projects for the 2016/2017

Implementation of eLumen Curriculum Management System

Revision of Curriculum Committee Handbook

Work w/Curriculum Specialist to clean-up data prior to CO migration to new Curriculum Inventory System (COCI).

Courses - Committee Approved	Courses - CO Approved	Published in Catalog
COS 71A - Introductory Cosmetology (Inactivation)	X	X
COS 71B - Introductory Cosmetology II (Inactivation)	X	X
COS 72A - Intermediate Cosmetology I (Inactivation)	X	X
COS 72B - Intermediate Cosmetology II (Inactivation)	X	X
COS 73A - Advanced Cosmetology I (Inactivation)	X	X
COS 73B - Advanced Cosmetology II (Inactivation)	X	X
ET 92L - Motor Control Laboratory (Inactivation)	X	X
ET 106 - Industrial Equipment Maintenance (Inactivation)	X	X
ENGT 105 - Product Design, Development, and Prototype Fabrication (New)	X	X
ENGT 265 - CATIA I (Inactivation)	X	X
ENGT 266 - CATIA II (Inactivation)	X	X
MTT 75 - GibbsCam Multi-Axis Machining (New)	X	X
MTT 93L - Virtual Gibbs Laboratory (Modification)	X	X
MTT 54 - CNC Blueprint Reading (Inactivation)	X	X
MTT 76 - GibbsCam Milling (Inactivation)	X	X
MTT 77 - GibbsCam Turning (Inactivation)	X	X
MTT 177 - Advanced GibbsCam (Inactivation)	X	X
WMT 159 - Solid Surface Fabrication (Inactivation)	X	X
WMT 243 - Advanced Wood Veneering (Inactivation)	X	X
WMT 259L - Solid Surface Manufacturing Specialty Lab (Inactivation)	X	X
WMT 268B - Production Cabinetmaking and Manufacturing (Residential) (Inactivation)	X	X
FILM 102 - Television Production (Modification)		X
TH 102 - History of the Classical Theatre (Modification)		X
TH 140 - Beginning Jazz Dance (Inactivation)		X
TH 141 - Intermediate Jazz Dance (Inactivation)		X
TH 142 - Beginning Tap Dance (Inactivation)		X
TH 143 - Intermediate Tap Dance (Inactivation)		X
EDT 77 – Using Mind-Mapping Tools in Education (New)	X	Catalog 17/18
EDT 116 - Information Literacy for Educators (New)	X	Catalog 17/18
EDT 124 - Mobile Technology in Education (New)	X	Catalog 17/18
EDT 133 - Spreadsheets for Educators (New)	X	Catalog 17/18
EDT 134 - Word Processing for Educators (New)	X	Catalog 17/18
EDT 135 - Slide Presentation Software for Educators (New)	X	Catalog 17/18

EDT 136 - Databases for Educators (New)	X	Catalog 17/18
EDT 139 - E-Portfolios for Education (New)	X	Catalog 17/18
EDT 140 - Exploring Assistive Technology in Education (New)	X	Catalog 17/18
EDT 141 - Web Design for Educators (New)	X	Catalog 17/18
EDT 151 - Online Communication for Educators (New)	X	Catalog 17/18
EDT 50 - Preparation for Online Learning (Modification)		X
CHIN 260 - Chinese Culture and Society (New)	X	X
ENGL 72 - Introduction to College Writing and Reasoning (Modification)		X
SPAN 102 - Elementary Spanish (Modification)		X
CDEC 166 - Administration I: Programs in Early Childhood Education (Modification)		X
CDEC 167 - Administration II: Personnel and Leadership in Early Childhood Education Programs (Modification)		X
CDEC 230 - Adult Supervision in Child Care Programs (Modification)		X
ART 100 - Introduction to World Art (Modification)		X
ART 101 - Art History I: Prehistory to Gothic (Modification)		X
ART 102 - Art History II: Renaissance to Rococo (Modification)		X
ART 103 - Art History III: Neoclassical to Present (Modification)		X
ART 104 - African Art History (Modification)		X
ART 105A - The Arts of Latin America and the Caribbean: Pre-Columbian (Modification)		X
ART 105B - The Arts of Latin America and the Caribbean: Colonial to the Present (Modification)		X
ART 107 - Asian Art History (Modification)		X
HUM 100 - The Art of being Human (Modification)		X
BIOL 105 - Man and Environment (Modification)	X	X
BOT 120 - Introduction to Plant Science (Modification)		X
CHEM 95A - Tutoring for Introductory Chemistry (New)	X	X
CHEM 95B - Tutoring for Elementary Chemistry (New)	X	X
CHEM 95C - Tutoring for CHEM 111 - General Chemistry (New)	X	X
CHEM 95D - Tutoring for CHEM 112 - General Chemistry (New)	X	X
CHEM 95E - Tutoring for CHEM 211 - Organic Chemistry (New)	X	X
CHEM 95F - Tutoring for CHEM 212 - Organic Chemistry (New)	X	X
CIS 84 - Microsoft Internet Information Services (Inactivation)	X	
ESCI 104 - Oceanography (Modification)		X
ESCI 104L - Oceanography Laboratory (Modification)		X
ESCI 106 - Weather and Climate (Modification)		X
ESCI 110 - Introduction to Earth Science (Modification)		X
GEOL 204 - Geology of the Western National Parks and Monuments (Modification)		X

GEOL 207 - Paleontology, Life of the Past (Modification)		X
MATH 225 - Calculus III (New)	X	Pending-program
MATH 112 - Elementary Statistics (Modification)		X
MATH 250 - Linear Algebra and Differential Equations (Modification)		X
PHYS 50 - Principles of Technology (Inactivation)	X	X
PS 100 - Physical Science of Modern Technology (Modification)		X
PS 112 - Physical Science for Elementary School Teachers (Modification)		X
CHIN 260 - Chinese Culture and Society (New)	X	X
BIOL 95 - Individualized Biology Instruction (Modification)		X
AED 42.18 - Low Advanced English as a Second Language (New)	X	Pending-program
AED 49.01 - Preparatory Mathematics (Modification)		X
APP 70.01 - Pipefitting Orientation and Introduction (New)	X	Pending
APP 70.02 - Pipefitting Tools and Equipment (New)	X	Pending
APP 70.03 - Pipefitting Systems and Fabrication (New)	X	Pending
APP 70.04 - Welding and Underground Piping (New)	X	Pending
APP 70.05 - Rigging and Equipment (New)	X	Pending
APP 70.06 - Pipe Installations and Systems (New)	X	Pending
APP 70.07 - Advanced Blueprint and Pipe Fabrication (New)	X	Pending
APP 70.08 - Special Piping (New)	X	Pending
APP 71.01 - Introduction to Boilermaking (New)	X	Pending
APP 71.02 - Boilermakers Cutting and Welding (New)	X	Pending
APP 71.03 - Boilermakers Systems and Components (New)	X	Pending
APP 71.04 - Welding and Pipe Fabrication (New)	X	Pending
APP 71.05 - Plasma Arc Cutting (New)	X	Pending
APP 71.06 - Tube and Piping (New)	X	Pending
APP 71.07 - Advanced Mechanics and Boilermaking (New)	X	Pending
APP 71.08 - Quality Assurance and Leadership (New)	X	Pending
READ 200 - Analysis and Critical Reading (Modification)		X
ATH 205LE - Basketball, Women, Off-Season, Intercollegiate (New)	X	Addendum 16/17
PEX 107 - Adapted Team Sports (New)	X	Pending-program
PEX 108 - Adapted Individual Sports (New)	X	Pending-program
PEX 155 - PiYo: Introduction to Pilates and Yoga (New)	X	Pending-program
ART 207 - Women and Media (New)	X	X
WS 207 - Women and Media (New)	X	X
HUM 107 - Men and Masculinities: Constructing Manhood in America (New)	X	X
WS 107 - Men and Masculinities: Constructing Manhood in America (New)	X	X
MTT 71 - MasterCam Multi-Axis Milling (Modification)	X	X
WMT 101 - Introduction to Woodworking (Modification)	X	X

WMT 108 - Wood Carving for Furniture (Modification)	X	X
WMT 117 - Woodworking Appreciation (Modification)	X	X
WMT 118 - Introduction to Woodturning (Modification)	X	X
WMT 151 - Introduction to Faceframe Cabinetmaking (Modification)	X	X
WMT 202 - Advanced Furniture Caseworks (Modification)	X	X
WMT 204 - Advanced Tables (Modification)	X	X
WMT 244 - Chest of Drawers (Modification)	X	X
WMT 268A - Production Cabinetmaking (Commercial - Institutional) (Modification)	X	X
WMT 268C - Production Cabinetmaking and Manufacturing (Mass Production) (Modification)	X	X
WMT 239L - Traditional Furniture Lab (Inactivation)	X	X
ENGL 5L - Freshman Composition Supplemental Seminar (New)		X
WMT 184 - Vectric Aspire for CNC Woodworking (New)	X	Addendum 16/17
WMT 189L - CNC Woodworking Lab (New)	X	Addendum 16/17
WMT 287 - 5-Axis CNC Woodworking (New)	X	Addendum 16/17
WMT 289L - Intermediate CNC Woodworking Lab (New)	X	Addendum 16/17
MTT 68 - Computer-Assisted Inspection Using Verisurf (Modification)	X	X
ART 118 - History of Women in Visual Arts (New)	X	Catalog 17/18
WS 118 - History of Women in Visual Arts (New)	X	Catalog 17/18
ART 119A - Introduction to Museum Studies (New)	X	Catalog 17/18
ART 124 - Introduction to Media Studies (New)	X	Catalog 17/18
ART 125 - Introduction to Visual and Cultural Studies (New)	X	Catalog 17/18
HUM 125 - Introduction to Visual and Cultural Studies (New)	X	Catalog 17/18
ART 200 - Special Topics in Visual and Cultural Studies (New)	X	Catalog 17/18
HUM 200 - Special Topics in Visual and Cultural Studies (New)	X	Catalog 17/18
ART 113 - Art, Science, and Technology (in Culture and Society) (Modification)		X
MUS 147 - Basic Applied Music (Modification)		X
MUS 148 - Private Study/Technique (Modification)		X
MUS 149 - Private Study/Musical Preparation (Modification)		X
MUS 150 - Private Study/Performance Practice (Modification)		X
MUS 151 - Private Study/Recital Preparation (Modification)		X
WMT 239L – Traditional Furniture Lab (Reinstate)		X
ECON 201 – Principles of Macroeconomics (Modification)		X
ECON 201M – Principles of Macroeconomics (Modification)		X
ECON 202 – Principles of Microeconomics (Modification)		X
ECON 202M – Principles of Microeconomics (Modification)		X
EDEL 200 – Introduction to Education (Modification)		X
APP 72.01 – Introduction to Sprinklers (New)	X	Addendum 16/17

APP 72.02 – Fire Sprinklers Hand and Power Tools (New)	X	Addendum 16/17
APP 72.03 – Fire Sprinklers Construction Plans (New)	X	Addendum 16/17
APP 72.04 – Fire Sprinklers Steel Pipe (New)	X	Addendum 16/17
APP 72.05 – Fire Sprinklers CPVC (New)	X	Addendum 16/17
APP 72.06 – Fire Sprinklers Copper Tube Systems (New)	X	Addendum 16/17
APP 72.07 – Fire Sprinklers Underground Pipe (New)	X	Addendum 16/17
APP 72.08 – Fire Sprinklers Residential (New)	X	Addendum 16/17
APP 72.09 – Fire Sprinklers Supports and Attachments (New)	X	Addendum 16/17
APP 72.10 – Fire Sprinklers Flanged, Grooved, and Plain End Pipe (New)	X	Addendum 16/17
APP 72.11 – Fire Sprinklers General Trade Math (New)	X	Addendum 16/17
APP 72.12 – Fire Sprinklers Shop Drawings (New)	X	Addendum 16/17
APP 72.13 – Standard Spray Fire Sprinklers (New)	X	Addendum 16/17
APP 72.14 – Fire Sprinklers Wet Pipe Systems (New)	X	Addendum 16/17
APP 72.15 – Fire Sprinklers Dry Pipe Systems (New)	X	Addendum 16/17
APP 72.16 – Fire Sprinklers Preaction and Deluge (New)	X	Addendum 16/17
APP 72.17 – Fire Sprinklers Standpipes (New)	X	Addendum 16/17
APP 72.18 – Fire Sprinklers Water Supplies (New)	X	Addendum 16/17
APP 72.19 – Fire Sprinklers Fire Pumps (New)	X	Addendum 16/17
APP 72.20 – Specific Sprinklers and Nozzles Application (New)	X	Addendum 16/17
APP 72.21 – Fire Sprinklers System Layout (New)	X	Addendum 16/17
APP 72.22 – Fire Sprinklers Inspection, Testing, and Maintenance (New)	X	Addendum 16/17
APP 72.23 – Fire Sprinklers Extinguishing Systems (New)	X	Addendum 16/17
APP 72.24 – Fire Sprinklers Foremanship (New)	X	Addendum 16/17
APP 72.25 – Fire Sprinklers Procedures and Documentation (New)	X	Addendum 16/17
ART 130A – Fundamentals of Painting (Modification)		X

[illegible]

[illegible]

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 44

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

This item is presented for informational purposes only.

FISCAL IMPACT

Funding sources vary and are dependent upon the type of solicitation.

REPORT SUMMARY

This report of scheduled request for proposals (RFP) and request for qualifications (RFQ) for the next three months is provided for review. The report provides the RFP/RFQ number, title, release date or anticipated release date, brief description or scope of work, and the name of the requesting department.

In accordance with applicable California public procurement law and Cerritos College's procedure, a public notice advertising the solicitation and inviting proposals will be published in the College's adjudicated newspaper of general circulation. Additionally, other appropriate outreach efforts will be employed including, but not limited to, notifying vendors that are on the College's vendor list and posting the solicitation on the Purchasing's Department's website.

Proposals received in response to RFPs and RFQs will be evaluated by diverse panels of technically qualified individuals familiar with the subject matter of the project or equipment, and may include outside public sector expertise or consultants.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Three Month Look-Ahead Schedule of RFP and RFQ Solicitations

**Cerritos Community College District
Board Meeting: October 19, 2016
Three Month Look-Ahead Schedule of RFP and RFQ Solicitations**

RFP/RFQ Number	Title of RFP/RFQ	Release Date*	Description/ Scope of Work	Requestor/ Department
16C0025	Charter Bus Services	August	The District is seeking proposals to provide Charter Bus Services. The intent is to receive responses and, if appropriate, conduct individual interviews in order to select a company which is best suited to perform the requested services.	Facilities

*Future dates are subject to change. See <http://cms.cerritos.edu/purchasing/bids-and-proposals.htm> for up-to-date information about RFP and RFQ releases.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 45

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business
Services/Assistant Superintendent

SUBJECT: Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2016

ACTION

This item is presented for information only.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The ASCC Financial Report for the period ending June 30, 2016 is attached.

Page 1 is the Combined Balance Sheet listing all Associated Students, Clubs & Trust, and Scholarships & Loan Fund account balances.

Page 2 is the Combined Statement of Revenues, Expenditures and changes in fund balance for budget and actual revenues and expenditures. ASCC generated revenue of \$1,217,118 and total expenditures of \$1,079,323, which resulted in a surplus of \$137,795.

Page 3 is the Budget Summary graphic depiction of actual revenues and expenditures. Sources of income are: 1) College service fees (CCSA); 2) student store; 3) vending commissions; 4) electronic games; 5) food court vendors; 6) fine arts (theatre); 7) athletics (football and basketball commissions); 8) student activities; and interest income.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Associated Students-Cerritos College Combining Statement of Revenues, Expenditures and Changes in Fund Balance for the Periods July 1, 2015 through June 30, 2016.

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING BALANCE SHEET
June 30, 2016

ASSETS				
	Associated Students Fund	Students Clubs & Trust Fund	Scholarship & Loans Fund	Combined
Cash On Hand And In Banks				
Bank of America - ASCC	\$ 520,038	\$ -	\$ -	\$ 520,038
Bank of America - Trust		505,745	-	\$ 505,745
Investments				
Los Angeles County Treasurer (109-00-000)	0			0
Cal National Bank-Trust				0
Petty Cash & Change Funds				
ASCC Account (104-00-000)	750			750
ASCC Accounts Receivable (121-00-000)	113,118			113,118
ASCC Prepaid Expense Account (170-00-000)	389			389
Blue Bear Temporary Clearing A (205-02-000)				0
Due From District - ASCC (109-00-000) LAC Investment	1,089,412			1,089,412
Due From District - Trust (123-00-000) LAC Investment	0	263,930		263,930
TOTAL ASSETS	1,723,706	769,675	0	2,493,381
LIABILITIES AND FUND BALANCE				
Accounts Payable	\$ 92,983		\$ -	\$ 92,983
Due To Other Funds (202-00-000)	0			0
Amounts Held For Others				
Misc. Adjustments		770,458	0	770,458
TOTAL LIABILITIES	92,983	770,458	0	863,441
FUND BALANCE				
Designated for Special Purpose	1,629,941			1,629,941
TOTAL FUND BALANCE	1,629,941			1,629,941
TOTAL LIABILITIES AND FUND BALANCE	1,722,924	770,458	0	2,493,381

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2015 - June 30, 2016

REVENUES

	Associated Students Fund		Students Clubs & Trust Fund (250's)		Scholarship & Loans Fund (275's)	
	BUDGET	ACTUAL	ACTUAL		ACTUAL	
College Services Fee (400-01-001)	475,000.00	493,185.00				
Student Store (400-01-002)	475,000.00	526,465.78				
Football (400-02-001)	6,500.00	10,454.00				
Basketball (400-02-002)	1,000.00	0.00				
Student Activities (400-03-001)	1,000.00	0.00				
Newspaper Advertising (400-03-002)	2,000.00	1,289.16				
Other Income (400-03-005) (Kiosk - space fee)	3,000.00	3,000.00				
Interest Income (400-03-007)	10,000.00	7,946.48				
Vending Commission (Canteen Vending & Pepsi) (400-04-002)	87,000.00	94,896.23				
Electronic Games (400-04-003)	3,500.00	5,412.93				
Food Court Income (400-04-004)	80,000.00	90,891.80				
Elbow Rooms Commission (400-04-005)	21,000.00	37,783.99				
Fine Arts/Theatre (400-05-001)	7,000.00	5,831.35				
Fine Arts/Music (400-05-002)	0.00	0.00				
ASCC Undistributed Reserves (400-05-003)	140,975.30	-60,038.66				
Receipts (Deposits)			1,105,204.49		23,577.85	
TOTAL REVENUES	1,312,975.30	1,217,118.06	1,105,204.49		23,577.85	

EXPENDITURES

Student Government Program (600-01-000 to 600-01-999)	201,033.00	163,708.49				
Instructional Programs (600-02-000 to 600-02-999)	320,697.80	258,347.75				
Special Operations (600-03-000 to 600-03-999)	537,759.50	437,755.00				
Intercollegiate Athletics Program (600-04-000 to 600-04-999)	206,135.00	193,906.45				
Student Services (600-05-000 to 600-05-999) + (250-00-001)	47,350.00	25,604.86				
Adjust for restatements	0.00					
Disbursements			1,042,799.09		23,577.85	
TOTAL EXPENDITURES	1,312,975.30	1,079,322.55	1,042,799.09		23,577.85	

**EXCESS (DEFICIENCY) OF REVENUES OVER
EXPENDITURES**

	137,795.51	62,405.40	0.00
BEGINNING FUND BALANCE, JULY 1, 2015	1,492,395.00	711,201.51	0.00
ENDING FUND BALANCE, JUNE 30, 2016	1,630,190.51	773,606.91	0.00

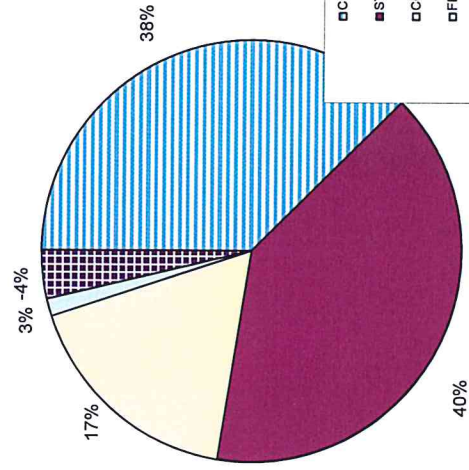
ASSOCIATED STUDENTS-CERRITOS COLLEGE

BUDGET SUMMARY

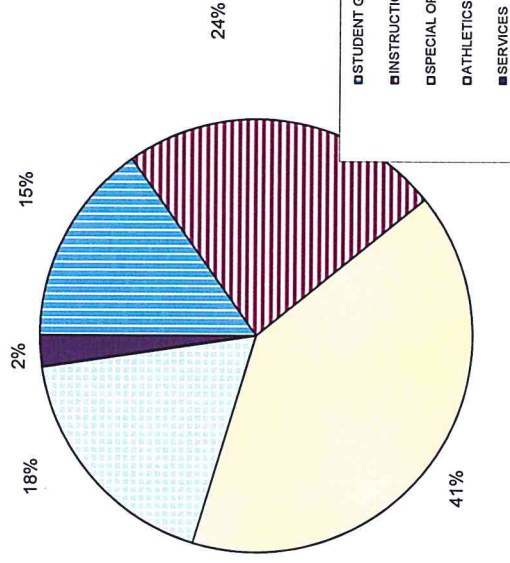
MAY 31, 2016

COLLEGE SVC FEE	\$	493,185	STUDENT GOVERNMENT	\$	163,708
STUDENT STORE		526,466	INSTRUCTIONAL		258,348
COMMISSIONS		228,985	SPECIAL OPERATIONS		437,755
FINE ARTS/ATHLETICS		17,575	ATHLETICS		193,906
OTHER		(49,092)	SERVICES		25,605
TOTAL REVENUES	\$	1,217,118	ADJ FOR RESTATEMENT		0
			TOTAL EXPENDITURES	\$	1,079,323

TOTAL REVENUES



TOTAL EXPENDITURES



CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 46

FROM:

Dr. Jose Fierro
President/Superintendent

PREPARED BY:

Dr. Stephen Johnson
Vice President of Student Services/
Assistant Superintendent

SUBJECT: Information Item: Associated Students of Cerritos College (ASCC) Annual Budget for 2016-17

ACTION

This item is presented for information only.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The ASCC Annual Budget for 2016-17 is presented for the Board of Trustees.

NOTICING REQUIREMENTS

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

ATTACHMENTS

Associated Students of Cerritos College Annual Budget for 2016-17.



2016-2017 Associated Students of Cerritos College Budget Book





ASSOCIATED STUDENTS OF CERRITOS COLLEGE

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SECTION I: ASCC PROJECTIONS



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Projected Income for 2016-2017		
Account #	Description	Projected Income
400-01-001	College Services Fee	\$ 450,000.00
400-01-002	Student Store	\$ 550,000.00
400-02-001	Football	\$ 6,500.00
400-02-002	Basketball	\$ 1,000.00
400-03-002	Newspaper Advertising	\$ 2,000.00
400-03-005	Other Income	\$ 3,000.00
400-03-007	Interest Income	\$ 10,000.00
400-04-002	Vending Commissions	\$ 87,000.00
400-04-003	Electronic Games	\$ 3,500.00
400-04-004	Food Court	\$ 93,000.00
400-04-005	Elbow Room	\$ 31,000.00
400-05-001	Theatre	\$ 7,000.00
400-05-003	Reserves	\$ 358,337.13
Projected Income for 2016-2017		\$ 1,602,337.13



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Projected Expenditures for 2016-2017		
	Description	Projected Expense
SECTION I	Administration	301,060.00
SECTION II	Organization Programs	469,674.53
SECTION III	Special Operations	593,067.60
SECTION IV	Athletics	217,035.00
SECTION V	Services	21,500.00
Projected Expenditures for 2016-2017		\$ 1,602,337.13

SECTION II: BUDGET SUMMARY



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

01 Administration Budget Summary		\$301,060.00
Account #	Description	Beginning Budget
600-01-001	Student Government Uniforms and Supplies	\$ 5,000.00
600-01-002	Conference	\$ 60,000.00
600-01-003	Election Clerks	\$ 10,560.00
600-01-004	Printing & Production	\$ 20,000.00
600-01-005	Office Supplies	\$ 10,000.00
600-01-006	Fall Awards	\$ 10,000.00
600-01-007	Spring Awards	\$ 13,500.00
600-01-008	General Assembly Fall	\$ 8,500.00
600-01-009	General Assembly Spring	\$ 8,500.00
600-01-013	Commencement	\$ 20,000.00
600-01-014	Fall Club Advisor Luncheon	\$ 3,000.00
600-01-015	Spring Club Advisor Luncheon	\$ 3,000.00
600-01-016	Welcome Week Fall	\$ 15,000.00
600-01-017	Welcome Week Spring	\$ 15,000.00
600-01-018	Pre-Game Reception	\$ 5,000.00
600-01-023	ASCC Leadership Training	\$ 10,000.00
600-01-025	Homecoming	\$ 15,000.00
600-01-026	ASCC Cabinet Allowance	\$ 500.00
600-01-027	ASCC Senate Allowance	\$ 500.00
600-01-028	ASCC Court Allowance	\$ 500.00
600-01-029	Inter-Club Council	\$ 20,000.00
600-01-030	Bank Fees	\$ 3,500.00
600-01-031	Mascot Branding	\$ 3,000.00
600-01-032	Falcon Games	\$ 6,000.00
600-01-033	ASCC Petty Cash	\$ 1,000.00
600-01-034	ASCC Computers and Supplies	\$ 5,000.00
600-01-035	Interpreters for ASCC Events	\$ 7,000.00
600-01-036	FalconKids	\$ 10,000.00
600-01-037	Strategic Conversations	\$ 2,000.00
600-01-038	Cross Culture Celebrations	\$ 10,000.00
Administration Expenses for 2016-2017		\$ 301,060.00



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

02 Organizational Programs		\$ 469,674.53
Budget Summary		
Account #	Description	Beginning Budget
600-02-001	Music: Concerts & Choral Festivals	\$ 11,750.00
600-02-002	PEP Band	\$ 5,000.00
600-02-003	WPMD Broadcasting	\$ 5,487.00
600-02-004	Theatre Productions	\$ 30,500.00
600-02-005	Newspaper	\$ 27,000.00
600-02-006	Learning Communities	\$ 2,500.00
600-02-009	Forensics (Phi Rho Pi)	\$ 25,000.00
600-02-010	Dance Program	\$ 4,500.00
600-02-013	Art	\$ 10,000.00
600-02-014	Photography	\$ 3,000.00
600-02-018	Phi Beta Lambda	\$ 16,100.00
600-02-019	Phi Theta Kappa	\$ 15,000.00
600-02-020	Psi Beta Psychology	\$ 5,940.00
600-02-021	Puente Club	\$ 7,850.00
600-02-022	Health Occupations	\$ 1,500.00
600-02-024	Math League	\$ 1,400.00
600-02-025	Scholars Honors Program	\$ 8,000.00
600-02-027	Financial Aid	\$ 25,000.00
600-02-030	International Student Students	\$ 8,300.00
600-02-031	Fine Arts	\$ 4,500.00
600-02-034	Child Development	\$ 750.00
600-02-036	Film Program	\$ 2,000.00
600-02-037	Dental Hygiene	\$ 2,881.00
600-02-038	EOPS & Care	\$ 5,000.00
600-02-039	Veteran's Resource Center	\$ 25,000.00
600-02-041	Theatre Productions Entertainment	\$ 4,000.00
600-02-042	Project Hope	\$ 3,695.00
600-02-044	CARE	\$ 1,050.00
600-02-047	Go Green Committee	\$ 54,696.53
600-02-048	OISS & CalWorks	\$ 8,500.00
600-02-050	UMOJA Student Success Program	\$ 22,170.00
600-02-052	Campus Police	\$ 36,000.00
600-02-053	Commercial Music	\$ 17,000.00
600-02-055	DSPS	\$ 6,000.00
600-02-056	Human Resources Safe Zone	\$ 1,500.00
600-02-057	Integrative Theme Task Force	\$ 1,500.00
600-02-059	LINC Office	\$ 4,050.00
600-02-060	Philosophy Department	\$ 3,000.00



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

02 Organizational Programs		\$ 469,674.53
Budget Summary		
Account #	Description	Beginning Budget
600-02-061	School Relations-Student Affairs	\$ 4,100.00
600-02-064	Transfer Center	\$ 3,410.00
600-02-065	Veteran's Club	\$ 2,500.00
600-02-067	Women and Gender Studies Department	\$ 5,000.00
600-02-068	Active Minds	\$ 5,625.00
600-02-069	Alpha Gamma Sigma	\$ 1,500.00
600-02-070	Black History Month	\$ 2,500.00
600-02-071	Chinese Club	\$ 9,500.00
600-02-072	Dental Assisting	\$ 200.00
600-02-073	Dream Club	\$ 2,070.00
600-02-074	Environmental Club	\$ 800.00
600-02-075	Visual & Cultural Studies	\$ 1,900.00
600-02-076	Health Occ Pinning Ceremony	\$ 300.00
600-02-077	Physical Therapist	\$ 500.00
600-02-078	SACNAS	\$ 2,650.00
600-02-079	Triathlon Club	\$ 10,000.00
Organizational Expenses for 2016-2017		\$ 469,674.53



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

03 Special Operations		\$ 593,067.60
Budget Summary		
Account #	Description	Beginning Budget
600-03-002	Capital Outlay	\$ 10,000.00
600-03-004	Student Activities Classified Salaries	\$ 35,000.00
600-03-005	Student Activities Hourly Salaries	\$ 79,800.00
600-03-006	ID Center Classified Salaries	\$ 80,483.07
600-03-007	ID Center Hourly Salaries	\$ 17,124.53
600-03-008	Employee Background Expenses	\$ 960.00
600-03-009	Game Room Classified Salaries	\$ 70,000.00
600-03-010	Student Center Hourly Salaries	\$ 22,200.00
600-03-015	ASCC Senate Fund	\$ 50,000.00
600-03-017	Student Services Innovation	\$ 7,500.00
600-03-019	Student Engagement Fund	\$ 5,000.00
600-03-022	ASCC Branding & Outreach	\$ 15,000.00
600-03-024	ASCC Travel & Conferences Fund	\$ 50,000.00
600-03-025	Game Room Renovation	\$ 150,000.00
Special Operations Expenses for 2016-2017		\$ 593,067.60



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

04 Athletics		\$ 217,035.00
Budget Summary		
Account #	Description	Beginning Budget
600-04-001	Athletic Memberships	\$ 13,855
600-04-003	Men's Game Equipment	22,274.00
600-04-006	Game Management	13,955.00
600-04-008	Football Away Costs	6,640.00
600-04-009	Men's Cross Country	1,968.00
600-04-010	Men's Water Polo	7,027.00
600-04-011	Wrestling	6,330.00
600-04-012	Men's Basketball	10,551.00
600-04-013	Baseball	10,012.00
600-04-015	Men's Track & Field	5,100.00
600-04-016	Men's Tennis	1,610.00
600-04-017	Men's Swimming	4,762.00
600-04-019	Men's Soccer	7,310.00
600-04-022	Banquets	6,000.00
600-04-023	Athletic Trainers	1,500.00
600-04-027	Women's Game Equipment	16,354.00
600-04-031	Women's Basketball	10,811.00
600-04-032	Women's Softball	8,954.00
600-04-033	Women's Tennis	1,610.00
600-04-034	Women's Track & Field	5,100.00
600-04-035	Women's Volleyball	7,370.00
600-04-036	Women's Cross Country	1,968.00
600-04-037	Women's Swimming	4,606.00
600-04-040	Women's Soccer	7,648.00
600-04-041	Women's Water Polo	7,358.00
600-04-042	State Playoffs	23,162.00
600-04-043	Pep Squad	3,200.00
Athletics Expenses for 2016-17		\$ 217,035.00



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

05 Services		\$ 21,500.00
Budget Summary		
Account #	Description	Beginning Budget
600-05-002	ID Center Supplies & Maintenance	\$ 21,500.00
Services Expenses for 2016-2017		\$ 21,500.00

SECTION III:

BUDGET

DETAIL



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			\$301,060.00
Account #	Description	Beginning Budget	
600-01-001	Student Government Uniforms and Supplies		\$ 5,000
1.	Student Government Uniforms	\$ 3,685	
2.	Student Government Lanyards (100x1.35+tac & Sh)	\$ 215	
3.	Perpetual Plaques	\$ 100	
4.	Supplies ie: Business Cards/Name Plates/Ballots/Manuals	\$ 1,000	
600-01-002	Conference		\$ 60,000
1.	Leadership Conference		
2.	Conference Supplies ie: Shirts/Pens/Padfolios/Prizes/Certificates		
3.	Conference Recreation & Entertainment i.e. Photo booth/DJ		
4.	Honorariums & Expenses for Speakers		
*Students limited to two off-campus ASCC leadership conferences			
600-01-003	Election Clerks		\$ 10,560
1.	Three Polling Places		
Senate, Homecoming Court, Queen, ASCC Presidential Primary, ASCC Presidential Run-off			
600-01-004	Printing & Production		\$ 20,000
1.	Printing	\$ 15,200	
2.	Publicity	\$ 4,800	
600-01-005	Office Supplies		\$ 10,000
1.	Rolls of paper (Spinitar)	\$ 4,250	
2.	Office Supplies	\$ 5,750	
600-01-006	Fall Awards		\$ 10,000
1.	Fall Awards		
2.	Lettering & Engraving		
3.	Certificates, Resolutions & Covers		
4.	ASCC Scholarships		
5.	Decorations		
6.	Evaluation Refreshments		



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			\$301,060.00
Account #	Description	Beginning Budget	
600-01-007	Spring Awards		\$ 13,500
1.	Spring Awards		
2.	Lettering & Engraving		
3.	Certificates, Resolutions & Covers		
4.	ASCC Scholarships		
5.	Decorations		
6.	Evaluation Refreshments		
600-01-008	General Assembly Fall		\$ 8,500
1.	Transportation/Parking/Mileage		
2.	Meals		
3.	Registration		
600-01-009	General Assembly Spring		\$ 8,500
1.	Transportation/Parking/Mileage		
2.	Meals		
3.	Registration		
600-01-013	Commencement		\$ 20,000
1.	Theater- Staging	\$ 6,000	
2.	Gowns	\$ 1,000	
3.	Confetti (Confetti FX)	\$ 3,000	
4.	Decorations & Branding	\$ 7,250	
5.	Women's Basketball	\$ 250	
6.	Equipment/Rentals/Misc.	\$ 2,500	
600-01-014	Fall Club Advisor Luncheon		\$ 3,000
1.	Food		
2.	Publicity		
600-01-015	Spring Club Advisor Luncheon		\$ 3,000
1.	Food		
2.	Publicity		
600-01-016	Welcome Week Fall		\$ 15,000
1.	Food		
2.	Publicity		



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration		\$301,060.00	
Account #	Description	Beginning Budget	
600-01-017	Welcome Week Spring		\$ 15,000
1.	Food		
2.	Publicity		
600-01-018	Pre-Game Reception		\$ 5,000
1.	Food		
2.	Publicity		
600-01-023	ASCC Leadership Training		\$ 10,000
1.	Presenters/Trainers	\$ 10,000	
600-01-025	Homecoming		\$ 15,000
1.	Awards		
2.	Publicity		
3.	Float Construction		
4.	Refreshments		
5.	Photographer		
6.	Decorations/Flowers/Tiaras		
7.	Luncheon		
8.	Entertainment		
9.	Confetti (Confetti FX)		
10.	Balloon Artist		
11.	Pizza for Float Builders & Football Team		
12.	Trash Disposal (Consolidated Disposal)		
600-01-026	ASCC Cabinet Allowance		\$ 500
600-01-027	ASCC Senate Allowance		\$ 500
600-01-028	ASCC Court Allowance		\$ 500
600-01-029	Inter-Club Council		\$ 20,000
1.	Club Information Days		
2.	ICC Meetings		
3.	ICC Sponsored Events		



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			\$301,060.00
Account #	Description	Beginning Budget	
600-01-030	Bank Fees		\$ 3,500
600-01-031	Mascot Branding		\$ 3,000
1.	Publicity		
2.	Promotional Items		
600-01-032	Falcon Games		\$ 6,000
1.	Equipment/Rentals/Misc.		
2.	Vendors		
3.	Scholarships		
600-01-033	ASCC Petty Cash		\$ 1,000
600-01-034	ASCC Computers and Supplies		\$ 5,000
600-01-035	Interpreters for ASCC Events		\$ 7,000
600-01-036	FalconKids		\$ 10,000
1.	Program Support	\$ 3,260.00	
2.	Promotional Materials	\$ 6,740.00	
600-01-037	Strategic Conversations		\$ 2,000
1.	Fall Strategic Conversation	\$ 1,000.00	
2.	Spring Strategic Conversation	\$ 1,000.00	
600-01-038	Cross Culture Celebrations		\$ 10,000
	Black History Event	\$ 2,000	
	Diversity Week	\$ 2,000	
	Hispanic Heritage Event	\$ 2,000	
	Lunar New Year Event	\$ 2,000	
	Women' s History Event	\$ 2,000	
Administration Expenses for 2016-2017			\$ 301,060



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			\$ 469,674.53
Account #	Description	Beginning Budget	
600-02-001	Music: Concerts & Choral Festivals		\$ 11,750.00
1.	Professional Musicians/Workshops & Adjudication Fees	6,000.00	
2.	Supplies	5,750.00	
600-02-002	PEP Band		\$ 5,000.00
1.	Supplies	3,000.00	
2.	Uniforms/Misc. Equipment	2,000.00	
600-02-003	WPMD Broadcasting		\$ 5,487.00
1.	Events	1,600.00	
2.	Travel	2,151.00	
3.	Operational Expenses	1,736.00	
600-02-004	Theatre Productions		\$ 30,500.00
1.	Rental/Lease/Contract/Services	16,750.00	
2.	Production Supplies	11,000.00	
3.	Publicity/Promotion	750.00	
4.	Clinics/Workshops/Guest Lecturers	500.00	
5.	State/National Competitions	1,500.00	
600-02-005	Newspaper		\$ 27,000.00
1.	Print Publications Expenses	20,000.00	
2.	Production, Photographic Equipment & Promo	100.00	
3.	Professional Membership to Journalism Orgs	600.00	
4.	State/National Competitions & Conferences	2,000.00	
5.	Media Awards Night (Fall & Spring) & Campus Work	300.00	
6.	Online Publication Expenses	4,000.00	
600-02-006	Learning Communities		\$ 2,500.00
1.	Fall/Spring New Student Orientation /Events		
600-02-009	Forensics (Phi Rho Pi)		\$ 25,000.00
1.	Fall Tournaments		
2.	Spring Tournaments		
600-02-010	Dance Program		\$ 4,500.00
1.	Dance Concert		



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			\$ 469,674.53
Account #	Description		Beginning Budget
600-02-013	Art		\$ 10,000.00
	1. Art Gallery Receptions		
	2. Student Art Awards		
	3. Supplies		
	4. Art Gallery Clinics/Workshops/Guest Lectures & Honorarium		
	5. Artist in Residence		
600-02-014	Photography		\$ 3,000.00
	1. Lodging		
	2. Photographic Supplies		
	3. Student Art Exhibit Awards		
600-02-018	Phi Beta Lambda		\$ 16,100.00
	1. Leadership Conference & Career Skill Building FA	7,000.00	
	2. Leadership Conference & Career Skill Building SP	9,100.00	
600-02-019	Phi Theta Kappa		\$ 15,000.00
	1. PTK International Convention		
	2. CA/NV Regional Conference		
	3. PTK Induction Ceremony		
600-02-020	Psi Beta Psychology		\$ 5,940.00
	1. American Psychological Association Conference	5,940.00	
600-02-021	Puente Club		\$ 7,850.00
	1. Cesar Chavez Day	1,250.00	
	2. East LA Walkouts	1,000.00	
	3. Nor Cal Tour	5,600.00	
600-02-022	Health Occupations		\$ 1,500.00
	1. Nursing Program Pinning Ceremony	1,500.00	
600-02-024	Math League		\$ 1,400.00
	1. Math Field Day	1,400.00	
600-02-025	Scholars Honors Program		\$ 8,000.00
	1. State & National Competitions/Conferences	7,000.00	
	2. Transfer Ceremony	1,000.00	
600-02-027	Financial Aid		\$ 25,000.00
	1. Book Scholarships	25,000.00	
600-02-030	Office of International Students		\$ 8,300.00
	1. International Ed Week	\$3,000.00	
	2. Global Village	\$4,300.00	
	5. Tea Time	\$200.00	
	6. End of Year Recog	\$800.00	
600-02-031	Fine Arts		\$ 4,500.00
	1. Clinics/Workshop/Guest Lecturers	2,000.00	
	2. Supplies	2,500.00	
600-02-034	Child Development		\$ 750.00
	1. Grad Ceremony	750.00	



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			\$ 469,674.53
Account #	Description		Beginning Budget
600-02-036	Film Program		\$ 2,000.00
1.	Film Supplies		
2.	Student Awards		
3.	Equipment		
600-02-037	Dental Hygiene		\$ 2,881.00
1.	Table Clinics	2,681.00	
2.	Pinning Ceremony	200.00	
600-02-038	EOPS & Care		\$ 5,000.00
1.	EOPS Graduation Celebration	3,000.00	
2.	EOPS Cap & Gown Service	2,000.00	
600-02-039	Veteran's Resource Center		\$ 25,000.00
1.	SVC/VRC Military Ball	25,000.00	
600-02-041	Theatre Productions Entertainment		\$ 4,000.00
1.	Rental/Lease/Contract/Services	1,000.00	
2.	Production Supplies	2,000.00	
3.	Publicity/Promotion	500.00	
4.	Clinics/Workshop/Guest Lecturers	500.00	
600-02-042	Project Hope		\$ 3,695.00
1.	UCD Pre-Medical Health Professions National Conference	2,020.00	
2.	COPE Health Scholar	1,675.00	
600-02-044	CARE		\$ 1,050.00
1.	CARE Scholarships	500.00	
2.	Mother's/Father's Day Celebration	550.00	
600-02-047	Go Green Committee		\$ 54,696.53
1.	Green Fest	6,169.17	
2.	Earth Day	10,121.02	
3.	Recycle Technicians	32,406.34	
4.	Completion of Recycle Bins	6,000.00	
600-02-048	OISS & CalWorks		\$ 8,500.00
1.	End of Year Recognition	1,600.00	
2.	CalWORKs Cap & Gown	1,000.00	
3.	CalWORKs Turkey Giveaway	600.00	
4.	Love Notes Workshop	3,000.00	
5.	Museum of Tolerance	500.00	
5.	Simplified Interview	1,800.00	
600-02-050	UMOJA Student Success Program		\$ 22,170.00
1.	UMOJA Meetings	3,850.00	
2.	Community Conference	9,320.00	
3.	Rights of Passage	3,000.00	
4.	Nor Cal Transfer Tour	6,000.00	



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			\$ 469,674.53
Account #	Description		Beginning Budget
600-02-052	Campus Police		\$ 36,000.00
1.	Campus Police Cadets	36,000.00	
600-02-053	Commercial Music		\$ 17,000.00
1.	Refreshments for Guests	250.00	
2.	Guest speakers	1,500.00	
3.	Promotional Materials	250.00	
4.	Technicians	9,000.00	
5.	Software Licensing	6,000.00	
600-02-055	DSPS		\$ 6,000.00
1.	Cost of Home Licensing	6,000.00	
600-02-056	Human Resources Safe Zone		\$ 1,500.00
1.	Safe Zone Program	1,500.00	
600-02-057	Integrative Theme Task Force		\$ 1,500.00
1.	Decorations	100.00	
2.	Equipment	500.00	
3.	Food	300.00	
4.	Performers	500.00	
5.	Printing	100.00	
600-02-059	LINC Office		\$ 4,050.00
1.	Peer Mentorship	2,250.00	
2.	LINC Cap & Gown Service	1,000.00	
3.	Foster Care	800.00	
600-02-060	Philosophy Department		\$ 3,000.00
1.	Events		
2.	Travel		
600-02-061	School Relations-Student Affairs		\$ 4,100.00
1.	Senior Preview Day	3,500.00	
2.	HS Counseling Conference	600.00	
600-02-064	Transfer Center		\$ 3,410.00
1.	Transfer Celebration	1,810.00	
2.	University Fairs	600.00	
3.	Transfer Conference	1,000.00	
600-02-065	Veteran's Club		\$ 2,500.00
1.	Veteran's Day Ceremony	2,500.00	
600-02-067	Women and Gender Studies Department		\$ 5,000.00
1.	Events		
2.	Travel		
3.	Womens History Essay Contest Student Awards		
600-02-068	Active Minds		\$ 5,625.00



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			\$ 469,674.53
Account #	Description		Beginning Budget
1.	Send Silence Packing	5,000.00	
2.	Stress Less Week	400.00	
3.	National Suicide Prevention	225.00	
600-02-069	Alpha Gamma Sigma		\$ 1,500.00
1.	Career Skill Building and Leadership Conference	1,500.00	
600-02-070	Black History Month		\$ 2,500.00
1.	Programs and Events	2,500.00	
600-02-071	Chinese Club		\$ 9,500.00
1.	Transportation	6,000.00	
2.	Lodging	3,500.00	
600-02-072	Dental Assisting		\$ 200.00
1.	Dental Assisting Pinning Ceremony	200.00	
600-02-073	Dream Club		\$ 2,070.00
1.	Transfer/Dream Resource Center Visit	1,000.00	
2.	Merit Based Scholarship for Dreamers	500.00	
3.	HS Outreach	570.00	
600-02-074	Environmental Club		\$ 800.00
1.	T-shirts and Re-usable Bottles	800.00	
600-02-075	Visual & Cultural Studies		\$ 1,900.00
1.	Receptions	400.00	
2.	Guest speakers	1,000.00	
3.	Announcement Cards	500.00	
600-02-076	Health		\$ 300.00
1.	Health Occupations Pinning Ceremony	300.00	
600-02-077	Physical Therapist		\$ 500.00
1.	Pinning Ceremony	500.00	
600-02-078	SACNAS		\$ 2,650.00
1.	SACNAS Conference	2,250.00	
2.	Visit to Institutions	400.00	
600-02-079	Triathlon Club		\$ 10,000.00
1.	Wildflower Triathlon	6,000.00	
2.	HITS Triathlon	4,000.00	
Organizational Expenses for 2016-2017			\$ 469,674.53



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 03-Special Operations			\$ 593,067.60
Account #	Description	Beginning Budget	
600-03-002	Capital Outlay		\$ 10,000.00
600-03-004	Student Activities Classified Salaries		\$ 35,000.00
1.	Administrative Secretary II (50%)	35,000.00	
600-03-005	Student Activities Hourly Salaries		\$ 79,800.00
1.	Student Activities Clerks	25,000.00	
2.	President, Vice President, Chief Justice Stipend (\$650/mo for CJ \$1500/mo PR and VP)	43,800.00	
3.	Mascot Wages	11,000.00	
600-03-006	ID Center Classified Salaries		\$ 80,483.07
1.	Administrative Clerk II	80,483.07	
600-03-007	ID Center Hourly Salaries		\$ 17,124.53
600-03-008	Employee Background Expenses		\$ 960.00
600-03-009	Game Room Classified Salaries		\$ 70,000.00
1.	Gameroom Attendant	70,000.00	
600-03-010	Student Center Hourly Salaries		\$ 22,200.00
1.	Student Activities Clerks	22,200.00	
600-03-015	ASCC Senate Fund		\$ 50,000.00
600-03-017	Student Services Innovation		\$ 7,500.00
600-03-019	Student Engagement Fund		\$ 5,000.00
600-03-022	ASCC Branding & Outreach		\$ 15,000.00
600-03-024	Game Room Renovation		\$ 150,000.00
600-03-025	ASCC Travel & Conferences Fund		\$ 50,000.00
Special Operations Expenses for 2016-2017			\$ 593,067.60



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Summary 04-Athletics		\$ 217,035.00
Account #	Description	Beginning Budget
600-04-001	Athletic Memberships	\$ 13,855
600-04-003	Men's Game Equipment	22,274.00
600-04-006	Game Management	13,955.00
600-04-008	Football Away Costs	6,640.00
600-04-009	Men's Cross Country	1,968.00
600-04-010	Men's Water Polo	7,027.00
600-04-011	Wrestling	6,330.00
600-04-012	Men's Basketball	10,551.00
600-04-013	Baseball	10,012.00
600-04-015	Men's Track & Field	5,100.00
600-04-016	Men's Tennis	1,610.00
600-04-017	Men's Swimming	4,762.00
600-04-019	Men's Soccer	7,310.00
600-04-022	Banquets	6,000.00
600-04-023	Athletic Trainers	1,500.00
600-04-027	Women's Game Equipment	16,354.00
600-04-031	Women's Basketball	10,811.00
600-04-032	Women's Softball	8,954.00
600-04-033	Women's Tennis	1,610.00
600-04-034	Women's Track & Field	5,100.00
600-04-035	Women's Volleyball	7,370.00
600-04-036	Women's Cross Country	1,968.00
600-04-037	Women's Swimming	4,606.00
600-04-040	Women's Soccer	7,648.00
600-04-041	Women's Water Polo	7,358.00
600-04-042	State Playoffs	23,162.00
600-04-043	Pep Squad	3,200.00
Athletics Expenses for 2016-17		\$ 217,035.00



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 05-Services			\$ 21,500.00
Account #	Description		Beginning Budget
600-05-002	ID Center Supplies & Maintenance		\$ 21,500.00
1.	Annual Extended Warranty for Equip	6,000.00	
2.	Cards	7,500.00	
3.	Printer Ribbons	6,000.00	
4.	Registration Stickers	2,000.00	
Services Expenses for 2016-2017			\$ 21,500.00

SECTION IV:
2015-2016
ACTUALS
VS.
BUDGET



Associated Students of Cerritos College
Budget vs. Actual
July 1, 2015 - June 30, 2016

ACCOUNT	ACTUAL	BUDGET	BUDGET VARIANCE	% of Budget
600-01-001 Stud Gov Unif & Supp	\$ 1,481.41	\$ 2,663.00	\$1,181.59	0.11%
600-01-002 Leadership Conferenc	49,485.74	50,000.00	\$514.26	3.78%
600-01-003 Election Clerks	6,296.40	10,560.00	\$4,263.60	0.48%
600-01-004 Printing & Productin	15,231.61	15,200.00	(\$31.61)	1.16%
600-01-005 Office Supplies	8,233.62	8,800.00	\$566.38	0.63%
600-01-006 ASCC Fall Awards Evt	12,054.05	12,430.00	\$375.95	0.92%
600-01-007 ASCC Sprg Awards Evt	8,970.23	13,430.00	\$4,459.77	0.68%
600-01-008 General Assmbly Fall	4,997.79	5,000.00	\$2.21	0.38%
600-01-009 General Assmbly Sprg	28.60	5,000.00	\$4,971.40	0.00%
600-01-010 March in March	5,000.00	5,000.00	\$0.00	0.38%
600-01-012 Spring Festival	762.78	10,000.00	\$9,237.22	0.06%
600-01-013 Commencement	8,636.36	10,850.00	\$2,213.64	0.66%
600-01-014 Fall Club Advr Lunch	2,000.00	2,000.00	\$0.00	0.15%
600-01-015 Sprg Club Advr Lunch	1,998.54	2,000.00	\$1.46	0.15%
600-01-016 Welcome Week Fall	10,100.00	10,100.00	\$0.00	0.77%
600-01-017 Welcome Week Spring	10,099.59	10,100.00	\$0.41	0.77%
600-01-018 Pre-Game Reception	2,326.65	2,500.00	\$173.35	0.18%
600-01-019 Hispanic Heritage Ev	995.25	1,000.00	\$4.75	0.08%
600-01-020 Lunar New Year Event	576.30	1,000.00	\$423.70	0.04%
600-01-023 ASCC Ldrshp Train'g	100.00	1,000.00	\$900.00	0.01%
600-01-025 Homecoming	6,391.19	6,500.00	\$108.81	0.49%
600-01-026 ASCC Cabinet Allow	260.00	500.00	\$240.00	0.02%
600-01-027 ASCC Senate Allowanc	200.00	500.00	\$300.00	0.02%
600-01-028 ASCC Court Allowance	436.46	500.00	\$63.54	0.03%
600-01-029 Inter-Club Council	5,730.76	10,000.00	\$4,269.24	0.44%
600-01-030 Bank Fees	1,315.16	1,400.00	\$84.84	0.10%
600-02-001 Music-Conc&Choral Fe	9,252.76	11,750.00	\$2,497.24	0.71%
600-02-002 PEP Band	4,966.96	5,000.00	\$33.04	0.38%
600-02-003 WPMD Broadcasting	2,885.64	2,886.00	\$0.36	0.22%
600-02-004 Theatre Productions	30,434.77	30,500.00	\$65.23	2.32%
600-02-005 Newspaper	20,963.75	21,600.00	\$636.25	1.60%
600-02-006 Learning Communities	2,494.90	2,500.00	\$5.10	0.19%
600-02-009 Phi Rho Pi	22,246.38	24,850.00	\$2,603.62	1.70%
600-02-010 Dance Program	3,157.28	4,500.00	\$1,342.72	0.24%
600-02-013 Art	7,916.14	9,500.00	\$1,583.86	0.60%
600-02-014 Photography	850.00	3,000.00	\$2,150.00	0.06%
600-02-015 Culinary Arts	2,001.48	2,368.00	\$366.52	0.15%
600-02-018 Phi Beta Lambda	16,165.46	16,500.00	\$334.54	1.23%
600-02-019 Phi Theta Kappa	9,168.40	9,875.00	\$706.60	0.70%
600-02-022 Health Occupations	1,497.26	2,250.00	\$752.74	0.11%
600-02-025 Scholars Hon Program	7,370.15	8,000.00	\$629.85	0.56%
600-02-024 MATH	0.00	2,090.00	\$2,090.00	0.00%
600-02-030 Internat'l Students	4,812.90	6,830.00	\$2,017.10	0.37%
600-02-027 FIN AID	0.00	10,000.00	\$10,000.00	0.00%
600-02-031 Fine Arts	1,672.59	4,500.00	\$2,827.41	0.13%
600-02-033 Chic/Latinos Com Med	603.24	4,240.00	\$3,636.76	0.05%
600-02-034 Child Development	858.51	930.00	\$71.49	0.07%
600-02-0DENTAL HYGIENE	0.00	450.00	\$450.00	0.00%
600-02-038 EOPS & Care	2,889.10	7,200.00	\$4,310.90	0.22%
600-02-039 Military Ball	12,000.00	12,000.00	\$0.00	0.92%

ACCOUNT	ACTUAL	BUDGET	BUDGET VARIANCE	% of Budget
600-02-041 Thtre Prodn Entrtmnt	3,989.12	4,000.00	\$10.88	0.30%
600-02-042 PROJECT HOPE	0.00	3,016.20	\$3,016.20	0.00%
600-02-044 CARE	814.58	1,025.00	\$210.42	0.06%
600-02-045 Cerritos Auto Body	5,746.59	5,750.00	\$3.41	0.44%
600-02-046 Cerritos Coll Mod UN	5,363.87	5,959.91	\$596.04	0.41%
600-02-051 MASCOT CLEANING	0.00	1,000.00	\$1,000.00	0.00%
600-02-052 Campus Police	35,559.00	36,612.00	\$1,053.00	2.71%
600-02-053 Commercial Music	15,233.70	17,000.00	\$1,766.30	1.16%
600-02-054 Counseling	5,349.00	7,670.00	\$2,321.00	0.41%
600-02-055 DSPS	5,000.00	5,000.00	\$0.00	0.38%
600-02-056 Human Resources	1,494.33	1,500.00	\$5.67	0.11%
600-02-057 INTERGRATIVE THEME	0.00	500.00	\$500.00	0.00%
600-02-058 Library	1,472.40	3,300.00	\$1,827.60	0.11%
600-02-059 LINC	660.28	885.00	\$224.72	0.05%
600-02-060 Philosophy Dept	3,480.00	3,480.00	\$0.00	0.27%
600-02-061 School Relations	908.05	3,500.00	\$2,591.95	0.07%
600-02-062 Spch-Lang Path Ass	391.31	6,580.00	\$6,188.69	0.03%
600-02-063 Stud Hlth & Well Ctr	3,760.00	3,760.00	\$0.00	0.29%
600-02-064 Transfer Center	3,017.75	3,200.00	\$182.25	0.23%
600-02-065 Veteran's Day Ceremo	1,800.00	2,500.00	\$700.00	0.14%
600-02-066 Wilderness Club	400.10	440.69	\$40.59	0.03%
600-02-067 Wom-Gen Studies Dept	700.00	700.00	\$0.00	0.05%
600-03-002 Stud Aff Cap Outlay	61,677.14	77,200.00	\$15,522.86	4.71%
600-03-005 Stud Act Hourly Sal	83,234.18	77,172.60	(\$6,061.58)	6.35%
600-03-006 ID Center Class Sal	79,329.52	76,650.54	(\$2,678.98)	6.06%
600-03-007 ID Center Hourly Sal	12,186.58	15,427.50	\$3,240.92	0.93%
600-03-008 Employee Backgrd Exp	640.00	940.00	\$300.00	0.05%
600-03-009 Game Room Class Sal	66,671.70	64,978.84	(\$1,692.86)	5.09%
600-03-010 Game Room Hrly Sal	7,161.14	20,000.00	\$12,838.86	0.55%
600-03-015 ASCC Senate Fund	97,226.29	125,390.00	\$28,163.71	7.42%
600-03-016 Transpn Srvs (Bus)	14,196.30	50,000.00	\$35,803.70	1.08%
600-03-017 Student Svcs Innov	5,014.65	5,000.00	(\$14.65)	0.38%
600-03-019 Student Engagmt Fund	4,633.79	5,000.00	\$366.21	0.35%
600-03-022 ASCC Branding & Outr	3,825.51	10,000.00	\$6,174.49	0.29%
600-03-023 Staff Development	9,609.22	10,000.00	\$390.78	0.73%
600-04-001 Athletic Memberships	12,015.00	12,140.00	\$125.00	0.92%
600-04-003 Men's Game Equipment	20,902.34	22,274.00	\$1,371.66	1.60%
600-04-006 Game Management	13,170.00	13,170.00	\$0.00	1.01%
600-04-008 Football Away Costs	6,640.00	6,640.00	\$0.00	0.51%
600-04-009 Men's Cross Country	1,880.00	1,880.00	\$0.00	0.14%
600-04-010 Men's Water Polo	7,053.00	7,053.00	\$0.00	0.54%
600-04-011 Wrestling	6,209.00	6,209.00	\$0.00	0.47%
600-04-012 Men's Basketball	10,196.00	10,196.00	\$0.00	0.78%
600-04-013 Baseball	9,750.00	9,998.00	\$248.00	0.74%
600-04-015 Men's Track & Field	4,770.00	5,100.00	\$330.00	0.36%
600-04-016 Men's Tennis	1,610.00	1,610.00	\$0.00	0.12%
600-04-017 Men's Swimming	4,598.00	4,798.00	\$200.00	0.35%
600-04-019 Men's Soccer	6,980.00	6,980.00	\$0.00	0.53%
600-04-022 Banquets	4,332.47	6,000.00	\$1,667.53	0.33%
600-04-023 Athletic Trainers	1,186.45	1,500.00	\$313.55	0.09%
600-04-027 Women's Game Eqpmnt	11,966.27	16,354.00	\$4,387.73	0.91%
600-04-031 Women's Basketball	10,585.00	10,585.00	\$0.00	0.81%
600-04-032 Women's Softball	7,494.00	7,494.00	\$0.00	0.57%
600-04-033 Women's Tennis	1,610.00	1,610.00	\$0.00	0.12%

ACCOUNT	ACTUAL	BUDGET	BUDGET VARIANCE	% of Budget
600-04-034 Women's Trck & Field	4,770.00	5,100.00	\$330.00	0.36%
600-04-035 Women's Volleyball	5,035.00	5,035.00	\$0.00	0.38%
600-04-036 Women's Cross Cntry	1,770.00	1,880.00	\$110.00	0.14%
600-04-037 Women's Swimming	4,606.00	4,606.00	\$0.00	0.35%
600-04-040 Women's Soccer	7,190.00	7,190.00	\$0.00	0.55%
600-04-041 Women's Water Polo	5,837.00	7,358.00	\$1,521.00	0.45%
600-04-042 State Playoffs	19,688.91	20,175.00	\$486.09	1.50%
600-04-043 Pep Squad	2,062.01	3,200.00	\$1,137.99	0.16%
600-05-001 Svc&Mtc Agrs Std Act	15,000.00	15,000.00	\$0.00	1.15%
600-05-002 ID Ctr Supp&Mtc Agts	8,079.84	21,500.00	\$13,420.16	0.62%
600-05-008 Student Center	2,525.02	10,850.00	\$8,324.98	0.19%
	\$ 1,087,973.57	\$ 1,309,975.28	\$ 222,001.71	83.05%

SECTION V:
2015-2016
UNFUNDED
BUDGET
REQUESTS



ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Club/Dept.	Amount Requested
Architecture and Technology Club	\$ 14,206.00
Auto Body Program	\$ 7,150.00
Library	\$ 2,150.00
Semester Trainings	\$ 5,000.00
March in March	\$ 10,000.00
National Leadership	\$ 10,000.00
Spring Festival	\$ 10,000.00
Transportation	\$ 50,000.00
Staff Development	\$ 10,000.00
Student Activities	\$ 150,000.00
Total Unfunded Requests	\$ 268,506.00

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 47

FROM:



Dr. Jose Fierro
President/Superintendent

SUBJECT: Second Reading and Adoption: Board Policy 3440 – Service Animals

ACTION

It is recommended that the Board of Trustees adopt Board Policy and Administrative Procedure 3440 – Service Animals as reviewed by the board at the October 5 board meeting, during this second reading and adoption.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

Board Policy and Administrative Procedure 3440 – Service Animals were developed by Human Resources, DSPS, and legal counsel to address federal requirements and to facilitate common understanding about guidelines for service animals. The policy and procedure address responsibilities of the District and of persons using service animals. The College Coordinating Committee reviewed and discussed the draft policy and procedure at its April 25 and May 9 meetings to afford all constituent groups an opportunity for input.

The Board of Trustees completed a first reading of proposed Board Policy and Administrative Procedure 3440 – Service Animals at its October 5 regular meeting.

The policy and procedure 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)

Board Policy 3440 – Service Animals

Administrative Procedure 3440 – Service Animals

General Institution

BP 3440 SERVICE ANIMALS

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections
12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service dog or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Office of Primary Responsibility: Vice President, Human Resources

Also see AP 3440 titled Service Animals

Date Adopted: October 19, 2016

General Institution

AP 3440 SERVICE ANIMALS

References:

- 29 U.S.C. § 794d
- Americans with Disabilities Amendments Act of 2009 (ADAA)
- Section 504, Federal Rehabilitation Act, 1973
- 28 C.F.R. § 35.136

The Cerritos Community College District will permit qualified students with disabilities to use service animals in District facilities and on District campuses in compliance with state and federal law. Administrative Procedure 3412 504/ADA Academic Accommodations and Complaints was established pursuant to the Americans with Disabilities Amendments Act of 2009 (ADAA) and Section 504 of the Rehabilitation Act of 1973.

The purpose of this procedure is to ensure that qualified students with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of a disability.

Primary College Contacts

- A. Students may contact Disabled Student Programs and Services for information or guidance.
- B. Employees may request to have a service animal as a workplace accommodation through the District's Human Resources Office.
- C. Guests may be accompanied by a service animal when participating in programs and accessing services without requesting an accommodation, but are welcome to contact the District's Director of Diversity, Compliance and Title IX Coordinator for information or guidance.

Disabled Student Programs and Services full contact information is available at www.cerritos.edu/dsps.

Director of Diversity, Compliance and Title IX Coordinator information is available at www.cerritos.edu/hr

This procedure implements procedures with regards to service animals on campus.

1. DEFINITION

- a. Service animal is defined in Title II of the ADAA regulations (28 C.F.R., §36.104). *Service animal* means any dog that is individually trained to do work or perform tasks for people with disabilities. Other species of animals, whether

wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

- b. The District shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability (28 C.F.R., § 35.136(i)).
- c. The District shall consider: the type, size, and weight of the miniature horse and whether the facility can accommodate these features.
- d. Trainee: A dog guide trainee for blind persons, hearing ear dog trainee, or other animal undergoing training to assist a person with a physical impairment will be granted the same rights as fully-trained service animals.

2. DESCRIPTION OF ACTION

- a. A person with a disability may take a service animal into areas where the public is normally allowed to go without being referred to Disabled Student Programs and Services (DSPS). When it is not obvious what the service animal provides, faculty, managers, and staff may ask the following:

- 1) Is the dog (or miniature horse) a service animal required because of a disability?
- 2) What work or task has the dog (or miniature horse) been trained to perform?

If employees are concerned about these questions, they may contact Human Resources for assistance.

Director of Diversity, Compliance and Title IX in Human Resources Office – (562) 860-2451 ext. 2284)

- b. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or recuse work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
- c. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The animal's work cannot be passive. If an animal meets this definition, it is considered a service animal under the ADAA, even if it has not been licensed or certified by a state or local government, or by a private agency. A student may choose to produce a Los Angeles County or county of residence license as proof of vaccination. Only

- 75 dogs are eligible to apply for service animal identification tags (form DAS-195,
76 rev. 07-10) in California. Students that may have service animals in the
77 classroom may be referred to DSPS for review of all reasonable
78 accommodations.
79 d. A service animal is not required to wear a vest, harness or other “service
80 animal” identification.

81 **3. RESPONSIBILITIES OF PERSONS USING SERVICE ANIMALS**

- 82 a. A student with a disability who brings an animal for participation in the services
83 or classes of the District, where the public is normally not allowed, may be
84 referred to the DSPS Office which will provide support to students with service
85 animals in the classroom. Participation in DSPS services is voluntary.
86 b. The student must declare they are a person with a disability when accessing
87 non-public spaces and describe the disability related task(s), which the animal
88 performs, which facilitates access to District programs, services or activities.
89 c. The student may meet with a DSPS counselor and receive the Cerritos
90 Community College District DSPS Service Animal Fact Sheet.
91 d. The care and supervision of a service animal is the responsibility of the student.
92 Civil Code Section § 54.2 requires that the owner of the service animal be
93 responsible for any damage done to the premises or facility by the animal.
94 e. The State of California Health and Safety Code, § 121690, requires that all
95 service animals be immunized and licensed (Los Angeles County Sec.
96 10.20.180 and 10.20.190).
97 f. Dogs must work without a direct threat to other service animals, students and/or
98 District personnel. A student with a disability who has a service animal that
99 poses a threat to health, safety or program disruption (i.e., service animal out
100 of control or not house broken) shall be informed that the animal is not an
101 allowable accommodation and cannot be on campus. Failure to comply with
102 this exclusion may result in a disciplinary action in accordance with
103 Administrative Procedure 5520 Student Discipline Procedures.
104 g. A student who has been denied the use of a service animal may file a complaint
105 in accordance with AP 3412 and BP/AP 5530.

106 **Requirements for Faculty, Staff and Students**

107 Members of the Cerritos Community College District are responsible for the following:

- 108 a. Allowing service animals to accompany the person they are assisting in all areas
109 of campus where members of the public, participants in services, programs or
110 activities, or invitees, as relevant, are allowed to go.
111 b. Not distracting a service animal in any way. Do not pet, feed, or interact with
112 animal without the handler's permission.
113 c. Not separating a disabled person from his or her service animal.
114 d. Clarifying an animal's status as a service animal only when it is not readily apparent
115 that an animal is a service animal. In such cases, designated staff (i.e., Dean of
116 DSPS or designee, Human Resources – Compliance Officer, and Campus Police)
117 may not ask about the nature or extent of a person's disability, but may make two
118 inquires to establish whether the animal is a service animal:

1. Is the animal required because of a disability? and
2. What work or task the animal has been trained to perform?

Other questions regarding the status of a service animal should be referred to the contacts noted in Section 2. Cerritos Community College may take action against any individual who fails to abide by these guidelines.

General Rule Regarding Service Animals

As a general rule, the District will modify policies, practices, and procedures to permit the use of service animal by an individual with a disability.

4. EVALUATION PROCEDURES FOR ENFORCEMENT

- a. Under the ADAA and Section 504, the District may not impose a rule upon individuals with disabilities prohibiting services animals, if the rule has the effect of limiting the participation of the individuals with disabilities in the District's services, programs or activities. However, the District is not obligated to permit the use of service animals, if doing so would result in a fundamental alteration of the District service, program or activity, or would pose a direct threat to the health or safety of others.
- b. The District will analyze whether the presence of the service animal would actually be a fundamental alteration or direct threat upon the service, program, or activity involved. The Board of Trustees designates the District DSPS professionals, in consultation with the program professionals and the Vice Presidents, to make such determination. If the DSPS professionals, in consultation with the program professionals and the Vice Presidents, determine that the use of the service animal causes a fundamental alteration in District services, programs, or activities, the District may exclude the animal from its campus, sites, programs, and activities (Title II of the ADAA Regulations, 28 C.F.R., § 36. 104).
 - 1) If the District makes a determination that use of the service animal would result in such fundamental alteration, within ten (10) working days of such determination, the designated person(s) shall issue a written statement identifying the reasons for the determination in sufficient detail to meet the District's burden to demonstrate that such alteration would occur (Title II of the ADAA Regulations, 28 C.F.R., § 36. 104).
 - 2) If use of the service animal would result in such fundamental alteration, at the request of an individual with a disability and in accordance with Board Policy, the District shall take any other action that would not result in such an alteration but would nevertheless allow the individual with a disability to participate in District services or programs.
- c. The District will make an individualized assessment to determine whether the presence of the service animal poses a direct threat to the health or safety of other persons that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. If the District determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in District services, programs or

162 activities, the District may exclude the animal from its facilities and campus
163 (Title II of the ADAA Regulations, 28 C.F.R., § 36.208).

164 d. A student with a disability who is denied the use of a service animal by the
165 DSPS Office may file a complaint utilizing the formal resolution process of
166 Administrative Procedure. See AP 5140 Disabled Student Programs and
167 Services

168 **Conflicting Disabilities**

169 Individuals with medical issues that may be impacted by the presence of service animals
170 should communicate with the Compliance Coordinator in the Human Resources Office at
171 (562) 860-2451 ext. 2284, if they have a concern about exposure to a service animal. The
172 individual will be asked to provide information that identifies a disability and the need for
173 an accommodation. The appropriate Cerritos Community College point of contact will
174 facilitate a process to resolve the conflict that considers the disability-related
175 needs/accommodations of all persons involved.

176 **Emergency Situations**

177 Emergency Responders (ERs) are trained to recognize service animals and to be aware
178 that animals may try to communicate the need for help or that, an animal may become
179 disoriented in an emergency situation. ERs should make every effort to keep a service
180 animal with the disabled person it is tasked with assisting. However, the ER's first effort
181 should be toward the disabled person, which may result in the service animal being left
182 behind in some emergency evacuation situations.

183 Refer also to:

184 BP 3440 Service Animals

185 BP 3410 Nondiscrimination

186 AP 3412 504/ADA Academic Accommodations and Complaints

187 BP 5140 Disabled Student Programs and Services

188 BP/AP 5530 Student Rights and Grievances

189 Offices of Primary Responsibility: Vice President, Human Resources

190 Vice President, Student Services

Date Approved: October 19, 2016