



CERRITOS COLLEGE
BOARD BOOK

DECEMBER 6, 2017



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

CHERYL A. EPPLE BOARD ROOM

Wednesday, December 6, 2017 at 7:00 p.m.

CALL TO ORDER:

Zurich Lewis, Board President

Zurich Lewis, Board President
Trustee Area 7

Martha Camacho-Rodriguez, Member
Trustee Area 1

Carmen Avalos, Board Vice President
Trustee Area 2

Marisa Perez, Member
Trustee Area 4

Dr. Shin Liu, Board Clerk
Trustee Area 5

Dr. Sandra Salazar, Member
Trustee Area 6

James Cody Birkey, Member
Trustee Area 3

Raul Avalos
Student Trustee

Dr. Jose Fierro
President/Superintendent

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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

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

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

1. **Invocation – Reverend Anthony Gomez, Pastor, St. Linus Catholic Church, Norwalk, CA**
2. **Pledge of Allegiance: James Cody Birkey**
3. **Roll Call**

AGENDA ORGANIZATION

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

COMMENTS FROM THE AUDIENCE

(Government Code Section 54954.3)

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

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

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

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

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

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.

ORGANIZATIONAL MEETING

4. **Election of Board Officers (President, Vice President and Clerk)**

It is recommended that the current Board President conduct the organizational meeting through the official election of the 2018 Board President. The 2018 Board President will then conduct the remainder of the meeting including the election of the Vice President and the Clerk of the Board.

5. Consideration of Regular Meeting Dates of the Cerritos Community College District Board of Trustees

It is recommended that the attached dates be approved for the 2018 regular Board meetings.

6. Consideration of Election of Annual Representative to the Los Angeles County School Trustees Association for 2018

It is recommended that the Board of Trustees elect an Annual Representative to the Los Angeles County School Trustees Association for 2018.

7. Information Item: Board Policy 2715 – Code of Ethics/Standards of Practice

Board Policy 2715 – Code of Ethics/Standards of Practice incorporates a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code. The policy states that it is to be reviewed during the organizational meeting following Board member elections.

OPEN SESSION AGENDA

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

The Board of Trustees will recognize Michael Gonzalez, Financial Aid Technician, as Classified Employee of the Month for November 2017.

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

<i>CONSENT CALENDAR ITEMS</i>
Agenda Items 10-29 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
It is recommended that the Board of Trustees approve new course offerings and modifications to curriculum. There is no fiscal impact.

11. BSI-Funded Stipends for AIME Basic Skills Initiative for Fall 2017

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.

12. Student Equity-Funded Stipends for iFALCON Initiative Workshops for Fall 2017

It is recommended that the Board of Trustees approve stipends for faculty who are facilitating Habits of Mind workshops in the Success Center as part of the iFALCON initiative. General funds will not be used for these stipends. Student Equity funds will be utilized.

13. Stipend for Success Center Tutor Training for Fall 2017

It is recommended that the Board of Trustees approve a stipend for faculty member Lee Anne McIlroy, who facilitates Success Center tutor training workshops. General funds, which have been budgeted for this training, will be used for this stipend.

14. Bid No. 17P003, Campus Fiber Upgrade

It is recommended that the Board of Trustees approve the award of contract for Bid No. 17P003, Campus Fiber Upgrade to Pacific Coast Cabling, Inc. dba PCC Network Solutions of Chatsworth, California, as the lowest responsive, responsible bidder in the amount of \$1,098,998.03, 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. Funding for this project will be allocated from the GO Bond.

15. Notice of Completion for Bid No. 13P032, Category 03, Fine Arts-CIS/Math Building

It is recommended that the Board of Trustees approve the Notice of Completion for Preferred Landscape, Inc. of Artesia, California for the Fine Arts-CIS/Math Building, Category 03 project at Cerritos Community College District as presented. The total final contract amount was \$579,593 which was paid by the G.O. Bond.

16. Notice of Completion for Bid No. 13P032, Category 08, Fine Arts-CIS/Math Building

It is recommended that the Board of Trustees approve the Notice of Completion for Best Contracting Services, Inc. of Gardena, California for the Fine Arts-CIS/Math Building, Category 08 project at Cerritos Community College District as presented. The total final contract amount was \$702,609 which was paid by the G.O. Bond. The total final contract amount was \$702,609 which was paid by the G.O. Bond.

17. Notice of Completion for Bid No. 13P032, Category 09, Fine Arts-CIS/Math Building

It is recommended that the Board of Trustees approve the Notice of Completion for ABBA Distributors dba Design Hardware Company of Los Angeles, California for the Fine Arts-CIS/Math Building, Category 09 project at Cerritos Community College District as presented. The total final contract amount was \$512,987 which was paid by the G.O. Bond.

18. Ratification of Acceptance of Gifts

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

19. Purchase Orders for the Month of October 2017

It is recommended that the Board of Trustees approve the purchase orders processed during the month of October 2017.

20. Contracts for the Month of October 2017

It is recommended that the Board of Trustees approve the contracts that were processed during the month of October 2017.

21. Ratification of Amendment to the Agreement with Bill Carr Surveys, Inc. for Survey Services for the Health & Wellness Complex–Phase I

It is recommended that the Board of Trustees ratify the amendment to the agreement with Bill Carr Surveys, Inc. for Survey Services for the Health & Wellness Complex – Phase I. The total contract sum shall be increased \$73,945 for a new not-to-exceed amount of \$118,335; this amount will be funded from the GO Bond. Bill Carr Surveys, Inc. is headquartered in Orange, CA.

22. Ratification of Amendment to Project Assignment Agreement No. 2 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New CIS/Math Building

It is recommended that the Board of Trustees ratify the second amendment to Project Assignment Agreement No. 2 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New CIS/Math Building. The total contract sum shall be increased \$50,000 for a new not-to-exceed amount of \$657,722; this amount will be funded from the GO Bond. Converse Consultants is headquartered in Monrovia, CA.

23. Budget Transfers and Budget Adjustments

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the ending balances of the Unrestricted and Restricted General Funds; and will decrease the Capital Outlay Transfer Fund and Public Art Endowment Fund ending balances.

24. Quarterly Fiscal Status Report for the Quarter Ending September 30, 2017

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending September 30, 2017. This quarterly report shows a snapshot-in-time financial status of the college. There is no fiscal impact.

25. Resolution Nos. 17-1206B and 17-1206C Authorizing Specified Employees of the Cerritos Community College District to Approve Notices of Employment, Contracts, and Orders for Salary or Commercial Payments in the LACOE Financial System for the Period January 1, 2018 to December 31, 2018

It is recommended that the Board of Trustees approve Resolution Nos. 17-1206B and 17-1206C authorizing specified employees of the Cerritos Community College District to approve notices of employment, contracts, and orders for salary or commercial payments in the LACOE financial System for the Period January 1, 2018 to December 31, 2018. No general funds will be used.

26. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2017-2018 Academic Year

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel. No additional fiscal impact. This is budgeted in the General Fund.

27. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2017-2018 Academic Year

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2017-2018 academic year and as presented on the attached list. No additional financial effect. This is budgeted in the General Fund.

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

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

29. Appointment of Members to the Community Task Force

It is recommended that the Board of Trustees take action to appoint members to the Community Task Force. No fiscal impact.

INFORMATION ITEMS

Agenda Items 30-31 are presented as Information Items.

30. Information Item: College Coordinating Committee Minutes

The Board of Trustees will review the November 6, 2017 College Coordinating Committee Minutes.

31. Information Item: Receive and File 2016-17 Cerritos College Foundation Cost Benefit to District

It is recommended that the Board of Trustees receive and file the 2016-17 Cerritos College Foundation Cost Benefit to District as presented.

ADMINISTRATIVE MATTERS

Agenda Items 32-33 are presented as Administrative Items.

32. Consideration of Approval of Integrated Planning Document

It is recommended that the Board of Trustees approve the Integrated Planning Document. The College has been granted state categorical Student Equity (SE), Student Success and Support Program (SSSP), and Basic Skills Initiative (BSI) funding for the fiscal year 2017-2018, which will be used in implementing the plan. Additional support may be provided by the general fund, other categorical funds, and grants/donations.

33. Consideration of Approval of Resolution #17-1206A to Offer a Supplement Employee Retirement Plan (SERP)

It is recommended that the Board of Trustees approve Resolution #17-1206A and authorize the District to offer a Supplemental Employee Retirement Plan (SERP) to eligible employees (Faculty, Classified/Confidential, and Management) of the District.

The Plan will save Cerritos College approximately \$3,292,600 over a five (5) year period. The Plan has 229 eligible employees of which 43 eligible employee are projected to accept the incentive package in order to achieve the cost savings of \$3,292,600 referenced above. The cost will be 4.0% of total premium. The dollar savings of the projected Plan and the actual Plan are inclusive of this fee.

The Plan offering is contingent upon the participation of at least twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees. If the District enrolls less than the required twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees the Plan may be terminated at the discretion of the board and the retirement benefits may not be offered to any employee group.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

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

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

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

34. Conference with Labor Negotiators (GC #54957.6)

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

35. Reconvene to Open Session

36. Adjournment

***The Next Business Meeting of the Board of Trustees is set for
Wednesday, January 17, 2018 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on December 1, 2017 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Election of Board Officers (President, Vice President and Secretary)

ACTION

1. It is recommended that the current Board President conduct the December 6, 2017 meeting through the official election of the 2018 Board President.
2. The 2018 President will then conduct the remainder of the meeting including the election of the Vice President and the Clerk of the Board.

FISCAL IMPACT

There is no fiscal impact.

REPORT SUMMARY

Education Code Section 72000 requires the governing board of each community college district to hold an annual organization meeting. The annual organization meeting shall be within a 15-day period following the first Friday in December.

The Board is required by Education code Section 72000 to elect a President and a Clerk of the Board from its members. In addition, Cerritos College Board of Trustees has elected a Vice President to fulfill the duties of the President when the President is not in attendance.

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: **December 6, 2017**

Agenda Item No. 5

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Regular Meeting Dates of the Cerritos Community College District Board of Trustees
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ACTION

It is recommended that the dates listed below be approved for the 2018 regular Board meetings.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

Education Code Section 72002 requires every community college board to hold monthly meetings at such times as may be provided in the rules and regulations adopted by them.

The following dates for regular and study session meetings are suggested for 2018. Meetings will start at 7:00 p.m. unless otherwise noted.

January 17	May 2	September 19*
February 7	May 16*	October 3
February 21*	June 6	October 17*
March 7	June 20*	November 14
March 21*	July 18	December 12
April 4	August 15	
April 18*	September 5	

* **Board Study Session**

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Election of Annual Representative to the Los Angeles County School Trustees Association for 2018
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ACTION

It is recommended that the Board of Trustees elect an Annual Representative to the Los Angeles County School Trustees Association for 2018.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The Los Angeles County School Trustees Association is an organization of school board members created in 1937 by the County Superintendent of Schools. About 90 percent of the 93 school and community college districts in Los Angeles County, as well as the County Board of Education, are members of LACSTA.

Under the auspices of the Los Angeles County Office of Education, LACSTA provides school board members with training, information and networking opportunities. LACSTA also cooperates with the California School Boards Association and other organizations for the betterment of education.

On an annual basis, Cerritos College designates a Board representative to the Los Angeles County School Trustees Association. The role of the representative is to:

- a. vote on all Association matters
- b. communicate between the Executive Board, the Association, and the local Board

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: **December 6, 2017**

Agenda Item No. 7

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Information Item: Board Policy 2715 – Code of Ethics/Standards of Practice

ACTION

This item is presented for information only.

FISCAL IMPACT

There is no fiscal impact.

REPORT SUMMARY

Board Policy 2715 – Code of Ethics/Standards of Practice incorporates a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code. The policy states that it is to be reviewed during the organizational meeting following Board member elections.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Board Policy 2715 – Code of Ethics/Standards of Practice

Board of Trustees

1 BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

2 References:

3 Accreditation Standards IV.B.1.a, e, and h

4 The Board of Trustees is elected as the governing body of the Cerritos Community
5 College District and is responsible to the electors for the general conduct of the college.

6 The Cerritos Governing Board members recognize that it is not their function, either
7 individually or collectively, to actively engage in the administration of the District and
8 understand that to do so or even give the appearance of doing so, can erode the trust
9 and mutual respect which are the cornerstones of successful Board/Superintendent
10 relationships.

11 Each Member of the Board of Trustees of Cerritos Community College District will:

- 12 1. Hold the educational welfare of the students as his/her primary concern, keeping
13 in mind what is best for the entire institution, not for specific or specialized
14 interests.
- 15 2. Establish a climate of mutual respect and trust even though legitimate differences
16 of opinion may exist among Board Members.
- 17 3. Recognize and actively communicate that Trustee authority to act on behalf of
18 the College rests only with the entire Board assembled in a legally constituted
19 meeting. Board members will make no personal promises of Board action nor
20 take any private action inconsistent with that reality.
- 21 4. Be aware that a Trustee is responsible to all citizens of the community. The
22 authority delegated to the Trustees by the voters must be exercised with as much
23 care and concern for the least influential as for the most influential member of the
24 community.
- 25 5. Acknowledge the Ralph N. Brown Act and conduct its meetings in open session,
26 unless, in the judgment of the Board and only for those purposes permitted by
27 law, it is more appropriate to hold a closed session.
- 28 6. Welcome and encourage the active involvement of students, faculty, staff, and
29 citizens of the District with respect to establishing policy on current college
30 operation and proposed future developments. Board members shall consider the
31 viewpoint of these groups in their deliberation and decision.
- 32 7. Be encouraged to enhance his/her ability to function effectively as a Trustee
33 through devotion of time to study contemporary educational issues, as well as
34 attendance at professional workshops or conferences.
- 35 8. Keep confidential all matters discussed in closed session. They shall not divulge
36 or release such information outside closed session to any staff member or
37 member of the public, unless a majority of Board members agree to release the

38 information, subject to applicable laws. This section shall not prevent the release
39 of information about the purpose and subject(s) of the closed session as required
40 for public information under Government Code, Section 54957.7.

41 9. Promote a healthy working relationship with the President/Superintendent and
42 his or her staff by:

43 a. Supporting a cohesive and responsible administration and maintaining a
44 climate of no surprises.

45 b. Supporting District personnel in the appropriate performance of their
46 duties and ensuring that they have the requisite responsibility and
47 necessary authority to perform effectively.

48 c. Sharing all concerns, complaints and recommendations, as appropriate,
49 with other Board members and the President/ Superintendent, as the
50 Brown Act allows.

51 10. Recognize that contacts with the media are primarily handled by the
52 Superintendent/President and/or Board President.

53 11. Recognize that under all circumstances that the Board is legally responsible for
54 the effective operation of the District. Its primary function is to establish the
55 policies by which Cerritos Community College is to be administered and assure
56 its fiscal stability.

57 12. The Board shall hold the Superintendent/President and his/her administrative
58 staff accountable for the administration of the educational program and the
59 conduct of college business.

60 13. Avoid any situation that may constitute a conflict of interest and disqualify him/her
61 from participating in decisions in which he/she has a financial interest. Conflicts
62 of interest relate not only to the individual Trustee but also to his or her family
63 and business partners.

64 14. Participate in a self-evaluation of the Board and use that evaluation to formulate
65 Board goals and objectives for the upcoming year.

66 15. ENFORCEMENT

67 a. The majority of the Board reserves the right to censure any Board member
68 who does not adhere to the confidentiality of closed sessions or engages
69 in any unethical conduct.

70 b. Censure is an official expression of disapproval passed by the Board of
71 Trustees. A Board member may be subject to a resolution of censure by
72 the Board of Trustees should it be determined the Trustee misconduct has
73 occurred.

74 c. A complaint of Trustee misconduct will be referred to the Board President.
75 The Board President will appoint an ad hoc committee of three Trustees
76 not associated with the complaint to conduct an investigation and review
77 of the matter. In the event the complaint involves the Board President,
78 another officer of the Board shall form the ad hoc committee. A thorough
79 fact finding process, formulated in a manner deemed appropriate by the
80 committee, shall be initiated. The committee shall be guided in its inquiry
81 by the standards set forth in this policy and shall complete their inquiries
82 within a reasonable period of time.

83 d. The Trustee subject to the charge of misconduct shall not be precluded
84 from presenting information to the committee.

85 e. The committee shall, within a reasonable period of time, make a report of
86 its findings to the Board of Trustees for action.

87 16. Board members who are found by a majority of the Board to have acted
88 unethically or to have violated this policy may be subject to reprimand, possible
89 exclusion from closed sessions, public censure, referral to the District Attorney
90 for criminal prosecution, or other action as determined by the Board.

91 17. This policy will be reviewed during the organizational meeting following Board
92 member elections.

93 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007

(Replaces former Cerritos College Policies 1002, 1005, and 1006)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 10

FROM:

Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

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

ACTION

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

FISCAL IMPACT

There is no fiscal impact.

REPORT SUMMARY

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

New Course Offerings and Modifications to Curriculum.

New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of December 6, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	SPAN 260 - Frida Kahlo and Mexican Muralist Units: 3.0 Hours: 3.0 Lecture, 0 Laboratory Prerequisite: None Corequisite: None Recommendations: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English placement process with a score eligible for ENGL 100	This course helps students to gain an understanding of Mexican Modern Art, as well as basic Mexican history, geography, literature, culture, politics, and society. It teaches students to understand and appreciate cultural differences by comparing Mexican culture and heritage with their own.	October 26, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Business, Humanities, and Social Sciences	<p>WGS 250 – Foundations of Feminist, Gender, and Queer Theories Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: Completion of ENGL 52 or ENGL 72, or ESL 152 or equivalent with a grade of “C” or higher, or “Pass,” or completion of the English Placement Process with eligibility for ENGL 100. Corequisite: None Recommendations: Completion of WGS 101.</p>	<p>This course is designed to present an interdisciplinary introduction to investigating assumptions about gender theories preparing students to analyze and comprehend diverse attitudes and views on gender, ethnicity, class, economics, political structures, and scientific activity, etc. The skills developed and refined in this course prepare students to understand, appreciate, and assess different views encountered in today’s global community. This intellectual experience can guide students to consider the way in which society influences, judges, and values individuals and groups of people based on the way in which they exhibit worldviews on feminism and gender. In doing so, an openness and tolerance to the various ways in which people live and construct gender will support our diverse society.</p>	October 26, 2017
New	Business, Humanities, and Social Sciences	<p>FIN 125M – Personal Finance Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: MATH 60 or equivalent with a grade of “C” or higher or “Pass” or completion of the Math Placement Process with a score eligible for MATH 80 or MATH 80A Corequisite: None Recommendations: None</p>	<p>The CSU System has decided to remove FIN 125 from Area E (Self Development) starting in fall. They are considering to allow it as part of Area B - Natural Sciences and Mathematics - Math Concepts.</p> <p>Our concern is that removal from Area E will have a significant impact on the course enrollment.</p> <p>Because FIN125M has a significant amount of algebra in it, we believe it fits in this new area and that this will help protect our enrollment in our Personal Finance course.</p>	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Health, Physical Education, and Dance	PEX 100A – Adapted Independent Exercise Units: 1 Hours: 0.5 Lecture, 1.5 Laboratory Prerequisite: None Corequisite: None Recommendations: None	This course is needed as an additional fitness class option for students to be able to enroll in. This class will help individuals with disabilities be able to be more independent in their workout. Multicultural statement: This course is inclusive and all Cerritos College students can participate in it; however, this class is designed for students who could not enroll in non-adapted PE classes. Class size: 10 Class size justification: This class is a designated special class for individuals with disabilities. Due to the wide variety of ability levels in the students taking the class, a small class size ratio is necessary to ensure teaching effectiveness and safety with the help of student assistants. There is also plans to add this class to the upcoming PE AA degree. There is a meeting regarding this program in January.	November 9, 2017
New	Health, Physical Education, and Dance	PEX103A – Adapted Circuit Weight Training Units: 1 Hours: 0.5 Lecture, 1.5 Laboratory Prerequisite: None Corequisite: None Recommendations: None	This course is needed as an additional weight training class option for students to be able to enroll in. This class is designed to help students with disabilities become more independent in their workout by educating them about an appropriate circuit weight training program would be for them. It is also a class that will teach individuals the benefits of weight training and why it is beneficial to them on an individual level. Multicultural statement: This course is inclusive and all Cerritos College students can participate in it; however, this class is designed for students who could not enroll in non-adapted PE classes. Class size: 10 Class size justification: This class is a designated special class for individuals with disabilities. Due to the wide variety of ability levels in the students taking the class, a small class size ratio is necessary to ensure teaching effectiveness and safety with the help of student assistants. This class is planned to be be apart of the upcoming PE AA program. There will be a meeting discussing this in January.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	ENGL 243 – Playwriting Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: ENGL 240 or equivalent with a grade of “C” or higher or “Pass.” Corequisite: None Recommendations: None	Currently, the English Department at Cerritos College offers English 240, a generalist creative writing course in which students explore writing in four different genres – including playwriting. The department wishes to create a 12-unit certificate in creative writing. As the department envisions the certificate, English 240 and 250 would both be required courses, along with a genre-specific writing course paired with a corresponding genre-specific literature course. The department’s current course offerings already include the necessary literature courses but lack the writing courses. The pairing of both components serves to enhance students’ understanding of and appreciation for the craft of writing as well as its historical and literary context. Finally, including genre-specific writing courses such as 243 in the English department’s course offerings would provide an educational pathway for those who have an affinity for creative writing but have not yet developed an affinity for college, making success and completion more likely.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	ENGL 247 - Writing Creative Nonfiction Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: ENGL 240 or equivalent with a grade of "C" or higher or "Pass." Corequisite: None Recommendations: None	Currently, the English Department at Cerritos College offers English 240, a generalist creative writing course in which students explore writing in four different genres – including playwriting. The department wishes to create a 12-unit certificate in creative writing. As the department envisions the certificate, English 240 and 250 would both be required courses, along with a genre-specific writing course paired with a corresponding genre-specific literature course. The department's current course offerings already include the necessary literature courses but lack the writing courses. The pairing of both components serves to enhance students' understanding of and appreciation for the craft of writing as well as its historical and literary context. Finally, including genre-specific writing courses such as 243 in the English department's course offerings would provide an educational pathway for those who have an affinity for creative writing but have not yet developed an affinity for college, making success and completion more likely.	November 9, 2017
New	Liberal Arts	ASL 215 - Beginning Interpreting and Ethics 1 Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: Completion of ASL 210 with a grade of "C" or higher or pass" or equivalent. Corequisite: None Recommendations: None	Currently there is a shortage of qualified interpreters for the deaf. Sign language interpreters are in high demand, qualified interpreters are difficult to find. Cerritos College is experiencing this as well. Cerritos College ASL Program has been collaborating with California State University Long Beach (CSULB.) CSULB, will be offering a new B.A Option in ASL-English Interpreting under the Linguistics Department in the Fall of 2017. Their course is also an optional course for students taking the new Certificate under the new B.A. All of the courses that are offered at Cerritos College ASL program are transferrable to CSU and UC. CSULB American Sign Language Department has recommended that Cerritos College offer Beginning Interpreting and Ethics 1 course to meet the transfer requirement.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	ASL 216 - Beginning Interpreting and Ethics 2 Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: Completion of ASL 211 with a grade of "C" or "Pass" or equivalent. Corequisite: None Recommendations: None	Currently there is a shortage of qualified interpreters for the deaf. Sign language interpreters are in high demand, qualified interpreters are difficult to find. Cerritos College is experiencing this as well. Cerritos College ASL Program has been collaborating with California State University Long Beach (CSULB.) CSULB, will be offering a new B.A Option in ASL-English Interpreting under the Linguistics Department in the Fall of 2017. Their course is also an optional course for students taking the new Certificate under the new B.A. All of the courses that are offered at Cerritos College ASL program are transferrable to CSU and UC. CSULB American Sign Language Department has recommended that Cerritos College offer Beginning Interpreting and Ethics 1 course to meet the transfer requirement.	November 9, 2017
New	Liberal Arts	READ 101 - Success in College Units: 3.0 Hours: 3.0 Lecture, 0.0 Laboratory Prerequisite: None Corequisite: None Recommendations: None	Due to changes in the SLO's required of students at the college, the department had decided to add this student success course. The addition of this course necessitates new course proposals, as per Chancellor's Office recommendations regarding student success in the community college.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Business, Humanities, and Social Sciences	EDEL 100 – Introduction to Education	<p>Updating outline to better align with CSU teacher education program</p> <p>Name changed on COR to match what is listed in the catalog. Justification for TOP code change:</p> <p>Teacher Preparation Programs (TPP) are being integrate into the Chancellor’s Office’s Strong Workforce and Economic Development Division (WEDD). A new TOP code is needed for this purpose. The Chancellor’s office has recently approved a list of CTE TOP Codes to use with Teacher Preparation Programs (TPP), and the TOP code selected for EDEL100/200 is the most appropriate from the Chancellor’s approved list.</p>	October 26, 2017
Modification	Business, Humanities, and Social Sciences	EDEL 200 – Introduction to Education	<p>A reduction in the max class size for this course is being requested in order to improve the delivery of instruction, to promote more efficient and effective classroom management, and to ensure safety and effective instruction during field trips. Consequently, student success rates should improve. Smaller class populations will help support the increased utilization of small, student-centered cooperative learning groups as well as the use of tablet-based learning applications. With smaller numbers of students, instructors will be able to better manage technologies, such as iPads and will be able to more effectively interact with students while they work together in small groups. In order to conduct a safe and successful field trip, the number of students enrolled in the course needs to be reduced.</p>	October 26, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Science, Engineering, and Mathematics	GEOL 102 – Physical Geology Lecture	A reduction in the max class size for this course is being requested in order to improve the delivery of instruction, to promote more efficient and effective classroom management, and to ensure safety and effective instruction during field trips. Consequently, student success rates should improve. Smaller class populations will help support the increased utilization of small, student-centered cooperative learning groups as well as the use of tablet-based learning applications. With smaller numbers of students, instructors will be able to better manage technologies, such as iPads and will be able to more effectively interact with students while they work together in small groups. In order to conduct a safe and successful field trip, the number of students enrolled in the course needs to be reduced.	October 26, 2017
Modification	Science, Engineering, and Mathematics	GEOL 105L – Field Methods of the Earth Sciences	A reduction in the max class size for this course is being requested in order to improve the delivery of instruction, to promote more efficient and effective classroom management, and to ensure safety and effective instruction during field trips. Consequently, student success rates should improve. Smaller class populations will help support the increased utilization of small, student-centered cooperative learning groups as well as the use of tablet-based learning applications. With smaller numbers of students, instructors will be able to better manage technologies, such as iPads and will be able to more effectively interact with students while they work together in small groups. In order to conduct a safe and successful field trip, the number of students enrolled in the course needs to be reduced.	October 26, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Science, Engineering, and Mathematics	GEOL 204 – Geology of the Western National Parks and Monuments	A reduction in the max class size for this course is being requested in order to improve the delivery of instruction, to promote more efficient and effective classroom management, and to ensure safety and effective instruction during field trips. Consequently, student success rates should improve. Smaller class populations will help support the increased utilization of small, student-centered cooperative learning groups as well as the use of tablet-based learning applications. With smaller numbers of students, instructors will be able to better manage technologies, such as iPads and will be able to more effectively interact with students while they work together in small groups. In order to conduct a safe and successful field trip, the number of students enrolled in the course needs to be reduced.	October 26, 2017
Modification	Health, Physical Education, and Dance	DANC 110 - Commercial Dance	The name change for this course represents the Dance Department's first attempt to put our loose collection of Commercial and Hip Hop based dance classes into a progressive sequence of street dance based levels, similar to those available in studio styles such as Ballet and Modern, but termed uniquely to reflect this style's more informal roots and evolution. This will allow students to understand the course sequence more clearly, as well as clarify the the pathway through the dance degree and certifications.	November 9, 2017
Modification	Health, Physical Education, and Dance	DANC 112 - Contemporary Modern Dance	As the current art form of contemporary modern dance has evolved, the use of the term "modern" has been dropped amongst it's practitioners, and it is now commonly know to dancers and our students as simply "contemporary dance". We are proposing this revision in order for our students to more easily identify the genre of dance presented in this course.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Liberal Arts	READ 200- Analysis And Critical Reading	This course focuses on the development and application of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic readings across the curriculum and Internet media sources.	November 9, 2017
Modification	Science, Engineering, and Mathematics	HED 103 – Women’s their Bodies and Health	<p>The course requires readings of women’s specific topics in journal articles and textbook reading assignments.</p> <p>The writing components of the women’s health class require 2000-3000 words in multiple activities in order to achieve the course objectives of understanding, analysis, applying knowledge, comprehension, application, and evaluation.</p> <p>Oral presentations and written assignments will be graded individually using a critical thinking rubric.</p> <p>Written exams will be given to evaluate the student’s understanding and application of health-related topics.</p> <p>Cross-listed course WS is changing to WGS.</p>	October 26, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Health, Physical Education, and Dance	Dance Foundation – Certificate of Achievement	<p>The Cerritos College Dance Department is about to expand from a single studio dance department, which it has been for the past 30+ years, into a two studio dance department with the ability to schedule dual dance classes at peak student activity hours. In accordance with the District Facilities Master Plan, the projected completion of the two new studios is December of 2018. In order to maximize use of our new site and facilities, the Dance Foundations Certificate of Completion marks the beginning of the Cerritos College Dance Department’s plan to expand from a single A.A. Degree, into a department offering 3 additional certifications, which are not currently offered at many other institutions in the surrounding districts. The Dance Foundations Certificate would be the first step for our students. Next year, the department, will be proposing a transcribed Dance Teaching Certification, and a transcribed Commercial Dance Certification that will be a part of the CTE program and eligible for Perkins Funding. These two Certifications are being built to be stacked on the achievements of the Dance Foundations Certification, providing clear guidelines and pathways to careers for students whom have come into the department and completed the majority of our classes, but are unclear on how to frame their achievements in the dance department.</p>	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Business, Humanities, and Social Sciences	Communication Studies – Associate in Arts Degree for Transfer	The changes to the Associate in Arts Degree in Communication Studies for Transfer (AA-T) provide students with a streamlined process that will enable them to follow one plan regardless of the CSU institution they would like to transfer to. In addition, an interdisciplinary, cross-listed class has been added. The updated degree provides students with an academic and occupationally relevant set of communication skills by expanding their breadth and depth of training in communication competence across sub-specialization areas such as gender and communication, interpersonal communication, intercultural communication, organizational communication and small group communication.	October 26, 2017
Modification	Liberal Arts	American Sign Language – Associates in Arts	Adding two new courses ASL 215 and ASL 216 to the program.	November 9, 2017
Modification	Liberal Arts	Elementary Education – Associate in Arts Degree Transfer	The changes to the Elementary Education Transfer AA Degree will clarify the degree requirements for students. Additionally, changes to the top code will more accurately reflect the nature of the degree. The degree provides students with an academic and occupationally relevant set of skills by expanding their breadth of course offerings and accurately listing updated courses.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Liberal Arts	Speech Communications – Certificate of Achievement	<p>Add two new classes SPCH 125/WGS 125 Gender, Communication and the Digital Revolution and SPCH 148 Readers' Theatre (formerly SPCH 240). Clarify and correct the title of the Certificate from Certificate of Completion to Certificate of Achievement.</p> <p>The changes to the Speech Communication Certificate of Achievement clarify the Certificate's official title and reflects an addition and change to the Speech curriculum to allow students a wider breadth of options.</p>	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Anthropology – Associate in Arts Degree for Transfer	The Women's and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Anthropology AA-T program has some of these courses in our degree we are updating our degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Women's and Gender Studies – Associates in Arts Degree	The Women's and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Anthropology AA-T program has some of these courses in our degree we are updating our degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Women in Management – Associates in Arts Degree	The Women's and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Women in Management Associate in Arts Degree has some of these courses in its program we are updating the degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Religious Studies – Associates in Arts Degree	The Women's and Gender Studies Program is changing the prefix for their courses from WS to WGS and the Religious Studies Associate in Arts degree includes WGS courses as part of its program. Accordingly, it is necessary to updating the degree to bring it current with the changes.	November 9, 2017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Business, Humanities, and Social Sciences	Global Studies – Associates in Arts Degree	The Women’s and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Associate in Arts in Global Studies degree has some of these courses in its program we are updating the degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Business Administration – Associates in Arts Degree	The Women’s and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Business Administration Associate in Arts program has some of these courses we are updating our degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Business Administration Retail Management – Associates in Arts Degree	The Women’s and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Business Administration Associate in Arts program has some of these courses we are updating our degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Women in Management – Certificate of Achievement	The Women’s and Gender Studies Program is changing the prefix for their courses from WS to WGS and since the Women in Management Certificate of Achievement has some of these courses in its program we are updating the degree to bring it current with the changes.	November 9, 2017
Modification	Business, Humanities, and Social Sciences	Religious Studies – Certificate of Achievement	The Women’s and Gender Studies Program is changing the prefix for their courses from WS to WGS and the Religious Studies Certificate includes WGS courses as part of its program. Accordingly, it is necessary to updating the degree to bring it current with the changes.	November 9, 2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 11

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

PREPARED BY:

Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

SUBJECT:	Consideration of Approval of BSI-Funded Stipends for AIME Basic Skills Initiative for Fall 2017
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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.

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 2017 semester, faculty are coordinating their efforts to monitor and report on student enrollment and progress in the AIME program. This coordination will provide information to better serve the needs of the basic skills math and English students.

Upon completion of the work, the following faculty will be eligible for stipends not to exceed the amounts listed:

Bart Andreacchi	\$250
Cynthia Berteza	\$250
Ja'net Daniello	\$250
Michelle Fagundes	\$250
Daniel Gardner	\$250
Linda Hua	\$250
Lee Anne McIlroy	\$250
Joana Mootz Gonzales	\$250
A'lyesse Orr	\$250
Francie Quaas-Berryman	\$250
Total	\$2,500

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: **December 6, 2017**

Agenda Item No.

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

PREPARED BY:

Damon Cagnolatti
iFALCON Coordinator

Shawna Baskette
Dean of Academic Success

SUBJECT: Consideration of Approval of Student Equity-Funded Stipends for iFALCON Initiative Workshops for Fall 2017

ACTION

It is recommended that the Board of Trustees approve stipends for faculty who are facilitating Habits of Mind workshops in the Success Center as part of the iFALCON initiative.

FISCAL IMPACT

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

REPORT SUMMARY

During the Fall 2017 semester, faculty will teach Success Center workshops on iFALCON habits of mind strategies for student success, such as developing a growth mindset, linking up with college resources, study and note-taking strategies, and organization. The following faculty will be eligible for stipends not to exceed the amounts listed:

Ron Farol	\$150
Amanda Reyes	\$150
Total	\$300

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: **December 6, 2017**

Agenda Item No. 13

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Vice President, Academic Affairs
Assistant Superintendent

PREPARED BY:

Kaitlin Scott
Librarian

Shawna Baskette
Dean of Academic Success

**SUBJECT: Consideration of Approval of Stipend for Success Center Tutor Training
 for Fall 2017**

ACTION

It is recommended that the Board of Trustees approve a stipend for faculty member Lee Anne McIlroy, who facilitates Success Center tutor training workshops.

FISCAL IMPACT

General funds, which have been budgeted for this training, will be used for this stipend.

REPORT SUMMARY

Upon completion of tutor training facilitation, which ensures that tutors continue to develop content knowledge in their field, Lee Anne McIlroy is eligible for a stipend in the amount of \$300.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

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

SUBJECT: Consideration of Approval of Bid No. 17P003, Campus Fiber Upgrade
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ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 17P003, Campus Fiber Upgrade to Pacific Coast Cabling, Inc. dba PCC Network Solutions of Chatsworth, California, as the lowest responsive, responsible bidder in the amount of \$1,098,998.03, which equals the Total Base Bid Amount.

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

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount is \$1,098,998.03. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On September 19, 2017 and September 26, 2017, Cerritos College advertised the release of Bid No. 17P003 for the Campus Fiber Upgrade project. In addition to advertisement in a local area publication, all Class C-7, and Class C-10 prequalified contractors were invited to provide a bid for the project; a total of twelve contractors were contacted for this project. The project includes, but is not limited to, installation of harness cables into multiple building's network equipment rooms.

The bid had a bid due date of November 2, 2017. This project was bid as a single-prime project; the project required that contractors have a valid Class C-7, or Class C-10 contractors' license. The construction cost estimate for the work was approximately \$1,400,000.

Attendance was mandatory at one of the two pre-bid conference meeting and job walks scheduled on September 29, 2017 and October 6, 2017. A combined attendance total of eight contractors attended one of the two pre-bid conference and job walk meetings on September 29, 2017 and October 6, 2017.

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, Pacific Coast Cabling, Inc. dba PCC Network Solutions 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. 17P003, Campus Fiber Upgrade

Designated Subcontractors Summary – Pacific Coast Cabling, Inc. dba PCC Network Solutions

Draft Contract Agreement for Bid No. 17P003 – Pacific Coast Cabling, Inc. dba PCC Network Solutions

Cerritos Community College District

Bid No. 17P003

Project: Campus Fiber Upgrade

Bid Opening Results

Bid Due Date: November 2, 2017; 2:00 pm

	Pacific Coast Cabling, Inc dba PCC Network Solutions Chatsworth, CA	
Base Bid Amount	\$	1,023,998.03
Allowance Amount	\$	75,000.00
TOTAL BASE BID AMOUNT	\$	1,098,998.03
DELTA FROM LOWEST BID		

Cerritos Community College District
Bid No. 17P003
Project: Campus Fiber Upgrade
Designated Subcontractors Summary

Pacific Coast Cabling, Inc. dba PCC Network Solutions
Chatsworth, CA

Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount
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The prime contractor will not be using any subcontractors for this project.



PROJECT: Campus Fiber Upgrade / BID NO.: 17P003

DATE OF CONTRACT: December 8, 2017 / CONTRACT NO.: 17P003

DOLLAR VALUE: \$ 1,098,998.03

LIQUIDATED DAMAGES: \$2,500 per day

CONTRACTOR: Pacific Coast Cabling, Inc. dba PCC Network Solutions

TERM: 222 Calendar days

TIME FOR COMPLETION: _____

Pacific Coast Cabling, Inc. dba PCC Network Solutions

Address: 20717 Prairie Street, Chatsworth, CA 91311

Phone: 818-407-1911

Fax: 818-407-1913

AGREEMENT FORM

This Agreement is made and entered into this **8th day of December, 2017**, by and between the **Cerritos Community College District** ("District") and **Pacific Coast Cabling, Inc. dba PCC Network Solutions** ("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: **17P003, Campus Fiber 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 **TWO HUNDRED TWENTY-TWO (222)** consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed.
5. **Coordination of Work:** Should the Contractor fail to complete this Project, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

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

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

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

7. **Loss Or Damage:** The District and its authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatever; and shall hold the District and its authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatever.
8. **Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds as evidence thereof.
9. **Execution of Work:** If the Contractor should neglect to execute the Work properly or fail to perform any provisions of this Agreement, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
10. **District Representatives:** Contractor hereby acknowledges that the Architect(s), District's Agent, the Project Inspector(s), and the Division of the State Architect have authority to approve and/or stop work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. The Contractor shall be liable for any delay caused by its non-compliant Work.
11. **Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
12. **Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Class C-7 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 Ninety-Eight Thousand Nine Hundred Ninety-Eight and 03/100 Dollars

(\$ 1,098,998.03),

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

PACIFIC COAST CABLING, INC. DBA
PCC NETWORK SOLUTIONS

By: _____

Title: Principal _____

Print Name: Richard Harris _____

DISTRICT

CERRITOS COMMUNITY COLLEGE DISTRICT

By: _____

Title: Vice President of Business Services _____

Print Name: Felipe R. Lopez _____

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

END OF DOCUMENT

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 15

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 13P032, Category 03, Fine Arts-CIS/Math Building</p>
--

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Preferred Landscape, Inc. of Artesia, California for the Fine Arts-CIS/Math Building, Category 03 project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$579,593 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Preferred Landscape, Inc. on October 1, 2014. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on February 15, 2017. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Notice of Completion Recording – Preferred Landscape, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Fine Arts-CIS/Math Building, Bid No. 13P032, Category 03** contract for the doing of which was heretofore entered into on the **1st of October, 2014** which contract was made with **Preferred Landscape, Inc.**, contract number **13P032-03**, as contractor; that said improvements were completed on the **15th of February, 2017**, and accepted by formal action of the governing board of said DISTRICT on the **6th of December, 2017**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Indemnity Company of California**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

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

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 16

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 13P032, Category 08, Fine Arts-CIS/Math Building</p>
--

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Best Contracting Services, Inc. of Gardena, California for the Fine Arts-CIS/Math Building, Category 08 project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$702,609 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Best Contracting Services, Inc. on October 1, 2014. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on February 15, 2017. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Notice of Completion Recording – Best Contracting Services, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Fine Arts-CIS/Math Building, Bid No. 13P032, Category 08** contract for the doing of which was heretofore entered into on the **1st of October, 2014** which contract was made with **Best Contracting Services, Inc.**, contract number **13P032-08**, as contractor; that said improvements were completed on the **15th of February, 2017**, and accepted by formal action of the governing board of said DISTRICT on the **6th of December, 2017**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **The Guarantee Company of North America USA**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

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

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 17

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 13P032, Category 09, Fine Arts-CIS/Math Building</p>
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ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for ABBA Distributors dba Design Hardware Company of Los Angeles, California for the Fine Arts-CIS/Math Building, Category 09 project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was \$512,987 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to ABBA Distributors dba Design Hardware Company on October 1, 2014. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on February 15, 2017. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Notice of Completion Recording – ABBA Distributors dba Design Hardware Company

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Fine Arts-CIS/Math Building, Bid No. 13P032, Category 09** contract for the doing of which was heretofore entered into on the **1st of October, 2014** which contract was made with **ABBA Distributors dba Design Hardware Company**, contract number **13P032-09**, as contractor; that said improvements were completed on the **15th of February, 2017**, and accepted by formal action of the governing board of said DISTRICT on the **6th of December, 2017**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Great American Insurance Company**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____

Felipe R. Lopez
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 18

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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 October 23, 2017, and July 10, 2017.

For Use in the Automotive Program

- (2) Two Automotive Doors

Donated by: Mr. Dave Fugatt
879 Ave. A
Redondo Beach, CA 90277

The estimated value of the above items is \$750.

For Use in the Theatre & Film Department

- (2) Two Cerwin Vega B-36 "Earthquake" 18" Folded Horn Subwoofers
- (2) Two Yamaha A4115H Amplified Full Range Sound Reinforcement Speakers
- (1) One Altec Lansing 9440A Power Amplifier

Donated by: Mr. Scott B. Well
351 S. Henning Way
Anaheim, CA 92807

The estimated value of the above item is \$2,500.

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: **December 6, 2017**

Agenda Item No. 19

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of October 2017
--

ACTION

It is recommended that the Board of Trustees approve the purchase orders processed during the month of October 2017.

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 October 2017 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)

October 2017 – Purchase Order Report

Report ID: LAPO009C

District: 64360

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 1

Run Date: 11/11/2017

Run Time: 12:16:22AM

FY: 17-18

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
10/02/17	0000066419	C		10/18/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Film Making	01.0	00000.0	00000	02520	4320	1057000	17-18	236.38	
							0000066419		AMAZON							236.38
10/02/17	0000066420	C		10/02/2017	GRAINGER	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	96.58	
							0000066420		GRAINGER							96.58
10/02/17	0000066421	C		10/14/2017	BANK OF AMERICA	CONFERENCE AND TRAVEL	Child Development	01.3	00000.0	00000	70770	5210	6920000	17-18	450.00	
								39.8	00000.0	00000	77530	5210	6920000	17-18	1,800.00	
							10/02/2017		0000066421		BANK OF AMERICA					2,250.00
10/02/17	0000066423	C		10/03/2017	RESIDENCE INN	CONFERENCE AND TRAVEL	Child Development	39.8	00000.0	00000	77530	5210	6920000	17-18	597.26	
							10/02/2017		0000066423		RESIDENCE INN					597.26
10/02/17	0000066424	C		10/04/2017	SUGIHARA-CHEETHA M, JOANN	REIMBURSEMENT	Oth Instr Sup Services	01.3	00000.0	00000	70006	4550	6190000	17-18	408.36	
							10/02/2017		0000066424		SUGIHARA-CHEETHAM, JOANN					408.36
10/02/17	0000066425	C		10/02/2017	GETGO, INC.	OFFICE SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70006	4550	6190000	17-18	840.00	
							10/02/2017		0000066425		GETGO, INC.					840.00
10/02/17	0000066426	A		10/02/2017	VWR SCIENTIFIC	INSTRUCTIONAL SUPPLIES	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	17-18	3,918.57	
							10/02/2017		0000066426		VWR SCIENTIFIC					3,918.57
10/02/17	0000066427	A		10/04/2017	ELECTRONIC DESIGN SOLUTIONS,	REPAIRS - AV EQUIPMENT	Media	01.0	00000.0	00000	01220	5630	6130000	17-18	162.50	
							10/02/2017		0000066427		ELECTRONIC DESIGN SOLUTIONS, INC.					162.50
10/02/17	0000066428	C		10/02/2017	AMATYC OFFICE	CONFERENCE AND TRAVEL	Math-SEM	01.0	00000.0	00000	02570	5210	1762000	17-18	160.00	

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

* Prior Year Payments

Report ID: LAPO009C

District: 64360

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

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 2

Run Date: 11/11/2017

Run Time: 12:16:22AM

FY: 17-18

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						10/02/2017	0000066428			AMATYC OFFICE						160.00
10/02/17	0000066429	C		10/04/2017	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76510	4550	1305700	17-18	207.26	
						10/02/2017	0000066429			RODGER'S CATERING						207.26
10/02/17	0000066430	A		10/04/2017	FRANTONE'S PIZZA	FOOD PRODUCTS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	17-18	66.92	
						10/02/2017	0000066430			FRANTONE'S PIZZA						66.92
10/02/17	0000066431	C		10/02/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Auxiliary Operations	01.3	00000.0	00000	71200	4550	7000000	17-18	306.59	
						10/02/2017	0000066431			OFFICE DEPOT/BUSINESS SVCS DIV						306.59
10/02/17	0000066432	C		10/04/2017	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	39.6	00000.0	00000	76510	4550	1305700	17-18	178.62	
						10/02/2017	0000066432			RODGER'S CATERING						178.62
10/02/17	0000066433	C		10/02/2017	SCHULZ, JEFFREY	WOODWORKING	Oth Instr Sup Services	01.0	00000.0	00000	01210	4550	6190000	17-18	123.00	
						10/02/2017	0000066433			SCHULZ, JEFFREY						123.00
10/02/17	0000066434	A		10/02/2017	BUDDY'S ALL STARS, INC.	MISCELLANEOUS	Men's Athletics	01.0	00000.0	00000	02560	4320	0813000	17-18	2,580.40	
						10/02/2017	0000066434			BUDDY'S ALL STARS, INC.						2,580.40
10/02/17	0000066435	A		10/05/2017	WILSON SPORTING GOODS CO	MISCELLANEOUS	Education, General	01.0	00000.0	00000	02560	4320	0801000	17-18	240.46	
						10/02/2017	0000066435			WILSON SPORTING GOODS CO						240.46
10/02/17	0000066436	A		10/02/2017	VOLLEYBALL USA.COM	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	2,583.00	
						10/02/2017	0000066436			VOLLEYBALL USA.COM						2,583.00
10/02/17	0000066437	A		10/02/2017	DIVERSIFIED BUSINESS SERVICES	OFFICE SUPPLIES	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	17-18	2,105.64	

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

* Prior Year Payments

Report ID: LAPO009C

Board List Purchase Order Report

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District: 64360

CERRITOS COLLEGE

Run Date: 11/11/2017

Run Time: 12:16:22AM

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

FY: 17-18

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

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						10/02/2017	0000066437	DIVERSIFIED BUSINESS SERVICES								2,105.64
10/02/17	0000066438	A		10/03/2017	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65050	6130	7100000	17-18	13,058.30	
						10/02/2017	0000066438	GOLDEN STAR TECHNOLOGY INC.								13,058.30
10/02/17	0000066439	A		10/03/2017	PACIFIC COAST CABLING, INC.	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65050	6130	7100000	17-18	6,705.93	
						10/02/2017	0000066439	PACIFIC COAST CABLING, INC.								6,705.93
10/02/17	0000066440	A		10/03/2017	DEMCO	OFFICE SUPPLIES	Library	01.0	00000.0	00000	02220	4550	6120000	17-18	205.02	
						10/02/2017	0000066440	DEMCO								205.02
10/02/17	0000066441	C		10/02/2017	US BANK EQUIPMENT	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5610	6722000	17-18	8,482.94	
						10/02/2017	0000066441	US BANK EQUIPMENT FINANCE								8,482.94
10/02/17	0000066442	A		10/03/2017	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	42.1	00000.0	00000	65050	6130	7100000	17-18	8,001.55	
						10/02/2017	0000066442	GOLDEN STAR TECHNOLOGY INC.								8,001.55
10/03/17	0000066443	C		10/18/2017	BANK OF AMERICA	ADVERTISING	School Relations	01.0	00000.0	00000	03320	5830	6493000	17-18	1,034.83	
						10/03/2017	0000066443	BANK OF AMERICA								1,034.83
10/03/17	0000066444	C		10/03/2017	CONCORDANCE HEALTHCARE	INSTRUCTIONAL SUPPLIES	Nursing	01.0	00000.0	00000	02530	4325	1230000	17-18	732.95	
						10/03/2017	0000066444	CONCORDANCE HEALTHCARE SOLUTIONS								732.95
10/03/17	0000066445	C		10/03/2017	AMERICAN POLITICAL SCIENCE	MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	5310	2201000	17-18	110.00	
						10/03/2017	0000066445	AMERICAN POLITICAL SCIENCE								110.00
10/03/17	0000066446	C		10/14/2017	BANK OF AMERICA	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	53.48	

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

* Prior Year Payments

Report ID: LAPO009C

District: 64360

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

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 4

Run Date: 11/11/2017

Run Time: 12:16:22AM

FY: 17-18

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						10/03/2017	0000066446	BANK OF AMERICA								53.48
10/04/17	0000066447	C		10/04/2017	KAPLAN	MISCELLANEOUS	Health	01.3	00000.0	00000	75305	4320	1200000	17-18	4,740.50	
						10/04/2017	0000066447	KAPLAN								4,740.50
10/04/17	0000066448	A		10/04/2017	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	27,461.89	
						10/04/2017	0000066448	GOLDEN STAR TECHNOLOGY INC.								27,461.89
10/04/17	0000066449	C		10/06/2017	PENNSYLVANIA STATE UNIVERSITY	MEMBERSHIPS	Health Services	69.0	00000.0	00000	03310	5310	6440000	17-18	350.00	
						10/04/2017	0000066449	PENNSYLVANIA STATE UNIVERSITY								350.00
10/04/17	0000066450	C		10/06/2017	ASSOCIATION OF COUNSELING	MEMBERSHIPS	Health Services	69.0	00000.0	00000	03310	5310	6440000	17-18	400.00	
						10/04/2017	0000066450	ASSOCIATION OF COUNSELING CENTER TRAININ								400.00
10/04/17	0000066451	C		10/18/2017	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	38.17	
						10/04/2017	0000066451	AMAZON								38.17
10/04/17	0000066452	A		10/04/2017	CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	30.88	
						10/04/2017	0000066452	CAROLINA BIOLOGICAL SUPPLY								30.88
10/04/17	0000066453	A		10/04/2017	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00001	73840	6450	7100000	17-18	36,271.69	
						10/04/2017	0000066453	GOLDEN STAR TECHNOLOGY INC.								36,271.69
10/04/17	0000066454	C		10/04/2017	LOS ALAMITOS AUTO PARTS, INC.	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	887.74	
						10/04/2017	0000066454	LOS ALAMITOS AUTO PARTS, INC.								887.74
10/04/17	0000066455	C		10/18/2017	AMAZON	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	80.82	

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

* Prior Year Payments

Report ID: LAPO009C

District: 64360

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

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 5

Run Date: 11/11/2017

Run Time: 12:16:22AM

FY: 17-18

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
				10/04/2017			0000066455			AMAZON						80.82
10/04/17	0000066456	A		10/04/2017	DIVERSIFIED BUSINESS SERVICES	MISCELLANEOUS	Oth Instr Sup Services	01.0	00000.0	00000	01210	4550	6190000	17-18	838.00	
				10/04/2017			0000066456			DIVERSIFIED BUSINESS SERVICES						838.00
10/04/17	0000066457	C		10/04/2017	AMERICAN WELDING SOCIETY	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	264.00	
				10/04/2017			0000066457			AMERICAN WELDING SOCIETY						264.00
10/05/17	0000066458	C		10/05/2017	SAN DIEGO MARRIOTT MISSION	CONFERENCE AND TRAVEL	Math-SEM	01.0	00000.0	00000	02570	5210	1762000	17-18	358.86	
				10/05/2017			0000066458			SAN DIEGO MARRIOTT MISSION VALLEY						358.86
10/05/17	0000066459	C		10/05/2017	CERRITOS CHINESE-AMERICAN	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	17-18	100.00	
				10/05/2017			0000066459			CERRITOS CHINESE-AMERICAN						100.00
10/05/17	0000066460	C		10/18/2017	BANK OF AMERICA	CONFERENCE AND TRAVEL	Math-SEM	01.0	00000.0	00000	02570	5210	1762000	17-18	423.98	
				10/05/2017			0000066460			BANK OF AMERICA						423.98
10/05/17	0000066461	C		10/06/2017	COMMUNITY PLAYTHINGS	SHELVING	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	470.85	
				10/05/2017			0000066461			COMMUNITY PLAYTHINGS						470.85
10/05/17	0000066462	C		10/06/2017	CM SCHOOL SUPPLY	TOYS AND GAMES	Child Development	01.3	00000.0	00000	70770	4320	6920000	17-18	1,313.96	
				10/05/2017			0000066462			CM SCHOOL SUPPLY						1,313.96
10/05/17	0000066463	C		10/05/2017	LOPEZ-GUZMAN, DEBORAH	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	
				10/05/2017			0000066463			LOPEZ-GUZMAN, DEBORAH						40.00
10/05/17	0000066464	C		10/05/2017	RAMOS, DANIEL	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	

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				10/05/2017			0000066464									40.00
10/05/17	0000066465	C		10/05/2017	MUNOZ, LUIS	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	
				10/05/2017			0000066465									40.00
10/05/17	0000066466	C		10/05/2017	CASAS, ADRIAN	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	
				10/05/2017			0000066466									40.00
10/05/17	0000066467	C		10/05/2017	BENNETTE, RYAN	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	
				10/05/2017			0000066467									40.00
10/05/17	0000066468	C		10/05/2017	AWAD, JAMAL	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	
				10/05/2017			0000066468									40.00
10/06/17	0000066469	A		10/06/2017	ALL-WAYS STEAM CLEANING	CONTRACTED SERVICES	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5810	6550000	17-18	1,950.00	
				10/06/2017			0000066469									1,950.00
10/06/17	0000066470	A		10/06/2017	EBERHARD	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	5,890.00	
				10/06/2017			0000066470									5,890.00
10/06/17	0000066471	A		10/06/2017	BARKSHIRE LASER LEVELING, INC.	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	17-18	3,000.00	
				10/06/2017			0000066471									3,000.00
10/06/17	0000066472	C		10/06/2017	KWAN, KELLY	NON-INSTRUCTIONAL SUPPLIES	Community Relations	01.0	00000.0	00000	03600	4550	6710000	17-18	99.00	
				10/06/2017			0000066472									99.00
10/06/17	0000066473	C		10/06/2017	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Journalism	01.0	00000.0	00000	02520	4320	1053000	17-18	105.99	

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						10/06/2017	0000066473									105.99
						10/06/2017	0000066473									
10/06/17	0000066474	C		10/06/2017	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	Community Relations	01.0	00000.0	00000	03600	4550	6710000	17-18	947.43	
						10/06/2017	0000066474									947.43
10/06/17	0000066475	C		10/06/2017	ASSOCIATION FOR STUDENT CONDUCT	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	388.00	
						10/06/2017	0000066475									388.00
10/06/17	0000066476	C		10/06/2017	MacDEVITT, JAMES	REIMBURSEMENT	Museums-Galleries	01.0	00000.0	00000	02520	4550	6140000	17-18	541.54	
						10/06/2017	0000066476									541.54
10/06/17	0000066477	C		10/18/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	41.46	
						10/06/2017	0000066477									41.46
10/06/17	0000066478	C		10/06/2017	NAJARIAN HAGOP	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	161.16	
						10/06/2017	0000066478									161.16
10/06/17	0000066479	C		10/06/2017	ORIENTAL TRADING CO., INC	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	39.6	00000.0	00000	74100	4550	6190000	17-18	17.92	
						10/06/2017	0000066479									17.92
10/06/17	0000066480	C		10/06/2017	CAMERON WELDING SUPPLY	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03000	70200	6450	0900000	17-18	2,191.63	
						10/06/2017	0000066480									2,191.63
10/06/17	0000066481	A		10/06/2017	RDM ELECTRIC CO., INC.	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	04700	70200	5810	6190000	17-18	2,650.00	
						10/06/2017	0000066481									2,650.00
10/06/17	0000066482	A		10/06/2017	HOIST SERVICE INC	AUTOMOTIVE SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	04700	70200	6410	0900000	17-18	8,093.15	

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10/06/17	0000066482	A		10/06/2017	HOIST SERVICE INC	CONTRACTED SERVICES	Oth Instr Sup Services	01.3	00000.0	04700	70200	5810	6190000	17-18	4,885.00	
						10/06/2017	0000066482			HOIST SERVICE INC						12,978.15
10/06/17	0000066483	C		10/18/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	24.63	
						10/06/2017	0000066483			AMAZON						24.63
10/06/17	0000066484	A		10/06/2017	WARD'S NATURAL SCIENCE ESTAB-	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	43.79	
						10/06/2017	0000066484			WARD'S NATURAL SCIENCE ESTAB-						43.79
10/07/17	0000066485	C		10/07/2017	MARZOLA CONSTRUCTION CO.,	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	17-18	11,790.00	
						10/07/2017	0000066485			MARZOLA CONSTRUCTION CO., INC.						11,790.00
10/07/17	0000066486	C		10/07/2017	DEL RIO, MARTHA A.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	5,839.93	
						10/07/2017	0000066486			DEL RIO, MARTHA A.						5,839.93
10/07/17	0000066487	A		10/07/2017	BSN SPORTS	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	1,717.28	
						10/07/2017	0000066487			BSN SPORTS						1,717.28
10/07/17	0000066488	A		10/07/2017	PETER SCHULZ	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5630	0960000	17-18	1,066.24	
						10/07/2017	0000066488			PETER SCHULZ						1,066.24
10/07/17	0000066489	C		10/09/2017	MYERS TIRE SUPPLY	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	262.43	
						10/07/2017	0000066489			MYERS TIRE SUPPLY						262.43
10/07/17	0000066490	C		10/18/2017	AMAZON	COMPUTER SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	42.90	
						10/07/2017	0000066490			AMAZON						42.90
10/09/17	0000066491	C		10/09/2017	SARS SOFTWARE PRODUCTS, INC	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	5810	6300000	17-18	3,000.00	

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						10/09/2017	0000066491	SARS SOFTWARE PRODUCTS, INC								3,000.00
10/09/17	0000066492	A		10/11/2017	OUTFRONT MEDIA	ADVERTISING	Community Relations	01.0	00000.0	00000	03600	5830	6710000	17-18	13,172.50	
						10/09/2017	0000066492	OUTFRONT MEDIA								13,172.50
10/09/17	0000066493	C		10/09/2017	EL TACO RICO	FOOD PRODUCTS	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	17-18	679.68	
						10/09/2017	0000066493	EL TACO RICO								679.68
10/09/17	0000066494	C		10/09/2017	OFFICE DEPOT/BUSINESS	INSTRUCTIONAL SUPPLIES	Letters	01.0	00000.0	00000	02550	4320	1551000	17-18	96.70	
						10/09/2017	0000066494	OFFICE DEPOT/BUSINESS SVCS DIV								96.70
10/09/17	0000066495	C		10/11/2017	TCB PRINTING	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	4550	6190000	17-18	31.76	
						10/09/2017	0000066495	TCB PRINTING								31.76
10/09/17	0000066496	A		10/11/2017	DIVERSIFIED BUSINESS SERVICES	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	7530	6190000	17-18	505.34	
						10/09/2017	0000066496	DIVERSIFIED BUSINESS SERVICES								505.34
10/09/17	0000066497	C		10/11/2017	DIVERSIFIED BUSINESS SERVICES	OPEN1	Oth Instr Sup Services	01.3	00000.0	03300	72600	7530	6190000	17-18	1,988.65	
						10/09/2017	0000066497	DIVERSIFIED BUSINESS SERVICES								1,988.65
10/10/17	0000066498	P		10/10/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	404.70	
						10/10/2017	0000066498	AMAZON								404.70
10/10/17	0000066499	C		10/11/2017	SOUTHERN CALIFORNIA	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	5310	6300000	17-18	100.00	
						10/10/2017	0000066499	SOUTHERN CALIFORNIA INTERSEGMENTAL								100.00
10/10/17	0000066500	C		10/11/2017	SOUTH COAST HIGHER EDUCATION	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	5310	6300000	17-18	50.00	

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						10/10/2017	0000066500									50.00
10/10/17	0000066501	C		10/11/2017	CARRILLO, ROSA	MISCELLANEOUS	Counseling-Guid ance	39.0	00000.0	00000	74300	4550	6310000	17-18	18.30	
						10/10/2017	0000066501									18.30
10/10/17	0000066502	P		10/11/2017	AMAZON	INSTRUCTIONAL SUPPLIES	CIS	01.3	00000.0	04100	70200	4320	0700000	17-18	73.92	
						10/10/2017	0000066502									73.92
10/10/17	0000066503	C		10/11/2017	COLLEGESOURCE, INC.	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	5810	6300000	17-18	11,963.00	
						10/10/2017	0000066503									11,963.00
10/10/17	0000066504	C		10/11/2017	RODGER'S CATERING	FOOD PRODUCTS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	17-18	380.46	
						10/10/2017	0000066504									380.46
10/10/17	0000066505	C		10/11/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75285	4550	6190000	17-18	104.77	
						10/10/2017	0000066505									104.77
10/10/17	0000066506	P		10/18/2017	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	119.94	
						10/10/2017	0000066506									119.94
10/10/17	0000066507	P		10/11/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	44.99	
						10/10/2017	0000066507									44.99
10/10/17	0000066508	C		10/14/2017	BANK OF AMERICA	ADVERTISING	Museums-Galleri es	01.0	00000.0	00000	02520	4550	6140000	17-18	162.89	
								01.0	00000.0	00000	02520	4550	6140000	17-18	-56.32	
						10/10/2017	0000066508									106.57

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10/10/17	0000066509	A		10/11/2017	STEVE'S CAMERA SERVICE CENTER	REPAIRS - OTHER	Photography	01.0	00000.0	00000	02520	5630	1063000	17-18	625.00	
				10/10/2017			0000066509				STEVE'S CAMERA SERVICE CENTER					625.00
10/11/17	0000066510	A		10/11/2017	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	17-18	12,154.90	
				10/11/2017			0000066510				GOLDEN STAR TECHNOLOGY INC.					12,154.90
10/11/17	0000066511	C		10/11/2017	LOS ANGELES BUSINESS JOURNAL	SUBSCRIPTIONS	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	17-18	129.95	
				10/11/2017			0000066511				LOS ANGELES BUSINESS JOURNAL					129.95
10/11/17	0000066512	C		10/11/2017	ORANGE COUNTY BUSINESS JOURNAL	SUBSCRIPTIONS	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	17-18	58.00	
				10/11/2017			0000066512				ORANGE COUNTY BUSINESS JOURNAL					58.00
10/11/17	0000066513	C	1	10/12/2017	MARIANNA INC	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4320	3057000	17-18	870.17	
				10/11/2017			0000066513				MARIANNA INC					870.17
10/11/17	0000066514	C		10/11/2017	POISE MAKE UP	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4320	3057000	17-18	131.62	
				10/11/2017			0000066514				POISE MAKE UP					131.62
10/11/17	0000066515	C		10/11/2017	STYL ENVY NAIL FASHION	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4320	3057000	17-18	43.80	
				10/11/2017			0000066515				STYL ENVY NAIL FASHION					43.80
10/11/17	0000066516	C		10/11/2017	E & L ELECTRIC MOTORS	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	5630	0960000	17-18	237.70	
				10/11/2017			0000066516				E & L ELECTRIC MOTORS					237.70
10/11/17	0000066517	A		10/11/2017	VINTAGE KING AUDIO	AUDIOVISUAL SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	389.99	
								01.3	00000.0	10001	70260	6450	0900000	17-18	2,249.78	
				10/11/2017			0000066517				VINTAGE KING AUDIO					2,639.77

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10/11/17	0000066518	A		10/11/2017	BURMAX CO.	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	4320	3057000	17-18	843.79	
							0000066518			BURMAX CO.						843.79
10/11/17	0000066519	A		10/12/2017	KI	MISCELLANEOUS	Business-Commerce	01.0	00000.0	00000	02510	6460	0501000	17-18	349.74	
							0000066519			KI						349.74
10/11/17	0000066520	A		10/11/2017	LECO CORPORATION	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	6450	0900000	17-18	3,834.69	
								01.3	00000.0	10001	70260	4320	0900000	17-18	353.69	
								01.3	00000.0	10001	70260	6410	0900000	17-18	6,942.30	
						MISCELLANEOUS		01.3	00000.0	10001	70260	6450	0900000	17-18	-510.72	
							0000066520			LECO CORPORATION						10,619.96
10/11/17	0000066521	A		10/11/2017	RAN GRAPHICS	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	574.45	
							0000066521			RAN GRAPHICS						574.45
10/11/17	0000066522	C		10/11/2017	GRAINGER	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	254.32	
							0000066522			GRAINGER						254.32
10/11/17	0000066523	C		10/12/2017	ASME	BOOKS	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	60.23	
						MISCELLANEOUS		01.3	00000.0	01000	71646	4320	0900000	17-18	9.31	
							0000066523			ASME						69.54
10/11/17	0000066524	A		10/11/2017	VINTAGE KING AUDIO	AUDIOVISUAL SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	345.18	
								01.3	00000.0	10001	70260	6450	0900000	17-18	1,725.94	
							0000066524			VINTAGE KING AUDIO						2,071.12
10/11/17	0000066525	C		10/19/2017	STAPLES ADVANTAGE	OFFICE SUPPLIES	Nursing	01.0	00000.0	00000	02530	4320	1230000	17-18	73.89	

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						10/11/2017	0000066525	STAPLES ADVANTAGE								73.89
10/11/17	0000066526	C		10/16/2017	PERFECT FORM	MAILING SERVICES	Admissions	01.0	00000.0	00000	03800	5810	6225000	17-18	2,338.08	
						10/11/2017	0000066526	PERFECT FORM								2,338.08
10/11/17	0000066527	A		10/19/2017	BSN SPORTS	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	1,351.83	
						10/11/2017	0000066527	BSN SPORTS								1,351.83
10/11/17	0000066528	C		10/19/2017	AAA ELECTRICAL SUPPLY, INC.	LIGHTING SUPP/EQUIP/MAINT/SY	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	1,718.78	
						10/11/2017	0000066528	AAA ELECTRICAL SUPPLY, INC.								1,718.78
10/11/17	0000066529	C		10/19/2017	ALLISON MECHANICAL, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	1,346.06	
						10/11/2017	0000066529	ALLISON MECHANICAL, INC.								1,346.06
10/11/17	0000066530	C		10/19/2017	RUSSELL, BRUCE	REIMBURSEMENT	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	20.00	
						10/11/2017	0000066530	RUSSELL, BRUCE								20.00
10/11/17	0000066531	C		10/18/2017	FRANK & RANDY'S PORTABLE WELDING	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	425.00	
						10/11/2017	0000066531	FRANK & RANDY'S PORTABLE WELDING								425.00
10/11/17	0000066532	C		10/19/2017	KNORR SYSTEMS, INC.	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	1,938.02	
						10/11/2017	0000066532	KNORR SYSTEMS, INC.								1,938.02
10/11/17	0000066533	C		10/19/2017	GOLDEN STAR TECHNOLOGY INC.	NON-INSTRUCTIONAL SUPPLIES	Admissions	01.0	00000.0	00000	03800	6460	6225000	17-18	3,054.13	
						10/11/2017	0000066533	GOLDEN STAR TECHNOLOGY INC.								3,054.13
10/11/17	0000066534	C		10/11/2017	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Division Office	01.0	00000.0	00000	02600	4550	0951000	17-18	148.94	

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						10/11/2017	0000066534				TCB PRINTING					148.94
10/18/17	0000066535	C		10/18/2017	COMMUNITY COLLEGE FACILITY	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5210	6720000	17-18	405.00	
						10/18/2017	0000066535				COMMUNITY COLLEGE FACILITY COALITION					405.00
10/12/17	0000066536	P		10/12/2017	AMAZON	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	789.56	
						10/12/2017	0000066536				AMAZON					789.56
10/12/17	0000066537	C		10/12/2017	MSC INDUSTRIAL DIRECT, CO INC	MACHINE SHOP SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	422.76	
						10/12/2017	0000066537				MSC INDUSTRIAL DIRECT, CO INC					422.76
10/12/17	0000066538	C		10/12/2017	ACADEMIC SENATE	CONFERENCE AND TRAVEL	Academic-Faculty Senate	01.0	00000.0	00000	01300	5210	6030000	17-18	1,160.00	
						10/12/2017	0000066538				ACADEMIC SENATE					1,160.00
10/13/17	0000066539	C		10/13/2017	KELVIN EDUCATIONAL	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	479.05	
						10/13/2017	0000066539				KELVIN EDUCATIONAL					479.05
10/13/17	0000066540	A	1	10/17/2017	MICRO CURRENT TECHNOLOGY, INC.	COSMETOLOGY SUPP/EQUIP	Cosmetology	39.3	00000.0	00000	02350	5630	3057000	17-18	763.00	
						10/13/2017	0000066540				MICRO CURRENT TECHNOLOGY, INC.					763.00
10/13/17	0000066541	P		10/13/2017	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	55.50	
						10/13/2017	0000066541				BANK OF AMERICA					55.50
10/13/17	0000066542	P		10/13/2017	BANK OF AMERICA	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	118.44	
						10/13/2017	0000066542				BANK OF AMERICA					118.44
10/13/17	0000066543	C		10/18/2017	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01400	01100	5210	6005000	17-18	369.18	

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						10/13/2017	0000066543			BANK OF AMERICA						369.18
10/13/17	0000066544	P		10/13/2017	BANK OF AMERICA	CONFERENCE AND TRAVEL	Board of Trustees	01.0	00000.0	01400	01100	5210	6005000	17-18	1,068.96	
						10/13/2017	0000066544			BANK OF AMERICA						1,068.96
10/13/17	0000066545	C		10/13/2017	MCMaster CARR SUPPLY CO.	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	146.51	
						10/13/2017	0000066545			MCMaster CARR SUPPLY CO.						146.51
10/13/17	0000066546	P		10/13/2017	AMAZON	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00100	02600	4325	0986000	17-18	111.57	
						10/13/2017	0000066546			AMAZON						111.57
10/13/17	0000066547	A		10/13/2017	CDW-GOVERNMENT INC	COMPUTER SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	6410	0900000	17-18	63,861.43	
						10/13/2017	0000066547			CDW-GOVERNMENT INC						63,861.43
10/13/17	0000066548	C		10/13/2017	CDW-GOVERNMENT INC	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	103.68	
								01.3	00000.0	10001	70260	6450	0900000	17-18	1,560.32	
						10/13/2017	0000066548			CDW-GOVERNMENT INC						1,664.00
10/16/17	0000066549	A		10/16/2017	AMATYC OFFICE	CONFERENCE AND TRAVEL	Math-SEM	01.0	00000.0	00000	02570	5210	1762000	17-18	160.00	
						10/16/2017	0000066549			AMATYC OFFICE						160.00
10/16/17	0000066550	A		10/17/2017	B & H PHOTO VIDEO	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	4,351.62	
								01.3	00000.0	10001	70260	6450	0900000	17-18	2,709.04	
						MISCELLANEOUS		01.3	00000.0	10001	70260	4320	0900000	17-18	191.35	
						10/16/2017	0000066550			B & H PHOTO VIDEO						7,252.01
10/16/17	0000066551	C		10/16/2017	SCR TTC	MEMBERSHIPS	Oth Instr Sup Services	01.3	00000.0	00000	76615	5310	6190000	17-18	500.00	

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						10/16/2017	0000066551	SCR TTC								500.00
10/16/17	0000066552	A		10/16/2017	DEMCO	OFFICE SUPPLIES	Library	01.0	00000.0	00000	02220	4550	6120000	17-18	1,190.17	
						10/16/2017	0000066552	DEMCO								1,190.17
10/16/17	0000066553	P		10/16/2017	AMAZON	OFFICE SUPPLIES	Library	01.0	00000.0	00000	02220	4550	6120000	17-18	26.68	
						10/16/2017	0000066553	AMAZON								26.68
10/16/17	0000066554	P		10/24/2017	AMAZON	CAMERA SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	207.08	
						10/16/2017	0000066554	AMAZON								207.08
10/17/17	0000066555	A		10/17/2017	STANLEY SECURITY SOLUTIONS, INC.	ELECTRICAL SUPP/EQUIP	Health Services	69.0	00000.0	00000	03310	6460	6440000	17-18	442.00	
						10/17/2017	0000066555	STANLEY SECURITY SOLUTIONS, INC.								442.00
10/17/17	0000066556	P		10/18/2017	AMAZON	COMPUTER SUPP/EQUIP	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	254.70	
						10/17/2017	0000066556	AMAZON								254.70
10/17/17	0000066557	A		10/17/2017	FASTSIGNS	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	337.70	
						10/17/2017	0000066557	FASTSIGNS								337.70
10/17/17	0000066558	C		10/17/2017	OFFICE DEPOT/BUSINESS	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.0	00000.0	76600	02570	4550	6190000	17-18	74.56	
						10/17/2017	0000066558	OFFICE DEPOT/BUSINESS SVCS DIV								74.56
10/17/17	0000066559	C		10/17/2017	RAN GRAPHICS	PRINTING SERVICES	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	17-18	357.64	
						10/17/2017	0000066559	RAN GRAPHICS								357.64
10/17/17	0000066560	C		10/17/2017	JANELLE PUBLICATIONS	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	634.04	

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						10/17/2017	0000066560	JANELLE PUBLICATIONS								634.04
10/17/17	0000066561	A		10/19/2017	BANK OF AMERICA	OFFICE SUPPLIES	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	151.62	
						10/17/2017	0000066561	BANK OF AMERICA								151.62
10/17/17	0000066562	A		10/17/2017	BENNER METALS	WELDING SUPP/EQUIP	Drafting & Architecture	01.0	00000.0	00100	02600	4325	0964000	17-18	3,464.59	
						10/17/2017	0000066562	BENNER METALS								3,464.59
10/17/17	0000066563	C		10/17/2017	AMMO BROTHERS	INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	471.89	
						10/17/2017	0000066563	AMMO BROTHERS								471.89
10/17/17	0000066564	P		10/17/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	100.08	
						10/17/2017	0000066564	AMAZON								100.08
10/17/17	0000066565	A		10/17/2017	ACTION SALES	FOOD SERVICES SUPP/EQUIP	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	2,678.70	
								01.3	00000.0	04500	70200	6450	1200000	17-18	2,644.08	
						10/17/2017	0000066565	ACTION SALES								5,322.78
10/17/17	0000066566	A		10/18/2017	ECOLAB FOOD SAFETY	FOOD SERVICES SUPP/EQUIP	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	1,778.27	
						10/17/2017	0000066566	ECOLAB FOOD SAFETY SPECIALTIES								1,778.27
10/17/17	0000066567	P		10/19/2017	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	107.20	
						10/17/2017	0000066567	AMAZON								107.20
10/17/17	0000066568	C		10/17/2017	CAMERA REPAIR CENTER	REPAIRS - OTHER	Fine & Applied Arts	01.0	00000.0	00000	02520	5630	1051000	17-18	833.69	
						10/17/2017	0000066568	CAMERA REPAIR CENTER								833.69
10/17/17	0000066570	A		10/17/2017	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	5630	1951000	17-18	179.25	

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						10/17/2017	0000066570	FLINN SCIENTIFIC INC								179.25
10/17/17	0000066571	C		10/17/2017	DEPOSITPHOTOS, INC.	NON-INSTRUCTIONAL SUPPLIES	Community Relations	01.0	00000.0	00000	03600	4550	6710000	17-18	748.00	
						10/17/2017	0000066571	DEPOSITPHOTOS, INC.								748.00
10/17/17	0000066572	A		10/17/2017	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	School Relations	01.0	00000.0	00000	03320	5830	6493000	17-18	1,065.50	
						10/17/2017	0000066572	DIVERSIFIED BUSINESS SERVICES								1,065.50
10/17/17	0000066573	A		10/17/2017	DIVERSIFIED BUSINESS SERVICES	NON-INSTRUCTIONAL SUPPLIES	Community Relations	01.0	00000.0	00000	03600	4550	6710000	17-18	2,004.94	
						10/17/2017	0000066573	DIVERSIFIED BUSINESS SERVICES								2,004.94
10/17/17	0000066574	C	1	11/03/2017	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	31.76	
						10/17/2017	0000066574	TCB PRINTING								31.76
10/17/17	0000066575	C		10/17/2017	HARRIS LINDA	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	179.68	
						10/17/2017	0000066575	HARRIS LINDA								179.68
10/17/17	0000066576	C	1	11/03/2017	CASCADE THERMAL SOLUTIONS	MAINTENANCE SUPP/EQUIP	Physical Sciences	01.0	00000.0	00000	02570	5630	1951000	17-18	1,514.07	
						10/17/2017	0000066576	CASCADE THERMAL SOLUTIONS								1,514.07
10/17/17	0000066577	C		10/17/2017	MONTERO, CEZAR	NON-INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	59.90	
						10/17/2017	0000066577	MONTERO, CEZAR								59.90
10/17/17	0000066578	C		10/17/2017	RAMIREZ, WALTER A. JR.	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	40.00	
						10/17/2017	0000066578	RAMIREZ, WALTER A. JR.								40.00
10/17/17	0000066579	C		10/17/2017	ASSOCIATED STUDENTS	MISCELLANEOUS	Oth Community Svcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	330.00	

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						10/17/2017	0000066579									330.00
10/17/17	0000066580	C		10/17/2017	ASSOCIATED STUDENTS	MISCELLANEOUS	Oth Community Srvcs-Economic	01.0	00000.0	00000	04400	5810	6899000	17-18	500.00	
						10/17/2017	0000066580									500.00
10/18/17	0000066581	C		10/18/2017	CALIFORNIA COMMUNITY	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5210	6720000	17-18	685.00	
						10/18/2017	0000066581									685.00
10/17/17	0000066582	A		10/17/2017	COMMUNITY PLAYTHINGS	TOYS AND GAMES	Child Development	01.3	00000.0	00000	70770	6450	6920000	17-18	1,292.10	
						10/17/2017	0000066582									1,292.10
10/17/17	0000066583	C		10/17/2017	MSJ DEVELOPMENT	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	315.00	
						10/17/2017	0000066583									315.00
10/17/17	0000066584	C		10/17/2017	MEDICAL WASTE MANAGEMENT	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	25.00	
						10/17/2017	0000066584									25.00
10/17/17	0000066585	A		10/17/2017	KNORR SYSTEMS, INC.	CONTRACTED SERVICES	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	667.74	
						10/17/2017	0000066585									667.74
10/17/17	0000066586	C		10/17/2017	WATER REPLENISHMENT	FEES, LICENSE	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	132.30	
						10/17/2017	0000066586									132.30
10/17/17	0000066587	A		10/17/2017	WATTS PROCESS MACHINERY	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	939.33	
								01.3	00000.0	10001	70260	6450	0900000	17-18	12,125.80	
						10/17/2017	0000066587									13,065.13

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		Stat	Ord#	Date											Amount	PO Amt
10/18/17	0000066588	A		10/18/2017	MONKEY SPORTS	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	2,011.48	
				10/18/2017			0000066588									2,011.48
10/18/17	0000066589	A		10/18/2017	BSN SPORTS	MISCELLANEOUS	Women's Athletics	01.0	00000.0	00000	02560	4320	0819000	17-18	3,588.22	
				10/18/2017			0000066589									3,588.22
10/18/17	0000066590	A		10/18/2017	INDUSTRIAL PLASTIC SUPPLY INC.	PLASTICS SUPP/EQUIP	Numerical Contr	01.0	00000.0	00000	02600	4320	0976000	17-18	613.10	
				10/18/2017			0000066590									613.10
10/18/17	0000066593	C		10/18/2017	ALLEN TIRE COMPANY	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	17-18	722.64	
				10/18/2017			0000066593									722.64
10/18/17	0000066594	C	1	10/23/2017	DOWNEY UNIFIED SCHOOL DISTRICT	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	17-18	140.00	
				10/18/2017			0000066594									140.00
10/18/17	0000066595	C		10/18/2017	NORWALK COMMUNITY	CONFERENCE AND TRAVEL	General Administration	01.0	00000.0	00100	01200	5210	6006000	17-18	175.00	
				10/18/2017			0000066595									175.00
10/18/17	0000066596	C		10/18/2017	CONNELLY MACHINERY REPAIR	WOODWORKING	Woodworking Mfg Tech	01.0	00000.0	00000	02600	5630	0986000	17-18	691.65	
				10/18/2017			0000066596									691.65
10/18/17	0000066597	C		10/18/2017	GRAINGER	PLASTICS SUPP/EQUIP	Plastic Mfg Tech	01.0	00000.0	00100	02600	4325	0980000	17-18	135.12	
				10/18/2017			0000066597									135.12
10/19/17	0000066598	C		10/20/2017	BANK OF AMERICA	MISCELLANEOUS	Building Maintenance-Re	01.0	00000.0	00000	04400	4550	6510000	17-18	216.83	
				10/19/2017			0000066598									216.83

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10/19/17	0000066599	C		10/19/2017	FERNANDEZ, CHRISTINA	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	17-18	2,000.00	
						10/19/2017	0000066599									2,000.00
10/19/17	0000066600	C		10/19/2017	SELF, LUCY C.	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	17-18	2,000.00	
						10/19/2017	0000066600									2,000.00
10/20/17	0000066601	A		10/23/2017	INTERGRATED SUPPLY NETWORK	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	985.17	
						10/20/2017	0000066601									985.17
10/20/17	0000066602	A		10/23/2017	PATTON SALES CORP	WELDING SUPP/EQUIP	Welding	01.0	00000.0	00000	02600	4320	0984000	17-18	2,186.10	
						10/20/2017	0000066602									2,186.10
10/20/17	0000066603	A		10/20/2017	AUTOMATION DIRECT	INSTRUCTIONAL SUPPLIES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	628.53	
						10/20/2017	0000066603									628.53
10/20/17	0000066604	C		10/20/2017	ULINE	MISCELLANEOUS	Automotive	01.0	00000.0	00100	02600	4325	0960000	17-18	959.34	
						10/20/2017	0000066604									959.34
10/20/17	0000066605	A		10/20/2017	ALLDATA SYSTEM	MISCELLANEOUS	Sanitation-Public Health Tech	01.0	00000.0	00000	02600	6310	0958000	17-18	469.48	
							Automotive	01.0	00000.0	00000	02600	6310	0960000	17-18	469.48	
							District	01.0	00000.0	00000	00000	9330	0000000	17-18	670.69	
						10/20/2017	0000066605									1,609.65
10/20/17	0000066606	A		10/20/2017	GOLDEN STAR TECHNOLOGY INC.	COMPUTER SUPP/EQUIP	Accounting & Payroll	01.0	00000.0	00000	04200	6460	6725000	17-18	371.16	
						10/20/2017	0000066606									371.16
10/20/17	0000066607	C		10/20/2017	OFFICE SOLUTIONS	NON-INSTRUCTIONAL SUPPLIES	Management Information	01.0	00000.0	00000	02260	4550	6780000	17-18	70.84	

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						10/20/2017	0000066607				OFFICE SOLUTIONS					70.84
10/20/17	0000066608	C		10/20/2017	NEOPOST USA INC.	REPAIRS - OFFICE EQUIPMENT	Accounting & Payroll	01.0	00000.0	00000	04200	4550	6725000	17-18	310.00	
						10/20/2017	0000066608				NEOPOST USA INC.					310.00
10/20/17	0000066609	C		10/20/2017	SAN DIEGO MARRIOTT MISSION	CONFERENCE AND TRAVEL	Math-SEM	01.0	00000.0	00000	02570	5210	1762000	17-18	437.61	
						10/20/2017	0000066609				SAN DIEGO MARRIOTT MISSION VALLEY					437.61
10/20/17	0000066610	P		10/20/2017	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Physical Therapy	01.0	00000.0	00000	02530	4320	1222000	17-18	52.10	
						10/20/2017	0000066610				BANK OF AMERICA					52.10
10/20/17	0000066611	A		10/20/2017	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65035	6120	7100000	17-18	1,910.00	
						10/20/2017	0000066611				H2 ENVIRONMENTAL					1,910.00
10/20/17	0000066612	A		10/20/2017	H2 ENVIRONMENTAL	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65061	6120	7100000	17-18	685.00	
						10/20/2017	0000066612				H2 ENVIRONMENTAL					685.00
10/20/17	0000066613	C		10/31/2017	ABBA TERMITE & PEST CONTROL	CONTRACTED SERVICES	Grounds Maintenance-Re	01.0	00000.0	00000	04400	5810	6550000	17-18	195.00	
						10/20/2017	0000066613				ABBA TERMITE & PEST CONTROL					195.00
10/20/17	0000066614	A		10/20/2017	ROCKY COAST BUILDERS, INC.	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6130	7100000	17-18	13,063.00	
						10/20/2017	0000066614				ROCKY COAST BUILDERS, INC.					13,063.00
10/20/17	0000066615	C		10/25/2017	HSACCC	MEMBERSHIPS	Health Services	69.0	00000.0	00000	03310	5310	6440000	17-18	175.00	
						10/20/2017	0000066615				HSACCC					175.00
10/20/17	0000066616	C		10/20/2017	FHEG CERRITOS COLLEGE	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	17-18	722.35	

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						10/20/2017	0000066616	FHEG CERRITOS COLLEGE							722.35	
10/20/17	0000066617	C		10/20/2017	HILL, SHELIA	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	17-18	117.29	
						10/20/2017	0000066617	HILL, SHELIA							117.29	
10/20/17	0000066618	C		10/20/2017	FISHER, CHELENA	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	17-18	410.96	
						10/20/2017	0000066618	FISHER, CHELENA							410.96	
10/20/17	0000066619	C		10/20/2017	CARRILLO, ROSA	MISCELLANEOUS	Counseling	01.3	00000.0	03008	73460	4550	6300000	17-18	458.74	
						10/20/2017	0000066619	CARRILLO, ROSA							458.74	
10/20/17	0000066620	C		10/20/2017	ROSS-JONES, CLARA	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	17-18	140.16	
						10/20/2017	0000066620	ROSS-JONES, CLARA							140.16	
10/20/17	0000066621	C		10/20/2017	MCKINLEY, COLLEEN	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75285	4550	6190000	17-18	101.85	
						10/20/2017	0000066621	MCKINLEY, COLLEEN							101.85	
10/20/17	0000066622	A		10/20/2017	CRESTLINE CO.	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	17-18	750.13	
						10/20/2017	0000066622	CRESTLINE CO.							750.13	
10/20/17	0000066623	A		10/20/2017	CROWN PROMOTIONS	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	72740	4550	6190000	17-18	1,051.57	
						10/20/2017	0000066623	CROWN PROMOTIONS GROUP							1,051.57	
10/20/17	0000066624	C		10/20/2017	BURRO CANYON SHOOTING PARK	INSTR MEDIA MATERIALS/SUPP	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	100.00	
						10/20/2017	0000066624	BURRO CANYON SHOOTING PARK							100.00	
10/20/17	0000066625	A		10/20/2017	GOODHEART-WILCOX	MISCELLANEOUS	Instructional Office	39.1	00000.0	00006	79850	4100	6016000	17-18	958.30	
						10/20/2017	0000066625	GOODHEART- WILCOX							958.30	

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			Ord#	Date												
10/20/17	0000066626	C	10/20/2017		HIROHAMA, STEVEN	REIMBURSEMENT	Film Making	01.0	00000.0	00000	02520	4320	1057000	17-18	60.85	
			10/20/2017				0000066626									60.85
10/20/17	0000066627	C	11/07/2017		COMPUTER SYSTEMS	REPAIRS - AV EQUIPMENT	Media	01.0	00000.0	00000	01220	5630	6130000	17-18	159.69	
			10/20/2017				0000066627									159.69
10/20/17	0000066628	C	10/20/2017		WARD, DAVID	DRAMA SUPP/EQUIP	Theater	01.0	00000.0	00000	02520	4320	1055000	17-18	816.99	
			10/20/2017				0000066628									816.99
10/20/17	0000066629	C	10/20/2017		LOCK, BRADLEY	DRAMA SUPP/EQUIP	Theater	01.0	00000.0	00000	02520	4320	1055000	17-18	1,663.41	
			10/20/2017				0000066629									1,663.41
10/20/17	0000066630	C	10/20/2017		CROTHER, RICHARD	DRAMA SUPP/EQUIP	Theater	01.0	00000.0	00000	02520	4320	1055000	17-18	203.06	
			10/20/2017				0000066630									203.06
10/20/17	0000066631	A	10/20/2017		LA SHARPENING	REPAIRS - OTHER	Theater	01.0	00000.0	00000	02520	5630	1055000	17-18	140.00	
			10/20/2017				0000066631									140.00
10/20/17	0000066632	A	10/21/2017		IDERA REPRESENTATIVE	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	17-18	831.82	
							District	01.0	00000.0	00000	00000	9330	0000000	17-18	1,663.64	
			10/20/2017				0000066632									2,495.46
10/20/17	0000066633	C	10/20/2017		RODGER'S CATERING	FOOD PRODUCTS	Foster Care	01.3	00000.0	00000	75900	4550	1305700	17-18	38.22	
								39.6	00000.0	00000	76510	4550	1305700	17-18	268.76	
			10/20/2017				0000066633									306.98
10/20/17	0000066634	C	10/20/2017		HOGUE, KATHY	NON-INSTRUCTIONAL SUPPLIES	Oth Instr Sup Services	01.3	00000.0	00000	70200	4550	6190000	17-18	87.89	
			10/20/2017				0000066634									87.89

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10/20/17	0000066635	A		10/20/2017	PACIFIC COAST CABLING, INC.	MISCELLANEOUS	Interdisciplinary Studies	39.1	00000.0	00000	79880	5810	4900000	17-18	557.50	
				10/20/2017			0000066635				PACIFIC COAST CABLING, INC.					557.50
10/20/17	0000066636	A		11/08/2017	RUSS BASSETT	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	2,065.74	
				10/20/2017			0000066636				RUSS BASSETT					2,065.74
10/20/17	0000066637	C		10/20/2017	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Health Services	69.0	00000.0	00000	03310	4550	6440000	17-18	21.90	
				10/20/2017			0000066637				TCB PRINTING					21.90
10/20/17	0000066638	P		10/20/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	147.60	
				10/20/2017			0000066638				AMAZON					147.60
10/20/17	0000066639	P		10/20/2017	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Photography	01.0	00000.0	00000	02520	4320	1063000	17-18	69.84	
				10/20/2017			0000066639				BANK OF AMERICA					69.84
10/20/17	0000066640	A		10/21/2017	RUSS BASSETT	CONTRACTED SERVICES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	5,888.75	
				10/20/2017			0000066640				RUSS BASSETT					5,888.75
10/20/17	0000066641	C		10/20/2017	BROWN, F. REED	ADVERTISING	Oth Instr Sup Services	01.0	00000.0	00000	02520	5830	6190000	17-18	15.00	
				10/20/2017			0000066641				BROWN, F. REED					15.00
10/20/17	0000066642	C		10/20/2017	TCB PRINTING	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	4550	6780000	17-18	21.90	
				10/20/2017			0000066642				TCB PRINTING					21.90
10/20/17	0000066643	C		10/20/2017	GALLS INC.	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	120.44	
				10/20/2017			0000066643				GALLS INC.					120.44

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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
10/20/17	0000066644	A		10/20/2017	SIGMA-ALDRICH, INC.	INSTRUCTIONAL SUPPLIES	SEM-Chemistry	01.0	00000.0	00000	02570	4320	1956000	17-18	3,062.74	
				10/20/2017			0000066644			SIGMA-ALDRICH, INC.						3,062.74
10/21/17	0000066645	A		10/21/2017	RUSS BASSETT	MISCELLANEOUS	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	0.00	
				10/21/2017			0000066645			RUSS BASSETT						0.00
10/23/17	0000066646	C		10/23/2017	MITCHELL 1	MISCELLANEOUS	Automotive	01.0	00000.0	00000	02600	4320	0960000	17-18	254.04	
				10/23/2017			0000066646			MITCHELL 1						254.04
10/24/17	0000066647	A		10/24/2017	RAN GRAPHICS	MISCELLANEOUS	Social Sciences	01.0	00000.0	00000	02540	4320	2201000	17-18	322.60	
				10/24/2017			0000066647			RAN GRAPHICS						322.60
10/25/17	0000066648	C		10/26/2017	LIEBERT CASSIDY WHITMORE	CONTRACTED SERVICES	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	531.00	
				10/25/2017			0000066648			LIEBERT CASSIDY WHITMORE						531.00
10/25/17	0000066649	C		10/26/2017	PARKER & COVERT, L.L.P.	CONTRACT SERVICES RENDERED	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	29,849.38	
				10/25/2017			0000066649			PARKER & COVERT, L.L.P.						29,849.38
10/25/17	0000066650	C		10/26/2017	FRANTONE'S PIZZA	OFFICE SUPPLIES	Human Resources	01.3	00000.0	07002	73460	4550	6730000	17-18	120.18	
				10/25/2017			0000066650			FRANTONE'S PIZZA						120.18
10/25/17	0000066651	C		10/26/2017	RODGER'S CATERING	OFFICE SUPPLIES	Fiscal Operations	01.3	00000.0	00000	74500	4550	6720000	17-18	70.35	
				10/25/2017			0000066651			RODGER'S CATERING						70.35
10/25/17	0000066652	C		10/26/2017	HILL, SHELIA	MISCELLANEOUS	Counseling	01.3	00000.0	03010	73460	4550	6300000	17-18	184.69	
				10/25/2017			0000066652			HILL, SHELIA						184.69
10/25/17	0000066653	A		10/26/2017	TCB PRINTING	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	4550	6300000	17-18	686.64	

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						10/25/2017	0000066653	TCB PRINTING								686.64
10/25/17	0000066654	C		10/26/2017	KUO, ALISON	REIMBURSEMENT	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	36.25	
						10/25/2017	0000066654	KUO, ALISON								36.25
10/25/17	0000066655	C		10/26/2017	SPICE OF LIFE, INC.	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	17-18	1,600.00	
						10/25/2017	0000066655	SPICE OF LIFE, INC.								1,600.00
10/25/17	0000066656	C		10/26/2017	ARCHIVE POWER SYSTEMS	CONTRACTED SERVICES	Human Resources	01.0	00000.0	00000	05100	5810	6730000	17-18	1,515.00	
						10/25/2017	0000066656	ARCHIVE POWER SYSTEMS								1,515.00
10/25/17	0000066657	C		10/26/2017	ATKINSON, ANDELSON, LOYA,	MISCELLANEOUS	Human Resources	01.0	00000.0	00100	05100	5730	6730000	17-18	8,426.38	
						10/25/2017	0000066657	ATKINSON, ANDELSON, LOYA, RUUD								8,426.38
10/25/17	0000066658	C		10/26/2017	COUNCIL OF CHEIF LIBRARIANS	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	150.00	
						10/25/2017	0000066658	COUNCIL OF CHEIF LIBRARIANS								150.00
10/25/17	0000066659	C		10/26/2017	ISA	MEMBERSHIPS	Oth Instr Sup Services	01.3	00000.0	00000	76615	5310	6190000	17-18	120.00	
						10/25/2017	0000066659	ISA								120.00
10/25/17	0000066660	C		10/26/2017	DEEMAK, VICTOR	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	17-18	429.91	
						10/25/2017	0000066660	DEEMAK, VICTOR								429.91
10/25/17	0000066661	C		10/26/2017	CLAIMS RESOURCE SERVICES	MISCELLANEOUS	Fiscal Operations	61.2	00000.0	00000	04100	5410	6720000	17-18	1,237.67	
						10/25/2017	0000066661	CLAIMS RESOURCE SERVICES								1,237.67
10/25/17	0000066662	C		10/26/2017	MCMASTER CARR SUPPLY CO.	HARDWARE SUPPLIES	Building Maintenance-Re	41.0	00000.0	00000	71016	4550	6510000	17-18	417.81	

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				10/25/2017			0000066662									417.81
10/25/17	0000066663	C		10/26/2017	LOS ANGELES COUNTY FIRE	FEES, LICENSE	Building Maintenance-Re	01.0	00000.0	00000	04400	5810	6510000	17-18	1,710.00	
				10/25/2017			0000066663									1,710.00
10/25/17	0000066664	A		10/26/2017	HAL'S GLASS CORPORATION	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	3,330.62	
				10/25/2017			0000066664									3,330.62
10/25/17	0000066665	A		10/26/2017	RUSSELL SIGLER INC.	MISCELLANEOUS	Building Maintenance-Re	41.0	00000.0	00000	71016	4550	6510000	17-18	1,148.68	
				10/25/2017			0000066665									1,148.68
10/25/17	0000066666	A		10/26/2017	SPORTS FACILITIES GROUP	CONTRACTED SERVICES	Grounds Maintenance-Re	41.0	00000.0	00000	71016	5810	6550000	17-18	1,500.00	
				10/25/2017			0000066666									1,500.00
10/25/17	0000066667	C		10/26/2017	AMERIGAS PROPANE COMPANY	MISCELLANEOUS	Transportation	01.0	00000.0	00000	04400	4610	6492000	17-18	1,869.65	
				10/25/2017			0000066667									1,869.65
10/25/17	0000066668	A		10/26/2017	TCB PRINTING	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	05100	4550	6730000	17-18	31.76	
				10/25/2017			0000066668									31.76
10/25/17	0000066669	A		10/26/2017	RAN GRAPHICS	PRINTING SERVICES	iFalcon	01.3	00000.0	03001	73460	4550	6194000	17-18	387.21	
				10/25/2017			0000066669									387.21
10/25/17	0000066670	C		10/26/2017	HONORS TRANSFER COUNCIL	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	120.00	
				10/25/2017			0000066670									120.00
10/25/17	0000066671	C		10/26/2017	NATIONAL COLLEGIATE	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	600.00	

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				10/25/2017			0000066671				NATIONAL COLLEGIATE HONORS COUNCIL					600.00
10/25/17	0000066672	A		10/26/2017	DIAMOND GROUND PRODUCTS, INC	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	03900	70200	4320	0900000	17-18	670.83	
				10/25/2017			0000066672				DIAMOND GROUND PRODUCTS, INC					670.83
10/25/17	0000066673	A		10/26/2017	JAN-AL INNERPRIZES, INC.	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	4320	1000000	17-18	1,900.92	
								01.3	00000.0	04300	70200	6450	1000000	17-18	1,749.81	
				10/25/2017			0000066673				JAN-AL INNERPRIZES, INC.					3,650.73
10/25/17	0000066674	A		10/26/2017	B & H PHOTO VIDEO	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	6450	1000000	17-18	1,750.91	
				10/25/2017			0000066674				B & H PHOTO VIDEO					1,750.91
10/25/17	0000066675	P		10/26/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Fine Arts	01.3	00000.0	04300	70200	4320	1000000	17-18	548.88	
				10/25/2017			0000066675				AMAZON					548.88
10/25/17	0000066676	A		10/26/2017	TCB PRINTING	MISCELLANEOUS	Counseling	01.3	00000.0	00000	73400	4550	6300000	17-18	269.40	
				10/25/2017			0000066676				TCB PRINTING					269.40
10/25/17	0000066677	A	1	11/07/2017	GOLDEN STAR TECHNOLOGY INC.	MISCELLANEOUS	Physical Property-Related	41.1	00000.0	00005	73840	6450	7100000	17-18	6,091.14	
				10/25/2017			0000066677				GOLDEN STAR TECHNOLOGY INC.					6,091.14
10/25/17	0000066678	A		10/26/2017	BARNES & NOBLE	BOOKS	Center for Teaching	01.3	00000.0	01004	73460	4550	6195000	17-18	755.55	
				10/25/2017			0000066678				BARNES & NOBLE					755.55
10/25/17	0000066679	A		10/26/2017	RAN GRAPHICS	PRINTING SERVICES	iFalcon	01.3	00000.0	03001	73460	4550	6194000	17-18	324.80	
				10/25/2017			0000066679				RAN GRAPHICS					324.80
10/25/17	0000066680	P		10/26/2017	AMAZON	BOOKS	iFalcon	01.3	00000.0	03001	73460	4550	6194000	17-18	899.33	

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						10/25/2017	0000066680	AMAZON								899.33
10/26/17	0000066681	A		10/26/2017	ATKINSON, ANDELSON, LOYA,	CONFERENCE AND TRAVEL	Purchasing	01.0	00000.0	00000	04300	5210	6722000	17-18	0.00	
						10/26/2017	0000066681	ATKINSON, ANDELSON, LOYA, RUUD								0.00
10/26/17	0000066682	C		10/26/2017	DEPARTMENT OF MOTOR VEHICLES	LICENSE/FEEES	Community Service Classes	39.2	00000.0	00000	02310	4550	6820000	17-18	201.00	
						10/26/2017	0000066682	DEPARTMENT OF MOTOR VEHICLES								201.00
10/26/17	0000066683	A		10/26/2017	BANK OF AMERICA	MISCELLANEOUS	Purchasing	01.0	00000.0	00000	04300	5210	6722000	17-18	186.15	
						10/26/2017	0000066683	BANK OF AMERICA								186.15
10/26/17	0000066684	A		10/26/2017	MMZ PRINTING AND GRAPHICS	PRINTING SERVICES	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	2,650.78	
						10/26/2017	0000066684	MMZ PRINTING AND GRAPHICS								2,650.78
10/26/17	0000066685	A		10/26/2017	GOLDEN STAR TECHNOLOGY INC.	SECURITY SUPP/EQUIP/SYSTEM	Disabled Students	01.3	00000.0	00000	79000	4550	6420000	17-18	2,859.15	
						10/26/2017	0000066685	GOLDEN STAR TECHNOLOGY INC.								2,859.15
10/26/17	0000066686	A		10/26/2017	TCB PRINTING	PRINTING SERVICES	Instructional Office	01.0	00000.0	00000	02100	4550	6016000	17-18	31.76	
						10/26/2017	0000066686	TCB PRINTING								31.76
10/26/17	0000066687	C		10/26/2017	SACRAMENTO STATE	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	17-18	2,000.00	
						10/26/2017	0000066687	SACRAMENTO STATE								2,000.00
10/26/17	0000066688	C		10/26/2017	DOUBLETREE BY HILTON	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	17-18	981.54	
						10/26/2017	0000066688	DOUBLETREE BY HILTON								981.54
10/26/17	0000066689	P		10/27/2017	BANK OF AMERICA	OPEN1	Counseling	01.3	00000.0	03300	72600	5210	6300000	17-18	771.12	

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						10/26/2017	0000066689	BANK OF AMERICA								771.12
10/26/17	0000066690	A		10/26/2017	JAN-AL INNERPRIZES, INC.	SMALL BUSINESS ENTERPRISE	Fine Arts	01.3	00000.0	04300	70200	6450	1000000	17-18	764.31	
						SOUND EQUIP/SYSTEM		01.3	00000.0	04300	70200	6450	1000000	17-18	1,804.56	
						10/26/2017	0000066690	JAN-AL INNERPRIZES, INC.								2,568.87
10/26/17	0000066691	C		10/26/2017	STEVE'S CAMERA SERVICE CENTER	REPAIRS - OTHER	Fine & Applied Arts	01.0	00000.0	00000	02520	5630	1051000	17-18	95.00	
						10/26/2017	0000066691	STEVE'S CAMERA SERVICE CENTER								95.00
10/26/17	0000066692	P		10/26/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	31.98	
							Film Making	01.0	00000.0	00000	02520	4320	1057000	17-18	17.95	
						10/26/2017	0000066692	AMAZON								49.93
10/26/17	0000066693	C		10/26/2017	CALIFORNIA BUSINESS	CONTRACTED SERVICES	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	5810	0900000	17-18	1,000.00	
						10/26/2017	0000066693	CALIFORNIA BUSINESS EDUCATION ASSOC, INC								1,000.00
10/26/17	0000066694	C	1	10/27/2017	AAFPE HEADQUARTERS	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	450.00	
						10/26/2017	0000066694	AAFPE HEADQUARTERS								450.00
10/27/17	0000066695	P		10/27/2017	BANK OF AMERICA	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	4320	0900000	17-18	15.96	
						10/27/2017	0000066695	BANK OF AMERICA								15.96
10/27/17	0000066696	C		10/27/2017	MODESTO LAUNDRY SERVICE	MISCELLANEOUS	Physical Education	01.0	00000.0	00000	02560	5630	0806000	17-18	474.89	
						10/27/2017	0000066696	MODESTO LAUNDRY SERVICE								474.89
10/27/17	0000066697	A		10/27/2017	BUDDY'S ALL STARS, INC.	MISCELLANEOUS	Men's Athletics	01.0	00000.0	00000	02560	4320	0813000	17-18	9,019.95	

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						10/27/2017	0000066697	BUDDY'S ALL STARS, INC.								9,019.95
10/27/17	0000066700	A		10/27/2017	PRAXAIR DISTRIBUTION INC.	WELDING SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	6450	0900000	17-18	13,137.70	
						10/27/2017	0000066700	PRAXAIR DISTRIBUTION INC.								13,137.70
10/27/17	0000066701	X	1	10/30/2017	KLEIN EDUCATIONAL SYSTEMS, INC	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	6410	0900000	17-18	39,244.80	
								01.3	00000.0	10001	70260	6450	0900000	17-18	2,991.54	
						10/27/2017	0000066701	KLEIN EDUCATIONAL SYSTEMS, INC								42,236.34
10/28/17	0000066702	A		10/28/2017	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Physical Property-Related	42.1	00000.0	00000	65004	4550	7100000	17-18	98.09	
						10/28/2017	0000066702	OFFICE DEPOT/BUSINESS SVCS DIV								98.09
10/28/17	0000066703	C		10/28/2017	PUBLIC AGENCY LAW GROUP	MISCELLANEOUS	Fiscal Operations	01.0	00000.0	00000	04100	5730	6720000	17-18	2,841.40	
								42.1	00000.0	00000	65040	5730	7100000	17-18	312.00	
						10/28/2017	0000066703	PUBLIC AGENCY LAW GROUP								3,153.40
10/28/17	0000066704	P		10/28/2017	AMAZON	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6310	6120000	17-18	8.09	
						10/28/2017	0000066704	AMAZON								8.09
10/28/17	0000066705	P		10/28/2017	BANK OF AMERICA	MISCELLANEOUS	Library	01.0	00000.0	00000	02220	6310	6120000	17-18	325.00	
						10/28/2017	0000066705	BANK OF AMERICA								325.00
10/28/17	0000066706	A		10/28/2017	SCHOOL OUTFITTERS	FURNITURE, SCHOOL	Instructional Office	01.3	00000.0	00000	71600	6450	6016000	17-18	4,865.32	
								41.0	00000.0	00000	71016	6450	6510000	17-18	4,865.31	
						10/28/2017	0000066706	SCHOOL OUTFITTERS								9,730.63
10/28/17	0000066707	A		10/28/2017	KAR TINT, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	1,675.00	

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						10/28/2017	0000066707	KAR TINT, INC.								1,675.00
10/28/17	0000066708	C		10/28/2017	COSUGI	MEMBERSHIPS	Fiscal Operations	01.0	00000.0	00000	04200	5310	6721000	17-18	100.00	
						10/28/2017	0000066708	COSUGI								100.00
10/28/17	0000066709	P		10/28/2017	BANK OF AMERICA	OFFICE SUPPLIES	Library	01.0	00000.0	00300	02220	4550	6120000	17-18	495.00	
						10/28/2017	0000066709	BANK OF AMERICA								495.00
10/30/17	0000066710	C		10/30/2017	US BANK EQUIPMENT	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5610	6722000	17-18	8,482.94	
						10/30/2017	0000066710	US BANK EQUIPMENT FINANCE								8,482.94
10/30/17	0000066711	C		10/30/2017	HUNTER, CONSTANCE	COMPUTER LOAN PROGRAM	District	01.0	00000.0	00000	00000	9181	0000000	17-18	1,637.30	
						10/30/2017	0000066711	HUNTER, CONSTANCE								1,637.30
10/30/17	0000066712	A		10/30/2017	KLEIN EDUCATIONAL SYSTEMS, INC	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	01000	71646	6410	0900000	17-18	20,160.00	
						10/30/2017	0000066712	KLEIN EDUCATIONAL SYSTEMS, INC								20,160.00
10/30/17	0000066713	A		10/31/2017	HENRY SCHEIN INC	MISCELLANEOUS	Education	01.3	00000.0	05600	70200	4320	0800000	17-18	1,266.04	
						10/30/2017	0000066713	HENRY SCHEIN INC								1,266.04
10/30/17	0000066714	A		10/30/2017	VINTAGE KING AUDIO	MUSICAL INSTRUMENTS/SUPP	Fine Arts	01.3	00000.0	03600	70200	6450	1000000	17-18	18,445.25	
						10/30/2017	0000066714	VINTAGE KING AUDIO								18,445.25
10/30/17	0000066715	A		10/30/2017	RAN GRAPHICS	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	414.58	
						10/30/2017	0000066715	RAN GRAPHICS								414.58
10/30/17	0000066716	C		10/30/2017	PIRTLE, SARAH	REIMBURSEMENT	Media	01.0	00000.0	00000	01220	4550	6130000	17-18	64.61	
						10/30/2017	0000066716	PIRTLE, SARAH								64.61

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10/30/17	0000066717	A		10/30/2017	RAN GRAPHICS	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	50.37	
						FREIGHT SERVICES		01.0	00000.0	00000	03420	5830	6452000	17-18	16.00	
						10/30/2017	0000066717			RAN GRAPHICS						66.37
10/30/17	0000066718	A		10/30/2017	DIVERSIFIED BUSINESS SERVICES	ADVERTISING	International Students	01.0	00000.0	00000	03420	5830	6452000	17-18	348.21	
						FREIGHT SERVICES		01.0	00000.0	00000	03420	5830	6452000	17-18	30.00	
						MISCELLANEOUS		01.0	00000.0	00000	03420	5830	6452000	17-18	43.80	
						10/30/2017	0000066718			DIVERSIFIED BUSINESS SERVICES						422.01
10/30/17	0000066719	A		10/30/2017	RAN GRAPHICS	ADVERTISING	Health Services	69.0	00000.0	00000	03310	5830	6440000	17-18	513.23	
						10/30/2017	0000066719			RAN GRAPHICS						513.23
10/30/17	0000066720	C		10/30/2017	WESTBY, KIM	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	4550	6460000	17-18	197.18	
						10/30/2017	0000066720			WESTBY, KIM						197.18
10/30/17	0000066721	A		10/30/2017	TCB PRINTING	NON-INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	85.42	
						10/30/2017	0000066721			TCB PRINTING						85.42
10/30/17	0000066722	A		10/30/2017	CDW-GOVERNMENT INC	NON-INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	6450	1951000	17-18	757.26	
						10/30/2017	0000066722			CDW-GOVERNMENT INC						757.26
10/30/17	0000066723	P		10/31/2017	BANK OF AMERICA	INSTRUCTIONAL SUPPLIES	Health	01.3	00000.0	04500	70200	4320	1200000	17-18	526.32	
						10/30/2017	0000066723			BANK OF AMERICA						526.32
10/30/17	0000066724	C		10/30/2017	PHYTORION, INC.	MISCELLANEOUS	Management Information	01.0	00000.0	00000	02210	5640	6780000	17-18	2,849.65	
						10/30/2017	0000066724			PHYTORION, INC.						2,849.65

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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
10/31/17	0000066725	A		10/31/2017	BIOMERIEUX , INC.	INSTRUCTIONAL SUPPLIES	SEM-Biology	01.0	00000.0	00000	02570	4320	1966000	17-18	1,967.52	
						10/31/2017	0000066725									1,967.52
10/31/17	0000066726	P		10/31/2017	BANK OF AMERICA	TIRES AND TUBES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	271.68	
						10/31/2017	0000066726									271.68
10/31/17	0000066727	A		10/31/2017	AMAZON	NON-INSTRUCTIONAL SUPPLIES	Physical Sciences	01.0	00000.0	00000	02570	4320	1951000	17-18	90.00	
						10/31/2017	0000066727									90.00
10/31/17	0000066728	A		10/31/2017	IMAGE 2000, INC.	MISCELLANEOUS	Purchasing	01.0	00000.0	00100	04300	5810	6722000	17-18	5,047.98	
						10/31/2017	0000066728									5,047.98
10/31/17	0000066729	A		10/31/2017	BOY MACHINE INC.	PLASTICS SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	00000	70260	6410	0900000	17-18	40,411.65	
						10/31/2017	0000066729									40,411.65
10/31/17	0000066730	A		10/31/2017	KLEIN EDUCATIONAL SYSTEMS, INC	MACHINE SHOP SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	6410	0900000	17-18	40,320.00	
								01.3	00000.0	10001	70260	6450	0900000	17-18	1,536.75	
						10/31/2017	0000066730									41,856.75
10/23/17	14P005-28	A	1	11/06/2017	DAVID EVANS & ASSOCIATES, INC.	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65061	6220	7100000	17-18	3,400.00	
						10/23/2017	14P005-28									3,400.00
10/23/17	15C0046B	A		10/23/2017	EDUCATIONAL CREDIT	MISCELLANEOUS	Financial Aid Administration	01.3	00000.0	00000	71120	5810	6460000	17-18	24,000.00	
						10/23/2017	15C0046B									24,000.00
10/02/17	16C0152A	C		10/02/2017	TARGETED COMMUNICATIONS	CONSULTANTS	General Administration	69.4	00000.0	00000	01200	5810	6006000	17-18	3,650.00	
						10/02/2017	16C0152A									3,650.00

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

* Prior Year Payments

Report ID: LAPO009C

District: 64360

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 36

Run Date: 11/11/2017

Run Time: 12:16:22AM

FY: 17-18

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

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

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
10/23/17	17C0048	A		10/23/2017	FACILITIES PLANNING &	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65004	6120	7100000	17-18	12,500.00	
						10/23/2017	17C0048				FACILITIES PLANNING & CONSULTING SERVICE				12,500.00	
10/11/17	17C0057	A		10/11/2017	ABC Unified School District	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70310	5810	6190000	17-18	500.00	
						10/11/2017	17C0057				ABC Unified School District				500.00	
10/23/17	17C0062	C		10/23/2017	BHATTAR, RAJA G.	MISCELLANEOUS	Human Resources	01.3	00000.0	07002	73460	5810	6730000	17-18	250.00	
						10/23/2017	17C0062				BHATTAR, RAJA G.				250.00	
10/31/17	17C0069	A		11/02/2017	WEBSTER, DARLA	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	75285	5110	6190000	17-18	500.00	
						10/31/2017	17C0069				WEBSTER, DARLA				500.00	
10/07/17	17FC0018	A		10/07/2017	INLAND BUILDING CONSTRUCTION CO.,	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64051	6130	7100000	17-18	34,665.00	
						10/07/2017	17FC0018				INLAND BUILDING CONSTRUCTION CO., INC				34,665.00	
10/17/17	17FC0021	A		10/17/2017	PAVEWEST	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64014	6130	7100000	17-18	24,625.00	
						10/17/2017	17FC0021				PAVEWEST				24,625.00	
10/02/17	64141B	A		10/02/2017	BANK OF AMERICA	CONFERENCE AND TRAVEL	activated	01.0	00000.0	00000	01220	5210	2200000	17-18	103.72	
						10/02/2017	64141B				BANK OF AMERICA				103.72	
10/04/17	65974A	A		10/04/2017	SOUTHERN CALIFORNIA COMM	MISCELLANEOUS	Fiscal Operations	61.1	00000.0	00000	04100	5410	6720000	17-18	810,054.00	
						10/04/2017	65974A				SOUTHERN CALIFORNIA COMM COLL DIST JPA				810,054.00	
10/18/17	66056A	C		10/18/2017	AMAZON	MISCELLANEOUS	Fine Arts	01.3	00000.0	04300	70200	4320	1000000	17-18	105.14	
						10/18/2017	66056A				AMAZON				105.14	
10/18/17	66477A	P		10/18/2017	AMAZON	INSTRUCTIONAL SUPPLIES	Arts	01.0	00000.0	00000	02520	4320	1052000	17-18	21.13	

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* Prior Year Payments

Report ID: LAPO009C

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

Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 37

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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
																21.13
10/18/17	66490A	P		10/18/2017	AMAZON	COMPUTER SUPP/EQUIP	Eng and Rel Tech (Ind Tech)	01.3	00000.0	10001	70260	4320	0900000	17-18	9.99	
																9.99
10/06/17	APO170427	A		10/06/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Oth Instr Sup Services	01.3	00000.0	00000	70280	4550	6190000	17-18	1,000.00	
																1,000.00
10/07/17	APO170428	A		10/07/2017	L & J SERVICES, INC.	CONTRACTED SERVICES	Building Maintenance-Re	41.0	00000.0	00000	71016	5810	6510000	17-18	73,390.00	
																73,390.00
10/11/17	APO170429	P		10/11/2017	OFFICE DEPOT/BUSINESS	OFFICE SUPPLIES	Admissions	01.0	00000.0	00000	03800	4320	6225000	17-18	1,500.00	
																1,500.00
10/17/17	APO170430	A		10/17/2017	CPR LADY, THE	INSTRUCTIONAL SUPPLIES	Parking	39.5	00000.0	00000	79800	4550	6950000	17-18	500.00	
																500.00
10/17/17	APO170431	A		10/17/2017	HOME DEPOT CREDIT SERVICES	OPEN1	theater-technical	01.0	00000.0	00100	02520	4325	1055100	17-18	315.00	
																315.00
10/20/17	APO170432	A		10/20/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Secretary-Admin . Assistant	01.0	00000.0	00100	02510	4325	0514000	17-18	1,000.00	
																1,000.00
10/24/17	APO170433	A		10/24/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Accounting	01.0	00000.0	00100	02510	4325	0505000	17-18	1,000.00	
																1,000.00
10/26/17	APO170434	A		10/26/2017	MANN BROS	OPEN1	Theater	01.0	00000.0	00000	02520	4320	1055000	17-18	800.00	

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* Prior Year Payments

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Board List Purchase Order Report

CERRITOS COLLEGE

Page No. 38

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FY: 17-18

WEEKLY

Change															Distrib	
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
						10/26/2017	APO170434									800.00
10/30/17	APO170435	A		10/30/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Physical Education	01.0	00000.0	00000	02560	4320	0806000	17-18	4,000.00	
						10/30/2017	APO170435									4,000.00
10/30/17	APO170436	A		10/30/2017	OFFICE DEPOT/BUSINESS	MISCELLANEOUS	Physical Education	01.0	00000.0	00000	02560	4320	0806000	17-18	4,000.00	
						10/30/2017	APO170436									4,000.00
10/19/17	C101127-75	A		10/19/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64045	6220	7100000	17-18	65,182.00	
						10/19/2017	C101127-75									65,182.00
10/19/17	C101127-76	A		10/19/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.0	00000.0	00000	64011	6220	7100000	17-18	127,888.00	
						10/19/2017	C101127-76									127,888.00
10/19/17	C101127-77	A	1	11/07/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65004	6220	7100000	17-18	392.00	
						10/19/2017	C101127-77									392.00
10/19/17	C101127-78	A	1	11/07/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65035	6220	7100000	17-18	859.00	
						10/19/2017	C101127-78									859.00
10/19/17	C101127-79	A	1	11/07/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65060	6220	7100000	17-18	222.00	
						10/19/2017	C101127-79									222.00
10/19/17	C101127-80	A	1	11/07/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65061	6220	7100000	17-18	1,000.00	
						10/19/2017	C101127-80									1,000.00
10/19/17	C101127-81	A	1	11/07/2017	TILDEN-COIL CONSTRUCTORS INC	CONTRACTED SERVICES	Physical Property-Related	42.1	00000.0	00000	65061	6220	7100000	17-18	1,000.00	

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

* Prior Year Payments

Report ID: LAPO009C

Board List Purchase Order Report

Page No. 39

District: 64360

CERRITOS COLLEGE

Run Date: 11/11/2017

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FY: 17-18

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

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

WEEKLY

Change

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib Amount	PO Amt
				10/19/2017			C101127-81									1,000.00

Total by District : 64360	1,944,856.32	1,944,856.32
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End of Report LAPO009C

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 20

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts for the Month of October 2017

ACTION

It is recommended that the Board of Trustees approve the contracts that were processed during the month of October 2017.

FISCAL IMPACT

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

REPORT SUMMARY

This report of contracts that were processed during the month of October 2017 is provided for review and approval. The items listed include contracts requiring ratification and also includes informational items (e.g., informal bids, task orders, etc.). The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

October 2017 – Contracts

**Consideration of Approval of New/Amended Contracts
for the Month of October 2017**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0061	Norwalk-La Mirada Unified School District	Contractor to provide PLTW training for the following approved classes: IED/POE/CIM/AE/DE/EDD.	07/01/17	12/31/17	\$24,500.00	Technology
17C0062	Raja Bhattar	Contractor to provide guest speaker services for the Building Inclusive Spaces, Beyond Safe Zone event.	10/17/17	10/17/17	\$250.00	Human Resources
17C0063*	Chabot Las Positas CCD					
17C0064	Jalon M. O'Connell	Contractor to provide not-for-credit, fee-based workshops in the area of Money & Management classes on an as needed basis.	01/01/18	12/31/22	\$2,500.00	Community Education
17C0065	Jennifer Schutza	Contractor to provide not-for-credit, fee-based workshops in the area of Career Advancement classes on an as needed basis.	01/01/18	12/31/22	\$2,500.00	Community Education
17C0066	Notary Public Seminars	Contractor to provide not-for-credit, fee-based workshops in the area of Business and Entrepreneurship classes on an as needed basis.	05/02/18	04/30/23	\$1,000.00	Community Education
17C0067	Rounds, Miller and Associates	Contractor to provide not-for-credit, fee-based workshops in the area of Business and Entrepreneurship classes on an as needed basis.	05/02/18	04/30/23	\$2,000.00	Community Education
17C0068	Centro CHA	Memorandum of Understanding between Centro CHA and Cerritos College to provide non-credit courses to be held at Universidad De Colima.	08/19/17	12/09/17	No Cost	Adult Education
17C0069	Darla Webster	Contractor to mentor a Cerritos College special education student intern. Contractor will assist student intern with development as teaching professional with an emphasis on exploring teaching children with special needs. Contractor will participate in mentor meetings and end of year event.	12/01/17	05/18/18	\$500.00	Teacher TRAC

**Consideration of Approval of New/Amended Contracts
for the Month of October 2017**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0070*						
17C0071**						
17C0072	Valerie Diaz	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0073	Liliana Tovar	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0074	Krystal Fierro-Garcia	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0075	Yen Tseng	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0076	Taurreon Hundley	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships

**Consideration of Approval of New/Amended Contracts
for the Month of October 2017**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0077	Monica Zavala	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0078	Jenifer Mai	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0079	Adrian Perez	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0080	Lori Roman	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0081	Valentina Shibata	Contractor will serve as the designated K-16 Bridge Counselor from their high school and participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	10/16/17	06/30/18	\$300.00	Educational Partnerships
17C0082	University of Texas Arlington	District to provide a Nursing faculty member to serve as a mentor/preceptor to the University of Texas Arlington Baccalaureate and Master of Science in Nursing degree students	10/16/17	10/15/18	No Cost	Health Occupations
17C0083	James Burneff	Contractor to provide not-for-credit, fee-based workshops in the area of Enrichment & Interest classes on an as needed basis.	01/01/18	12/31/22	\$2,500.00	Community Education
17C0084	Preferred Discounts LLC	Contractor to provide not-for-credit, fee-based workshops in the area of Enrichment & Interest classes on an as needed basis.	01/01/18	12/31/22	\$2,000.00	Community Education

**Consideration of Approval of New/Amended Contracts
for the Month of October 2017**

NEW CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17C0085	Donna Miller	Contractor to provide guest speaker services for the Effective Communication Skills for Leaders workshop.	11/02/17	11/02/17	\$1,600.00	Human Resources
17C0086	Jones & Associates Consulting, Inc.	Contractor to provide guest speaker services for the OUR Higher Performing Inclusive Team Workshop.	11/15/17	11/15/17	\$6,000.00	Human Resources

*Contract was submitted as a separate Board item due to dollar amount and has already been approved
 ** No contract was issued under this contract number
 ***Pending
 ****For tracking purposes only

**Consideration of Approval of New/Amended Contracts
for the Month of October 2017**

AMENDED CONTRACTS							
Number	Contractor	Service	Start Date	End Date	Cost	Requestor	
17C0008*	CA Department of Education						
17C0009*	CA Department of Education						
<p>*Contract was submitted as a separate Board item due to dollar amount and has already been approved ** No contract was issued under this contract number ***Pending ****For tracking purposes only</p>							

**Consideration of Approval of New/Amended Contracts
for the Month of October 2017**

CONSTRUCTION RELATED CONTRACTS						
Number	Contractor	Service	Start Date	End Date	Cost	Requestor
17FC0020	Del Mar Floor Covering	Contractor to provide demolition and installation of carpet at the Community Education Office	10/7/2017	6/30/2018	\$23,751.88	Facilities
17FC0021	Pavewest, Inc.	Contractor to provide labor and materials for the seal coat and striping at Parking lots 1A and 2.	10/11/2017	6/30/2018	\$24,625.00	Facilities
15P010-05	TSG Enterprises dba The Solis Group	Project Assignment Agreement No. 5 – Contractor to provide labor compliance program administration services for the Parking Lot Phase 2 project.	12/01/17	01/10/18	\$3,247.00	Facilities
15P010-06	TSG Enterprises dba The Solis Group	Project Assignment Agreement No. 6 – Contractor to provide labor compliance program administration services for the Social Science Elevator project.	12/10/17	07/25/18	\$13,158.00	Facilities
13P015-08	Sinha & Keyfauver Engineering dba S&K Engineers	Project Assignment Agreement No. 8 – Contractor to provide services for the Campus Standards Revisions (MEP Systems)	10/01/17	06/30/18	\$9,000.00	Facilities
16P017	Resource Environmental, Inc.	Change Order No. 1 – Informal Bid, Old Fine Arts Building Exterior Abatement	06/20/17	Project Completion	\$5,211.00	Facilities

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 21

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Amendment to the Agreement with Bill Carr Surveys, Inc. for Survey Services for the Health & Wellness Complex– Phase I</p>

ACTION

It is recommended that the Board of Trustees ratify the amendment to the agreement with Bill Carr Surveys, Inc. for Survey Services for the Health & Wellness Complex – Phase I.

FISCAL IMPACT

The total contract sum shall be increased \$73,945 for a new not-to-exceed amount of \$118,335; this amount will be funded from the GO Bond. Bill Carr Surveys, Inc. is headquartered in Orange, CA.

REPORT SUMMARY

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

AMENDMENT NO. 1 TO THE INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES FOR SURVEY SERVICES FOR THE HEALTH & WELLNESS COMPLEX – PHASE I BILL CARR SURVEYS, INC.

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

Purpose: On April 5, 2017, Cerritos College entered into an agreement with Bill Carr Surveys, Inc. to provide survey services for the Health & Wellness Complex – Phase I. Bill Carr Surveys, Inc.’s services include, but are not limited to, office calculations and plan review, recovery of existing boundary or site control, site vertical benchmarks, topographic survey of existing grades, marking of demolition limits, post-rough grading topographic survey, staking and gridlines, pre-pour bolt check, and post-pour bolt check.

At this time, Cerritos College wishes to amend the Independent Consultant Agreement for Professional Services to allow for additional services regarding Phase I – Site and Phase II – Building & Site of the Health and Wellness Complex project.

Period: The time period will be from April 6, 2017 through April 5, 2020.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Amendment No. 1 to Contract No. 16P014 – Bill Carr Surveys, Inc.
Contract No. 16P014– Bill Carr Surveys, Inc.



**AMENDMENT No. 1
TO
INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
SURVEY SERVICES FOR THE HEALTH & WELLNESS COMPLEX – PHASE I
BETWEEN
CERRITOS COMMUNITY COLLEGE DISTRICT
AND
BILL CARR SURVEYS, INC.**

The Agreement made and entered on **April 6, 2017**, by and between **Cerritos Community College District** ("District"), a public community college district organized and existing under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **Bill Carr Surveys, Inc.** ("Consultant"), with its principal place of business at 615 N. Poplar Street, Orange, CA 92868, is **AMENDED** on **November 16, 2017**, as follows:

Item 1: **Modify** Agreement, Page 1, Item 4. Compensation., to add \$73,945.00 in fees for the additional services, incorporated by this AMENDMENT in Item 2 below:

4. Compensation. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this Agreement a total fee not to exceed ~~Forty Four Thousand Three Hundred Ninety and 00/100 Dollars (\$44,390.00)~~ **ONE HUNDRED EIGHTEEN THOUSAND THREE HUNDRED THIRTY FIVE AND 00/100 DOLLARS (\$118,335.00)**. District shall pay Consultant according to the following terms and conditions:

4.1 Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after receipt of Consultant's invoice submitted to the District for Services actually completed, and after the District's written approval of the Services, or the portion of the Services for which payment is to be made.

4.2 The Services shall be performed on a Time and Materials basis at the hourly billing rates and/or unit prices included in **Exhibit "A."** If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Agreement.

Item 2: **Add** to the existing **Exhibit "A"** the following documents, which references and incorporates into the Agreement by this AMENDMENT the proposal letters from Daniel Garcia, CEO, Bill Carr Surveys, Inc., regarding Phase 1 dated January 26, 2016 (5 pages), and regarding Phase 2 dated January 26, 2016 (7 pages).

[SIGNATURES FOLLOW ON NEXT PAGE]



ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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

DISTRICT:

CONSULTANT:

By: _____
Signature

By: _____
Signature

Typed or Printed Name & Title

Typed or Printed Name & Title

E-mail Address

Tax ID Number

BILL CARR SURVEYS, INC.
 615 N. Poplar Street, Orange, CA 92868
 (714) 978-3889 / Fax (714) 978-3890
 Email: bcarr@billcarrsurveys.com

EXHIBIT A

REVISED January 26, 2016

Cerritos College
 Cerritos Community College Program
 11110 Alondra Blvd, Norwalk, CA 90650

kjones@tilden-coil.com
pstavros@tilden-coil.com

RE: Cerritos Health and Wellness Complex Project Complete Survey Proposal
PHASE 1 ONLY - SITE (ONLY) - BUILDINGS INC. IN ORIGINAL AGREEMENT

Kevin,

Thank you for the invitation to bid this project. Included in our "Bid total" are all of the survey scope items we consider pertinent to the successful completion of the project. In fact, we have priced every item individually in case you would like to select your survey services individually. Alternatively, we can work at our T & M rates, listed at the end of this proposal. Please let us know if there are any questions or concerns. We look forward to hearing from you.

Please note that we are professional consultants and not subcontractors and will require a sub-consultant agreement, instead of a sub-contractor agreement for our services. Thank you.

SCOPE:

Phase 1

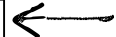
Item and Description	Optional Item Designation	Bid Item Amount
1) <u>Sewer Staking</u> BCS will Stake:		
A. The Line running N-S Along the northwest corner of the project. 135 lf +/-		\$ 575.00
B. The Line running N-S Along the northwest corner of building "A". 80 lf +/-		\$ 460.00
C. The Line running N-S at the north side of building "A". 15 lf +/-		\$ 115.00
D. The "backbone" Line running N-S Along the east side of building "A". 175 lf +/-		\$ 575.00
E. The Laterals stemming from the "backbone" line at the East side of building "A".		\$ 460.00
F. The "backbone" Line running E-W Along the west and south side of building "B". 300 lf +/-		\$ 690.00
G. The Laterals stemming from the "backbone" line at the west and south side of building "B".		\$ 460.00
2) <u>Storm Drain Staking</u> BCS will stake:		
A. The "backbone" Line running E-W along the north side of the project. 240 lf +/-		\$ 690.00

B. The Laterals stemming from the "backbone" line Along the north side of the project.		\$ 460.00
C. The "backbone" Line running N-S northwest side of building "A". 100 lf +/-		\$ 460.00
D. The Laterals stemming from the "backbone" line at the northwest side of building "A".		\$ 460.00
E. The "backbone" Line running N-S east side of building "A". 150 lf +/-		\$ 575.00
F. The Laterals stemming from the "backbone" line at the east side of building "A".		\$ 1,840.00
G. The "backbone" Line running N-S along the west side of the project. 275 lf +/-		\$ 690.00
H. The Laterals stemming from the "backbone" line at the west side of the project.		\$ 460.00
I. The Line running E-W along the south side of the project. 190 lf +/-		\$ 575.00
J. The "backbone" Line running between buildings "A" and "B". 375 lf +/-		\$ 920.00
K. The Laterals stemming from the "backbone" line between buildings "A" and "B".		\$ 2,760.00
3) <u>Storm Drain Grates</u> BCS will stake the grates for Catch basins and trench drains separate from the line staking for proper placement (horizontal and vertical) of the large drains.		\$ 2,300.00
4) <u>Water</u> BCS will Stake water lines and structures as follows:		
A. The lines along the west side of the project. 440 lf +/-		\$ 1,380.00
B. The lines along the south side of the project. 230 lf +/-		\$ 920.00
C. The lines between buildings "A" and "B". 315 lf +/-		\$ 1,150.00
D. The lines along the east side of the project. 680 lf +/-		\$ 1,610.00
E. The north side connection. 30 lf +/-		\$ 230.00
5) <u>Fire Hydrants</u> BCS will stake 3 phase 1 fire hydrants separate from the line staking for proper placement behind the edge of walk.		\$ 1,035.00
6) <u>Lights</u> BCS will stake:		
A. 9 light poles, 2 points per light		\$ 1,380.00
7) <u>Benches</u> BCS will stake:		\$ 2,300.00

BILL CARR SURVEYS, INC.
 615 N. Poplar Street, Orange, CA 92868
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EXHIBIT A

A. 5 radial benches around the edge of the planters in the northwest court area.		
B. 5 straight benches along straight planter areas		\$ 1,150.00
8) <u>Site Walls</u> BCS will stake:		
A. The raised wall on the west side of building "A"		\$ 690.00
B. The low wall near the steps along the north side of the "Hall of Fame"		\$ 460.00
9) <u>Site Ramps and Steps</u> BCS will stake the 2 ramps and steps (one on the north and one on the south of the "Hall of Fame")		\$ 1,380.00
10) <u>Final Asbuilt</u> After all hardscape has been Put in BCS will topo the entire site in order to submit to the engineer of record so that he may provide his final certification to the city. BCS will provide the asbuilt in PDF and CAD.	OPTIONAL	\$ 2,300.00
11) <u>Restaking Allowance</u> BCS proposes to allot some time to re-staking for the survey stakes that will be lost over the duration of the project due to construction activities. 20 hours field	OPTIONAL	\$ 4,000.00
BID TOTAL for all PHASE 1 (part 2) Survey *Includes Optional items		\$36,110.00



- Exclusions:
- Excavation Staking
 - Excavation Certification
 - Pile Vertical Calculations
 - Pile Asbuilts
 - Regrade/Pad check- (after pile are placed)
 - MEP (Pre concrete control)
 - Floor Control (Grids)
 - Plumb Up Control
 - Perimeter Control
 - Utility tie in survey (after potholing)
 - Electrical line
 - Light bollards
 - Sidewalk staking
 - Tree staking
 - Building Height Certification
 - Misc. Asbuilts

Bill Carr Surveys, Inc. Rates for Additional Work:

Office/AutoCAD \$ 115.00 per hour
(Office rate is inclusive of exhibits if requested, field support, calculations, and only office functions directly related to the execution of the requested field work)

2-Man Field \$ 230.00 per hour
* most commonly used field rate
(2-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

1-Man Field \$ 185.00 per hour
*Note: only used when safe, practical and efficient to do so as determined by BCS.
(1-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

3-Man Field \$ 315.00 per hour
*Note: only used when safe, practical and efficient to do so as determined by BCS.
(3-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

GENERAL NOTES:

- 1) Above listed rates are effective thru October, 2017 unless otherwise stated.
- 2) 1 hours travel will be charged per Move-in at field rate.
- 3) 1.5x Premium for overtime, Saturday, and night work
- 4) 2x Premium for Holiday and Sunday
- 5) There is a 4 hour min. per move-in. Any of the Lump Sum Items listed in the proposal that are priced as less than the cost of a 4-hour Move-in at the 2Man Rate (\$920) must be combined with another item to increase the scope of work for that day. Please schedule accordingly.
- 6) No retention
- 7) Please schedule a survey crew move-in 60 hours in advance of needed work
- 8) If applicable, please provide our office with all appropriate plans, specifications and CAD files (Auto Cad 2014 compatible) at least 48 hours before field work needed.
- 9) We are Professional Design Consultants, not sub Contractors and should be issued a sub-consultant or Professional Service agreement for our services.
- 10) Contract may be terminated by either party as allowed by law, in writing. If the contract is terminated at any time, for any reason, by any party, prior to completion, BCS retains the right to complete the work described above as necessary to comply with the law. Compensation will be paid by client for work done up to the date of termination

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EXHIBIT A

- 11) If BCS or the client determine that additional services are necessary, BCS will provide pricing for the additional services to the client before any additional work is performed and/or work at the Time & Material rates listed above.

If you have any questions, please call.

Sincerely,

Daniel Garcia, PLS # 9038
CEO, Bill Carr Surveys, Inc.

BILL CARR SURVEYS, INC.
 615 N. Poplar Street, Orange, CA 92868
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EXHIBIT A

REVISED January 26, 2016

Cerritos College
 Cerritos Community College Program
 11110 Alondra Blvd, Norwalk, CA 90650

kjones@tilden-coil.com
pstavros@tilden-coil.com

RE: Cerritos Health and Wellness Complex Project Complete Survey Proposal
PHASE 2 ONLY — BUILDING AND SITE

Kevin,

Thank you for the invitation to bid this project. Included in our “Bid total” are all of the survey scope items we consider pertinent to the successful completion of the project. In fact, we have priced every item individually in case you would like to select your survey services individually. Alternatively, we can work at our T & M rates, listed at the end of this proposal. Please let us know if there are any questions or concerns. We look forward to hearing from you.

Please note that we are professional consultants and not subcontractors and will require a sub-consultant agreement, instead of a sub-contractor agreement for our services. Thank you.

SCOPE:

Phase 2

Item and Description	Optional Item Designation	Bid Item Amount
1) <u>Office Calculations and Plan Review</u> Please note: The Owner has paid for the engineering of these plans and should not have to pay for additional calculations of this data for construction. <i>BCS is requiring CAD files—AutoCAD 2014 compatible with all data three days in advance of staking in order for our office to prepare data for our field crew.</i> BCS will check the Control in the CAD and reference against the Architectural and Structural Plans prior to any Staking. Any discrepancies found will be noted and submitted in an RFI requesting clarifications. This Item also covers the office calculations and support for the field crew, within the first round of staking for all contracted scope items. (Office time for Asbuilts, Bolt Checks, Certifications, and plan revisions is excluded from this item.)		\$ 1,035.00
2) <u>Proagation of Phase 1 Control</u> BCS will transfer Horizontal and Vertical control onto the Phase 2 site and ensure that it will match the Phase 1 ties.		\$ 920.00

<p>3) <u>Site Vertical Benchmarks</u> BCS will set 2 site vertical Benchmarks during the same move-in when Control is Transferred. Locations to be approved by Superintendent prior to setting. Crew will provide a field sketch of locations.</p>		<p>\$ 345.00</p>
<p>4) <u>Demolition</u> BCS proposes to mark the demolition limits at: A. The northeast corner of the job at the sidewalk saw cuts lines. 4 points</p>		<p>\$ 435.00</p>
<p>B. The southeast corner of the job at the sidewalk saw cuts lines. 6 points</p>		<p>\$ 435.00</p>
<p>5) <u>Pad Staking</u> BCS will layout offsets to the building envelope for building "C" and "D." <i>1 Move-in max</i></p>		<p>\$ 1,380.00</p>
<p>6) <u>Pad Verification</u> A. Bldg "C." - BCS will topo the newly completed pad. We will email these topo's to the engineer of record for his written approval to the City. BCS will not issue any certifications. We will also advise your grader of any corrections he may need before we leave the site. We will issue a "Field Memo" stating the correctness of the grading of these areas. After this item is complete the field crew will move right into the setting of street level building grids. <i>1 Move-in max</i></p>		<p>\$ 920.00</p>
<p>B. Bldg "D." - BCS will topo the newly completed pad. We will email these topo's to the engineer of record for his written approval to the City. BCS will not issue any certifications. We will also advise your grader of any corrections he may need before we leave the site. We will issue a "Field Memo" stating the correctness of the grading of these areas. After this item is complete the field crew will move right into the setting of street level building grids. <i>1 Move-in max</i></p>		<p>\$ 920.00</p>
<p>C. Pad Cert Exhibits If required, BCS will create exhibits for the pad certifications. Exhibits will be emailed to the client for forwarding to the Engineer of Record (EOR).</p>		<p>\$ 415.00</p>
<p>7) <u>Pile Horizontal Location Staking</u> BCS will stake the centerline of each individual Pile. BCS understands that the drilling machinery and equipment makes it so that the site is thoroughly travelled and it</p>		<p>\$ 1,840.00</p>

<p>becomes practical to stake only portions of the pile at a time in order to best protect the staking and prevent re-work. BCS has allotted move-ins accordingly. Please note that this item only covers horizontal placement of the pile. Vertical information can be calculated by others and figured using the site vertical benchmarks or by the item below.</p> <p>A. Building "C"- BCS will set a durable marker (8"-10" spike, with wire flag, and pile #) at the centerline of each actual pile location. <i>1 Move-in max</i></p>		
<p>B. Building "D"- BCS will set a durable marker (8"-10" spike, with wire flag, and pile #) at the centerline of each actual pile location. <i>1 Move-in max</i></p>		\$ 1,840.00
<p>8) <u>Street Level Building Grids</u> BCS will stake 4 gridlines by 4 gridlines around the perimeter of the buildings. Points will be tacked hubs in the dirt and are to be used to assist in the setting of batter boards for footing layout by others. BCS will suggest the gridlines but final decision of which grids to stake will be up to the contractor.</p> <p>A. Building "C"- BCS suggests gridlines: CA, CD, CF, CG, by C1, C2, C6, C7 (16 points max) <i>1 Move-in max</i></p>		\$ 1,840.00
<p>B. Building "D"- BCS suggests gridlines: DA, DC, DD, DF, by D1, D3, D4, D5 (16 points max) <i>1 Move-in max</i></p>		\$ 1,840.00
<p>9) <u>Pre-Pour Bolt Checks</u> BCS believes that the concrete will be done in separate pours (one per building) and proposes to check the base plates (horizontally and vertically), prior to concrete pours as in separate move-ins BCS will advise contractor of adjustments that can be done in the field. <i>Bolt patterns to be set in rebar prior to our move-in. BCS will issue a report indicating the centerline bolt pattern positions after contractor makes final adjustments during our move-ins.</i></p> <p>A. Building "C" Field Move-ins plus reports <i>1 Move-in max</i></p>		\$ 2,300.00
<p>B. Building "D" Field Move-ins plus reports <i>1 Move-in max</i></p>		\$ 2,300.00
<p>10) <u>Post-Pour Bolt Check</u> BCS proposes to check the final location of bolt patterns after concrete pours and issue a spread sheet indicating the final bolt pattern positions.</p> <p>A. Building "C" Field Move-ins plus reports <i>1 Move-in max</i></p>		\$ 2,070.00

B. Building "D" Field move-ins plus reports <i>1 Move-in max</i>		\$ 2,070.00
11) <u>Interior Vertical Benchmarks</u> BCS will set 2 Interior Vertical benchmarks on steel columns per bldg, on the first level. BCS will punch the steel at 5 foot above the design finish floor elevation.		
A. Building "C" Level 1		\$ 460.00
B. Building "C" Level 2		\$ 460.00
C. Building "D" Level 1		\$ 460.00
D. Building "D" Roof		\$ 460.00
12) <u>Sewer Staking</u> BCS will Stake:		
A. The Line running E-W along the south side of bldg. "D". 150 lf +/-		\$ 575.00
B. The Line running E-W Along the north side of building "D". 60 lf +/-		\$ 460.00
C. The sewer connection at the west side of building "C".		\$ 115.00
13) <u>Storm Drain Staking</u> BCS will stake:		
A. The Line running along the south and east side of building "D". 195 lf +/-		\$ 690.00
B. The Line running along the west side of bldg "D". 90 +/-		\$ 460.00
C. The Line running along the north side of bldg "D". 60 lf +/-		\$ 460.00
D. The Line running along the south side of bldg "C". 75 +/-		\$ 460.00
E. The Line running along the west side of bldg "C". 80 lf +/-		\$ 460.00
F. The Line running along the north and east side of bldg "C" 195 +/-		\$ 690.00
14) <u>Storm Drain Grates</u> BCS will stake the grates for Catch basins separate from the line staking for proper placement (horizontal and vertical) of the large drains.		\$ 460.00

BILL CARR SURVEYS, INC.
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EXHIBIT A

15) <u>Water</u> BCS will Stake water lines and structures as follows: A. The lines at the southwest corner of bldg "D". 15 lf +/-		\$ 230.00
B. The lines running N-S along the east side fo the open area between the phase 2 buildings. 95 lf +/-		\$ 460.00
C. The lines along the south side of building "C". 130 lf +/-		\$ 690.00
D. The lines along the north side of bldg "C". 100 lf +/-		\$ 575.00
16) <u>Fire Hydrant</u> BCS will stake 1 phase 2 fire hydrants separate from the line staking for proper placement behind the edge of walk.		\$ 345.00
17) <u>Lights</u> BCS will stake: A. 2 light poles, 2 points per light		\$ 460.00
18) <u>Benches</u> BCS will stake 4 straight benches along straight planter areas		\$ 920.00
19) <u>Final Asbuilt</u> After all hardscape has been Put in BCS will topo the entire site in order to submit to the engineer of record so that he may provide his final certification to the city. BCS will provide the asbuilt in PDF and CAD.	OPTIONAL	\$ 1,840.00
20) <u>Restaking Allowance</u> BCS proposes to allot some time to re-staking for the survey stakes that will be lost over the duration of the project due to construction activities. <i>14 hours field</i>	OPTIONAL	\$ 3,220.00
BID TOTAL for all PHASE 2 Survey *Includes Optional items		\$37,835.00

- Exclusions:
- Excavation Staking
 - Excavation Certification
 - Pile Vertical Calculations
 - Pile Asbuilts
 - Regrade/Pad check- (after pile are placed)
 - MEP (Pre concrete control)
 - Floor Control (Grids)
 - Plumb Up Control
 - Perimeter Control
 - Utility tie in survey (after potholing)
 - Electrical line
 - Light bollards
 - Sidewalk staking
 - Tree staking
 - Building Height Certification
 - Misc. Asbuilts

Bill Carr Surveys, Inc. Rates for Additional Work:

Office/AutoCAD \$ 115.00 per hour
(Office rate is inclusive of exhibits if requested, field support, calculations, and only office functions directly related to the execution of the requested field work)

2-Man Field \$ 230.00 per hour
* most commonly used field rate
(2-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

1-Man Field \$ 185.00 per hour
*Note: only used when safe, practical and efficient to do so as determined by BCS.
(1-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

3-Man Field \$ 315.00 per hour
*Note: only used when safe, practical and efficient to do so as determined by BCS.
(3-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

GENERAL NOTES:

- 1) Above listed rates are effective thru October, 2017 unless otherwise stated.
- 2) 1 hours travel will be charged per Move-in at field rate.
- 3) 1.5x Premium for overtime, Saturday, and night work
- 4) 2x Premium for Holiday and Sunday
- 5) There is a 4 hour min. per move-in. Any of the Lump Sum Items listed in the proposal that are priced as less than the cost of a 4-hour Move-in at the 2Man Rate (\$920) must be combined with another item to increase the scope of work for that day. Please schedule accordingly.
- 6) No retention
- 7) Please schedule a survey crew move-in 60 hours in advance of needed work
- 8) If applicable, please provide our office with all appropriate plans, specifications and CAD files (Auto Cad 2014 compatible) at least 48 hours before field work needed.
- 9) We are Professional Design Consultants, not sub Contractors and should be issued a sub-consultant or Professional Service agreement for our services.
- 10) Contract may be terminated by either party as allowed by law, in writing. If the contract is terminated at any time, for any reason, by any party, prior to completion, BCS retains the right to complete the work described above as necessary to comply with the law. Compensation will be paid by client for work done up to the date of termination

BILL CARR SURVEYS, INC.
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EXHIBIT A

- 11) If BCS or the client determine that additional services are necessary, BCS will provide pricing for the additional services to the client before any additional work is performed and/or work at the Time & Material rates listed above.

If you have any questions, please call.

Sincerely,

Daniel Garcia, PLS # 9038
CEO, Bill Carr Surveys, Inc.

**INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
SURVEY SERVICES FOR THE HEALTH & WELLNESS COMPLEX – PHASE I**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the 6th day of April, 2017, by and between the **Cerritos Community College District**, ("District"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **Bill Carr Surveys, Inc.** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 615 N. Poplar Street, Orange, CA 92868. DISTRICT and CONTRACTOR are sometimes individually referred to as "Party" and collectively as "Parties."

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall provide **Survey services for the Health & Wellness Complex – Phase I** as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing Services under this Agreement on **April 6, 2017,** and will diligently perform as required and complete performance by **April 5, 2018,** unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

- | | |
|---------------|---|
| <u> X </u> | Signed Agreement |
| <u> X </u> | Workers' Compensation Certification |
| <u> X </u> | Insurance Certificates and Endorsements |
| <u> X </u> | W-9 Form |
| <u> </u> | Other: _____ |

4. **Compensation.** District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Forty Four Thousand Three Hundred Ninety and 00/100 Dollars (\$44,390.00).** District shall pay Consultant according to the following terms and conditions:
 - 4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after receipt of Consultant's invoice submitted to the District for Services actually completed, and after the District's written approval of the Services, or the portion of the Services for which payment is to be made.
 - 4.2. The Services shall be performed on a Time and Materials basis at the hourly billing rates and/or unit prices included in **Exhibit "A."** If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Agreement.
5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.
6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to

benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the Services herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

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

8. Performance of Services.

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

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

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

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

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

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

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

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

District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. Termination.

12.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for Services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

12.2. Not Used.

12.3. **For Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

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

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

14. Insurance.

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

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

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

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

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

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

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

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

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

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

20. Not Used.

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

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

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

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

23. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

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

District:

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

Consultant:

Bill Carr Surveys, Inc.
ATTN: Daniel Garcia, C.E.O.
Address: 615 N. Poplar Street
Orange, CA 92868
Phone: 714-978-3889
Fax: 714-978-3890

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

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

fees.

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

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

Dated: April 21, 2017

Dated: April 11, 2017

Cerritos Community College District

Bill Carr Surveys, Inc.

By: 

By: 

Print Name: FELIPE R. LOPEZ

Print Name: Daniel Garcia

Print Title: VP, BUSINESS SERVICES

Print Title: C.E.O.

Information regarding Consultant:

License No.: PLS 9038
Address: 615 N. Poplar Street
Orange, CA 92868
Telephone: 714-978-3889
Facsimile: 714-978-3890
E-Mail: dgarcia@billcarrsurveys.com

Type of Business Entity:
 Individual
 Sole Proprietorship
 Partnership
 Limited Partnership
 Corporation, State: California
 Limited Liability Company
 Other: _____

33-0387885
Employer Identification and/or
Social Security Number

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

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

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

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

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services under this Agreement.

Date: April 11, 2017

Name of Consultant: Bill Carr Surveys, Inc.

Signature:  _____

Print Name and Title: Daniel Garcia, C.E.O.

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

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

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

1. Attached and incorporated by references is the proposal letter from Daniel Garcia, PLS, CEO Bill Carr Surveys, Inc. to Kevin Jones, Project Manager, Tilden-Coil Constructors, Cerritos Community College District to perform survey services for the Health and Wellness Complex – Phase I, dated January 26, 2016 – Revised (7 pages).

BILL CARR SURVEYS, INC.
 615 N. Poplar Street, Orange, CA 92868
 (714) 978-3889 / Fax (714) 978-3890
 Email: bcarr@billcarrsurveys.com

REVISED January 26, 2016

Cerritos College
 Cerritos Community College Program
 11110 Alondra Blvd, Norwalk, CA 90650

kjones@tilden-coil.com
pstavros@tilden-coil.com

RE: Cerritos Health and Wellness Complex Project Complete Survey Proposal
PHASE 1 ONLY

Kevin,

Thank you for the invitation to bid this project. Included in our "Bid total" are all of the survey scope items we consider pertinent to the successful completion of the project. In fact, we have priced every item individually in case you would like to select your survey services individually. Alternatively, we can work at our T & M rates, listed at the end of this proposal. Please let us know if there are any questions or concerns. We look forward to hearing from you.

Please note that we are professional consultants and not subcontractors and will require a sub-consultant agreement, instead of a sub-contractor agreement for our services. Thank you.

SCOPE:

Phase 1

Item and Description	Optional Item Designation	Bid Item Amount
1) <u>Office Calculations and Plan Review</u> Please note: The Owner has paid for the engineering of these plans and should not have to pay for additional calculations of this data for construction. <i>BCS is requiring CAD files—AutoCAD 2014 compatible with all data three days in advance of staking in order for our office to prepare data for our field crew.</i> BCS will check the Control in the CAD and reference against the Architectural and Structural Plans prior to any Staking. Any discrepancies found will be noted and submitted in an RFI requesting clarifications. This Item also covers the office calculations and support for the field crew, within the first round of staking for all contracted scope items. (Office time for Asbuilts, Bolt Checks, Certifications, and plan revisions is excluded from this item.)		\$ 2,070.00
2) <u>Recovery of existing boundary or site control</u> BCS will require that the control used in the base mapping be provided by the design team. BCS will recover and check the control, vertically and horizontally to the existing conditions prior to doing any staking. <i>1 Move-in max</i>		\$ 1,840.00

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<p>3) <u>Site Vertical Benchmarks</u> BCS will set 2 site vertical Benchmarks during the same move-in when Control is recovered. Locations to be approved by Superintendent prior to setting. Crew will provide a field sketch of locations.</p>		<p>\$ 460.00</p>
<p>4) <u>Topographic Survey of Existing Grades</u> A. BCS proposes to conduct a topographic survey of the grades in the field area in order for quantities to be calculated from before any construction takes place. Approximately 100 points.</p>	<p>OPTIONAL</p>	<p>\$ 1,610.00</p>
<p>B. BCS Office will produce an exhibit overlaying topographic shots onto a background of a plan document. BCS to provide data to client in deliverable.</p>	<p>OPTIONAL</p>	<p>\$ 345.00</p>
<p>5) <u>Demolition</u> BCS proposes to mark the demolition limits at: A. The Southwest corner of the project where the sidewalk is to be saw cut. 2 points</p>	<p>OPTIONAL</p>	<p>\$ 230.00</p>
<p>B. The Saw-cut line along the entire east side of the Phase 1 area, that separates the Phase 1 area from the portion of accessible sidewalk that is to remain. Points at 25 foot intervals. <i>1 Move-in max</i></p>	<p>OPTIONAL</p>	<p>\$ 690.00</p>
<p>6) <u>Post Rough Grading Topo</u> BCS will conduct a topographic survey of the site after rough grading has been done to confirm that it is in per plan. BCS office will issue an exhibit of the topo shots overlaid on the approved grading or rough plan.</p>	<p>OPTIONAL</p>	<p>\$ 920.00</p>
<p>7) <u>Pad Staking</u> BCS will layout offsets to the building envelope for building "A" and "B." <i>1 Move-in max</i></p>		<p>\$ 1,380.00</p>
<p>8) <u>Pad Verification</u> A. Bldg "A." - BCS will topo the newly completed pad. We will email these topo's to the engineer of record for his written approval to the City. BCS will not issue any certifications. We will also advise your grader of any corrections he may need before we leave the site. We will issue a "Field Memo" stating the correctness of the grading of these areas. After this item is complete the field crew will move right into the setting of street level building grids. <i>1 Move-in max</i></p>		<p>\$ 920.00</p>

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<p>B. Bldg "B." - BCS will topo the newly completed pad. We will email these topo's to the engineer of record for his written approval to the City. BCS will not issue any certifications. We will also advise your grader of any corrections he may need before we leave the site. We will issue a "Field Memo" stating the correctness of the grading of these areas. After this item is complete the field crew will move right into the setting of street level building grids. <i>1 Move-in max</i></p>		\$ 920.00
<p>C. Pad Cert Exhibits If required, BCS will create exhibits for the pad certifications. Exhibits will be emailed to the client for forwarding to the Engineer of Record (EOR).</p>	OPTIONAL	\$ 345.00
<p>9) <u>Pile Horizontal Location Staking</u></p>		
<p>BCS will stake the centerline of each individual Pile. BCS understands that the drilling machinery and equipment makes it so that the site is thoroughly travelled and it becomes practical to stake only portions of the pile at a time in order to best protect the staking and prevent re-work. BCS has allotted move-ins accordingly. Please note that this item only covers horizontal placement of the pile. Vertical information can be calculated by others and figured using the site vertical benchmarks or by the item below.</p>		
<p>A. Building "A"- BCS will set a a durable marker (8"-10" spike, with wire flag, and pile #) at the centerline of each actual pile location. <i>2 Move-ins max</i></p>		\$ 4,140.00
<p>B. Building "A"- BCS will set a a durable marker (8"-10" spike, with wire flag, and pile #) at the centerline of each actual pile location. <i>1 Move-ins max</i></p>		\$ 2,070.00
<p>10) <u>Street Level Building Grids</u></p>		
<p>BCS will stake 5 gridlines by 4 gridlines around the perimeter of the buildings. Points will be tacked hubs in the dirt and are to be used to assist in the setting of batter boards for footing layout by others. BCS will suggest the gridlines but final decision of which grids to stake will be up to the contractor.</p>		
<p>A. Building "A"- BCS suggests gridlines: A1, A6, A9, A13, A18, by AA, AE, AN, AT (24 points max) <i>1 Move-in max</i></p>		\$ 2,300.00
<p>B. Building "B"- BCS suggests gridlines: B2, B4, B5, B8, B12, by BA, BD, BF, BH (24 points max) <i>1 Move-in max</i></p>		\$ 2,070.00

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<p>11) <u>Buildng "A" Elevator Pits (2)</u> BCS will stake grids in the immediate vicinity of the elevator to assist in the precise placement of the elevators. BCS will stake offsets to grid intersection of A9 and AD for Elevator 1 and offsets to grid intersection of A7 and AN for Elevator 2. Tacked hubs in dirt. <i>1 Move-in max</i></p>		\$ 1,150.00
<p>12) <u>Building "A" Exterior Stairs (3)</u> BCS stake grids in the immediate vicinity of each of the Stairs. A. Stair #1- BCS will stake offsets to centerline of stair by grid A9 B.</p>	OPTIONAL	\$ 460.00
<p>C. Stair #2- BCS will stake offsets to grids AF by A18</p>	OPTIONAL	\$ 460.00
<p>D. Stair #3- BCS will stake offsets to grids AM by A18</p>	OPTIONAL	\$ 460.00
<p>13) <u>Pre-Pour Bolt Check</u> BCS believes that the concrete will be done in partial pours and proposes to check the base plates (horizontally and vertically), prior to concrete pours as in separate move-ins BCS will advise contractor of adjustments that can be done in the field. <i>Bolt patterns to be set in rebar prior to our move-in. BCS will issue a report indicating the centerline bolt pattern positions after contractor makes final adjustments during our move-ins.</i> A. Building "A" Field Move-ins plus reports <i>3 Move-ins max</i></p>		\$ 5,520.00
<p>B. Building "B" Field Move-ins plus reports <i>2 Move-ins max</i></p>		\$ 3,680.00
<p>14) <u>Post-Pour Bolt Check</u> BCS proposes to check the final location of bolt patterns after concrete pours and issue a spread sheet indicating the final bolt pattern positions. A. Building "A" Field Move-ins plus reports <i>3 Move-ins max</i></p>		\$ 4,830.00
<p>B. Building "B" Field move-ins plus reports <i>2 move-ins max</i></p>		\$ 3,220.00

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15) <u>Interior Vertical Benchmarks</u> BCS will set 2 Interior Vertical benchmarks on steel columns per bldg, per level. BCS will punch the steel at 5 foot above the design finish floor elevation. A. Building "A" Level 1		\$ 460.00
B. Building "A" Level 2		\$ 460.00
C. Building "A" Roof		\$ 460.00
D. Building "B" Level 1		\$ 460.00
E. Building "B" Roof		\$ 460.00
BID TOTAL for all PHASE 1 (part 1) Survey *Includes Optional items		\$44,390.00

Exclusions:

- Excavation Staking
- Excavation Certification
- Pile Vertical Calculations
- Pile Asbuilts
- Regrade/Pad check- (after pile are placed)
- MEP (Pre concrete control)
- Floor Control (Grids)
- Plumb Up Control
- Perimeter Control
- Utility tie in survey (after potholing)
- Electrical line
- Light bollards
- Sidewalk staking
- Tree staking
- Building Height Certification
- Misc. Asbuilts

 2/9/2017

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Bill Carr Surveys, Inc. Rates for Additional Work:

Office/AutoCAD \$ 115.00 per hour
(Office rate is inclusive of exhibits if requested, field support, calculations, and only office functions directly related to the execution of the requested field work)

2-Man Field \$ 230.00 per hour
* most commonly used field rate
(2-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

1-Man Field \$ 185.00 per hour
*Note: only used when safe, practical and efficient to do so as determined by BCS.
(1-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

3-Man Field \$ 315.00 per hour
*Note: only used when safe, practical and efficient to do so as determined by BCS.
(3-Man Field rate is inclusive of our use of specialized survey equipment, industry standard materials used for staking such as lath, spikes, hubs, flagging etc., cut-sheets and only materials/deliverables related to the execution of the requested field work.)

GENERAL NOTES:

- 1) Above listed rates are effective thru October, 2017 unless otherwise stated.
- 2) 1 hours travel will be charged per Move-in at field rate.
- 3) 1.5x Premium for overtime, Saturday, and night work
- 4) 2x Premium for Holiday and Sunday
- 5) There is a 4 hour min. per move-in. Any of the Lump Sum Items listed in the proposal that are priced as less than the cost of a 4-hour Move-in at the 2Man Rate (\$920) must be combined with another item to increase the scope of work for that day. Please schedule accordingly.
- 6) No retention
- 7) Please schedule a survey crew move-in 60 hours in advance of needed work
- 8) If applicable, please provide our office with all appropriate plans, specifications and CAD files (Auto Cad 2014 compatible) at least 48 hours before field work needed.
- 9) We are Professional Design Consultants, not sub Contractors and should be issued a sub-consultant or Professional Service agreement for our services.
- 10) Contract may be terminated by either party as allowed by law, in writing. If the contract is terminated at any time, for any reason, by any party, prior to completion, BCS retains the right to complete the work described above as necessary to comply with the law. Compensation will be paid by client for work done up to the date of termination

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- 11) If BCS or the client determine that additional services are necessary, BCS will provide pricing for the additional services to the client before any additional work is performed and/or work at the Time & Material rates listed above.

If you have any questions, please call.

Sincerely,

Daniel Garcia, PLS # 9038
CEO, Bill Carr Surveys, Inc.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Felipe Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

<p>SUBJECT: Consideration of Ratification of Amendment to Project Assignment Agreement No. 2 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New CIS/Math Building</p>
--

ACTION

It is recommended that the Board of Trustees ratify the second amendment to Project Assignment Agreement No. 2 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New CIS/Math Building.

FISCAL IMPACT

The total contract sum shall be increased \$50,000 for a new not-to-exceed amount of \$657,722; this amount will be funded from the GO Bond. Converse Consultants is headquartered in Monrovia, CA.

REPORT SUMMARY

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

AMENDMENT NO. 2 TO PROJECT ASSIGNMENT AGREEMENT NO. 2 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR THE NEW CIS/MATH BUILDING THE CONVERSE PROFESSIONAL GROUP DBA CONVERSE CONSULTANTS

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

Purpose: On November 12, 2014 Cerritos College entered into a Master Independent Consultant Agreement (“Master Agreement”) with The Converse Professional Group, DBA Converse Consultants for the purpose of creating a qualified pool of geotechnical engineering, materials testing, and special inspection services firms for the campus projects pursuant to Request for Qualifications (RFQ) No. 14P002, Geotechnical Engineering, Materials Testing, and Special Inspection Services Pool. The intent of the Master Agreement was that individual Project Assignment Agreements would be drafted for each project on an as-needed basis. Project Assignment Agreements specify the scope of work, project cost estimates, fee to architectural firm, and conditions specific to the project and are governed by the terms and conditions of the Master Agreement.

On December 10, 2014, Cerritos College entered into Project Assignment Agreement No. 2 to obtain the necessary testing for the CIS/Math Building project which included, but was not limited to, geotechnical observation and testing, and material inspection and testing, as required.

On January 18, 2017, Cerritos College amended Project Assignment Agreement No. 2 to allow for additional field testing services.

At this time, Cerritos College wishes to amend Project Assignment Agreement No. 2 a second time to allow for additional geotechnical observation and material testing and inspection services.

Period: The time period of the PAA remains unchanged and is from November 12, 2014 through October 31, 2016.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Draft of Amendment No. 2 to Project Assignment Agreement No. 2 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants

Amendment No. 1 to Project Assignment Agreement No. 2 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants

Project Assignment Agreement No. 2 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants

Contract No. 14P010, Master Independent Consultant Agreement, The Converse Professional Group, DBA Converse Consultants



AMENDMENT NO. 2
TO
PROJECT ASSIGNMENT AGREEMENT NO. 2
UNDER
CONTRACT NO. 14P010
BETWEEN
CERRITOS COMMUNITY COLLEGE DISTRICT
AND
CONVERSE PROFESSIONAL GROUP, DBA CONVERSE CONSULTANTS
DATED
NOVEMBER 12, 2014

WHEREAS, this Project Assignment Amendment (“P.A. AMENDMENT”) is made and entered into as of **November 15, 2017** by and between the **Cerritos Community College District** (“DISTRICT”) and **Converse Professional Group, DBA Converse Consultants** (“INDEPENDENT CONSULTANT”); collectively referred to as “PARTIES”, and

WHEREAS, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **December 10, 2014**, entitled “**Project Assignment Agreement No. 2** to Master Independent Consultant Agreement, **Contract No. 14P010** (the “PROJECT ASSIGNMENT AGREEMENT”) for the completion of the **CIS/Math** Project (the “PROJECT”) as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, this P.A. AMENDMENT arises out of the DISTRICT’s desire to obtain **Geotechnical Observation and Material Testing and Inspection Services** for the completion of the PROJECT (hereinafter referred to as the “Additional Services”); and

WHEREAS, the Master Independent Consultant Agreement Contract No. **14P010** dated **November 12, 2014** between the PARTIES (the “AGREEMENT”) requires all Additional Services to be detailed in writing and approved by the DISTRICT; and

WHEREAS, this P.A. AMENDMENT is being executed between the PARTIES pursuant to Article III, Section 1 and Article XIII, Section 8 of the AGREEMENT; and

WHEREAS, where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is amended or superseded, the balance of that section or portion not specifically amended or superseded shall remain in effect as originally written. Where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is supplemented, that supplement shall be considered added thereto, and the original provisions of that section or portion shall remain in effect as originally written. Where any Paragraph, Section, Portion or Exhibit is referenced, such Paragraph, Section, Portion or Exhibit is superseded and replaced by the language herein. This P.A. AMENDMENT, taken together with the PROJECT ASSIGNMENT AGREEMENT dated **December 10, 2014** represents the new PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, unless expressly provided otherwise, all capitalized terms and phrases used in this P.A. AMENDMENT shall have the same meanings as set forth in the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, the DISTRICT and INDEPENDENT CONSULTANT agree that the Recitals set forth hereinabove are expressly incorporated into the PROJECT ASSIGNMENT AGREEMENT and correctly set forth the nature of the PROJECT ASSIGNMENT AGREEMENT as modified by this P.A. AMENDMENT.

NOW, THEREFORE, the PARTIES hereto agree that this P.A. AMENDMENT shall be incorporated into the PROJECT ASSIGNMENT AGREEMENT pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

Add Section 5(E) to the PROJECT ASSIGNMENT AGREEMENT as Follows:

E. Additional Services: The INDEPENDENT CONSULTANT agrees to perform all the Additional Services set forth in the proposal attached hereto and incorporated herein by this reference as ATTACHMENT “1”. The INDEPENDENT CONSULTANT and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT “1” only to the extent such terms detail the scope of Additional Services and the total compensation due the INDEPENDENT CONSULTANT for performing such Additional Services. Notwithstanding the above concerning compensation and scope of Additional Services, the PARTIES agree that the terms and conditions of this PROJECT ASSIGNMENT AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT “1”. The INDEPENDENT CONSULTANT and DISTRICT also agree that the terms and conditions of the AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT or ATTACHMENT “1”.

(1) Additional Services Compensation. The DISTRICT agrees to pay the INDEPENDENT CONSULTANT in accordance with the fee, rate and/or price schedule information set forth in ATTACHMENT “1”, inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall the total payment to INDEPENDENT CONSULTANT exceed **\$50,000.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT “1”. The

INDEPENDENT CONSULTANT shall invoice all fees for Additional Services performed by the INDEPENDENT CONSULTANT on a monthly basis as services are completed by the INDEPENDENT CONSULTANT. All invoices for Additional Services shall be based upon actual work or services completed by the INDEPENDENT CONSULTANT and shall be supported by proper invoices, receipts and/or other documentation.

Add Section 7 to the PROJECT ASSIGNMENT AGREEMENT as Follows:

THIS PROJECT ASSIGNMENT AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, TERMS AND CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE INDEPENDENT CONSULTANT. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT "1" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY INDEPENDENT CONSULTANT FOR ATTACHMENT TO THIS PROJECT ASSIGNMENT AGREEMENT SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS PROJECT ASSIGNMENT AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE INDEPENDENT CONSULTANT MAY BE INCORPORATED INTO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT 1 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "1"

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The PARTIES, through their authorized representatives, have executed this P.A. AMENDMENT as of the day and year first written above.

Dated: _____, 20__

Dated: _____, 20__

**Converse Professional Group, DBA
Converse Consultants**

Cerritos Community College District

By: _____

By: _____

Print Name: Siva Sivathanan

Print Name: Felipe R. Lopez

Print Title: Vice President/Principal Engineer

Print Title: Vice President Business Services

DRAFT

EXHIBIT “A”

1. Consultant’s Proposal is **not** made part of this PAA and has been included **for reference only**.
 - a. Reference attached proposal from Siva K. Sivathanan, Vice President / Principal Engineer, Converse Consultants to David Buted, Project Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated September 6, 2017 (Revised) regarding Geotechnical Observation & Materials Inspection and Testing Services CIS/Math Building Project (1 page), attached hereto and incorporated herein by this reference as ATTACHMENT “1”.

2. Task 1 – Project Specific Reporting Requirements
 - a. Provide geotechnical observation services
 - b. Provide materials inspection and testing services

3. Findings and recommendations to be prepared in accordance with generally accepted professional engineering principles and practice in this area of Southern California.

4. Includes prevailing wages, as required by law, for all field/labor work.

5. Includes workers’ compensation insurance as required by law.

6. Cost of Professional Services

a. 14P010-02	\$ 340,837.00
b. Amendment No. 1	\$ 266,885.00
c. Amendment No. 2	<u>\$ 50,000.00</u>
d. Total	\$ 657,722.00



Cerritos College

AMENDMENT NO. 1

TO

PROJECT ASSIGNMENT AGREEMENT NO. 2

UNDER

CONTRACT NO. 14P010

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

CONVERSE PROFESSIONAL GROUP, DBA CONVERSE CONSULTANTS

DATED

NOVEMBER 12, 2014

WHEREAS, this Project Assignment Amendment (“P.A. AMENDMENT”) is made and entered into as of **January 18, 2017** by and between the **Cerritos Community College District** (“DISTRICT”) and **Converse Professional Group, DBA Converse Consultants** (“INDEPENDENT CONSULTANT”); collectively referred to as “PARTIES”, and

WHEREAS, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **December 10, 2014**, entitled “**Project Assignment Agreement No. 2** to Master Independent Consultant Agreement, **Contract No. 14P010** (the “PROJECT ASSIGNMENT AGREEMENT”) for the completion of the **CIS/Math** Project (the “PROJECT”) as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, this P.A. AMENDMENT arises out of the DISTRICT’s desire to obtain **Geotechnical Observation and Material Testing and Inspection Services** for the completion of the PROJECT (hereinafter referred to as the “Additional Services”); and

WHEREAS, the Master Independent Consultant Agreement Contract No. **14P010** dated **November 12, 2014** between the PARTIES (the “AGREEMENT”) requires all Additional Services to be detailed in writing and approved by the DISTRICT; and

WHEREAS, this P.A. AMENDMENT is being executed between the PARTIES pursuant to Article III, Section 1 and Article XIII, Section 8 of the AGREEMENT; and

WHEREAS, where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is amended or superseded, the balance of that section or portion not specifically amended or superseded shall remain in effect as originally written. Where any section or portion of the PROJECT ASSIGNMENT AGREEMENT is supplemented, that supplement shall be considered added thereto, and the original provisions of that section or portion shall remain in effect as originally written. Where any Paragraph, Section, Portion or Exhibit is referenced, such Paragraph, Section, Portion or Exhibit is superseded and replaced by the language herein. This P.A. AMENDMENT, taken together with the PROJECT ASSIGNMENT AGREEMENT dated **December 10, 2014** represents the new PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, unless expressly provided otherwise, all capitalized terms and phrases used in this P.A. AMENDMENT shall have the same meanings as set forth in the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, the DISTRICT and INDEPENDENT CONSULTANT agree that the Recitals set forth hereinabove are expressly incorporated into the PROJECT ASSIGNMENT AGREEMENT and correctly set forth the nature of the PROJECT ASSIGNMENT AGREEMENT as modified by this P.A. AMENDMENT.

NOW, THEREFORE, the PARTIES hereto agree that this P.A. AMENDMENT shall be incorporated into the PROJECT ASSIGNMENT AGREEMENT pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

Add Section 5(E) to the PROJECT ASSIGNMENT AGREEMENT as Follows:

E. Additional Services: The INDEPENDENT CONSULTANT agrees to perform all the Additional Services set forth in the proposal attached hereto and incorporated herein by this reference as ATTACHMENT "1". The INDEPENDENT CONSULTANT and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "1" only to the extent such terms detail the scope of Additional Services and the total compensation due the INDEPENDENT CONSULTANT for performing such Additional Services. Notwithstanding the above concerning compensation and scope of Additional Services, the PARTIES agree that the terms and conditions of this PROJECT ASSIGNMENT AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "1". The INDEPENDENT CONSULTANT and DISTRICT also agree that the terms and conditions of the AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT or ATTACHMENT "1".

(1) Additional Services Compensation. The DISTRICT agrees to pay the INDEPENDENT CONSULTANT in accordance with the fee, rate and/or price schedule information set forth in ATTACHMENT "1", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall

the total payment to INDEPENDENT CONSULTANT exceed **\$266,885.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT “1”. The INDEPENDENT CONSULTANT shall invoice all fees for Additional Services performed by the INDEPENDENT CONSULTANT on a monthly basis as services are completed by the INDEPENDENT CONSULTANT. All invoices for Additional Services shall be based upon actual work or services completed by the INDEPENDENT CONSULTANT and shall be supported by proper invoices, receipts and/or other documentation.

Add Section 7 to the PROJECT ASSIGNMENT AGREEMENT as Follows:

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Exhibit “A” to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment “1”

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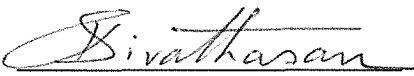
The PARTIES, through their authorized representatives, have executed this P.A. AMENDMENT as of the day and year first written above.

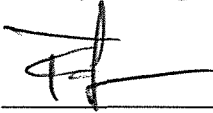
Dated: January 23, 2017

Dated: Feb 14, 2017

**Converse Professional Group, DBA
Converse Consultants**

Cerritos Community College District

By: 

By: 

Print Name: Siva Sivathan

Print Name: Felipe Lopez

Print Title: Vice President/Principal Engineer

Print Title: V.P. of Business Services

EXHIBIT "A"

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
 - a. Reference attached proposal from Siva K. Sivathanan, Vice President / Principal Engineer, Converse Consultants to David Buted, Project Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated August 18, 2016 regarding Geotechnical Observation & Materials Inspection and Testing Services CIS/Math Building Project (2 pages), attached hereto and incorporated herein by this reference as ATTACHMENT "1".
2. Task 1 – Project Specific Reporting Requirements
 - a. Provide geotechnical observation services
 - b. Provide materials inspection and testing services
3. Findings and recommendations to be prepared in accordance with generally accepted professional engineering principles and practice in this area of Southern California.
4. Includes prevailing wages, as required by law, for all field/labor work.
5. Includes workers' compensation insurance as required by law.
6. Cost of Professional Services

a. Field Testing Services	\$ 139,000.00
b. Additional Field Testing	<u>\$ 127,885.00</u>
c. Total	\$ 266,885.00



Cerritos College

PROJECT ASSIGNMENT AGREEMENT NO. 2 TO

MASTER INDEPENDENT CONSULTANT AGREEMENT

CONTRACT NO. 14P010

BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT

AND

THE CONVERSE PROFESSIONAL GROUP, DBA CONVERSE CONSULTANTS

DATED NOVEMBER 12, 2014

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **10th** day of **December, 2014**, by and between the **Cerritos Community College District** ("District"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **The Converse Professional Group, DBA Converse Consultants** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 222 East Huntington Drive, Suite 211, Monrovia, CA 91016. District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, this PAA shall be considered attached to and incorporated into that certain document dated **November 12, 2014**, entitled "Master Independent Consultant Agreement for Professional Services", Contract No. **14P010** ("Master Agreement"). This PAA and the Master Agreement may collectively be referred to herein as "the Agreements."

WHEREAS, this PAA arises out of the District's desire to obtain the necessary consultant for professional services – **Geotechnical Observation and Testing, Material Inspection and Testing** as set forth in the Master Agreement and as further described herein.

WHEREAS, this PAA is being executed between the Parties pursuant to Section 26 of the Master Agreement, specifying that this PAA shall be incorporated into and made a part of the Master Agreement.

WHEREAS, the Recitals of the Master Agreement require that each portion of the Project be identified and made a part of the Master Agreement through a PAA executed by both Parties, which identifies the name of the improvement, location, scope of work, Consultant's project number, basis of compensation, and any additional services that will be performed by the Consultant in accordance with the Master Agreement.

NOW, THEREFORE, the Parties agree that the Project shall be completed pursuant to the terms and conditions of the Master Agreement and as further set forth in this PAA as follows:

1. Project Description. Consultant shall provide professional services for the following Project(s):

A. CIS/Math

2. Basic Services. The Consultant shall provide the basic services set forth in the Master Agreement in connection with this PAA, with the exception/addition of those set forth in the attached **Exhibit "A"**, which are specific to this Project, as determined by the District's project manager and/or architect and/or construction manager ("Services").

3. **Extra Services, Consultants, and Deliverables.** Services, special consultants, and/or other deliverables that are not set forth in the Master Agreement but which are required for the completion of this Project shall be described in **Exhibit "A."**
4. **Term.** Consultant shall commence providing Services under this PAA on **November 12, 2014**, and will diligently perform as required and complete performance by **October 31, 2016**, unless one of the Agreements is terminated and/or otherwise cancelled prior to that time.
5. **Submittal of Documents.** The Consultant shall not commence the Services under this PAA until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

X	Signed PAA
X	Exhibit "A" – Description of Consultant Services
	Exhibit "B" – Consultant's Hourly Billing Rates <i>(if applicable)</i>
X	Signed Master Agreement <i>(if not previously provided)</i>
X	Workers' Compensation Certification <i>(if not previously provided)</i>
X	Insurance Certificates and Endorsements <i>(if not previously provided)</i>
X	W-9 Form <i>(if not previously provided)</i>
	Other: <u>Roofing Project Certification (if applicable)</u>

6. **Consultant's Compensation.** District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **Three-Hundred, Forty Thousand, Eight-Hundred, Thirty-Seven and 00/100 Dollars (\$340,837.00)**, billed on a time and materials (T&M) basis. District shall pay Consultant according to the following terms and conditions:
 - A. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after receipt of Consultant's invoice submitted to the District for Services actually completed, and after the District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services to be produced is as follows:
 - 1) Geotechnical Observation & Testing, as required
 - 2) Material Inspection & Testing, as required
7. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District, except as follows:
 - A. **None**
8. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the Services, except as follows:
 - A. **None**
9. **Assignment.** The obligations of the Consultant pursuant to this PAA shall not be assigned by the Consultant.

IN WITNESS WHEREOF, the Parties hereto have executed this PAA on the dates indicated below.

Dated: 1/27, 2015
Cerritos Community College District
By: [Signature]
Print Name: Dr. David El Fattal
Print Title: VP Business Services

Dated: January 22, 2015
The Converse Professional Group, DBA
Converse Consultants
By: [Signature]
Print Name: ~~William Chu~~ SIVAK. SIVATHASAN
Print Title: ~~Senior Vice President~~
[Signature]

Information regarding Consultant:

License No.: GE 2708
Address: 222 E. Huntington Drive, Suite 211
Monrovia, CA 91016
Telephone: 626-930-4200 - 1275
Facsimile: 626-930-1200
E-Mail: ksivathasan
wchu@converseconsultants.com
Type of Business Entity:
 Individual
 Sole Proprietorship
 Partnership
 Limited Partnership
 Corporation, State: _____
 Limited Liability Company
 Other: _____

95-4020192
Employer Identification and/or
Social Security Number

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



Cerritos College

EXHIBIT "A" DESCRIPTION OF CONSULTANT SERVICES

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

1. Reference Consultant's proposal dated June 26, 2014 (2 pages), attached hereto and made a part of this PAA by this reference.



CONVERSE CONSULTANTS

222 East Huntington Drive, Suite 211
Monrovia, CA 91016
Telephone 626/930-1200
Fax 626/930-1212

Prevailing Wage Project

Project Name: **(Math/CIS Building)**
Cerritos College
Cerritos, California

Project No.: **12-31-104-00 (31/41)**
Date: **06/26/14**
(Revised)

COST ESTIMATE FOR GEOTECHNICAL OBSERVATION AND TESTING:

EARTHWORK:

FIELD TESTING SERVICES				
Task	Unit	No. of Unit	Unit Rate (\$)	Cost (\$)
Project kick-off Meeting	hour	4	\$140.00	\$560.00
Sample Pick-up	hour	2	\$50.00	\$100.00
Field technician (pile, soil, aggregate base and asphalt)	hour	1040	\$88.00	\$91,520.00
Project manager/engineer	hour	24	\$140.00	\$3,360.00
Subtotal:				\$95,540.00

LABORATORY TESTING SERVICES				
Test	Unit	No. of Unit	Unit Rate (\$)	Cost (\$)
Maximum dry density test (soil)	test	2	\$120.00	\$240.00
Maximum dry density test (aggregate base)	test	1	\$125.00	\$125.00
Asphalt concrete Marshall Density	test	1	\$180.00	\$180.00
Subtotal:				\$525.00

OFFICE SERVICES				
Task	Unit	No. of Unit	Unit Rate (\$)	Cost (\$)
Office support	hour	24	\$60.00	\$1,440.00
Project manager	hour	16	\$140.00	\$2,240.00
Principal-in-charge	hour	4	\$150.00	\$600.00
Final verify report	report	1	\$300.00	\$300.00
Subtotal:				\$4,580.00

COST ESTIMATE BREAKDOWN FOR EARTHWORK

Field Testing Services:	\$95,540.00
Laboratory Testing Services:	\$525.00
Office Services:	\$4,580.00
Total Cost for Earthwork:	\$100,645.00

Notes: This cost estimate is based on the preliminary construction schedule and understanding the project, but may not reflect actual construction schedules and sequences. This is only an estimate. Our services will be provided based on time and material in accordance with our proposal.

Job Name: CIS/MATH
 New PO#: D/N
 PO#: TBD CO#: _____
 FUND: 42.0

Notes: 64046
6220

**CONVERSE CONSULTANTS**

222 East Huntington Drive, Suite 211
 Monrovia, CA 91016
 Telephone 626/930-1200
 Fax 626/930-1212

Prevailing Wage Project

Project Name: Math/CIS Building
 Cerritos College
 Cerritos, California

Project No.: 12-31-104-00 (31/41)
Date: 06/26/14
 (Revised)

COST ESTIMATE FOR MATERIAL INSPECTION AND TESTING:**MATERIAL INSPECTION AND TESTING:**

FIELD TESTING SERVICES				
Task	Unit	No. of Unit	Unit Rate (\$)	Cost (\$)
Sample pick-up	hour	90	\$50.00	\$4,500.00
Special Inspector/Material ID and Sampling	hour	16	\$86.00	\$1,376.00
Special Inspector/Steel (field or shop within 50 miles from the project site)	hour	980	\$86.00	\$84,280.00
Special Inspector/pull or torque testing or NDT	hour	80	\$90.00	\$7,200.00
ACI Technicians	hour	880	\$86.00	\$75,680.00
ACI Technicians (batch plant)	hour	600	\$86.00	\$51,600.00
Subtotal:				\$224,836.00

LABORATORY TESTING SERVICES				
Task	Unit	No. of Unit	Unit Rate (\$)	Cost (\$)
Rebar bend and tensile	sample	48	\$85.00	\$4,080.00
High strength bolts	sample	8	\$260.00	\$2,080.00
Compression strength/concrete	cylinder	84	\$24.00	\$2,016.00
Subtotal:				\$8,176.00

OFFICE SERVICES				
Task	Unit	No. of Unit	Unit Rate (\$)	Cost (\$)
Office support	hour	32	\$60.00	\$1,920.00
Project manager/engineer	hour	24	\$140.00	\$3,360.00
Principal-In-charge	hour	6	\$150.00	\$900.00
Final verify report (lab, steel, batch, etc.)	report	4	\$300.00	\$1,200.00
Subtotal:				\$7,380.00

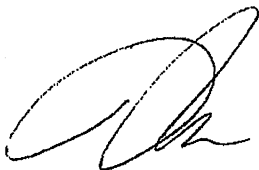
COST ESTIMATE BREAKDOWN FOR MATERIAL INSPECTION AND TESTING

Field Testing Services:	\$224,836.00
Laboratory Testing Services:	\$8,176.00
Office Services:	\$7,380.00
Total Cost for Material Inspection and Testing:	\$240,192.00

TOTAL COST FOR GEOTECHNICAL, MATERIAL INSPECTION AND TESTING

Total Cost for Earthwork:	\$100,645.00
Total Cost for Material Inspection and Testing:	\$240,192.00
Total Cost for Grading, Material Inspection and Testing:	\$340,837.00

Notes: This cost estimate is based on the preliminary construction schedule and understanding the project, but may not reflect actual construction schedules and sequences. This is only an estimate. Our services will be provided based on time and material in accordance with our proposal.

 7/10/14



MASTER INDEPENDENT CONSULTANT AGREEMENT

FOR PROFESSIONAL SERVICES

(Geotechnical Engineering, Materials Testing Services & Special Inspection Services)

This Master Independent Consultant Agreement for Professional Services ("Master Agreement") is made and entered into as of the 13 day of **November, 2014**, by and between the **Cerritos Community College District**, ("District"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **The Converse Professional Group, DBA Converse Consultants** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 222 East Huntington Drive, Suite 211, Monrovia, CA 91016, and licensed to do business in the State of California. District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, District's RFQ No. 14P002, Geotechnical Engineering Services, Material Testing & Special Inspection Services and Consultant's written response thereto are incorporated herein by this reference, including, but not limited to, Exhibit "A", Statement of Work and Technical Specifications.

WHEREAS, the Parties agree that this Master Agreement will be supplemented from time to time with individual Project Assignment Agreement(s) ("PAA") which will particularize and more fully describe the individual tasks and/or projects to be performed pursuant to the terms of this Master Agreement; provided that, the Consultant (and its services) shall, in each instance in which the Consultant is assigned a task or project under any such PAA continue to be governed by the terms of this Master Agreement in addition to the tasks and requirements set forth in the subsequent PAA.

WHEREAS, the District desires to obtain an independent consultant for professional services for various modernization and/or new construction projects throughout the District, each of which shall be incorporated into this Master Agreement through a valid PAA and deemed a "Project" subject to all the terms and conditions of this Master Agreement.

WHEREAS, the Parties agree that the executed PAA shall reference this Master Agreement as well as identify the specific Project that is being incorporated into this Master Agreement by referencing the name of the improvement, location, scope of work, Consultant's project number, and basis of compensation.

WHEREAS, the Consultant shall provide to the District, on the terms set forth herein, all of the services necessary to complete each Project and as further described in the various PAAs accompanying this Master Agreement.

WHEREAS, in the event of any difference, conflict or inconsistency between the terms of any PAA with the terms set forth in this Master Agreement, the Parties agree that the terms set forth in this Master Agreement shall foremost be controlling unless otherwise set forth in this Master Agreement.

WHEREAS, the Consultant understands and agrees that the execution of this Master Agreement by the Parties does not require District to award any specific projects, tasks, or work to the Consultant.

WHEREAS, the Consultant understands that state and/or local bond funding for this Project is a condition precedent to the effectiveness of this Master Agreement. [If adequate state funding and/or local bond funding is not received for any Project, this Master Agreement may be voided by the District except to the extent any services have been rendered pursuant to the approval of the District's governing board.]

NOW, THEREFORE, the Parties agree as follows:

- 1. Services.** The Consultant shall provide **geotechnical analysis, recommendation and geotechnical**

inspections as further described in **Exhibit "A"**, attached hereto and incorporated herein by this reference ("Services").

2. **Term.** Consultant shall commence providing Services under this Master Agreement on **November 13, 2014**, and will diligently perform as required and complete performance by **June 30, 2017**, unless this Master Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Master Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Master Agreement
<u> X </u>	Exhibit "A" – Description of Consultant Services
<u> </u>	Exhibit "B" – Consultant's Hourly Billing Rates (<i>if applicable</i>)
<u> </u>	Signed PAA (<i>if applicable</i>)
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> X </u>	W-9 Form
<u> </u>	Other: _____

4. **Compensation.** District agrees to pay the Consultant for Services satisfactorily rendered pursuant to each PAA. District shall pay Consultant according to the following terms and conditions:
 - 4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after receipt of Consultant's invoice submitted to the District for Services actually completed, and after the District's written approval of the Services, or the portion of the Services for which payment is to be made.
 - 4.2. Not Used.
 - 4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.
 - 4.4. District will withhold 2% of each billing until the Division of the State Architect certification is received for the entire project.
5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District, except as follows:
 - 5.1. Not Used
6. **Independent Contractor.** Consultant, in the performance of this Master Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the Services herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.
7. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Master Agreement, except as follows:
 - 7.1. Not Used

8. Performance of Services.

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

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

- 8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementation of Services, and any other issues deemed relevant to the operation of Consultant's performance of Services.
- 8.3. **District Approval.** The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.
- 8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.
- 8.5. **Extended Hours.** Consultant may be required to work evenings and/or weekends at no additional cost to the District. Consultant shall give the District notice prior to performing any evening and/or weekend work. Consultant shall perform all evening and/or weekend work in compliance with all applicable rules, regulations, laws, and local ordinances including, without limitation, all noise and light limitations.

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

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

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

12. Termination.

- 12.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Master Agreement and compensate Consultant only for Services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Services by

Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

12.2. Note Used.

12.3. **For Cause by District.** District may terminate this Master Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Master Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

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

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

14. **Insurance.**

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

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

14.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

- 14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure Workers' Compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Master Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
- 14.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to the Consultant's profession, coverage to continue through completion of construction plus two (2) years thereafter.
- 14.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered to the District and approved by the District. Certificates and insurance policies shall include the following:
- 14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- 14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 14.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
- 14.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.
- 14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.
15. **Assignment.** The obligations of the Consultant pursuant to this Master Agreement shall not be assigned by the Consultant.
16. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the Governing Board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Master Agreement is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Master Agreement shall be appropriately amended in writing, or this Master Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any Services that are in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
17. **Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Master Agreement.

- 18. Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Master Agreement.
- 19. Anti-Discrimination.** It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).
- 20. Not Used.**
- 21. No Rights in Third Parties.** This Master Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 22. District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
- 22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
 - 22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
- 23. Limitation of District Liability.** Other than as provided in this Master Agreement, District's financial obligations under this Master Agreement shall be limited to the payment of the compensation provided in this Master Agreement. Notwithstanding any other provision of this Master Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Master Agreement for the Services performed in connection with this Master Agreement.
- 24. Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Master Agreement.
- 25. Notice.** Any notice required or permitted to be given under this Master Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, or emailed, addressed as follows:

If to District:

Cerritos Community College District
ATTN: Director of Purchasing
11110 Alondra Blvd.
Norwalk, CA 90650
Phone: 562-860-2451
Fax: 562-467-5020

If to Consultant:

**The Converse Professional Group, DBA
Converse Consultants**

ATTN: *Siva K. Sivathasan*
Address: *222 E. Huntington Pr. # 211*
Monrovia, CA 91016
Phone: *626-930-1200*
Fax: *626-930-1212*
Email: *ksivathasan@converseconsultants.com*

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

- 26. Integration/Entire Agreement of Parties.** Each of the Parties have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this Master Agreement. Each of the Parties agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this Master Agreement. This Master Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Master Agreement may be amended or modified only by a written PAA or other written document that is executed by both Parties. Any PAA referencing this Master Agreement shall be incorporated herein by this reference and made a part hereof.
- 27. California Law.** This Master Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Master Agreement shall be maintained in the county in which the District's administrative offices are located.
- 28. Waiver.** The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 29. Severability.** If any term, condition or provision of this Master Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- 30. Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Master Agreement shall be deemed to be inserted herein and this Master Agreement shall be read and enforced as though it were included therein.
- 31. Authority to Bind Parties.** Neither Party in the performance of any and all duties under this Master Agreement, except as otherwise provided in this Master Agreement, has any authority to bind the other to any agreements or undertakings.
- 32. Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Master Agreement, then each Party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
- 33. Captions and Interpretations.** Paragraph headings in this Master Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Master Agreement. No provision of this Master Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Master Agreement shall be construed as if jointly prepared by the Parties.

- 34. Calculation of Time.** For the purposes of this Master Agreement, "days" refers to calendar days unless otherwise specified.
- 35. Signature Authority.** Each Party has the full power and authority to enter into and perform this Master Agreement, and the person signing this Master Agreement on behalf of each Party has been properly authority and empowered to enter into this Master Agreement.
- 36. Counterparts** This Master Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 37. Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[SIGNATURES ON NEXT PAGE]

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

Dated: December 23, 2014

Dated: December 1, 2014

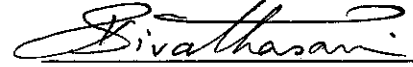
Cerritos Community College District

The Converse Professional Group, DBA
Converse Consultants

By:



By:



Print Name: DR. David EL Fattal

Print Name: Siva K. Sivathasan

Print Title: Vice President of Business Services

Print Title: Vice President

Information regarding Consultant:

License No.: _____

Employer Identification and/or
Social Security Number

Address: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:

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

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



Cerritos College

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

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

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

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services under this Master Agreement.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

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

WORKER'S COMPENSATION CERTIFICATION



Cerritos College

EXHIBIT "A"

Statement of Work and Technical Specifications

1. Task Description.

A. Geotechnical Engineering Services:

- i. The consultant will be expected to produce data including recommendation of foundation type, allowable loading and other technical data as needed by the structural/foundation engineer relating to soil conditions and to prepare a Geologic Hazard report as required by the California Department of General Services, Division of State Architect (DSA) for submittal to the California Geological Survey (CGS). It shall be the consultant's responsibility to conduct field and laboratory work, including obtaining any required drilling permits, to meet the requirements of the California Building Code (CBC), currently adopted edition.
- ii. In addition to the reports required by DSA and design criteria, consultant shall review plans and specifications during the design stage to see if recommendations have been properly interpreted. Consultant shall also respond/address DSA comments during plan check review process on comments regarding soils report items.

B. Material Testing and Special Inspection Services:

- i. Provide material testing and special inspection as required by the construction documents and Title 24 and its referenced standards. These tests and inspections may include but not be limited to the following materials: concrete, wood, soils, masonry, rebar, roofing, fireproofing, welding and steel. The construction documents may require other testing or inspection services beyond those directly required by Title 24.

2. Constraints on the Firm

A. Firms will be required to have current DSA lab certifications for construction materials testing. Firms must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements can be found in the Facility Master Plan which can be downloaded from the District website.

B. Firm shall maintain at least one full-time Civil Engineer on staff registered in the State of California.

3. **Contractor Personnel Requirements.** The Contractor must provide the Resumes and qualifications of key personnel, along with employee identification, and project experience. The selected firm shall maintain at least one full-time Civil Engineer on staff registered in the State of California. All personnel intended to work on the project shall be approved by the District prior to working on the project.

4. Test & Inspection Firm Responsibilities.

A. The firm shall be required to commit one project manager who will be responsible for overseeing all testing and inspections required for the project and report to the District's Representative or the District's designated IOR. The project manager must have experience in overseeing testing and inspection programs for similar projects; must have excellent management and communication skills, and the ability to work in partnership with the District staff.

5. **District Responsibilities.** The District will provide a photocopy machine which can be located in the Construction and/or Program Manager's office. The District will provide one set of documents on CD.

6. Evaluation of Contractor Performance.

A. The Inspector / Technician's mindset and behaviors must be representative of what is in the best interest of the project, schedule and the College, such as but not limited to collaborating solutions to field issues with the Construction and/or Program Management team for architect and engineer approval.

EXHIBIT A

- B. The College has the right to remove the Inspector / Technician should the College deem the Inspector / Technician not serving the best interest of the College.

7. Reporting Requirements and Procedures.

- A. Provide daily field reports each day an inspector or technician is onsite. Each field report shall be submitted to both the Inspector of Record (IOR) and/or the Construction and/or Program manager. Time sheet MUST be signed daily by the IOR and/or by the Construction and/or Program manager.
- B. Provide an archived set at the end of the project which will entail all technical documentation required for the project, in an organized fashion accompanied by a Table of Contents.
- C. Fill out / provide the necessary DSA documentation and submit to the Architect of Record for report collation.
- D. Provide in the scope of services soil samples, site assessment, groundwater and vapor assessment along with the necessary engineering and a recommendation in support of the required foundational system and / or site improvement needs.

8. Prevailing Wages.

- A. California Department of Industrial Relations Prevailing Wage Rates are applicable and required to be paid (at a minimum) to on site project inspectors.
- B. Wage Rate Increases are to be in accordance with the California Department of Industrial Relations

9. Evaluation Criteria.

- A. Department of Industrial Relations Prevailing Wage Rates are applicable and required to be paid (at a minimum) to on site project inspectors
- B. No travel time to be included if inspection requires 6 or more hours. Inspection hours under 6 hours, one hour travel (total) to be included, billed at the regular hourly rate.
- C. Should over-time be necessary, approval from the Program Manager is required. Over-time is for hours worked over 8 hours in a day at the project,
- D. Holiday defined as: New Year's, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving, and Christmas. All other days are considered a construction work day.
- E. Premium time and double time shall be calculated per the Director of Industrial Relations.
- F. Rates are inclusive of all direct and indirect cost, including salary, taxes benefits, overhead, profit and mileage.

EXHIBIT "A"

FROM: _____
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY: _____
Noorali Delawalla
Director of Fiscal Services

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

ACTION

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

FISCAL IMPACT

The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the ending balances of the Unrestricted and Restricted General Funds; and will decrease the Capital Outlay Transfer Fund and Public Art Endowment Fund ending balances.

REPORT SUMMARY

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

Page 3 reflects revenue adjustments for Extended Opportunity Program Services, Cooperative Agency Resources Education, and the Foster Parent Training grant; and a funding reduction by the Chancellor's Office for Equal Employment Opportunity. These revenue adjustments have no effect on the ending balances of the Restricted General Fund. Expenditures will be adjusted correspondingly.

Pages 4 and 5 reflect expenditure adjustments to establish the carryover budgets for the New Cerritos College Website Platform in the Capital Outlay Transfer Fund; and Foundation for Art Resources Bazaar in the Public Art Endowment Fund.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Budget Adjustment Details (5 Pages).

BUDGET TRANSFERS FOR DECEMBER 6, 2017

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(2,000)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(14,893)
INTERFUND TRANSFERS	\$	
CONTINGENCY	\$	

TOTAL

	\$	(16,893)
--	----	-----------------

TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	3,782
CAPITAL OUTLAY	\$	13,111
PAYMENTS TO OR FOR STUDENTS	\$	

TOTAL

	\$	16,893
--	----	---------------

Transfers: Reallocation based on current needs. To cover Hyland Software Maintenance for OnBase; digital signage and flat screen/ podium installation in Admissions and Records; and furnitures for Educational Partnerships and Programs.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Educational Partnerships and Programs; Admissions and Records

BUDGET TRANSFERS FOR DECEMBER 6, 2017

01.3 FUND - GENERAL FUND - RESTRICTED

FROM

ACADEMIC SALARIES	\$	(30,394)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(50,045)
EMPLOYEE BENEFITS	\$	(9,724)
SUPPLIES AND MATERIALS	\$	(8,373)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(1,156)
PAYMENTS TO OR FOR STUDENTS	\$	
OTHER TRANSFERS OUT	\$	

TOTAL

	\$	(99,692)
--	----	-----------------

TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	2,659
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	79,544
CAPITAL OUTLAY	\$	5,500
OTHER TRANSFERS OUT	\$	10,833
PAYMENTS TO OR FOR STUDENTS	\$	1,156

TOTAL

	\$	99,692
--	----	---------------

Transfers: Reallocation based on current needs. To cover subgrantee agreement with Downey Unified School District for Adult Education Block grant, and set up the indirect charges; reallocate to software and adult hourly for Strong Workforce and Foster Parent Training grant respectively.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Three (4)

Divisions/Departments/Programs:

Strong Workforce Program: Regional Netlab Hub and Cybersecurity and Regional Labs; Adult Education Block Grant Data and Accountability; Student Equity Plan: Micro Technology Associates Certification Exams; Foster Parent Training - Commercial Sexual Exploitation of Children

BUDGET ADJUSTMENTS FOR DECEMBER 6, 2017

01.3 FUND - GENERAL FUND - RESTRICTED

Revenue Budget

00000.0-00000-71200-8622-0000000	\$	82,462
State - Extended Opportunity Program Services To adjust budget for EOPS per Allocation Memo from Chancellor's Office dated October 5, 2017. Budget allocated for part time counselors, adult hourly, and related payroll taxes; equipment; payment to or for students.		
00000.0-00000-72800-8627-0000000	\$	4,584
State - Cooperative Agency Resources Education To adjust budget for CARE per Allocation Memo from Chancellor's Office dated October 5, 2017. Budget allocated for supplies; advertising; payment to or for students.		
00000.0-xxxxx-74500-8627-0000000	\$	(8,049)
State - Faculty and Staff Diversity (Equal Employment Opportunity) To adjust budget for EEO per 2017-18 allocation. Budget for equipment will be reduced.		
00000.0-00000-75901-8627-0000000	\$	<u>2,500</u>
State - Foster Parent Training - Commercial Sexual Exploitation of Children To adjust budget for Foster Parent Training - CSEC per 2017-18 allocation. Budget allocated for adult hourly and related payroll taxes; indirect cost.		
Total Revenue Budget	\$	<u><u>81,497</u></u>

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

Number of Adjustment Requests: Four (4)

BUDGET ADJUSTMENTS FOR DECEMBER 6, 2017

41.1 FUND - CAPITAL OUTLAY TRANSFER FUND

Expenditure Budget

00000.0-00004-73840-6410-7100000

\$ 68,334

Technology Needs

The New Cerritos College Website Platform was approved and budgeted in 2016-17 for \$100,000. Only \$28,166 was spent in 2016-17. The budget augmentation of \$68,334 is to cover the remaining balance on the contract.

Total Expenditure Budget

\$ 68,334

Fiscal Impact: Decrease in the ending balance.

Number of Adjustment Requests: One (1)

BUDGET ADJUSTMENTS FOR DECEMBER 6, 2017

69.5 FUND - PUBLIC ART ENDOWMENT FUND

Expenditure Budget

00000.0-00000-06900-5810-6999000 \$ 3,500

Foundation for Art Resources Bazaar

The Foundation for Art Resources Bazaar was approved for \$60,000 in 2016-17. Only \$49,452 was spent in 2016-17. The budget augmentation of \$3,500 is to cover the remaining invoices related to this event.

Total Expenditure Budget \$ 3,500

Fiscal Impact: Decrease in the ending balance.

Number of Adjustment Requests: One (1)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

<p>SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending September 30, 2017</p>
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ACTION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending September 30, 2017.

FISCAL IMPACT

This quarterly report shows a snapshot-in-time financial status of the college. There is no fiscal impact.

REPORT SUMMARY

This report depicts the Year-to-Date Actuals of the unrestricted fund financial situation as of September 30, 2017 showing that revenues exceeded expenditures by \$5,186,742. In addition, the ending cash balance *excluding borrowed funds* in the Unrestricted and Restricted General Fund was a positive \$46,498,039.

Title 5 of the California Code of Regulations (CCR), Section 58310, requires California Community College Districts to report quarterly on their financial condition and to indicate any material events that occurred during the quarter. In compliance with this regulation, the District has completed form CCFS-311Q from the State Chancellor's Office (Attachment #1). The Board of Trustees must review and approve this form at a regular meeting.

Section I shows a multi-year trend of Unrestricted General Fund Revenue, Expenditure and Fund Balance.

Section II shows a multi-year trend of Annualized Attendance Full Time Equivalent Student (FTES).

Section III Total General Fund Cash Balance (Unrestricted and Restricted) compares actual cash flow over a four-year period. This information can be useful in predicting possible cash flow problems.

Section IV compares year-to-date revenues received versus expenditures.

Section V provides the Chancellor's Office with information relative to the status of negotiations.

Section VI reflects the issuance of any Tax and Revenue Anticipation Notes (TRANS), Certificates of Participation (COPS) or General Obligation Bonds (GO Bonds).

Section VII addresses any fiscal problems that the District faces in the current and subsequent year.

Attachment #2 is a graph showing “required contingency” versus “actual general fund cash balance”.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Quarterly Financial Status Report, CCFS-311Q.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCF5-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2017-2018

District: (810) CERRITOS

Quarter Ended: (Q1) Sep 30, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,624,176	111,747,554	107,167,331	101,854,880
A.2	Other Financing Sources (Object 8900)	157,687	302,294	136,124	114,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	93,781,863	112,049,848	107,303,455	101,968,880
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	85,145,568	90,900,144	105,089,056	105,782,188
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	508,223	16,205,872	651,546	479,004
B.3	Total Unrestricted Expenditures (B.1 + B.2)	85,653,791	107,106,016	105,740,602	106,261,192
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	8,128,072	4,943,832	1,562,853	-4,292,312
D.	Fund Balance, Beginning	14,113,314	22,241,386	27,185,218	28,748,071
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	14,113,314	22,241,386	27,185,218	28,748,071
E.	Fund Balance, Ending (C. + D.2)	22,241,386	27,185,218	28,748,071	24,455,759
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	26%	25.4%	27.2%	23%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	17,790	17,741	16,748	16,800
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		28,793,657	45,022,950	46,498,039
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	18,494,273	28,793,657	45,022,950	46,498,039

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	101,854,263	101,854,880	33,331,240	32.7%
I.2	Other Financing Sources (Object 8900)	114,000	114,000	19,135	16.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	101,968,263	101,968,880	33,350,375	32.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,431,371	105,782,188	27,684,629	26.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	350,200	350,200	479,004	136.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	105,781,571	106,132,388	28,163,633	26.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-3,813,308	-4,163,508	5,186,742	
L	Adjusted Fund Balance, Beginning	28,748,071	28,748,071	28,748,071	
L.1	Fund Balance, Ending (G.1) (K + L)	24,934,763	24,584,563	33,934,813	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	23.6%	23.2%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

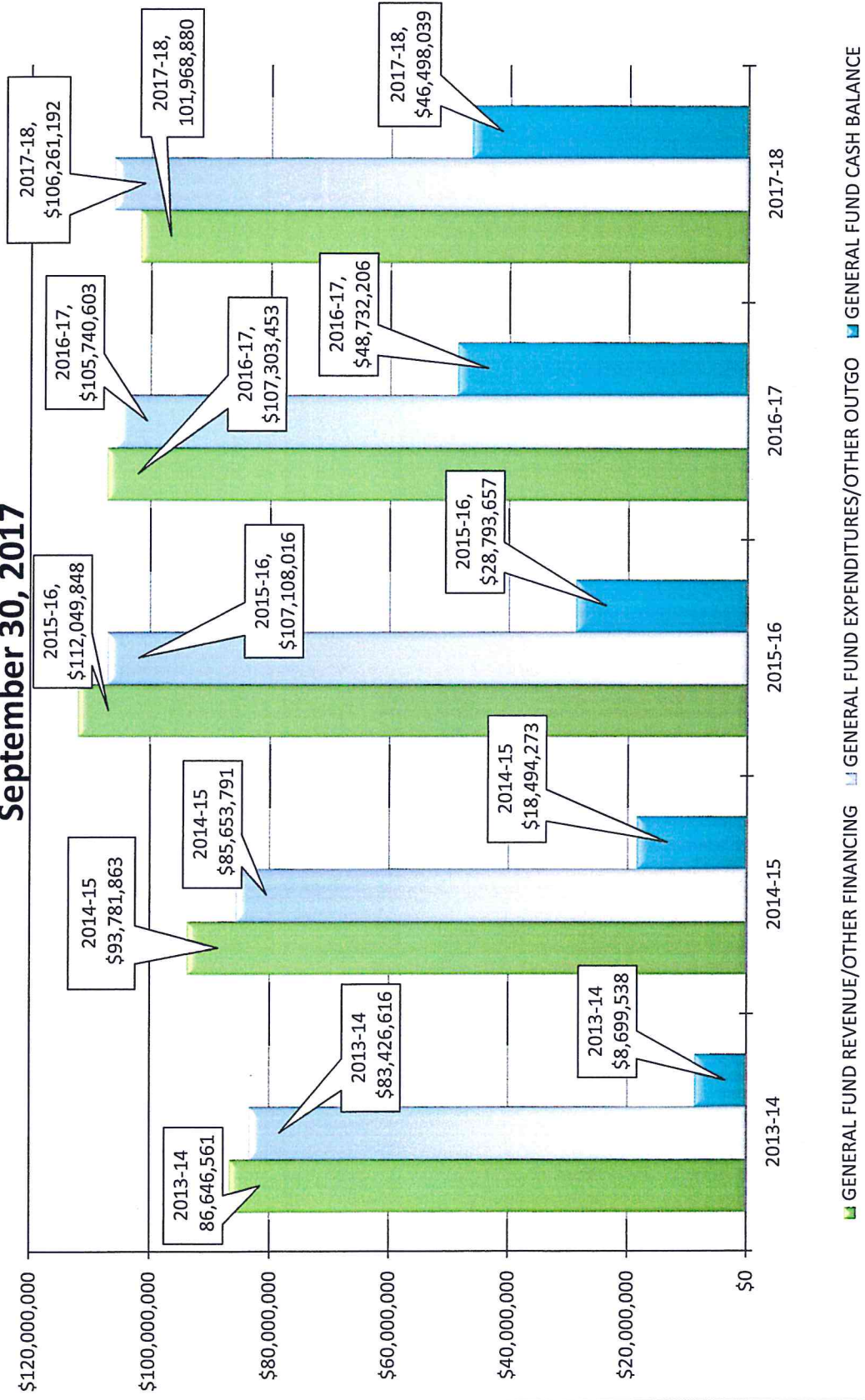
VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

311 FINANCIAL STATUS REPORT September 30, 2017



■ GENERAL FUND REVENUE/OTHER FINANCING
 ■ GENERAL FUND EXPENDITURES/OTHER OUTGO
 ■ GENERAL FUND CASH BALANCE

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 25

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of Resolution Nos. 17-1206B and 17-1206C Authorizing Specified Employees of the Cerritos Community College District to Approve Notices of Employment, Contracts, and Orders for Salary or Commercial Payments in the LACOE Financial System for the Period January 1, 2018 to December 31, 2018.

ACTION

It is recommended that the Board of Trustees approve Resolution Nos. 17-1206B and 17-1206C authorizing specified employees of the Cerritos Community College District to approve notices of employment, contracts, and orders for salary or commercial payments in the LACOE financial System for the Period January 1, 2018 to December 31, 2018.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The Board of Trustees must officially authorize board members and specified employees to approve designated documents for the District.

The Los Angeles County Office of Education (LACOE) requires authorization by the Board of Trustees of specified individuals to approve documents in the LACOE Financial System. It is required that a Certificate of Signatures be approved for the next calendar year to be effective January 1, 2018. Attached are the Resolutions which, upon approval by the Board of Trustees and the affixing of signatures, will authorize specific employees of the Cerritos Community College District to approve designated documents for the period January 1, 2018 through December 31, 2018.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

LACOE Resolution Nos. 17-1206B and 17-1206C - Signature Authority List of Names

RESOLUTION #17-1206C

CERRITOS COMMUNITY COLLEGE DISTRICT

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections below. *If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: January 1, 2018 to December 31, 2018 in accordance with governing board approval dated December 6, 2017

NOTE: Please TYPE name under signature.

Signature _____
Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	<u>Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</u>
Signature: _____ Type: _____ President of the Board of Trustees/Education	Signature: _____ Type: Mr. Felipe Lopez Title: Vice President of Business Services
Signature: _____ Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Director of Fiscal Services
Signature: _____ Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Deanna Hart Title: Payroll Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Kathy Burgos Title: Accounting Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Conrad Selorio Title: Budget Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	
Signature: _____ Type: _____ Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.

*K-12 District	Community College Districts
42632	85232
42633	85233
44843	87412

Number of signatures required:

On Orders of Payment	_____
"A" Warrants	_____
"B" Warrants	_____
On Notice of Employment	_____
On Contracts	_____

RESOLUTION # 17-1206B
CERRITOS COMMUNITY COLLEGE DISTRICT

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections below. *If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: January 1, 2018 to December 31, 2018 in accordance with governing board approval dated December 6, 2017.

NOTE: Please TYPE name under signature.

Signature _____
 Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	<u>Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</u>
Signature: _____ Type: _____ President of the Board of Trustees/Education	Signature: _____ Type: Dr. Jose Fierro Title: President/Superintendent
Signature: _____ Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: Mr. Felipe Lopez Title: Vice President of Business Services/Assistant Superintendent
Signature: _____ Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Mr. Edmund (Rick) Miranda Title: Vice President of Academic Affairs/Assistant Superintendent
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Stephen B. Johnson Title: Vice President of Student Services/Assistant Superintendent
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Adriana Flores-Church Title: Vice President of Human Resources/Assistant Superintendent
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Director of Fiscal Services
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Mark B. Logan Title: Director of Purchasing

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.

*K-12 District	Community College Districts
42632	85232
42633	85233
44843	87412

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

On Orders of Payment	_____
"A" Warrants	_____
"B" Warrants	_____
On Notice of Employment	_____
On Contracts	_____

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 26

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2017-2018 Academic Year</p>

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

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

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

I. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2018, or 175 total workdays, whichever occurs first

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Almonte, Julienne	Success Center	Instructional Aide II	\$13.30/hr (1)	11/01/2017
Armenta, Edwin E.*	Adult Education	Instructional Aide II	\$13.30/hr	11/03/2017
Avalos, Joana*	CalWORKs	Intermediate Clerk	\$10.50/hr	11/01/2017
Benavidez, Kimberly*	DSPS	Program Assistant II	\$11.78/hr	11/09/2017
Castro Alvarea, Joel*	LINC	Student Affairs Assistant	\$14.32/hr	10/31/2017
Depompa, Angelica Diana*	DSPS	Interpreter IV	\$34.79/hr	11/09/2017
Flores, Elizabeth Diana	Admissions and Records	Registration Account Clerk	\$10.50/hr (1)	11/01/2017
Gomez, Norma	Facilities	Custodian	\$10.50/hr	11/01/2017
Gonzalez, Benjamin	Technology	Instructional Aide II	\$13.30/hr (1)	10/31/2017
Gonzalez, Elizabeth	Success Center	Instructional Aide II	\$13.30/hr (1)	11/09/2017
Guerrero, Anthony T.	Facilities	Custodian	\$10.50/hr	11/06/2017
Gutierrez, Evelyn	Success Center	Instructional Aide II	\$13.30/hr (1)	11/09/2017
Hernandez, Brooke*	Adult Education	Instructional Aide II	\$13.30/hr (1)	11/03/2017
Issacs, Terrance*	Adult Education	Program Facilitator	\$14.32/hr	11/03/2017
Lay, Sonya*	Adult Education	Instructional Aide II	\$10.30/hr	11/16/2017
Licano, Savannah Marie*	LINC	Student Affairs Assistant	\$14.32/hr	10/31/2017
Lynch, Steven	Success Center	Instructional Aide II	\$13.30/hr (1)	11/01/2017
Mao, Chankakada*	Financial Aid	Instructional Aide II	\$13.30/hr	11/03/2017
Montalvo, Vilma L*	Technology	Program Facilitator	\$14.32/hr	11/14/2017
Moreno, Lazaro Benitez	Success Center	Instructional Aide II	\$13.30/hr (1)	11/09/2017
Nava, Dolores*	Adult Education	Community Education Specialist	\$30.27/hr	11/16/2017
Negrete, Viviana Cecilia	Success Center	Instructional Aide I	\$10.50/hr (1)	11/08/2017
Oliva, Angelica	EPP	Grant Writer	\$20.26/hr	11/16/2017
Oviedo, Andrea*	Adult Education	Instructional Aide II	\$13.30/hr (1)	11/16/2017
Penaloza, Jazmine*	SEM/Project Hope	Special Population Coordinator	\$17.04/hr	11/16/2017

* Categorically Funded

** Specially Funded

<u>Name</u>	<u>Unit</u>	<u>Classification</u>	<u>Rate</u>	<u>Cleared for Employment</u>
Quesada, Alfredo T*	Financial Aid	Secretary Clerk	\$10.94/hr	11/03/2017
Samms, Robert Andrew*	EPP	Instructional Aide I	\$10.50/hr (1)	11/16/2017
Torres, Carolanne*	Financial Aid	Program Assistant	\$10.50/hr	11/14/2017
Valenzuela, Liana*	CalWORKs	Assessment Clerk	\$10.50/hr	11/14/2017
Williams, Vanessa*	CalWORKs	Intermediate Clerk	\$10.50/hr	11/07/2017

* Categorically Funded

** Specially Funded

Presented to the Board of Trustees: December 6, 2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 27

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2017-2018 Academic Year</p>
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ACTION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2017-2018 academic year and as presented on the attached list.

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Employment of Faculty, Temporary Part-Time 2017-2018 Academic Year

FACULTY: TEMPORARY PART-TIME 2017-2018 ACADEMIC YEAR

I. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Diaz, Emma	RE	Pharmacy Technician	2BM	66.04

II. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors			Salary	
<u>Name</u>	<u>Status*</u>	<u>Discipline</u>	<u>Placement**</u>	<u>Rate</u>
Yi, Sally	RE	Mathematics	6BM	78.56

* 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

* NH=New Hire, RE=Reemployed

Presented to the Board: December 6, 2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent</p>
--

ACTION

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The employees included on the attached list have given notice of their separation from employment. The Office of Human Resources Services received the notices and informed the President. The President accepted the resignations and provided written notification to each employee in accordance with Board Policy 7350.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Employee Resignations (Including Separations and Retirements) Accepted by the President

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Appointment of Members to the Community Task Force

ACTION

It is recommended that the Board of Trustees take action to appoint members to the Community Task Force.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

At the July 16, 2014 regular board meeting, the Board of Trustees established a Community Task Force to give District residents an outlet to provide feedback directly to campus leadership. Each board member will recommend up to three Community Task Force members who reside in their respective trustee area. The student trustee will recommend up to three students to serve on the task force.

The college has received the following applications:

- Karla Salazar, Trustee Area 1
- Mazen Nabulsi, Trustee Area 1
- Victor Thompson, Trustee Area 4
- Juan Serrano, Trustee Area 4
- Parimal Shah, Trustee Area 5
- Candy Martinez, Trustee Area 7

The board has received an application from the individuals above and will continue to receive applications as they are submitted. Additional appointments may be considered throughout the year so long as each board member appoints no more than three members to the Community Task Force.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 6, 2017

PRESENT: Dr. Jose Fierro
Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
Sandy Marks
Scott O'Neil
(for Michelle Lewellen)
Stephanie Rosenblatt
Armando Soto
Dr. April Griffin
Lynn Laughon
David Ward
Kim Applebury
Julie Mun

ABSENT: Rick Miranda
Michelle Lewellen
Karen F. Patron D.

GUEST(s): Dr. Frank Mixson

- I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:03 p.m.
- II. PUBLIC COMMENTS
There were no public comments.
- III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES
Information regarding all employment opportunities is posted on the Human Resources webpage.
- IV. APPROVAL OF MINUTES – October 23, 2017
It was moved by Mr. Soto and seconded by Mr. Ward to approve the October 23 minutes. The vote for approval was 10-0-3; Dr. Johnson, Mr. Lopez, and Mr. O'Neil abstained.
- V. BOARD AGENDA – November 15, 2017
The committee reviewed the draft November 15 board agenda.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES
Developmental Education
Dr. Mixson stated that the committee has been discussing AB 705, which requires community colleges to use high school coursework, high school grades, and/or high school grade point average to place students into math and English. Colleges may also use self-reported high school information or guided placement, including self-placement for students. He provided an overview of current placements into transfer-level math and English courses, and anticipated placements using MMAP criteria. Dr. Mixson also discussed remediation limitations and stated that the math and English departments are

working with the co-requisite model, which promotes concurrent support during the same semester. He stated that the committee's future plans include developing a placement tool that incorporates high school transcript data, self-reporting data, and guided self-placement data. The committee will also support the development of co-requisite courses, and transitioning non-credit students to credit courses. Dr. Mixson stated that automating the process is essential and that he is speaking with a consultant to explore options. The priority and desired outcome is to remove hurdles that are preventing our students from progressing.

Outstanding Classified Employee Selection

Dr. Flores-Church distributed the attached August 15, September 14, and October 26 meeting agendas and minutes. She also distributed copies of the updated [online nomination form](#). The committee will continue to reach out to campus groups to increase awareness and nominations.

Student Equity Plan

Dr. Johnson distributed the attached March 8 and April 12 meeting minutes, May 10 meeting agenda and minutes, and September 13 and October 11 meeting agendas. He stated that the committee recommends budgeting to the Executive Council. Performance reports for Cultivating a Growth Mindset, Lab Assistants/Instructional Aides/Embedded Tutors (SEM), Student Success Tutors, Satellite Academic and Support Center, Discipline Specific Tutoring, LINC Support Group/Community Outreach Leaders, EOPS Part-time Counseling, Transfer Programs, Center for Teaching Excellence, and Library Expanded Hours were provided to the committee to share the successes and outcomes of initiatives funded by the student equity budget, and to assess effectiveness and make determinations about subsequent budget recommendations.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No reports.

VIII. STATUS OF SHARED GOVERNANCE

Proposed Board Policy 6307 – Debt Issuance and Management

Mr. Lopez stated that the CCLC recently issued a template policy to comply with requirements set forth in Government Code Section 8855. The policy states that the college will professionally manage its debt and will fulfill its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

It was moved by Ms. Marks and seconded by Mr. Soto to forward draft Board Policy 6307 – Debt Issuance and Management to the Board Policy Review Advisory Committee as attached. The vote for approval was unanimous.

Revised Administrative Procedure 6750 – Parking and Traffic-Related Items

Dr. Johnson stated that the procedure was revised to list the different types of valid parking permits, and their restrictions. The proposed updates will clarify and provide more documentation for current procedures and also increase accountability.

It was moved by Mr. Ward and seconded by Mr. Soto to approve revised Administrative Procedure 6750 – Parking and Traffic-Related Items as attached. The vote for approval was unanimous.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Griffin stated that the Faculty Senate is accepting [applications](#) from full-time faculty to serve as the Faculty Accreditation Liaison. The deadline to apply is Monday, November 27. Faculty Senate will make a selection at its December 5 meeting.

Mr. O'Neil stated that he attended the November 2-4 Fall Plenary Session and that topics of discussion included multiple measures, the [Flex Learning Options for Workers \(FLOW\)](#) endeavor, online education, and [guided pathways](#).

X. PRESIDENT'S REPORT

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as differences between open and closed meeting campus meetings or events, procedures for responding to instances of federal immigration enforcement, draft social media guidelines, and use of student posting areas.

ADJOURNMENT

Meeting adjourned at 2:43 p.m.



Developmental Education Committee

**AB-705 Seymour-Campbell Student Success Act of 2012:
Placement and Remediation**

Placement in Math and English

- A community college district or college shall . . . use, in the placement of students into English and mathematics courses in order to achieve this goal, one or more of the following measures:
 - (i) High school coursework.
 - (ii) High school grades.
 - (iii) High school grade point average.

Placement in Math and English (cont.)

- When high school transcript data is difficult to obtain, logistically problematic to use, or not available, a community college district or community college may use **self-reported** high school information or **guided placement**, including **self-placement** for students.

The Impact of Placement Requirements

	Current Placement into Transfer-Level Course	Placement Using MMAP Criteria
English	16%	45%
Math	4%	25%

Placement and Completion

	Current Transfer-Level Placement		MMAP Placement		Transfer-Level Completion	
English 3714	16%	584	45%	1671	408 (70%)	1169 (70%)
Math 4072	4%	151	25%	1018	99 (50%)	509 (50%)

Remediation: 1 Year Limitation

- A community college district or college shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe . . .

Remediation: Shall Not Require Remedial Coursework

- . . . a community college district or college shall not require students to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless **placement research that includes consideration of high school grade point average and coursework** shows that those students are **highly unlikely to succeed** in transfer-level coursework in English and mathematics.

Completion of Transfer-Level Math and English Fall 2015-Spring 2017

	3 levels and below	2 levels below	1 level below	Transfer-level
English	38%	26%	40%	76%
Math	.9%	7%	29%	66%

Remediation: Co-Requisite Courses

- A community college district or college may require students to enroll in additional **concurrent support**, . . . , **during the same semester** that they take a transfer-level English or mathematics course, but only if it is determined that the support will increase their likelihood of passing the transfer-level English or mathematics course.

English: High Unlikely to Succeed

Cerritos College 2 Year Completion Rates		MMAP Criteria	
Transfer-Level	76%	GPA 2.6 and above	73%
1 Level Below	40%	GPA 1.9-2.6	49%
2 Levels Below	26%	GPA below 1.9	43%

Math: High Unlikely to Succeed

Cerritos College 2 Year Completion Rates		MMAP Criteria	
Transfer-Level	66%	GPA 3.0 and above OR GPA 2.3-3.0 and earned a C or higher in Pre-Calc	70%
1 Level Below	29%	GPA 2.3-3.0 and passed Alg II with C or higher	58%
2 Levels Below	7%	GPA 2.3-3.0 and not passed Alg II	49%
3 Levels or More Below	.9%	GPA below 2.3	40%

Co-Requisites: Making Up the Difference

Math MMAP		English MMAP	
GPA 3.0 and above OR GPA 2.3-3.0 and earned a C or higher in Pre-Calc	70%	GPA 2.6 and above	73%
GPA 2.3-3.0 and passed Alg II with C or higher	58%	GPA 1.9-2.6	49%
GPA 2.3-3.0 and not passed Alg II	49%	GPA below 1.9	43%
GPA below 2.3	40%		

Dev Ed Committee Plans

- Develop Placement Tool that Incorporates High School Transcript Data, Self-Report Data, and Guided Self-Placement Data
- Support the Development of Co-Req Courses
- Transition Non-Credit Students to Credit Courses

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

August 15, 2017

10:00 a.m.

- I. Welcome
- II. Approval of Minutes – June 2017
- III. Discussion
- IV. Voting – **August Employee of the Month**
- V. Around the Table
- VI. Adjournment

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Tuesday, August 15, 2017
HR Conference Room
10:00 a.m.

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Sandy Marks	ACCME	X	
Timothy Juntilla	Faculty Senate		X
Lori Thomas	Confidential	X	
Vacant	ASCC		
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA	X	
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Ilda Cardenas - no longer at the college	CSEA		X
Lynn Laughon	CSEA	X	
Mary D'Ettorre	CSEA	X	
Regina Ybanez	CSEA	X	
Richard Garcia	CSEA		X
Samuel Chavez	CSEA	X	
Monica Acuna	Staff Development Assistant	X	

Welcome:

The committee welcomed Jacqueline Mendez to the committee, she is representing ASCC
Sandy Marks is representing ACCME until someone is selected for this committee.

Minutes:

Danylle motioned to approve the minutes. Lori seconded the motion.

Voting Employee of the Month:

Shannon Estrada was selected as the August 2017 employee of the Month

Team Award Nomination Review:

Suggestions:

- Team awards be given out in October and March
- Change the Outstanding Team Nomination form to match the Employee Nomination form

Next Regular meeting: September 14, 2017

Adjourned at 11:00 a.m.

Submitted by: Monica Acuña

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

September 14, 2017

10:00 a.m.

- I. Welcome New Members
- II. Approval of Minutes – August 15, 2017
- III. Discussion
- IV. Voting – **September Employee of the Month**
- V. Around the Table
- VI. Adjournment

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Tuesday, September 14, 2017
HR Conference Room
10:00 a.m.

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Sandy Marks	ACCME	X	
Chad Greene	Faculty Senate	X	
Lori Thomas	Confidential	X	
Jacqueline Mendez	ASCC	X	
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA	X	
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA		X
Dave Ward	CSEA	X	
Monica Acuna	Staff Development Assistant	X	

Welcome New Members:

Alva was nominated and selected to serve as chair if Adriana is absent from a meeting.

Kim was nominated and selected to serve as secretary if Monica is absent from a meeting.

Minutes:

Kim motioned to approve the minutes. Alva seconded the motion.

Voting Employee of the Month:

Manuel Mendes was selected as the September 2017 employee of the Month

Employee Nomination Review:

Suggestions:

- Fillable box under the questions
- The committee will interview the person making the nomination if question arise regarding the nominee
- Create guidelines for committee member interviewing the person who filled out the nomination

Next Regular meeting: October 19, 2017
 Adjourned at 11:00 a.m.

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

October 26, 2017

10:00 a.m.

- I. Welcome New Members
- II. Approval of Minutes – September 14, 2017
- III. Nomination Form Review
- IV. Discussion
- V. Voting – **October Employee of the Month**
- VI. Around the Table
- VII. Adjournment

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Tuesday, October 26, 2017
HR Conference Room
10:00 a.m.

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Elizabeth Miller	ACCME	X	
Chad Greene	Faculty Senate	X	
Lori Thomas	Confidential		X
Jacqueline Mendez	ASCC	X	
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA		X
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA	X	
Dave Ward	CSEA		X
Monica Acuna	Staff Development Assistant	X	

Welcome and Introductions:

Minutes: Maricela motioned to approve the minutes. Alva seconded the motion

Nomination Form Review:

The committee approved the changes made to the nomination form. Monica will request the new form be uploaded to the website.

Discussion:

Suggestions were made by the committee on how to increase nominations.

- CSEA announcement
- Faculty Senate announcement
- Jacqueline Mendez will announce it to students
- Comment boxes to be placed in visible locations to give employees the choice to write a nomination or submit electronically
- Committee members announcing it in staff meetings

The committee discussed reviewing nominations as a group if a nomination did not meet the criteria. The committee will designate two people to interview the nominator for more information and bring it back to the committee.

Voting

Nadia Benavidez was selected as the October Employee of the Month

Next Regular meeting: November 16, 2017
 Adjourned at 11:00 a.m.



Classified/Confidential Employee of the Month Nomination Form

Who is eligible?

1. Each nominee must be a permanent full-time or part-time classified or confidential employee. *(Nominations are received and verified by Staff Development Assistant.)*

Criteria:

1. Nominees must perform duties beyond their job duties. They perform these duties with distinction and also make a positive contribution to students, fellow employees, or the college community.
2. Examples of positive contributions to the college community may include but are not limited to:
 - a. serving on a committee or as a club advisor
 - b. improving or creating a new procedure, guideline or process
 - c. participating in campus programs, events or student activities.
 - d. doing volunteer work on campus or off-campus

Please submit nominations by the 25th of the month for consideration at the next committee meeting

Guidelines for Writing a Nomination:

Please provide a detailed description of why you think the nominee has earned the honor of becoming the “Outstanding Classified/Confidential Employee of the Month.”

Please provide specific examples of how the nominee’s contributions to the college **go above and beyond** his/her normal job duties.

For this nomination to be considered, the nominating individual must list detailed reasons why the nominee(s) should be considered by the committee.

The Outstanding Classified Employment Selection committee will review all nominations and may seek additional information in writing or in person from the person making the nomination.

You may complete this form as a paragraph or a list of relevant information. Thank you for taking the time to nominate your fellow employees for their contributions to the college mission and community.

**Classified/Confidential Employee of the Month
Nomination Form**

Name of Nominee:

Job Title of Nominee:

E-mail of Nominee:

Department of Nominee:

Name of Nominator:

E-mail of Nominator:

Extension No:

All the time

Most of the time

Some of the time

Unknown/Not Sure

This person is noted for the work performed beyond his/her duties on campus	
This person is dedicated and reliable employee	
This person is willing to help	
This person is respectful	
This person is approachable	
This person embodies the classified/confidential staff	
Other employees seek direction/guidance from this employee	
This person contributes to students, fellow employees, or the college community.	
This person serves on a committee or as a club advisor	
This person has developed or improved a new procedure, guideline or process	
This person participates in campus programs, events, or student activities	
This person does volunteer work on or off campus	

Additional Comments (Optional)



Classified/Confidential Employee of the Month Nomination Form

Who is eligible?

1. Each nominee must be a permanent full-time or part-time classified or confidential employee. *(Nominations are received and verified by Staff Development Assistant.)*

Criteria:

1. Nominees must perform duties beyond their job duties. They perform these duties with distinction and also make a positive contribution to students, fellow employees, or the college community.
2. Examples of positive contributions to the college community may include but are not limited to:
 - a. serving on a committee or as a club advisor
 - b. improving or creating a new procedure, guideline or process
 - c. participating in campus programs, events or student activities.
 - d. doing volunteer work on campus or off-campus

Please submit nominations by the 25th of the month for consideration at the next committee meeting

Guidelines for Writing a Nomination:

Please provide a detailed description of why you think the nominee has earned the honor of becoming the “Outstanding Classified/Confidential Employee of the Month.”

Please provide specific examples of how the nominee’s contributions to the college **go above and beyond** his/her normal job duties.

For this nomination to be considered, the nominating individual must list detailed reasons why the nominee(s) should be considered by the committee.

The Outstanding Classified Employment Selection committee will review all nominations and may seek additional information in writing or in person from the person making the nomination.

You may complete this form as a paragraph or a list of relevant information. Thank you for taking the time to nominate your fellow employees for their contributions to the college mission and community.

**Classified/Confidential Employee of the Month
Nomination Form**

Name of Nominee:

Job Title of Nominee:

E-mail of Nominee:

Department of Nominee:

Name of Nominator:

E-mail of Nominator:

Extension No:

All the time

Most of the time

Some of the time

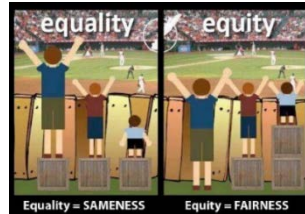
Unknown/Not Sure

This person is noted for the work performed beyond his/her duties on campus	
This person is dedicated and reliable employee	
This person is willing to help	
This person is respectful	
This person is approachable	
This person embodies the classified/confidential staff	
Other employees seek direction/guidance from this employee	
This person contributes to students, fellow employees, or the college community.	
This person serves on a committee or as a club advisor	
This person has developed or improved a new procedure, guideline or process	
This person participates in campus programs, events, or student activities	
This person does volunteer work on or off campus	

Additional Comments (Optional)

Cerritos College
The College Committee on Student Equity
Wednesday, March 8, 2017; 3:00 p.m.; LC 51

MINUTES



- Members Present:
- Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
 - Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
 - Damon Cagnolatti, iFALCON (Faculty Representative)
 - Dr. Jan Connal, General Counseling (Faculty Representative)
 - Marvelina Graf, Co-Director, Transfer Center, as proxy for Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
 - Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
 - Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
 - Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
 - Michelle Lewellen, Faculty Senate President (Faculty Senate)
 - Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)
 - Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
 - Norma Rodriguez, Director, Student Program Services (ACCME)
 - Nishi Shah, English Department (Faculty Representative)
 - Yvette Tafoya, EOPS Assistant Director (Ex-officio)
 - Traci Ukita, Counseling Department Chair (Faculty Senate)
 - Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
 - Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)
 - Dara Worrel, Math Department (Faculty Representative)

- Members Not Present:
- Dr. Renée DeLong, Dean, Counseling (Ex-officio)
 - Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)
 - Felipe Lopez, Vice President of Business Services (Ex-officio)
 - Saul Lopez-Pulido, Student Representative (ASCC)
 - Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
 - Terrance Mullins, CCFE (Faculty Representative)
 - Karen Patron, Student Representative (ASCC)

- Guests: Shareefa Abdul-Hameem, Shawna Baskette, Kahlil Ford, Linda Ramos, Chris Richardson, Michelle Rodriguez, Kaitlin Scott, Alycia Wagner

Dr. Johnson called the meeting to order at 3:07 p.m.

I. Approval of Minutes

MSU (La Vigne, Mitchell) to approve the Student Equity Committee minutes of February 8, 2017, as presented. Ms. Vasquez and Ms. Rodriguez abstained.

II. Consideration of Requests

Dr. Johnson submitted that the Umoja Program is requesting approval to redirect \$2,000 of their Student Equity allocation toward hiring a graduate student intern for the remainder of the fiscal year. MSU (Blackburn, Ukita) to approve \$2,000 from the existing Umoja allocation to go toward a graduate student intern.

A request was submitted by Dr. Hill for \$10,000 to attend the annual Umoja Summer Learning Institute. The gathering provides professional development, program enhancement, and curriculum review and modifications. As a new member of the Umoja Community, the Cerritos College team is expected to attend. Dr. Blackburn requested that as the Student Equity research analyst, Dr. Kahlil Ford also be funded to attend. The request was amended to \$12,000 to include Dr. Ford.

MSU (Vasquez, Cagnolatti) to approve \$12,000 for the Cerritos College Umoja team and Dr. Ford to attend the Umoja Summer Learning Institute.

A request was made to have the current status of the Student Equity budget available at the next meeting. Dr. Johnson stated that all of the current year allocation was budgeted. He noted that we have some departments that charged expenses to their department budgets but will transfer them to their Student Equity account before the end of the year. This could affect the amount of our current balance.

III. BSI-Student Equity-3SP Integration Update and 2017-18 Budget Development

Mr. Miranda reported that the integration group met and decided to bring the components of the template to each body (Student Equity to Student Equity, BSI to BSI, etc.) to address their part of the plan. The integration group will then assemble the different components into an overarching plan. The final plan is due in December but they will try to come back to this committee with a rough draft by the end of the spring term.

It was discussed and determined that campus-wide requests for 2017-18 funding will be solicited after the integration plan is completed and the budget is confirmed. Dr. Johnson noted that there are a number of ongoing items in the budget but there may be funds available for smaller requests or programs.

IV. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule

A. Cultivating a Growth Mindset (2015-16 Project) – Jan Connal

Dr. Connal and student Shareefa Abdul-Hameem presented information on the activities of the 2015-16 Cultivating a Growth Mindset project. Dr. Connal stated she received \$5,000 for professional development on the topic of Growth Mindset in the spring of 2016. Faculty from Developmental Education and other departments were invited to learn about brain plasticity and the belief that you can grow your brain. Dr. Connal shared encouraging data on a Math 60 Learning Community class taught with a Counseling 200 infused with Habits of Mind versus a stand-alone Math 60 class. Shareefa Abdul-Hameem, a Counseling 200 student, shared her experience and the benefits of being a student taught growth mindset practices.

B. Lab Assistants/Instructional Aides/Embedded Tutors (SEM) – Connie Boardman

Connie Boardman reported on the activities in the Math Learning Center (MLC) whose instructional aides are funded with an allocation from Student Equity funds. Semi-independent math courses take place in the MLC. These courses cover the same content as traditional math classes but use entirely different methods of delivery. While students are responsible for reading their textbook and learning on their own, they can come into the MLC for help. Ms. Boardman stated that the MLC

serves approximately 660 students per semester. She added that before the budget problems of 2012, they served over 1,100 students because they were able to employ more instructional aides. She shared data that success rates in most semi-independent math courses are comparable or higher than traditional courses and about 90% who stay enrolled passed their course. In the future, Ms. Boardman would like to increase enrollment back to pre-budget cut numbers, provide more training for instructional aides, implement 9-week classes, offer higher level courses, and work to make it easier for students to identify semi-independent classes before they register.

C. Student Success Tutors – Kaitlin Scott, Manuel Lopez, and Shawna Baskette

Shawna Baskette reported on the efforts of the math tutors who work on the floor of the Math Success Center (MSC). Data compiled by IERP showed that students who use math tutoring are more successful in passing and completing their math courses than those who do not. It also showed that success and completion rates grew based on the frequency of use. About 30% of math students visited the MSC, and Math 60 students are the most frequent users. Additional data sorted by race/ethnicity and age was provided showing comparisons of use by all math students versus MSC users. The data indicated there is a growing trend for success when students use the MSC.

D. Satellite Academic and Support Center – Chris Richardson and Kaitlin Scott

The Satellite Academic and Support Center is also known as the Student Athlete Success Center. Chris Richardson presented a video of student athletes sharing how the Athlete Success Center has helped them, as well as accounts from tutors on their experiences with the athletes. He provided data on the demographic make-up of our student athletes and outlined the time commitment, external standards, and eligibility requirements they must meet to compete. The Athlete Success Center has developed into a learning community for student athletes where they can learn to be students, strengthen their use of student support services, and talk to each other about their struggles. There is a counselor present doing Educational Plans and talking with the athletes about their majors. The support they've received has built their confidence and has them talking to each other about being students. Additional data was prepared by IERP on athletic graduation rates, retention, and matriculation; Educational Plans completed; increased completion of basic skills; and higher levels of success, persistence, and retention than the institution's general population in basic skills courses. Future plans were outlined to address limitations and expand services and resources in 2017-18.

E. Discipline Specific Tutoring – Kaitlin Scott, Michelle Rodriguez, and Shawna Baskette

Kaitlin Scott clarified that discipline specific tutoring is assistance for courses outside the four main subjects of ESL, math, reading, and English. Over 1,300 students visited the Success Center during the 2015-16 school year for a combined total of about 6,000 visits. Sign language, chemistry, and physics are the most utilized tutoring services. Data supports the fact that students who visited the Success Center for discipline specific tutoring had higher levels of success, retention, and persistence than those who did not visit the Success Center.

V. Member Reports

Ms. Vasquez requested an update on when the disproportionate impact data will be ready for the committee to review. Dr. Blackburn asked that a request to prepare the data be forwarded to her office and she will bring the information to the committee.

Dr. Blackburn thanked Dr. Ford for his hard work on preparing the data for four out of five of today's reports. The presenters agreed that he produces quick results and his work is very easy to read and understand.

VI. Next Meeting

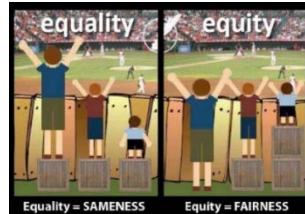
The next meeting is scheduled for April 12, 2017, at 3 p.m. in LC 51.

VII. Adjournment

The meeting was adjourned at 4:34 p.m.

Cerritos College
The College Committee on Student Equity
Wednesday, April 12, 2017; 3:00 p.m.; LC 51

MINUTES



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Damon Cagnolatti, iFALCON (Faculty Representative)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Norma Rodriguez, Director, Student Program Services (ACCME)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Traci Ukita, Counseling Department Chair (Faculty Senate)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Saul Lopez-Pulido, Student Representative (ASCC)
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
Terrance Mullins, CCFE (Faculty Representative)
Karen Patron, Student Representative (ASCC)
Nishi Shah, English Department (Faculty Representative)

Guests: Kristine Aslanyan, Shawna Baskette, David Betancourt, Marvelina Graf, Linda Ramos, Kevin Smith, LaSummer Whiting

Mr. Miranda called the meeting to order at 3:05 p.m.

I. Review and Action: Budget--Consideration of Docketing Requests

Mr. Miranda stated that requests for additional funding were brought forward at the last meeting. We need to discuss how we will address new requests when we haven't made the option available to the entire campus community. This topic will be discussed further later in the agenda.

II. BSI-Student Equity-3SP Integration Update

Members received a copy of the template for the 2017-19 Integrated Plan. Mr. Miranda informed the committee that each group (BSI, Student Equity, 3SP) will submit their proposal describing what they do so the integration task force can look for overlap of services and ensure we are encompassing everyone in one cohesive program. The task force will be attending training on April 28 to discuss the integrated plan and hear best practices, direction, and points to consider as they shape the integrated plan. He added that the integrated plan is due on December 1, so the task force will have to move quickly through the summer to bring the document back for approval in the fall.

Ms. Vasquez stated that part of the discussion in the integration task force was that representatives from each of the areas (BSI, Student Equity, 3SP) would return to their respective groups and discuss the goals and activities we would want to propose for the upcoming year so that, when we write the integrated plan, we can look at where we can support one another as one full plan. Mr. Miranda stated we will be dedicating several of our meetings in the future to discussion about our goals for the integrated plan.

III. Review and Action: Consideration of Proposed Funding Categories and Line Items

A working copy of the Student Equity Funding Categories and Items for 2017-18 was presented. Mr. Miranda emphasized that this is not a current budget. He explained that 2016-17 projects are still spending funds, so we have not been able to reconcile a budget balance with Fiscal Services. This budget sheet is for proposed ongoing and continuing items only; items with one-time or expired funds have been removed.

Lengthy discussion followed regarding funding for increased costs of part-time personnel; hiring a classified program facilitator to support BSI, Student Equity, and 3SP with the integration; institutionalizing some of the ongoing costs being supported by Student Equity funds; and whether Student Equity funds would continue to be allocated by Executive Committee.

It was agreed by consensus that a clear process be developed for all funding requests. Requests should not be considered without submission of an application for the committee to consider. Also, the allocation of Student Equity funds by Executive Committee should be shared and explained to this committee.

IV. 2017-18 Budget Development

Discussion of 2017-18 budget development was included in Item III above and will be continued at the next meeting.

V. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule

- A. LINC Support Group/Community Outreach Leaders (15-16 Project) – Yvette Tafoya and Linda Ramos
Linda Ramos, LINC Program Facilitator, shared information on how Student Equity funds are used in the LINC Program. Kevin Smith, LINC Student Ambassador, shared his experience as a Student Ambassador doing outreach and working with other LINC students. Ms. Ramos also shared data about the number of LINC students served, graduation and transfer numbers, average units attempted/completed, and average cumulative GPA. LaSummer Whiting, MSW intern from CSU Dominguez Hills, discussed the services we offer for LINC students and also the many referrals they can provide.

B. EOPS Part-time Counseling (2015-16 Project) – Yvette Tafoya and Kristine Aslanyan

Yvette Tafoya, EOPS Assistant Director, reported that Student Equity funds allocated to EOPS in 2015-16 provided part-time counseling services to EOPS students. She provided demographic data and common characteristics of our EOPS students. Kristine Aslanyan, EOPS Counselor, shared the number of degrees and certificates earned in 2015-16 and 2014-15, as well as data on the number of students served. EOPS counselors work to establish a rapport and trust with each student, in addition to encouraging a sense of belonging and connectedness to the EOPS program and the college.

C. Transfer Programs – Brittany Lundeen and Marvelina Graf

Marvelina Graf, Transfer Center Co-chair, provided a history of the Transfer Center's development from a cubicle in the One-Stop Center to its current office. Prior funding was provided through Foundation, Student Activities, and Counseling. The Transfer Center uses the majority of their Student Equity funding to provide 30 weekly hours of appointments with part-time counselors. Data was provided illustrating an increase in the number of counseling appointments over the last three years from 69 to over 950. It was noted that 75% of the Transfer Center's Student Equity funding pays for part-time counselors. Part-time counselors also assist Admissions in processing ADTs to meet university deadlines.

The remaining funds provide professional development to faculty for conference attendance and also on-campus outreach activities that include class presentations, Transfer Tuesday, Transfer Fairs, and an annual open house. To broaden student awareness of all their college options, information is available to students on private out-of-state colleges and partnerships with University of La Verne and Loyola Marymount.

It was noted that additional funds will be needed for future years due to increased costs of salaries. Additional funds are also needed for the Transfer Center to stay open over the summer.

D. Center for Teaching Excellence – David Betancourt

Dr. Betancourt distributed copies of the Center for Teaching Excellence (CTX) 2017 Report. He stated that multiple studies have shown that students believe and perceive the number one contributing factor to their academic success is their teachers. He noted that the CTX was recently awarded the 2017 Outstanding Program Award by the received award from California Community College Counsel on Staff Development. CTX is diligent about documenting process, activities, and outcomes. The 2017 report shares comments from faculty on what they have learned and the benefits of their experience with CTX. He added that all CTX services include an anonymous survey to help the program continuously improve what they do. Also included was statistical information on services offered, budget projections, coordinator and staff responsibilities, and samples of the activities facilitated by CTX program.

E. Library Expanded Hours – Shawna Baskette

Shawna Baskette reported that Library hours were expanded to include 9-10 pm Monday through Thursday and 10 am-3 pm Saturday for a total of nine weekly hours during the fall and spring semesters. She shared a history of regular semester and summer hours including when and why cuts were made. The data shared was calculated using a "gate count", and other figures based on head counts done by library staff. Ms. Baskette also surveyed local colleges for a comparison of their operating hours versus Cerritos. She was encouraged to see that we had longer hours than most of the other local colleges. She also stated that in her experience working at three community

colleges, we are by far the busiest academic library she has ever worked at or attended. She feels that our students truly value our library services.

VI. Member Reports

Mr. Miranda shared information on a “Virtual Town Hall” recently announced by the Chancellor’s Office that offers stakeholders an opportunity to provide input on the strategic vision for the California Community Colleges. The email announcement for the town hall being held on May 17 will be emailed to committee members.

Ms. Lundeen asked how she can request additional funding to support Transfer Center operation through the summer. Mr. Miranda indicated some areas are still spending their allocations down and he cannot in good faith say there will be funds left.

Dr. Blackburn suggested the Native American project should be assigned to a person not the Student Equity Committee. She believes the most appropriate place would be in the Student Services area. She added that this is one of the biggest indicators that needs attention according to the data. Mr. Miranda indicated he will take the suggestion to the Vice President of Student Services.

VII. Next Meeting

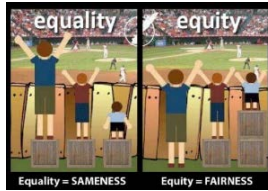
The next meeting is scheduled for May 10, 2017, at 3 p.m. in LC 51.

VIII. Adjournment

The meeting was adjourned at 4:41 p.m.

Cerritos College
College Committee on Student Equity
Wednesday, May 10, 2017; 3:00 p.m.; LC 51

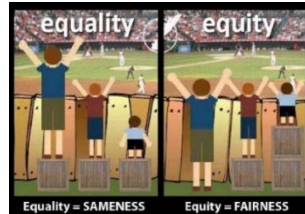
AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of March 8 and April 12, 2017.
- II. BSI-Student Equity-3SP Integration Update**
The Committee will hear an update on the progress for integration of these programs.
- III. 2017-18 Budget Development**
The Committee will receive and consider budget categories and projections for 2017-18.
- IV. Future Docketing of 2017-18 Budget Requests**
The Committee will consider docketing of budget requesting, subject to consideration in Item III above and the pending development of the BSI-Student Equity-3SP Integrated Plan.
- V. 2017-18 Meeting Calendar**
The Committee will review and consider approval of the 2017-18 meeting calendar.
- VI. Student Equity Shared Governance Committee Self Evaluation 2016-17**
The Committee will review and discuss the Shared Governance Evaluation form.
- VII. Campus-based Data on Equity Indicators**
The Committee will receive a report of the campus-based data on the statewide Student Equity Indicators.
- VIII. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**
The Committee will hear reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
 - A. Project H.O.P.E. – Danylle Williams-Manser
 - B. Title IX Professional and Student Training and Development – Valyncia Raphael
 - C. Research Analyst Funding/Data Capacity/Culturally Responsive Teaching – Kristi Blackburn
 - D. Diversity Recruitment/Professional Development Training – Adriana Flores-Church
 - E. Bridging the Digital Divide: Piloting Targeted Tech Support at the Library – Stephanie Rosenblatt and Shawna Baskette
- IX. Member Reports**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- X. Next Meeting – Wednesday, September 13, 2017, at 3 p.m. in LC 51.**
- XI. Adjournment**

Cerritos College
The College Committee on Student Equity
Wednesday, May 10, 2017; 3:00 p.m.; LC 51

MINUTES



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Damon Cagnolatti, iFALCON (Faculty Representative)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Norma Rodriguez, Director, Student Program Services (ACCME)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Members Not Present: Dr. Renée DeLong, Dean, Counseling (Ex-officio)
Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Saul Lopez-Pulido, Student Representative (ASCC)
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Terrance Mullins, CCFF (Faculty Representative)
Karen Patron, Student Representative (ASCC)
Nishi Shah, English Department (Faculty Representative)
Traci Ukita, Counseling Department Chair (Faculty Senate)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
Dara Worrel, Math Department (Faculty Representative)

Guests: Shawna Baskette, Kahlil Ford, Valyncia Raphael, Stephanie Rosenblatt

Dr. Johnson called the meeting to order at 3:08 p.m.

I. Approval of Minutes

MSU (Hill, La Vigne) to approve the Student Equity Committee minutes of March 18, 2017, as presented.
Ms. Lundeen abstained.

MSU (Lundeen, Aborn) to approve the Student Equity Committee minutes of April 12, 2017, as presented.

II. BSI-Student Equity-3SP Integration Update

Dr. Johnson stated that members of the Integration Task Force attended a Chancellor's Office training where they reviewed the integrated planning template and a model of the approval process. The Task Force has been meeting for some time to determine which parts of the Basic Skills Initiative (BSI), Student Equity, and Student Success and Support (3SP) programs will be continued or partnered in the new plan to achieve the expected success outcomes. As they develop the new integrated plan and roll out more substantive information, the Task Force will be requesting feedback from each of the programs. He indicated that he would forward suggestions from this committee to the integrated planning group if anyone had anything to share.

Dr. Connal stated that counselors have been discussing items they would like to see in the integrated plan for Student Equity. She distributed a handout they developed with ideas for Counseling and Student Services, Academic Affairs, and Institutional Collaboration. The list was reviewed and discussed by the group and will be shared with the Integration Task Force.

III. 2017-18 Budget Development

Members received a copy of the proposed tentative Student Equity funding categories and items for 2017-18. Dr. Johnson pointed out that the list is tentative because we do not have our final funding allocation yet from Sacramento, the final expenditures for this year, or the integrated planning completed. As these come to be known, some of the items on the list may be removed. It is recommended we approve a tentative budget now much like the college approves a tentative budget in June.

Discussion ensued regarding the use of Student Equity funds for necessary services were previously, could be, or should be institutionalized. Concern was expressed about supplanting services that were previously supported with district funds. It was noted that we need to document objectives and outcomes of the funded projects. It was also stated that while something may have an impact on student success, it may not be what Student Equity was created for and that the ongoing funding of some projects should not come from this fund. Dr. Blackburn requested that items that are ongoing be added to the reporting schedule so we have documentation of how we are meeting our equity outcomes based on these structurally different equity programs.

Dr. Johnson assured the group that equity funds are not being used to supplant district expenses. He added that any funding that doesn't need to be continued won't. Items funded are within the spending regulations and address one, and sometimes many, disproportionately impacted student groupings.

Attention was also drawn to the issue of ongoing increases in salary costs. While personnel was budgeted with consideration of raises and step increases, funding for other programs with increasing part-time staff expenses was not increased.

Dr. Blackburn suggested that the \$10,000 allocated to the Bridging the Digital Divide project be reallocated to the Native American project to help get the program started. It was also suggested that a functional location and supervision for the project be assigned. The additional funding could help provide expertise that can support the on-the-ground work. Dr. Raphael noted that the Diversity Committee should be working hand-in-hand with Student Equity, and as a new program, this project should first go there for the inquiry process and discussion about whether it is a viable program. Dr. Raphael stated she will meet with Dr. Blackburn to get more information and context for the program.

Dr. Johnson stated that we need a tentative budget in place for July 1 to carry us over until we have all of the information we need to finalize the amounts.

The committee was not able to approve the proposed tentative budget because there was no longer a quorum of members present.

Dr. Blackburn suggested, and it was agreed by those present, that we convene a special Student Equity Committee meeting on August 30 to continue discussion of the 2017-18 budget, complete the shared governance evaluation, and hear reports on the activities and outcomes originally scheduled for this meeting.

IV. Future Docketing of 2017-18 Budget Requests

This item was held over to the next meeting.

V. 2017-18 Meeting Calendar

This item was held over to the next meeting.

VI. Student Equity Shared Governance Committee Self Evaluation 2016-17

This item was held over to the next meeting.

VII. Campus-based Data on Equity Indicators

This item was held over to the next meeting.

VIII. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule

A. Project H.O.P.E – Danylle Williams-Manser

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

B. Title IX Professional and Student Training and Development – Valyncia Raphael

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

C. Research Analyst Funding/Data Capacity/Culturally Responsive Teaching – Kristi Blackburn

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

D. Diversity Recruitment/Professional Development Training – Adriana Flores-Church

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

E. Bridging the Digital Divide: Piloting Targeted Tech Support at the Library – Stephanie Rosenblatt

Stephanie Rosenblatt reported on the Student Equity project funded for tech support in the Library. The project piloted the use of hourly workers to provide specialized tech support to students working in the computer lab adjacent to the reference desk. They provided 996 hours of specialized computer help for target populations which included answering 3,202 technology-related questions, providing technology support for students registering for classes, applying for financial aid, doing homework, and conducting job searches. Included in the population served were community users who identified themselves as prospective students. She added that due to the late notice of receiving project funding, they were only able to run the pilot for one semester. The pilot is now complete and they will not be requesting continued funding. The tech support service has been incorporated into the Library's daily operations.

IX. Member Reports

This item was held over to the next meeting.

X. Next Meeting

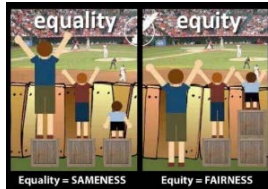
The next meeting is scheduled for September 13, 2017, at 3 p.m. in LC 51.

XI. Adjournment

The meeting was adjourned at 4:52 p.m.

Cerritos College
College Committee on Student Equity
Wednesday, September 13, 2017; 3:00 p.m.; AD 117

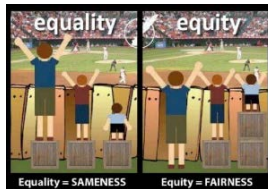
AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of May 10, 2017.
- II. 2017-18 Meeting Calendar**
The Committee will review and consider approval of the 2017-18 meeting calendar.
- III. Student Equity Shared Governance Committee Self Evaluation 2016-17**
The Committee will review and discuss the Shared Governance Evaluation form.
- IV. BSI-Student Equity-3SP Integration Update**
The Committee will hear an update on the progress for integration of these programs.
- V. 2017-18 Budget Development**
The Committee will receive and consider budget categories and projections for 2017-18.
- VI. Future Docketing of 2017-18 Budget Requests**
The Committee will consider docketing of budget requesting, subject to consideration in Item V above and the pending development of the BSI-Student Equity-3SP Integrated Plan.
- VII. Campus-based Data on Equity Indicators**
The Committee will receive a report of the campus-based data on the statewide Student Equity Indicators.
- VIII. Member Reports**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- IX. Next Meeting – Wednesday, October 11, 2017, at 3 p.m. in AD 117.**
- X. Adjournment**

Cerritos College
College Committee on Student Equity
Wednesday, October 11, 2017; 3:00 p.m.; Board Room

AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of September 13, 2017.
- II. SSSP-SEP-BSI Integration Plan Draft**
The Committee will receive and consider a draft of the SSSP-SEP-BSI Integrated Plan.
- III. 2017-18 Budget Development**
The Committee will receive and consider budget categories and projections for 2017-18.
- IV. Future Docketing of 2017-18 Budget Requests**
The Committee will consider docketing of budget requesting, subject to consideration in Item III above and the pending development of the SSSP-SEP-BSI Integrated Plan.
- V. Campus-based Data on Equity Indicators**
The Committee will receive a report of the campus-based data on the statewide Student Equity Indicators.
- VI. Native American Student Outreach and Support Initiative**
The Committee will receive a report on the Native American student program.
- VII. Member Reports**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VIII. Next Meeting – Wednesday, November 8, 2017, at 3 p.m.**
- IX. Adjournment**

Proposed Cerritos Community College District Policy

No. 6307

Business Services

1 **BP 6307 DEBT ISSUANCE AND MANAGEMENT**

2 **References:**

3 Government Code Section 8855

4 The President/Superintendent shall establish procedures to ensure the District is
5 professionally managing its debt and fulfills its annual debt issuance reporting
6 requirements to the California Debt and Investment Advisory Commission.

7 Standard operating procedures shall include:

- 8 • The purposes for which the debt proceeds may be used.
- 9 • The types of debt that may be issued.
- 10 • The relationship of the debt to, and integration with, the District's capital
11 improvement program or budget, if applicable.
- 12 • Policy goals related to the District's planning goals and objectives.
- 13 • The internal control procedures that the District has implement, or will implement,
14 to ensure that the proceeds of the proposed debt issuance will be directed to the
15 intended use.

16 Office of Primary Responsibility: Vice President, Business Services

Date Adopted:

Business Services

1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS

2 References:

- 3 Education Code, Section 76360;
- 4 Vehicle Code, Section 21113

5 The President/Superintendent delegates authority to implement these procedures to the
6 Vice President of Student Services.

7 These procedures are intended to promote safe and orderly movement of traffic within
8 District property for the safe and orderly parking of vehicles and bicycles.

9 All applicable provisions of the California Vehicle Code are expressly applicable both on
10 and off paved roadways.

11 Parking of motor vehicles and bicycles is limited to specially designated areas. Fee
12 permits are required for motor vehicles, 24 hours per day and all days of the year.
13 Vehicles or bicycles parked in violation of the provisions of this code are subject to fines,
14 towing, or impoundment.

15 Permits to Park

16 Valid Disabled Person (DP) Placards

- 17 • Permits parking in DP-designated space by person with disability to whom issued,
18 at no cost
- 19 • Permits parking in staff space by person with disability to whom issued, with
20 purchase and required display of valid student parking permit
- 21 • No overnight parking

22 Valid Timed Parking Permission

- 23 • Permits parking in green-lined stalls, only
- 24 • Permits parking by students, employees, and visitors
- 25 • Permission ends at expiration, up to two hours maximum; no overnight parking

26 Valid Electric Vehicle Charging Station Parking Permission

- 27 • Permits parking in green-lined EV Charging-designated stalls, only
- 28 • Permits parking for time of paid per-kWh charging of vehicle, only; no overnight
29 parking

- 30 Valid One-Day Guest Permits
- 31 • Permits parking in lot(s) designated by the authorizing college administrator
 - 32 • Valid on date shown, only; no overnight parking
 - 33 • Not valid in green-lined, time-metered, or carpool stalls

- 34 Valid Daily Parking Permits
- 35 • Permits parking in white-lined stalls, only
 - 36 • Permits parking by students, employees, and visitors
 - 37 • Permission ends at 11:59 p.m. on the date purchased; no overnight parking

- 38 Valid Student Term Permits
- 39 • Permits parking in white-lined stalls, only
 - 40 • Permits parking by students
 - 41 • Terms are fall, spring, or summer
 - 42 • No overnight parking

- 43 Valid Employee Term Permits
- 44 • Permits parking in yellow- and white-lined stalls, only
 - 45 • Permits parking by faculty, classified staff, and managers
 - 46 • Terms are fall, spring, summer, or annual
 - 47 • No overnight parking

48 Fines shall be imposed for violation of regulations. Amounts shall be established based
 49 on severity of offense type and cost recovery for mandates and enforcement. Reference
 50 amounts shall be established and subject to periodic adjustment.

<u>Offense Type</u>	<u>Reference amount</u>
52 Paid Status and Space Use	\$40.00
53 • No valid permit or valid permit not displayed as directed	
54 • Expired meter or other metered parking violation	
55 • Parked outside parking space markings	
56 • Unauthorized use of Reserved or Restricted parking	
57 • Carpool space use without valid permit	
58 • Carpool space use without carpool partner (if applicable)	
59 • Parked in excess of time allowed	
60 • Parked in Electric Vehicle Charging space without charger use	
61 • No current tabs displayed; unregistered vehicle	
62 • No license plate displayed	
63 Safety	\$50.00
64 • Stopping or parking in No Parking or Stopping zones	
65 • Parked on Red Curb	
66 • Parked in fire lane	

67 Accessibility \$335.00
68 • Parked in disability reserved space without valid permit
69 • Misuse of disability placard
70 • Parked with effect of limiting access to disability reserved space
71 • Parked with effect of limiting use of disability access path of travel

72 Enforcement and Responsibility \$160.00
73 • Use of lost or stolen permit
74 • Use of altered, counterfeit, or fraudulent permit

75 Citations that are not contested or paid within statutory guidelines are subject to a late fee
76 of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

77 All persons who enter on District property are charged with knowledge of the provisions
78 of this procedure and are subject to the penalties for violations of such provisions.

79 Parking fees are established by action of the Board of Trustees.

80 Additional and/or separate charges or waivers for special event parking shall be subject
81 to the prior approval of the Vice President, Business Services or his/her designee. College
82 hosts of regional or other meetings, trainings, or conferences involving off-campus
83 invitees may request one-day permits from the Chief of Campus Police or his/her
84 designee.

85 In accordance with Section 21113a of the California Vehicle Code, the District will enforce
86 these procedures by issuing citations. In addition, this code section stipulates that except
87 with the permission of and subject to any condition or regulation imposed by the Board of
88 Trustees, no person shall drive any vehicle or animal, nor shall any person stop, park, or
89 leave standing any vehicle or animal, whether attended or unattended, upon driveways,
90 paths, parking facilities, or the grounds of any public school, state university, state college,
91 or any educational institution exempted, in whole or part, from taxation.

92 In accordance with Section 21113b of the California Vehicle Code, the Board of Trustees
93 shall erect or place appropriate signs giving notice of any special conditions or regulations
94 that are imposed under this section. The Board shall also make a written statement of
95 those special conditions and regulations available for examination by all interested
96 persons. This statement shall be available in the President/Superintendent's Office.

97 In accordance with Section 21113c of the California Vehicle Code, when the Board of
98 Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for
99 those conditions imposed or regulations enacted by the Board), all the provisions of this
100 code section relating to traffic upon the highways shall be applicable to the traffic upon
101 the driveways, paths, parking facilities, or grounds.

102 In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees
103 may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles,
104 motorized bicycles, skateboards, and roller skates on District property.

105 Offices of Primary Responsibility: Vice President, Student Services
106 Vice President, Business Services

Date Approved: March 26, 2007

Date Revised: August 29, 2011; March 6, 2017; November 6, 2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 31

FROM:

Dr. Jose Fierro
President/Superintendent

PREPARED BY:

Steve Richardson
Executive Director, Foundation and
Community Advancement

SUBJECT: Receive and File 2016-17 Cerritos College Foundation Cost Benefit to District
--

ACTION

It is recommended that the Board of Trustees receive and file the 2016-17 Cerritos College Foundation Cost Benefit to District as presented.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

Attached is the District's report of expenditures for the Foundation for costs incurred by the Foundation for 2017-18. Also attached are the Foundation's 2017-18 Costs Benefit Report and supporting documentation which were approved by the Cerritos College Foundation Board of Directors on October 26, 2017.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Cerritos College Foundation 2016-17 Expenditures
Cerritos College Foundation Cost Benefit Summary
Cerritos College Foundation Cost Benefit Report

2016-2017
FOUNDATION COST BENEFIT SUMMARY

Costs incurred by the District to benefit the Foundation:

Salaries & Fringe Benefits

S. Richardson	\$177,760
J. Cole	\$16,453
S. Minami	\$92,384
R. Samarin	\$78,886

Sub-Total \$365,483

Other

Supplies	\$0
Conferences	\$0
Repairs	\$0
Rent Lease	\$0
Equipment	\$0
Postage	\$1,923

Sub-Total \$1,923

Total District Costs \$367,406

Monetary and Non-Monetary Benefits from the Foundation to the District:

Program, Community, and Student Support	\$1,299,125
Promotion/Public Relations Support	\$117,994
Scholarships	\$289,542
Endowments	\$4,650
Board Volunteer Service	\$18,850
2016-17 Gross Benefit	\$1,730,160

2016-2017 Net Benefit \$1,362,754

Adjusted Carry Over from 2015-2016 \$9,760,341

Cumulative Net Benefit from Foundation to College \$11,123,095

2016-17 EXPENDITURES

CERRITOS COLLEGE FOUNDATION - LOCATION 02240

Wages & Benefits

Steve Richardson	\$177,760
Stephanie Minami	\$92,384
Janice J Cole	\$16,453
Rachel Samarin	\$78,886

Subtotal \$365,483

Supplies \$ -

Travel & Conferences \$ -

Rents & Leases

Maintenance Agreement/ Repair

Equipment \$ -

Postage \$ 1,923

Total Expenditures \$367,406

Wages & Benefits through 6/30/17

Other Expenses per as of 6/30/17



10-17-17

2016-2017
FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
PROGRAM, COMMUNITY, AND STUDENT SUPPORT:		\$ 1,299,124.74
Academic Excellence	\$ 2,423.21	
Adapted PE Critical Equipment Advancement	\$ 5,198.66	
AMP SoCal Grant	\$ 34,082.76	
Apple Certification Exam	\$ 450.00	
Art Gallery Fund	\$ 525.91	
ASCC/ICC	\$ 8,338.00	
Athletic Support	\$ 23,430.06	
ATTE Program	\$ 122,222.12	
Augmented Reality Sandbox	\$ 188.00	
Automotive Program	\$ 7,005.93	
California Learning Communities Conference	\$ 11,025.74	
CalWORKS Pantry	\$ 2,025.59	
CARE Program	\$ 2,187.45	
Career Services Program	\$ 1,867.50	
CEC ATRE Grant	\$ 58,441.51	
Chrysler CAP Program	\$ 1,595.70	
Commercial Music: Record Production	\$ 5,736.86	
Court to College Program	\$ 120,035.44	
CRT Settlement Fund Grant	\$ 18,463.50	
CSAW (Cerritos Student Association of Woodworkers)	\$ 17,201.55	
Culinary Arts Program	\$ 16,246.97	
Dental Assisting Program	\$ 4,000.00	
Earth Science Fund	\$ 201.20	
Economic Development	\$ 300,000.00	
Engineering Design Technology Program	\$ 1,800.00	
English Department Student Journal	\$ 494.57	
Event Support	\$ 6,951.55	
Fetzer Institute Grant	\$ 2,619.19	
Financial Aid	\$ 5,000.00	
Forensics Program	\$ 1,917.02	
Global Consortium	\$ 300.00	
GM ASEP Program	\$ 1,000.00	
Heising-Simons Early Learn Math Academy Grant	\$ 141,144.15	
Hewlett Open Educational Resources Grant	\$ 222,165.69	
Instrumental Band Program	\$ 13,187.79	
International Education Support	\$ 6,466.47	
Jobs Program	\$ 3,945.99	
Kaiser Grant - Healthy Eating for Kids	\$ 15,940.89	
Kaiser Grant - Stress Anxiety	\$ 4,392.38	
Kaiser Grant - Veterans Resource Center	\$ 10,762.65	
Library	\$ 1,080.32	
LINC	\$ 4,884.83	
Nona Siegel Collection	\$ 2,005.74	
Outstanding Staff Awards	\$ 1,000.00	
Physical Therapy Assistant	\$ 108.00	
Piano Program	\$ 3,234.75	

2016-2017
FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
Plastics	\$ 9,139.26	
Pritzker Foster Care Grant	\$ 5,385.88	
Project HOPE	\$ 2,187.68	
Project Tomorrow Grant	\$ 11,000.00	
Psychology Conference	\$ 3,647.00	
SBCCD (Packard 2 Foundation Grant)	\$ 125.00	
SEM Division STEM Grant	\$ 355.00	
Student Art Awards	\$ 1,613.50	
Summer STEM Institute	\$ 16,152.30	
Teacher TRAC - Boeing Special Ed Grant	\$ 500.00	
Theatre Support	\$ 11,837.77	
Transfer Center	\$ 6,843.52	
Unconscious Bias Certification	\$ 9,099.79	
Veterans Resource Center	\$ 100.00	
Woodworking Program	\$ 7,842.40	
PROMOTION/PUBLIC RELATIONS SUPPORT:		\$ 117,993.69
Hall of Fame Dinner	\$ 33,618.08	
Latin Music and Sports Festival	\$ 67,511.13	
Marketing	\$ 16,864.48	
SCHOLARSHIPS:		\$ 289,541.52
Adrienne Cheung Dong Scholarship	\$ 500.00	
Agnes Duran Scholarship	\$ 400.00	
Alice Collins Scholarship	\$ 150.00	
Annette & Albert Ostroff Scholarship	\$ 1,000.00	
Anthony Franklin Memorial Scholarship	\$ 500.00	
Artesia-Cerritos Woman's Club Scholarship	\$ 2,250.00	
ASCC Scholarship	\$ 9,000.00	
Bellflower Rotary Club Scholarship	\$ 2,000.00	
Bill Hooper Memorial Scholarship	\$ 500.00	
CalWORKs Scholarship	\$ 3,000.00	
Carmen Solis Pratt Scholarship	\$ 900.00	
Cassidy Family Scholarship	\$ 150.00	
Cerritos College Retired Faculty Association Scholarship	\$ 1,570.00	
Chugh Firm Accounting Scholarship	\$ 2,000.00	
Community College Completion Corps Scholarship	\$ 1,700.00	
Court To College Scholarship	\$ 4,000.00	
D.L. Thompson Scholarship	\$ 500.00	
David Norman Business Scholarship	\$ 1,000.00	
Delvers Gem & Mineral Society Scholarship	\$ 500.00	
DeLyre Dental Assisting Scholarship	\$ 3,500.00	
Demian/Campeau Scholarship	\$ 500.00	
DeMott Scholarship	\$ 750.00	
Dr. Antonio & Providence Rodriguez Memorial Speech Scholarship	\$ 750.00	
Dr. Linda Lacy Culinary Arts Scholarship	\$ 800.00	
Dr. Marilyn Brock Scholarship	\$ 200.00	

2016-2017
FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
E. Maude West Scholarship	\$ 1,000.00	
Ed Bloomfield Scholarship	\$ 500.00	
Edison Scholar Scholarship	\$ 20,000.00	
Elizabeth O'Donnell Hamman Scholarship	\$ 500.00	
Ellen E.Carver Scholarship	\$ 1,000.00	
Ellis Robinson Scholarship	\$ 1,000.00	
English Dept. Scholarship	\$ 1,075.00	
Erudition Scholarship	\$ 3,000.00	
ESL 152 Celebration Scholarship	\$ 450.00	
Esther Espinoza Teacher TRAC Scholarship	\$ 1,000.00	
Film & TV Production Scholarship	\$ 250.00	
Follett DSPS Scholar Award	\$ 500.00	
Foster Youth Scholarship	\$ 6,360.00	
Fulton & Garret Family Culinary Arts Scholarship	\$ 400.00	
Gaskin Teacher TRAC Scholarship	\$ 1,000.00	
General Foundation Scholarship	\$ 12,275.00	
Glorya Welch Scholarship	\$ 1,000.00	
Golden Girls Scholarship	\$ 750.00	
HAB - Habib American Bank Scholarship	\$ 3,000.00	
Harry Moshenrose Chemistry Scholarship	\$ 500.00	
Hinrichsen Scholarship	\$ 2,100.00	
Hoekzema Scholarship	\$ 500.00	
Hurtado Family Scholarship	\$ 1,000.00	
iFalcon Scholarship	\$ 600.00	
International Student Scholarship	\$ 1,000.00	
James Woolever CIS Scholarship	\$ 500.00	
Jean O. Michael Scholarship	\$ 1,500.00	
Jeannie MT Yang Scholarship	\$ 1,000.00	
John Boyle Scholarship	\$ 500.00	
John Moore First Step Scholarship	\$ 1,000.00	
John Pelloni Scholarship	\$ 300.00	
John R. Jackson CTE Scholarship	\$ 5,000.00	
Jorquera Family Scholarship	\$ 2,500.00	
Jules Crane Scholarship	\$ 500.00	
Juntilla Scholars Honors Program Scholarship	\$ 1,000.00	
Kaiser Health Occupations Scholarship	\$ 19,000.00	
Karl Heinz-Sterner Scholarship	\$ 3,000.00	
Kristy Pesanti Scholarship	\$ 3,000.00	
La Palma Cerritos AAUW Scholarship	\$ 7,000.00	
Larry Hernandez Scholarship	\$ 1,500.00	
Lowell Anderson Scholarship	\$ 1,000.00	
Lupe Contreras Memorial Scholarship	\$ 500.00	
Machine Tool Technology Scholarship	\$ 23,795.50	
Marijean Piorkowski Scholarship	\$ 500.00	
Mark & Barnett Chen Scholarship	\$ 1,000.00	
Max Freifield Scholarhsip	\$ 500.00	
McGrath Scholarship	\$ 1,000.00	

2016-2017
FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
Moshenrose-McHatton Scholarship	\$ 500.00	
Music Teacher Assoc Scholarship	\$ 500.00	
NAFA Scholarship	\$ 3,200.00	
Nancy Kelly Scholarship	\$ 2,000.00	
Neal Family Scholarship	\$ 3,742.39	
Newton Werner Scholarship	\$ 250.00	
Norwalk Woman's Club Scholarship	\$ 1,000.00	
Osher Foundation Scholarship	\$ 21,400.00	
Paige Scholar Scholarship	\$ 1,000.00	
Pelias Scholarship	\$ 1,000.00	
Pepsi Scholarship	\$ 1,000.00	
Perez-Medrano Scholarship	\$ 2,250.00	
Plastics Scholarship	\$ 7,900.00	
Project HOPE Scholarships	\$ 8,600.00	
Robert C. Hughlett Scholarship for Students w/Disabilities	\$ 2,500.00	
Roodzant Family Scholarship	\$ 1,000.00	
Sanchez de Hernandez Scholarship	\$ 500.00	
SCE Green Jobs Scholarship	\$ 18,700.00	
Scott Henderson Scholarship	\$ 1,926.00	
SMCDA Scholarship	\$ 1,247.63	
Southwest Corvette Club Scholarship	\$ 2,500.00	
Speech Communication Studies Scholarship	\$ 250.00	
Start Here/Go Anywhere Transfer Center Scholarship	\$ 1,250.00	
Sterling Math Scholarship	\$ 750.00	
Subaru AYES Scholarship	\$ 1,000.00	
Summer Band Student Scholarship	\$ 850.00	
Susan Bennion-Boyle Memorial Scholarship	\$ 2,000.00	
Theatre/Film Scholarship	\$ 500.00	
Vernon Lee Memorial Scholarship	\$ 250.00	
Veterans Scholarship	\$ 1,250.00	
Wayne Nunnery Scholarship	\$ 1,500.00	
Whittier Narrows Scholarship	\$ 18,750.00	
Winifred R. Reynolds Education Scholarship	\$ 4,000.00	
ENDOWMENTS:		\$ 4,650.00
Bob Hughlett Scholarship	\$ 1,050.00	
Cheryl A. Epple Scholarship	\$ 100.00	
John R. Jackson Scholarship	\$ 3,500.00	
BOARD VOLUNTEER SERVICE:		\$ 18,850.00
TOTAL FOUNDATION SUPPORT TO DISTRICT (AS OF 06/30/17)		\$ 1,730,159.95

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 6, 2017**

Agenda Item No. 33

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

<p>SUBJECT: Consideration of Approval of Resolution #17-1206A to Offer a Supplemental Employee Retirement Plan (SERP)</p>

ACTION

It is recommended that the Board of Trustees approve Resolution #17-1206A and authorize the District to offer a Supplemental Employee Retirement Plan (SERP) to eligible employees (Faculty, Classified/Confidential, and Management) of the District.

FISCAL IMPACT

The Plan will save Cerritos College approximately \$3,292,600 over a five (5) year period. The Plan has 229 eligible employees of which 43 eligible employee are projected to accept the incentive package in order to achieve the cost savings of \$3,292,600 referenced above. The cost will be 4.0% of total premium. The dollar savings of the projected Plan and the actual Plan are inclusive of this fee.

The Plan offering is contingent upon the participation of at least twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees. If the District enrolls less than the required twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees the Plan may be terminated at the discretion of the board and the retirement benefits may not be offered to any employee group.

REPORT SUMMARY

The District has reviewed a supplementary employee retirement program for eligible employees to be administered through Keenan and Associates (“Keenan”). Keenan has developed a retirement incentive program to be officer to employees of the District. This program is considered a Supplementary Retirement Plan that supplements the California State Teachers’ Retirement System (CalSTRS) and the California Public Employees’ Retirement Systems (CalPERS), and qualifies under the relevant sections of Section 403(b) of the Internal Revenue Code.

If approved, eligible employees will receive notification showing the dollar amount they qualify to receive as well as multiple options available for collection these dollars via an annuity benefit. In addition, Keenan staff will conduct group and individual meetings in order to ensure that eligible employees understand all aspects of the Plan.

The recommended Plan is to provide eligible employees the following:

- Faculty – eligible employees will be provided seventy percent (70%) of final pay as an incentive to resign from District Employment.
- Classified Staff (non-management) and Confidential Staff – eligible employees will be provided seventy percent (70%) of final pay as an incentive to resign from District Employment.

- Educational Administrators (certificated management) and Classified Administrators (classified management) - eligible employees will be provided a one-time lump sum payment of \$40,000 as an incentive to resign from District Employment.

Eligibility requirements for the Plan are as follows: full-time employees, age 55, and must have at least 5 years of District service by June 30, 2018.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Resolution #17-1206A

**BOARD RESOLUTION #17-116
CERRITOS COMMUNITY COLLEGE DISTRICT
LOS ANGELES COUNTY, CALIFORNIA**

On December 6, 2017 the Board of Trustees (the “Board”) of the (the “District”) held a meeting. All members of the Board were present except the following:

On motion of Board Member _____, duly seconded and carried, the following Resolution was adopted:

WHEREAS, California Government Code Section 53224 authorizes community college districts to make contributions to retirement plans; and

WHEREAS, the CERRITOS COMMUNITY COLLEGE DISTRICT desires to provide retirement benefits to its employees under such a plan; and

WHEREAS, the CERRITOS COMMUNITY COLLEGE DISTRICT desires to obtain cost savings under such a plan by not hiring faculty positions over full-time faculty obligation number and keeping vacant faculty positions open at the discretion of the board; and

THEREFORE, IT IS RESOLVED that the Board of Trustees of CERRITOS COMMUNITY COLLEGE DISTRICT hereby establishes a retirement plan for certain eligible employees of the District effective July 1, 2018.

RESOLVED FURTHER that the eligibility requirements for employees to participate in such plan shall be as follows:

- Employee must be a Faculty, Classified/Confidential, or Management employee of the District.**
- Employee must be a full-time employee**
- Employee must be at least 55 years of age by June 30, 2018.**
- Employee must have at least five (5) years of service with the district by June 30, 2018.**
- Employee must be eligible to retire or resign from the District by June 30, 2018.**

RESOLVED FURTHER that the Board hereby adopts that certain plan known as the CERRITOS COMMUNITY COLLEGE DISTRICT Supplemental Employee Retirement Plan (“Plan”), effective July 1, 2018.

RESOLVED FURTHER that the Plan offering is contingent upon the participation of at least twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees. If the District enrolls less than the required twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees the Plan may be terminated at the discretion of the board and the retirement benefits may not be offered to any employee group.

RESOLVED FURTHER that if the District enrolls the minimum twenty-six (26) Faculty and seventeen (17) Classified staff (non-management) employees, the District contribution to fund each Faculty, Classified (non-management), and Confidential participant’s benefit shall equal 70% of the participant’s annual regular salary, (this does not include overtime, overload, and stipends); and a \$40,000 one-time lump sum benefit for Management participants.

RESOLVED FURTHER that the CERRITOS COMMUNITY COLLEGE DISTRICT shall make all contributions to the Plan to fund the annuities purchased pursuant to the Plan.

RESOLVED FURTHER that, for purposes of the limitations on contributions under the Plan, as prescribed by section 415 of the Internal Revenue Code of 1986, as amended, the "limitation year" shall be the Plan Year, as defined under the terms and provisions of the Plan.

RESOLVED FURTHER that, for purposes of clarification of administration of the Plan but not for purposes of making said Plan subject to title I of ERISA, the Board hereby designates the District as the plan administrator.

RESOLVED FURTHER that the Board hereby appoints the following individual(s) to comprise the Plan Committee:

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

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

RESOLVED FURTHER that the Board hereby authorizes any member of the Plan Committee to execute on behalf of the District the Form 2848, Power of Attorney and Declaration of Representative.

RESOLVED FURTHER that the Board hereby appoints Keenan Financial Services as the contract administrator to assist the District in the implementation and administration of the Plan.

RESOLVED FURTHER that the Board hereby authorizes and directs _____ and _____ to take the following actions:

- A. Execute the Plan and any and all other documents necessary or proper to implement the Plan.
- B. Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- C. Execute any and all documents, including any amendment to the Plan, necessary or proper to obtain and maintain IRS approval of the form of the Plan if the IRS makes available a procedure for approval.
- D. Enter into any other contract or agreement which he or she deems necessary or proper to administer and/or fund the Plan and to attain and maintain the income tax qualification of the Plan under the Internal Revenue Code of 1986, as amended.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: December 6, 2017.

BOARD MEMBERS:

I, Dr. Jose L. Fierro, Secretary of the Board for the CERRITOS COMMUNITY COLLEGE DISTRICT, hereby certify that the above and the foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof on the **6th** day of December 2017 and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this **6th** day of December 2017.

Secretary of the Board of Trustees for the
CERRITOS COMMUNITY COLLEGE DISTRICT