CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES

JULY TO DECEMBER 2016

CERRITOS COMMUNITY COLLEGE DISTRICT

Minutes of Board of Trustees Meetings

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, July 20, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Zurich Lewis, Board Clerk (Trustee Area 7), Carmen Avalos (Trustee Area 2), John Paul Drayer (Trustee Area 3), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Rick Miranda, Acting Vice President of Academic Affairs, Dr. Stephen Johnson, Vice President of Student Services, Dr. Solomon Namala, CCFF President, and David Ward, CSEA Representative. Bob Arthur (Trustee Area 1), Dr. Sandra Salazar (Trustee Area 6), and Marisa Perez, Board Vice President (Trustee Area 4) were not present.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

There were no comments.

CLOSED SESSION

1. President/Superintendent's 2016-17 Goals

2. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Dr. Mary Anne Gularte and Mr. Steven Andelson
   B. Employee Organizations:
   Cerritos College Faculty Federation (CCFF)

3. The board reconvened at 7:30 p.m.

4. Invocation: John Paul Drayer

5. Pledge of Allegiance: Zurich Lewis

6. Roll Call

AGENDA ORGANIZATION

There were no changes to the agenda organization.

COMMENTS FROM THE AUDIENCE

Erica Moreno, Patricia del Castillo, Christina Galvez, Jerry Ramos, and Dr. Kimberley Duff spoke in support of the employees who recently resigned at the Child Development Center.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

There were no reports and comments from constituent groups.

OPEN SESSION AGENDA

7. The Board of Trustees recognized Monique Valencia, Program Assistant, as Classified Employee of the Month for June 2016.

8. The Board of Trustees recognized Steven Kim and Tom Chu, Multimedia Technicians, as the Classified Team for the Month for June 2016.

9. The Board of Trustees received a presentation from Linda Vasquez, Director, Regional Affairs for the Campaign for College Opportunity.

10. The Board of Trustees recognized Ruben Cortez for his years of dedicated service to Cerritos College.

11. The Board of Trustees received a summary of Board advisory committee activities, as attached.

CONSENT CALENDAR ITEMS

It was moved by Mr. Lewis and seconded by Dr. Liu to approve Consent Calendar Items 12 through 65. The motion failed through a roll call vote [3 ayes, 1 no (Drayer), 0 abstentions, 3 absent (Arthur, Perez, Salazar)] (student advisory vote: aye).

12. Minutes of the regular meeting of May 4, 2016.

13. Minutes of the special meeting of May 4, 2016.

14. Minutes of the regular meeting of May 18, 2016.

15. Minutes of the regular meeting of June 1, 2016.

16. Minutes of the special meeting of June 3, 2016.

17. Ratification of Conference Request for Travel Outside the United States for Chris Richardson, as attached.

18. BSI-funded Stipend for Student Success Center Initiatives for Spring of 2016, as attached.

19. Stipends for Faculty Training for the Retail Management Grant Training Program, as attached.

20. 2016-2017 Perkins/CTE Transition Funds Allocation in the amount of $889,479, as attached.

21. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends, as attached.

22. Acceptance of the Report of the Technical & Occupational Program (TOP) Committee on Career Technical Education (CTE) Programs, as attached.

23. Notice of Completion for Bid No. 14P014, Category 02, Learning Resource Center Phase 3 Renovation, as attached.

24. Notice of Completion for Bid No. 14P014, Category 03, Learning Resource Center Phase 3 Renovation, as attached.

25. Notice of Completion for Bid No. 14P020, Category 01, Landscape: Alondra & Studebaker, as attached.

26. Notice of Completion for Bid No. 14P020, Category 02, Landscape: Alondra & Studebaker, as attached.

27. Notice of Completion for Bid No. 14P020, Category 04, Landscape: Alondra & Studebaker, as attached.

28. Rejection of All Bids for Bid No. 15P006, Shade Structures, as attached.

29. Change Order No. 1 [Unforeseen Condition, Owner Added Scope], (Bid No. 13P024, Category 05), Avi-Con, Inc. dba CA Construction, Culinary Arts Renovation, as attached.

30. Change Orders No. 1, 2, and 3 [Agency Driven Changes, Unforeseen Conditions, Errors], (Bid No. 13P032, Category 04), Rocky Coast Builders, Inc., Fine Arts-CIS/Math Building, as attached.

31. Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 13P032, Category 19), RDM Electric, Inc., Fine Arts-CIS/Math Building, as attached.

32. Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 14P006, Category 10), Golden Glass, Inc., Fine Arts-CIS/Math Building, as attached.

33. Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P020, Category 03), K.A.R. Construction, Inc., Landscape: Alondra & Studebaker Project, as attached.

34. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P019, Category 02), Bon Air, Inc., Campus Electrical and Chilled Water Upgrade Project, as attached.

35. Project Assignment Agreement No. 1 to the Master Architectural/Engineering Services Agreement with LPA, Inc. for the Stadium Turf Replacement Project, as attached.

36. Project Assignment Agreement No. 6 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the EMS Upgrade Project, as attached.

37. Ratification of Amendment to Project Assignment Agreement No. 3 to the Master Inspector Services Agreement with TYR, Inc. for the Sports Field Restroom Project, as attached.

38. Ratification of Amendment to Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New Fine Arts Building, as attached.

39. Ratification of Contract with the Los Angeles County Office of Education for the Annual Agreement for PeopleSoft Financial Systems, as attached.

40. Agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017, as attached.

41. Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017, as attached.

42. Ratification of the Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2015-2016, as attached.

43. Resolution No. 16-0720A to Enter into ESCO Agreement under the Memorandum of Understanding for Energy Services Contractor with Envise for the Campus Energy Management System Project, as attached.

44. Resolution No. 16-0720B To Let Purchase Orders or Contracts with Ciber, Inc. as a Sole Source Procurement for Services to Modify the Interface for Faculty Workload and Teaching Assignment Processes, as attached.

45. Resolution No. 16-0720C To Let Purchase Orders or Contracts with Phytorion, Inc. as a Sole Source Procurement for Services to Implement the Student Data Warehouse – Phase 2, as attached.

46. Ratification of Acceptance of Gifts, as attached.

47. Records Disposal Per Title V of the California Code of Regulations, as attached.

48. Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending June 30, 2016, as attached.

49. Resolution Nos. 16-0720D and 16-0720E 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 July 21, 2016 to December 31, 2016, as attached.

50. Sale of Surplus and Obsolete Materials/Equipment, as attached.

51. Contracts under $25,000 for the Month of May 2016.

52. Purchase Orders for the Month of May 2016.

53. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2015-2016 and 2016-2017 Academic Year, as attached.

Added by revision:

Admissions and Records Technician l (Admissions and Records), Grade 28, Step 1 ($3,571.00/month) effective July 21, 2016: Jessica Otero

Admissions and Records Technician l (Admissions and Records), Grade 28, Step 1 ($3,571.00/month) effective August 1, 2016: Paola Leguizamon

Administrative Clerk ll (Counseling), Grade 24, Step 1 ($3,258.00/month) effective July 21, 2016: Sophia Valencia

54. Employment of 2016 Summer Session Faculty Personnel, as attached.

55. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year, as attached.

56. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent, as attached.

57. Employment of Full-Time, First-Year Contract (Probationary), as follows:

Barrera de Contreras, Gabriela, Instructor (GED/Basic Skills), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Bonness, Nicholas Sean, Instructor (Chemistry), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Li, DeJun, Instructor (Engineering Design), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Martinez, Rachel, DSPS Disability Specialist/Instructor (Disabled Students Programs & Services), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective July 25, 2016

McIlroy, LeeAnne, Instructor (English as a Second Language), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

O'Connor, Jennifer, Instructor (Adapted Physical Education), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Pestolesi, Kari, Instructor/Coach (Health/Physical Education/Volleyball), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Taber, Charles, Instructor (Welding), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Added by revision:

Aguayo, Roberto, Counselor (Counseling & Guidance), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective July 28, 2016

Mahoney, Michelle, Counselor (Counseling & Guidance), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective July 25, 2016

Lee, Randy, Career Counselor (Career Services), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective August 1, 2016

58. Employment of Temporary Full-Time Faculty Employee, as follows:

Moskun, Amy, Instructor (Chemistry), Column F, Step 3 Faculty Salary Schedule ($70,200/Annual), 10-School Month Contract, effective August 15, 2016

59. Employment of Classified Managers, as follows:

Yorke, Carla, Senior Manager, Dual Enrollment, Educational Partnerships & Programs, Management Employees Salary Schedule, Grade 29, Step 1 ($7,643.00/month), effective July 21, 2016

Strand, Hans, Captain of Campus Police, Campus Police, Management Employees Salary Schedule, Grade 28, Step 6 ($8,714.00/month), effective July 21, 2016

60. Extension of Temporary Reassignment of Classified Managers, as follows:

Strand, Hans, Interim Captain of Campus Police, Campus Police, Management Employees Salary Schedule, Grade 28, Step 6 ($8,714.00/month) extend end date from July 1 through July 20, 2016

61. Request for Unpaid Leave of Absence: Dr. David Betancourt, Professor (Music Department), as attached.

62. Request for Unpaid Leave of Absence: Ms. Pamela Lewandowski, Assistant Professor, as attached.

63. Reorganization of the Child Development Center, new Salary Schedule, and new Child Development Center Job Descriptions, as attached.

64. New Classified Management Job Classification and Description of Admissions and Records Assistant Director, as attached.

65. Student Equity Project Stipends to Faculty-Faculty Inquiry Group (FIG) on Closing the Achievement Gap, as attached.

INFORMATION ITEMS

66. The Board of Trustees received the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2016 - June 30, 2017 Re-Openers, and Notification of a Public Hearing at the August 17 Regular Board Meeting.

67. This item was removed from the agenda.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Ms. Patron:

- stated that students are frustrated that they pay the same fees in summer but do not receive the same services; and
- asked where the radio station will be located after the Burnight Centre is gone.

Mr. Drayer:

- expressed his well wishes for Bellflower councilmembers Sonny Santa Ines and Ron Schnablegger; and
- asked that tonight's meeting be adjourned in memory of Jerry Miller from Bellflower.

Zurich Lewis:

- thanked everyone who attended the Fireworks Day at La Mirada Regional Park and added that the Rotary Club of La Mirada had a record fundraiser through the fireworks booth;
- congratulated his father, John Lewis, on being the new president of the Rotary Club of La Mirada; and
- participated in the La Mirada Charity Tennis Tournament held at Biola University and thanked coach Dee Henry for her hard work.

Dr. Fierro:

- encouraged everyone to attend the music and sports festival this weekend in support of student scholarships.

68. The meeting was adjourned in memory of Jerry Miller at 8:54 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 7

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

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

ACTION
The Board of Trustees will honor Monique Valencia, Program Assistant in the Student Success department, as Outstanding Classified Employee of the Month for June 2016.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
The Outstanding Classified Employee Selection Committee named Monique Valencia as the recipient of the Outstanding Classified/Confidential Employee of the Month Award for June 2016.

Monique began her career at Cerritos College as a short term temporary employee in August 2009. She was hired as a full time Classified Employee in November 2015 as the Program Assistant for Student Success.

Monique has been a great addition to the CTX (Center for Teaching Excellence). One of Monique's excellent qualities is *her eager to help attitude.* She dives in and doesn't hesitate to help in any aspect of the day to day operations. She has become a role model to the short term hourly employees in the department by demonstrating a positive attitude, patience, and her willingness to help. She is known throughout campus by her colleagues as someone you can count on and who will go out of her way to help.

Monique was nominated by her co-workers for her dedication to the CTX and the campus community.

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

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

ATTACHMENT(S)
None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 8

FROM: Dr. Jose Fierro
President/Superintendent

REVIEWED BY: Mr. Harry Joel
Interim Vice President of
Human Resources

SUBJECT: Institutional Presentation: Recognition of Outstanding Classified Team of the Month

ACTION
The Board of Trustees will honor Steven Kim and Tom Chu, Multimedia Technicians in the Information Technology Department, as the Outstanding Classified Team for the Month for June 2016.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
The Outstanding Classified Employee Award Committee have recognized Steven Kim and Tom Chu Classified employee's recipients of the Outstanding Classified/Confidential Team Award for their outstanding team effort.

Steven Kim and Tom Chu form the Cerritos College technical team that installs and supports A/V equipment campus-wide. This requires that they have the ability to work independently to simultaneously resolve issues across our large campus, while also being able to effectively collaborate on challenging tasks.

In June 2016, Steven and Tom were given a tight schedule to accomplish the tasks for the Board room reconstruction project. The Cerritos College Board was scheduled to meet in less than one week, at which point all systems needed to be operational. Combined with the summer's short 4-day work weeks, this was a near-impossible schedule. Demolition and construction began immediately, and Steven and Tom demonstrated their ability to team up to accomplish the impossible.

Steven and Tom set to work learning the project's details and making their recommendations while coordinating with Facilities and Woodworking. They coordinated schedules with these crews to remove old A/V equipment, install all new cables and hardware, and interface with existing Board Room systems.

In a remarkable demonstration of teamwork and professionalism, Steven and Tom were not only able to work within this brief window to accomplish the task on time, but they were able to maintain their installation standards by performing an attractive and error-free installation. This is an excellent example of teamwork that everyone at Cerritos College can, and should, try to emulate. Steven and Tom have proven that professionalism, dedication and teamwork can accomplish almost anything.

The administration, staff and students appreciate your personal attributes and outstanding efforts. Cerritos College is proud to have you on staff and we commend you for your outstanding service and dedication to this institution and our students. Thank you for a job well done!

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 17

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Vice President of Academic Affairs

PREPARED BY:
Dan Smith
Dean of Health, Physical Education, Dance, & Athletics

SUBJECT: Consideration of Ratification of Conference Request for Travel Outside the United States for Chris Richardson

ACTION
It is recommended that the Board of Trustees ratify the conference request for travel to San Salvador, El Salvador for Chris Richardson on July 12-18, 2016.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
Participation in the North American, Canadian, and Caribbean Championships:

- This is an International Regional Conference and Championship and Chris Richardson has been selected by the United States Olympic Governing Body to Represent Team USA.
- Sponsoring Organization to cover all costs is USA Track and Field

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

ATTACHMENT(S)
Conference and Travel Request Form with approval signatures.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 18

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:
Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

SUBJECT: **Consideration of Approval of BSI-funded Stipend for Student Success Center Initiatives for Spring of 2016**

ACTION
It is recommended that the Board of Trustees approve a stipend for Nancy Spradlin who facilitated Success Center ESL Workshops.

FISCAL IMPACT
General funds will not be used for this stipend. Basic Skills Initiative funds will be utilized. Nancy Spradlin, upon completion of ESL workshops for the Success Center in the spring semester, 2016, is eligible for a stipend in the amount of $2,100.

REPORT SUMMARY
The College Committee on Developmental Education has sponsored several projects that support the Five-year plan developed in response to the California Basic Skills Initiative.

During the spring 2016 semester, Nancy Spradlin facilitated fourteen Success Center ESL workshops.

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: **July 20, 2016**
Agenda Item No. 19

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Acting Vice President of Academic Affairs

PREPARED BY:
Rick Miranda
Acting Vice President of Academic Affairs and TAACCT Grant Administrator

SUBJECT: Consideration of Approval of Stipends for Faculty Training for the Retail Management Grant Training Program

ACTION
It is recommended that the Board of Trustees approve payment of the ACT-On (Alaska, California, Texas, Oregon, Nevada) Grant Instructor Training stipends in the amount of $5,700.00

The grant was Board approved on October 1, 2012.

FISCAL IMPACT
Cerritos College has received funding from the Department of Labor in the amount of $2.3 million for over four years from 2012-2016 to improve Educational Career Pathways in Business Retail Management.

The ACT-On grant will be used to fund the following faculty stipends. General funds will not be used.

REPORT SUMMARY
As a component of the network of academic support funded by the grant, stipends will be provided to faculty who teach classes that are part of the ACT-On grant for the following activities:

- The Retail Management Certificate, (RMC) will conduct an Instructor's Training on, July 29, 2016.

- The training will include Roster's Plus and TalonNet Processes.

Jose Anaya	$150	Jim Barber	$150
Mary Ellen Brady	$150	Scott Brown	$150
John Ciraulo	$150	Gary Connelly	$150
Christine Elam	$150	Jay Elarocosa	$150
Sharon Fantroy	$150	Adriana Flores-Church	$150
LaTonya Gale	$150	Javier Garza	$150

Monique Georges	$150	Richard Ghidella	$150
John Gray	$150	Jianli Hu	$150
Jiewoon Jo	$150	Petros Keshishyan	$150
Lydia Liberio	$150	Barbara Livingston	$150
Ron Paquette	$150	Jerry Ramos	$150
Kevin	$150	Raquishela Stewart	$150
Marc Titel	$150	Bobette Laureano	$150
Eric Salazar	$150	Barbara VanDine	$150
Tim Treiu	$150	Demetrius Washington	$150

Presenters receive a $300 stipend for presentation and preparation for the event:

Marcella Daltro	$300
Bob Livingston	$300
Cindy Moriarty	$300
Wendy Wright	$300

Grant objectives and activities include:

- Provide faculty training leading to the revision of the curriculum
- Stacking and latticing the curriculum in the retail management program
- Developing online training modules for retail management classes
- Working with industry and college partners to provide training opportunities for current, new and unemployed workers.

To maximize grant dollars it is important to bring faculty along with the new curriculum validated by industry for workers in the retail food industry. Increasing competencies for instructors using TalonNet and teaching online classes in the curriculum will foster student success and greater student involvement in the curriculum. Faculty attending workshop will be paid $150 for 3 hours. At the end of the training they will have set up their classes on TalonNet, learned how to complete management in RostersPlus, learned new techniques for engaging students in their courses and developed techniques for engaging students in their classes. The (4) training faculty will be paid $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: July 20, 2016
Agenda Item No. 20

FROM:
Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:
Dr. Nick Real
Instructional Dean of Technology/CTE

SUBJECT: Consideration of Acceptance of 2016-2017 Perkins/CTE Transition Funds Allocation in the amount of $ 889,479

ACTION
It is recommended that the Board of Trustees approve the acceptance of the 2016-2017 Title 1, Part C, Section 132 allocation under the Carl Perkins Career and Technical Education Act in the amount of $889,479.

FISCAL IMPACT
The college will receive $889,479 to be used for Career Technical Education program improvement purposes as outlined in the report summary.

REPORT SUMMARY
The purpose of the Perkins Act is to develop more fully the academic, vocational and technical skills of the postsecondary students who elect to enroll in vocational and technical education programs by:

- Increasing the integration of academic and vocational instruction.
- Providing staff development opportunities to keep faculty up-to-date.
- Providing supplementary services that support the success of vocational students.
- Enabling the purchases of up-to-date equipment for vocational programs.

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

ATTACHMENT(S)
1

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July, 20, 2016**
Agenda Item No. 21

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Sue Parsons
Director of Educational Partnerships and Programs

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

ACTION
It is recommended that the Board of Trustees approve individual stipends totaling $2,250 for faculty mentoring for the Teacher Preparation Pipeline (TPP) Grant taking place during the spring 2016 semester.

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

Jon Bender	$500
Allison Fonti	$1,000
Jason Foral	$500
Tami Francis	$250
Total	**$2,250**

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

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

TPP Faculty Mentors:

- Mentor teaching interns during the length of a semester in the areas of teaching strategies, methodologies, and contextualization.
- Meet with students to discuss classroom observations and hands-on experience.
- Mentor High School Teachers on creating portfolios and articulating their education course.

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: July 20, 2016
Agenda Item No. 22

FROM:
Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:
Dr. Nick Real
Instructional Dean of Technology/CTE

SUBJECT: Consideration of Acceptance of the Report of the Technical & Occupational Program (TOP) Committee on Career Technical Education (CTE) Programs

ACTION
It is recommended that the Board of Trustees approve the attached annual report of the TOP Committee.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
Section 78016 of the California Education Code requires that every vocational or occupation training program offered by a community college district be reviewed every two years by the governing board of the district to ensure that all career technical education (CTE) programs adhere to the requirements of the Code. Faculty from each of the programs scheduled for review this year prepared and submitted a report to the TOP Committee that addressed the Education Code requirement. The program reports were then reviewed by the Committee, and as indicated in the attached report, all programs reviewed were found to be in compliance.

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

ATTACHMENT(S)
1

2016 Annual Report of the Technical and Occupational Programs Committee on Cerritos College Career Technical Education Programs

Section 78016 of the California Education Code requires that every vocational or occupational training program offered by a community college district be reviewed every two years to ensure that career technical education (CTE) programs adhere to the requirements of the Code. Following is the text of Section 78016:

A) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:
(1) Meets a documented labor market demand.
(2) Does not represent unnecessary duplication of other manpower training programs in the area.
(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

B) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

C) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

D) This section shall apply to each program commenced subsequent to July 28, 1983.

E) A written summary of the findings of each review shall be made available to the public.

This year the Technical and Occupational Programs (TOP) Committee reviewed the following 19 CTE programs offered by Cerritos College:

Business and Humanities/Social Sciences Division

Business Administration (0505.00) – Cynthia Moriarty & Bob Livingston; includes:
- Business Marketing, Human Resource Management
- Business Management (0506.00)
- Retail Management (0506.50)
- Small Business Management/Entrepreneurship (0506.40)
- International Business (0508.00)

Law/Paralegal (1402.00) – Bruce Greenberg

Real Estate (0511.00) – Cynthia Moriarty & Bob Livingston

Humanities/Social Sciences

Administration of Justice (2105.00) – Doug Haynes

Science, Engineering and Mathematics Division
Microcomputer Specialist (0702.10) – B. Negrete
Operator/Programmer (0707.10) – Jack Wilson/Phuong Nguyen

Fine Arts and Communications Division
Computer Animation (0614.40) – Kirk Miller
Photography (1011.00/1012.00) – Ed Heckerman

Health Occupations Division
Child Development/Early Childhood (1305.00) – Susan Gradin includes
Child Development/Preschool Director (1305.80)
Dental Assistant (1240.10) – Donna Wedell
Medical Assistant (1208.00) – Maria Gurrola
Speech-Language Pathology (1220.00) – Susan McDonald

Health, Physical Education, Dance, and Athletics:
Fitness Specialist (0835.20) – Carrie Edwards

Technology Division:
Auto Collision Repair (0949.00) – Charles Robertson
Cosmetology (3007.00) – Nina Motruk
Plastics/Composites Manufacturing Technology (0954.20) – Terry Price
Woodworking Manufacturing Technologies (0952.50) – Carl Stammerjohn

For this year's review faculty of the selected programs were asked to prepare a brief report that responds to the three basic requirements of the Education Code, as follows: 1) CTE programs must meet a documented labor market demand; 2) they must not represent unnecessary duplication of other manpower training programs in the area; and 3) they must be of demonstrated effectiveness as measured by the employment and completion success of their students. The reports submitted this year were reviewed by CTE deans and staff, and it was determined that all 19 of the programs up for review this year substantially meet the requirements of Section 78016 of the California Education Code. The TOP Committee endorsed the results of the subcommittee's review and voted unanimously to forward this year's report to the Cerritos College Board of Trustees for consideration and approval.

The remaining CTE programs will be reviewed next year. The two-year review cycle will continue on an annual basis, and a report of the results of the review will be forwarded to the Board of Trustees each year. CTE program reports are filed in the CTE/Perkins Office (PST-105) on campus and available to the public for review upon request. Following is the text of Section 78016 of the California Education Code:

Submitted by Nick Real, Chair, TOP Committee

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 23

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P014, Category 02, Learning Resource Center Phase 3 Renovation

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for RDM Electric, Inc. of Chino, California for the Learning Resource Center Phase 3 Renovation project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $1,223,353 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to RDM Electric, Inc. on June 3, 2015. 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 March 14, 2016. 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 – RDM Electric, 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: **Learning Resource Center Phase 3 Renovation, Bid No. 14P014, Category 02** contract for the doing of which was heretofore entered into on the **3rd of June, 2015** which contract was made with **RDM Electric, Inc.**, contract number **14P014-02**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 Hanover 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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P014, Category 03, Learning Resource Center Phase 3 Renovation

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Dalke & Sons Construction, Inc. of Riverside, California for the Learning Resource Center Phase 3 Renovation project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $1,195,703 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Dalke & Sons Construction, Inc. on June 3, 2015. 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 March 14, 2016. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

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

ATTACHMENT(S)
Notice of Completion Recording – Dalke & Sons Construction, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Learning Resource Center Phase 3 Renovation, Bid No. 14P014, Category 03** contract for the doing of which was heretofore entered into on the **3rd of June, 2015** which contract was made with **Dalke & Sons Construction, Inc.**, contract number **14P014-02**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **The Ohio Casualty Insurance Company.**

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 25

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 01, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Lee & Stires, Inc. of Ontario, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $294,197 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Lee & Stires, Inc. on September 16, 2015. 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 March 14, 2016. 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 – Lee & Stires, 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: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 01** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **Lee & Stires, Inc.**, contract number **14P020-01**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 **Merchants Bonding Company (Mutual).**

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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 26

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 02, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Preferred Landscape, Inc. of Artesia, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $540,492 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Preferred Landscape, Inc. on September 16, 2015. 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 March 14, 2016. 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: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 02** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **Preferred Landscape, Inc.**, contract number **14P020-02**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 **Developers Surety and Indemnity 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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 27

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 04, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co. of Chino, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $78,168 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co. on September 16, 2015. 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 March 14, 2016. 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 – Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co.

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: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 04** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co.**, contract number **14P020-04**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 **Fidelity and Deposit Company of Maryland.**

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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Rejection of All Bids for Bid No. 15P006, Shade Structures

ACTION
It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids pursuant to the bid and contract documents and per Public Contract Code due to quantity of bids received, the College's desire to restructure the bid for value-engineering, and other reasons as noted below.

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

REPORT SUMMARY
On May 3, 2016 and May 10, 2016, Cerritos College advertised the release of Bid No. 15P006 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of sixty-seven prequalified contractors were contacted for this project. The project includes, but is not limited to, construction of the proposed Shade Structures on five (5) separate locations on campus; each location site consists of steel shade structures, concrete bench/seating, concrete sitework, landscape, irrigation, and light fixtures.

The bid category had a bid due date of June 14, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid five categories for various elements of the Project work. Contractor licensing requirements are dependent on bid category. The construction cost estimate for the total project was approximately $4,415,000.

Attendance at either one of the two pre-bid conference meeting and job walks scheduled on May 13, 2016 and May 20, 2016 was mandatory. A combined attendance total of thirty contractors attended one of the two mandatory pre-bid conference and job walk meetings on May 13, 2016 and May 20, 2016.

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

Upon completion of Cerritos College's due diligence review of the bids received, it was determined that the majority of bids received exceeded the construction cost estimate for their respective categories. Additionally, it was determined that the Miscellaneous category needed to be broken down into smaller bid categories to adequately and efficiently capture the scope of work. Furthermore, Staff later found that the week prior to the bid opening, multiple prospective bidders disclosed that they had been awarded other projects and would not be able to bid; thus, resulting in less bids received than initially anticipated, and perhaps contributed to increased escalation in costs.

For the reasons stated above, Staff recommends that all bids received for the project be rejected pursuant to the bid and contract documents with the intent to evaluate the required specifications, incorporate and adopt any newly changed certifications if appropriate, and re-bid the entire Shade Structures project.

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

ATTACHMENT(S)
Bid Results for Bid No. 15P006, Shade Structures – All Categories

Return to Table of Contents

Cerritos Community College District

Bid No. 15P006, Category 01

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	K.A.R. Construction, Inc. Ontario, CA
Base Bid Amount	$ 1,062,000.00
Allowance Amount	$ 125,000.00
TOTAL BASE BID AMOUNT	**$ 1,187,000.00**
DELTA FROM LOWEST BID	

Return to Table of Contents

Cerritos Community College District

Bid No. 15P006, Category 02

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	Preferred Landscape, Inc. Artesia, CA	Southern California Landscape, Inc. Fontana, CA
Base Bid Amount	$ 255,000.00	$ 322,000.00
Allowance Amount	$ 30,000.00	$ 30,000.00
TOTAL BASE BID AMOUNT	**$ 285,000.00**	**$ 352,000.00**
DELTA FROM LOWEST BID		*$ 67,000.00*

Return to Table of Contents

Cerritos Community College District

Bid No. 15P006, Category 03

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	Anderson Charnesky Structural Steel Beaumont, CA	Junior Steel Co. Gardena, CA	RND Contractors, Inc. Fontana, CA
Base Bid Amount	$ 1,570,000.00	$ 3,530,000.00	$ 3,824,164.00
Allowance Amount	$ 25,000.00	$ 25,000.00	$ 25,000.00
TOTAL BASE BID AMOUNT	**$ 1,595,000.00**	**$ 3,555,000.00**	**$ 3,849,164.00**
DELTA FROM LOWEST BID		$ 1,960,000.00	$ 2,254,164.00

Return to Table of Contents

Cerritos Community College District

Bid No. 15P006, Category 04

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	Dalke & Sons Construction, Inc. Riverside, CA	Inland Building Construction Companies, Inc. San Bernardino, CA
Base Bid Amount	$ 2,112,480.00	$ 2,149,000.00
Allowance Amount	$ 150,000.00	$ 150,000.00
TOTAL BASE BID AMOUNT	**$ 2,262,480.00**	**$ 2,299,000.00**
DELTA FROM LOWEST BID		$ 36,520.00

Return to Table of Contents

Cerritos Community College District

Bid No. 15P006, Category 05

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	RDM Electric Co, Inc. Chino, CA
Base Bid Amount	$ 695,000.00
Allowance Amount	$ 50,000.00
TOTAL BASE BID AMOUNT	**$ 745,000.00**
DELTA FROM LOWEST BID	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 29

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Ratification of Change Order No. 1 [Unforeseen Condition, Owner Added Scope], (Bid No. 13P024, Category 05), Avi-Con, Inc. dba CA Construction, Culinary Arts Renovation**

ACTION
It is recommended that the Board of Trustees ratify Change Order No. 1 [Unforeseen Condition, Owner Added Scope] in the amount of $75,553 for the Culinary Arts Renovation project.

FISCAL IMPACT
The amount from Change Order No. 1 will be $75,553, increasing the contract amount to $1,498,553. Funding will be allocated from the GO Bond.

REPORT SUMMARY
On July 16, 2014, the Board awarded a contract to Avi-Con, Inc. dba CA Construction of Riverside, California for the Culinary Arts Renovation project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 05 of this project represents the Miscellaneous element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 1 is $75,553. The original contract amount approved by the Board was $1,423,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to the unforeseen conditions of revising the wall and ceiling framing to accommodate existing HVAC ducts, replacement of framing, drywall, plaster and insulation, and the owner added scope of re-preparation of the subgrade due to mechanical unit leak. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 20, 2016	$75,553	5.3%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 13P024-05 – Avi-Con, Inc. dba CA Construction
Contract No. 13P024-05 – Avi-Con, Inc. dba CA Construction

Return to Table of Contents

Project: Cerritos College
Culinary Arts Renovation

Change Order Number: 01 FINAL

Contract # 13P024-05

To: CA Construction
981 Iowa Avenue, Unit A
Riverside, CA 92507
Phone: 951-781-8055
Fax: 951-781-1077

Date: May 11, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Description: Revised wall framing at main hood walls.
Reason: Due to existing HVAC ducts (above the Culinary Arts area) which serve the Student Center, the new ductwork for the new kitchen hoods was required to be rerouted to run through the main hood walls and required significant framing revisions, including additional structural steel supports, as per review with DSA.
Benefit: Minimized cost impact in lieu of re-routing the existing duct work and minimized impact to the Student Center.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 8,626.00

Time Extension: .....0 Work days

Item 1.02

Description: Revised wall framing and added ceiling framing around the walk-in cooler.
Reason: Due to existing HVAC ducts (above the Culinary Arts area) which serve the Student Center, the new wall framing could not attach to the structure directly above the freezer and required significant framing revisions and additions, including additional structural steel supports, as per review with DSA.
Benefit: Minimized cost impact in lieu of re-routing the existing duct work and minimized impact to the Student Center.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 23,678.00

Time Extension: .....0 Work days

Item 1.03

Description: Addition of above ceiling framing to support acoustical ceilings.
Reason: Due to existing HVAC ducts (above the Culinary Arts area) which serve the Student Center, the new acoustical ceiling in various areas could not attach to the structure directly overhead and required the addition of a significant amount of framing, as per review with DSA.
Benefit: Minimized cost impact in lieu of re-routing the existing duct work and minimized impact to the Student Center.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 12,630.00

Time Extension: .....0 Work days

Item 1.04

Description: Replace existing wire stud wall and plaster finish at mechanical room with new metal stud wall with drywall finish.
Reason: The existing wire stud wall was determined early on to be in need of repair as various studs were found significantly damaged from corrosion and not structurally sound. After extensive review with the design and inspection team, it was determined that the wall was in need of replacement
Benefit: New wall and minimized cost impact replacing this wall during the renovation.
Requested by: Engineer
CO Type: Unforeseen Conditions

Change Amount: ..... $ 4,450.00

Time Extension: .....0 Work days

Item 1.05

Description: Replacement of existing framing found above the existing ceiling soffit in the Falcon Room alongside the new fire rated wall.
Reason: Upon removing a portion of the existing ceiling soffit and wall to frame the new fire rated wall between the Falcon Room and the kitchen, existing ceiling framing and ductwork supports were found above the ceiling tied to the existing wall framing.
Benefit: Minimized cost impact in being able to maintain the new rated wall as designed.
Requested by: Engineer
CO Type: Unforeseen Conditions

Change Amount: ..... $ 3,803.00

Time Extension: .....0 Work days

Item 1.06

Description: New roof insulation in the mechanical wells above the kitchen.
Reason: Upon removing the sections of existing roofing to be replaced, the existing rigid insulation was found to be extensively deteriorated and not repairable.
Benefit: New insulation in lieu of repaired.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 6,695.00

Time Extension: .....0 Work days

Item 1.07

Description: Revised concrete dowel detail.
Reason: Where the new recessed concrete slab (under tile and mortar bed) tied into the existing concrete along the main Dining Room, the existing slab varied from +/- 1" thinner along the edge (where it steps up to the main Dining Room level) than that identified in the existing as-built drawings. In order to tie in the new slab, additional doweling was required to accommodate the existing concrete.
Benefit: The existing slab and floor tile of the Dining Room was maintained intact.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 1,859.00

Time Extension: .....0 Work days

Item 1.08

Description: Block out and re-preparation of subgrade due to mechanical unit leak.
Reason: The night prior to the concrete pour of the floor slab under the walk-in coolers and freezers, an unknown small HVAC water line drained out of a unit that was offline and flooded the area of the walk-in freezer.
Benefit: The area was blocked out the morning of so that the concrete pour was able to be made to maintain the project schedule.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 1,549.00

Time Extension: .....0 Work days

Item 1.09

Description: Revised connections of new soffit around existing structural beam.
Reason: The soffit connections were designed around the existing beam called out to be an 8" beam however, after opening the existing ceiling, the beam was found to be a 10" beam and required a significant number of additional concrete fasteners to attach to the existing concrete structure around the beam.
Benefit: Cost savings as the size of the new soffit did not increase and architecturally tied into the adjacent wall surfaces as intended.
Requested by: Engineer
CO Type: Unforeseen Conditions

Change Amount: ..... $ 4,796.00

Time Extension: .....0 Work days

Item 1.10

Description: Replacement of existing exterior plaster complete at the loading dock walls and ceiling.
Reason: After demolition, tying in the new framing for new walls and repairing the framing of part of an exterior wall, there was more new plaster needed than existing that remained.
Benefit: All new plaster in lieu of numerous patches.
Requested by: Engineer
CO Type: Owner / Tilden-Coil Constructors, Inc.

Change Amount: ..... $ 7,467.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $75,553.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	1,423,000.00
Net change by previous Change Order	$	-
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	1,423,000.00
Amount of Change Order No. 1	$	75,553.00
New Contract Sum	$	1,498,553.00
Percentage of Change to Contract		5.3%

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

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

Requested By:

5/12/16
(SIGNATURE & DATE)
CA CONSTRUCTION
CHARLES AVILA
981 IOWA AVENUE, UNIT A
RIVERSIDE, CA

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06/14/16
(SIGNATURE & DATE)
HPI ARCHITECTURE
AMMAR SARSAM
PRINCIPAL

Reviewed By:

06/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROJECT MANAGER

Reviewed By:

06/14/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 30

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Orders No. 1, 2, and 3 [Agency Driven Changes, Unforeseen Conditions, Errors], (Bid No. 13P032, Category 04), Rocky Coast Builders, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Orders No. 1, 2, and 3 [Agency Driven Changes, Unforeseen Conditions, Errors] in the total combined amount of $65,391 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The combined amount from Change Orders No. 1, 2, and 3 will be $65,391, increasing the total contract amount to $7,252,962; Change Order 1 is in the amount of $35,356, Change Order 2 is in the amount of $19,835, and Change Order 3 is in the amount of $10,200. Funding will be allocated from the GO Bond.

Original Contract Amount		$7,187,571
Fine Arts Portion of Project (FA)	$4,681,319	
CIS/Math Portion of Project (CIS/M)	$2,506,252	
Amount of Change Order 1 (FA)		$35,356
Amount of Change Order 2 (CIS/M)		$19,835
Amount of Change Order 3 (FA)		$10,200
New Contract Sum		$7,252,962

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Rocky Coast Builders, Inc. of Escondido, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 04 of this project represents the Structural and Site Concrete element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached items in Change Orders No. 1, 2, and 3 is $65,391. The original full contract amount approved by the Board was $7,187,571. Therefore, Change Orders No. 1, 2, and 3 are in compliance with Public Contract Code Section 20659. Change Orders No. 1, 2, and 3 are due to agency driven changes of adding additional concrete reinforcement bars to increase structural integrity and omit exterior fire-rated louvers and related fire alarm infrastructure on the Fine Arts building. The fire-rated louvers and fire alarm infrastructure deductive changes are reflected in the change orders for Golden Glass, Inc. and RDM Electric Co., Inc. Unforeseen conditions of adding additional concrete reinforcement to the structural grade beam footing to accommodate existing utility lines on the Fine Arts building. Due to design errors, both the Fine Arts and CIS/Math building required the addition of additional concrete aggregates, concrete admixtures, and insulation. Change Orders No. 1, 2, and 3 have been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Orders No. 1, 2, and 3.

	Change Order	Date	Amount	Percentage of Change
Pending	1, 2, 3	July 20, 2016	$65,391	2.2%

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

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

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

ATTACHMENT(S)
Change Order No. 3 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Change Order No. 2 to Contract No. 13P032-04 (CIS/Math Building portion) – Rocky Coast Builders, Inc.
Change Order No. 1 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Contract No. 13P032-04 – Rocky Coast Builders, Inc.

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts

Description: Add concrete and omit exterior fire rated louvers and related fire alarm infrastructure located at the exterior workyard of the Fine Arts building.

Reason: It was determined that the fire rated louvers at the exterior workyard were no longer required to be installed by the Division of State Architect (DSA). As a result, the louver and related fire alarm infrastructure was omitted, and the areas omitted were infilled with cast-in place concrete. Total cost includes the added cost of concrete, as well as the deductive costs to omit the louvers and Fire Alarm infrastructure for a total net add of $2,487.00 to the College.

Benefit: Deacreased future maintenance costs, as the louvers and fire alarm infrastructure originally shown to be provided is no longer required by DSA.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Agency Driven Change

Change Amount: ..... $ 10,200.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $10,200.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	55,191.00
Net sum prior to this Change Order	$	7,242,762.00
Amount of Change Order No. 3	$	10,200.00
New Contract Sum	$	7,252,962.00
Percentage of Change to Contract		0.9%

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

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

Requested By:

6-8-16

(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
DOUG LADDERBUSH
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.14.16

(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/14/16

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

Reviewed By:

06/16/16

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

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: CIS / Mathematics
Description: Add additional concrete aggregates and admixtures to each of the structural concrete shearwalls for the Fine Arts building (total of 16 walls).
Reason: Upon review, it was determined that the proposed concrete mix design was required to be revised from an aggregate mix to a pea gravel mix, in order to achieve consolidation of concrete to the structural concrete reinforcement and structural steel embeds within each concrete shearwall.
Benefit: Revising the specified concrete mix design ensured a solid consolidation of concrete to all embedded steel within each concrete shearwall, and provided an increased concrete strength above the required Project Specifications.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 17,661.00

Time Extension: .....0 Work days

Item 1.02

Building: CIS / Mathematics
Description: Add additional concrete and Styrofoam insulation at the boiler room, located at the roof of the CIS / Mathematics building.
Reason: Upon review of the proposed mechanical and plumbing equipment for the boiler room, it was determined that additional concrete was required to be installed to raise the floor as needed to achieve the mounting heights and clearances for each equipment scheduled to be installed within the boiler room.
Benefit: Provided the mounting heights and clearances required to be achieved within the room.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 2,174.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $19,835.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	35,356.00
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	7,222,927.00
Amount of Change Order No. 2	$	19,835.00
New Contract Sum	$	7,242,762.00
Percentage of Change to Contract		0.8%

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

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

Requested By:

6-8-16

(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
DOUG LADDERBUSH
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.14.16

(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/14/16

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

Reviewed By:

06/16/16

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

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Add additional concrete reinforcement bars to structural concrete shearwalls A & E, located along the south elevation of the Fine Arts building.
Reason: Upon a Field Walk of the building, the Division of State Architect (DSA) Field Engineer requested for additional concrete reinforcement bars to be added to each concrete shearwall to increase the structural integrity of each wall.
Benefit: The additional concrete reinforcement bars provided additional structural integrity to the concrete shearwall and building.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven Change

Change Amount: ..... $ 3,957.00

Time Extension: .....0 Work days

Item 1.02

Building: Fine Arts
Description: Add additional concrete reinforcement bars and concrete to the structural grade beam footing, located along the northeast corner of the Fine Arts building.
Reason: Upon excavation of the footing in the field, it was discovered that an existing site underground gas line and waterline was buried within the footprint of the proposed grade beam footing. As a result, the footing was widened and deepened to accommodate each existing utility.
Benefit: Eliminated the need to remove and relocate each active utility line.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen condition

Change Amount: ..... $ 2,378.00

Time Extension: .....0 Work days

Item 1.03

Building: Fine Arts
Description: Add additional concrete aggregates and admixtures to each of the structural concrete shearwalls for the Fine Arts building (total of 19 walls).
Reason: Upon review, it was determined that the proposed concrete mix design was required to be revised from an aggregate mix to a pea gravel mix, in order to achieve consolidation of concrete to the structural concrete reinforcement and structural steel embeds within each concrete shearwall.
Benefit: Revising the specified concrete mix design ensured a solid consolidation of concrete to all embedded steel within each concrete shearwall, and provided an increased concrete strength above the required Project Specifications.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 22,414.00

Time Extension: .....0 Work days

Item 1.05

Building: Fine Arts
Description: Add additional concrete and Styrofoam insulation at the boiler room, located at the roof of the Fine Arts building.
Reason: Upon review of the proposed mechanical and plumbing equipment for the boiler room, it was determined that additional concrete was required to be installed to raise the floor as needed to achieve the mounting heights and clearances for each equipment scheduled to be installed within the boiler room.
Benefit: Provided the mounting heights and clearances required to be achieved within the room.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 6,607.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $35,356.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	-
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	7,187,571.00
Amount of Change Order No. 1	$	35,356.00
New Contract Sum	$	7,222,927.00
Percentage of Change to Contract		0.5%

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

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

Requested By:

6-8-16

(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
DOUG LADDERBUSH
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06-14-16

(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/14/16

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

Reviewed By:

06/16/16

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 31

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 13P032, Category 19), RDM Electric, Inc., Fine Arts-CIS/Math Building**

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Agency Driven Changes] in the deductive amount of $3,117 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $3,117, decreasing the contract amount to $5,721,883. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On October 1, 2014, the Board awarded a contract to RDM Electric, Inc. of Chino, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 19 represents the Electrical/Low Voltage element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $3,117. The original contract amount approved by the Board was $5,725,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to omitting the fire-rated louvers and related fire alarm infrastructure due to changes in DSA requirements; instead, the area was infilled with concrete per the submitted additive Change Order No. 3 by Rocky Coast Builders, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 20, 2016	($3,117)	-0.1%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 13P032-19 – RDM Electric, Inc.
Contract No. 13P032-19 – RDM Electric, Inc.

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Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-19

To: RDM Electric Co., Inc.
13867 Redwood Avenue
Chino, CA 91710
Phone: 909-591-0990
Fax: 909-591-1599

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts

Description: Add concrete and omit exterior fire rated louvers and related fire alarm infrastructure located at the exterior workyard of the Fine Arts building.

Reason: It was determined that the fire rated louvers at the exterior workyard were no longer required to be installed by the Division of State Architect (DSA). As a result, the louver and related fire alarm infrastructure was omitted, and the areas omitted were infilled with cast-in place concrete. Total cost includes the added cost of concrete, as well as the deductive costs to omit the louvers and Fire Alarm infrastructure for a total net add of $2,487.00 to the College.

Benefit: Deacreased future maintenance costs, as the louvers and fire alarm infrastructure originally shown to be provided is no longer required by DSA.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Agency Driven Change

Change Amount: ..... ($3,117.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($3,117.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	5,725,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	5,725,000.00
Amount of Change Order No. 1	$	(3,117.00)
New Contract Sum	$	5,721,883.00
Percentage of Change to Contract		-0.1%

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

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

Requested By:

Robert D. McDonnell Jr. 6-7-16
(SIGNATURE & DATE)
RDM ELECTRIC, INC.
ROB MCDONNELL, JR.
13867 Redwood Avenue
Chino, CA 91710

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.15.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

06/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 14P006, Category 10), Golden Glass, Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Agency Driven Changes] in the deductive amount of $4,596 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $4,596, decreasing the contract amount to $2,193,404. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On December 10, 2014, the Board awarded a contract to Golden Glass, Inc. of Fullerton, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid five (5) disciplines for various elements of the project work. Category 10 represents the Windows/Glazing element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $4,596. The original contract amount approved by the Board was $2,198,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to omitting the fire-rated louvers and related fire alarm infrastructure due to changes in DSA requirements; instead, the area was infilled with concrete per the submitted additive Change Order No. 3 by Rocky Coast Builders, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 20, 2016	($4,596)	-0.2%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P006-10 – Golden Glass, Inc.
Contract No. 14P006-10 – Golden Glass, Inc.

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Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-10

To: Golden Glass, Inc.
1221 E. Orangethorpe Ave.
Fullerton, CA 92831
Phone: 714-449-8989
Fax: 714-449-8999

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts

Description: Add concrete and omit exterior fire rated louvers and related fire alarm infrastructure located at the exterior workyard of the Fine Arts building.

Reason: It was determined that the fire rated louvers at the exterior workyard were no longer required to be installed by the Division of State Architect (DSA). As a result, the louver and related fire alarm infrastructure was omitted, and the areas omitted were infilled with cast-in place concrete. Total cost includes the added cost of concrete, as well as the deductive costs to omit the louvers and Fire Alarm infrastructure for a total net add of $2,487.00 to the College.

Benefit: Deacreased future maintenance costs, as the louvers and fire alarm infrastructure originally shown to be provided is no longer required by DSA.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Agency Driven Change

Change Amount: ..... ($4,596.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($4,596.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	2,198,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	2,198,000.00
Amount of Change Order No. 1	$	(4,596.00)
New Contract Sum	$	2,193,404.00
Percentage of Change to Contract		-0.2%

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

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

Requested By:

(SIGNATURE & DATE)
GOLDEN GLASS, INC.
BLAKE GOLDEN
1221 E. Orangethorpe Ave
Fullerton, CA 92831

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.15.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

05/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Return to Table of Contents

Project: Cerritos College
Landscape Project

Change Order Number: 02

Contract # 14P020-03

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

Date: June 7, 2016

Board Action: (Approval)

SUMMARY OF CHANGES:

Item 2.01

Description: Asphalt/concrete patch work at driveway approaches has been eliminated from this Prime Contractor's scope of work. This change order is for the remaining cost credit for Bid Category #03. Reference K.A.R. Construction, Inc. Change Order No. 01 for previous credit.

Reason: Preferred Landscape, Inc. (Bid Category #02) installed irrigation main line sleeve piping under each driveway approach along Studebaker and Alondra by mechanically boring under existing landscape and hardscape in lieu of closing drive approaches, demoing asphalt/concrete, trenching, installing sleeve, backfilling, and patching asphalt/concrete. Reference Preferred Landscape, Inc. Change Order No. 01.

Benefit: Allowed all driveway approaches to remain open for duration of the project at no additional cost.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Scope Reduction

Change Amount: ..... $ (18,815.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($18,815.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	127,000.00
Net change by previous Change Order No. 1	$	(29,656.00)
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	97,344.00
Amount of Change Order No. 2	$	(18,815.00)
New Contract Sum	$	78,529.00
Percentage of Change to Contract		-38.2%

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

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

Requested By:

6/13/16

(SIGNATURE & DATE)
K.A.R. CONSTRUCTION, INC.
BRENT ROTHWEILER
1306 West Brooks St.
Ontario, CA 91762

Approved By:

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

Reviewed By:

6/16/2016

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

Reviewed By:

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

Reviewed By:

6/16/16

(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
ARCHITECT

Reviewed By:

6/15/16

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
ROBERT GONZALEZ
PROJECT MANAGER

Reviewed By:

06/16/16

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 33

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P020, Category 03), K.A.R. Construction, Inc., Landscape: Alondra & Studebaker Project

ACTION
It is recommended that the Board of Trustees approve Change Order No. 2 [Deductive Credit] in the deductive amount of $18,815 for the Landscape: Alondra & Studebaker project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $18,815, decreasing the contract amount to $78,529. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On September 16, 2015, the Board awarded a contract to K.A.R. Construction, Inc. of Ontario, California for the Campus Electrical and Chilled Water Upgrade project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 03 represents the Concrete element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $18,815. The original contract amount approved by the Board was $127,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to a reduction to the scope of work. The asphalt/concrete patch work at the driveway approaches was eliminated from the scope of work, thus allowing all driveway approaches to remain open for the duration of the project. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	July 20, 2016	($18,815)	- 38.2%
	1	April 20, 2016	($29,656)	-23.4%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P020-03 – K.A.R. Construction, Inc.
Contract No. 14P020-03 – K.A.R. Construction, Inc.

Project: Cerritos College Landscape Project

Change Order Number: 01

Contract # 14P020-03

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

Date: March 8, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Description: Asphalt/concrete patch work at driveway approaches has been eliminated from this Prime Contractor's scope of work.

Reason: Preferred Landscape, Inc. (Bid Category #02) installed irrigation main line sleeve piping under each driveway approach along Studebaker and Alondra by mechanically boring under existing landscape and hardscape in lieu of closing drive approaches, demoing asphalt/concrete, trenching, installing sleeve, backfilling, and patching asphalt/concrete. Reference Preferred Landscape, Inc. Change Order No. 01.

Benefit: Allowed all driveway approaches to remain open for duration of the project at no additional cost.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Scope Reduction

Change Amount: ..... $ (29,656.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($29,656.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	127,000.00
Net change by previous Change Order	$	-
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	127,000.00
Amount of Change Order No. 1	$	(29,656.00)
New Contract Sum	$	97,344.00
Percentage of Change to Contract		-23.4%

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

This Change Order is hereby executed on behalf of the Board of Trustees on 20th of April, 2016

Requested By:

3/9/16
(SIGNATURE & DATE)
K.A.R. CONSTRUCTION, INC.
BRENT ROTHWEILER
1306 West Brooks St.
Ontario, CA 91762

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID EL FATTAL
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

3/10/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

3.8.16
(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
ARCHITECT

Reviewed By:

3/10/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
ROBERT GONZALEZ
PROJECT MANAGER

Reviewed By:

03/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P019, Category 02), Bon Air, Inc., Campus Electrical and Chilled Water Upgrade Project

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Deductive Credit] in the deductive amount of $7,585 for the Landscape project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $7,585, decreasing the contract amount to $252,415. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On August 19, 2015, the Board awarded a contract to Bon Air, Inc. of Los Angeles, California for the Campus Electrical and Chilled Water Upgrade project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid two (2) disciplines for various elements of the project work. Category 02 represents the Mechanical element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $7,585. The original contract amount approved by the Board was $260,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to completion of the contractor's overall scope of work and a cost credit remaining. The mechanical chilled water piping was re-routed which resulted in the contractor utilizing less materials to complete the project. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 20, 2016	($7,585)	- 2.92%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P019-02 – Bon Air, Inc.
Contract No. 14P019-02 – Bon Air, Inc.

Return to Table of Contents

Project: Cerritos College
Campus Elect & Chilled Water Upgrade

Change Order Number: 01
Contract # 14P019-02

To: Bon Air Inc.
11340 W. Olympic Blvd. #302
Los Angeles, CA 90064

Date: June 14, 2016

Board Action: Approval

SUMMARY OF CHANGES:

Item 1.01

Description: The Contractor's overall Scope of Work was completed and there is a cost credit remaining on their Contract.

Reason: The pipe routing for the mechanical chilled water was re-routed which resulted in this contractor installing less pipe.

Benefit: The overall project cost to the District is reduced by issuing this credit.
Requested by: Owner
Change Order Type: Deductive Credit

Change Amount:.....$ (7,585.00)
Time Extension: 0

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $(7,585.00)
TOTAL ADDITIONAL WORKING DAYS..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	260,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	260,000.00
Amount of Change Order No. 1	$	(7,585.00)
New Contract Sum	$	252,415.00
Percentage of Change to Contract		-2.92%

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

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

Requested By:

(SIGNATURE & DATE)
BON AIR, INC.
HASSAN DOWLATISHANI
11340 W. Olympic Blvd. #302
Los Angeles, CA 90064

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VICE PRESIDENT BUSINESS SERVICES

Reviewed By:

6/16/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

(SEE ATTACHED)
(SIGNATURE & DATE)
S&K ENGINEERS
LESTER JUNG
ENGINEER

Reviewed By:

6/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
HECTOR MELARA
PROJECT MANAGER

Reviewed By:

06/16/16
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 35

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Project Assignment Agreement No. 1 to the Master Architectural/Engineering Services Agreement with LPA, Inc. for the Stadium Turf Replacement Project

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 1 to the Master Architectural/Engineering Services Agreement with LPA, Inc. for the Stadium Turf Replacement project.

FISCAL IMPACT
The total contract sum shall be for 11% of the final project budget, when approved. Currently, the estimated project budget is $2,000,000 rough order of magnitude (ROM), which would necessitate a fee of $220,000 plus $10,000 for reimbursable expenses, and allow for $5,000 extra services as required; this amount will be funded from the GO Bond. LPA, Inc. is headquartered in Irvine, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 1 TO THE MASTER ARCHITECTURAL/ENGINEERING AGREEMENT FOR THE STADIUM TURF REPLACEMENT PROJECT
LPA, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On December 23, 2013, Cerritos College entered into a Master Architectural/Engineering Agreement ("Master Agreement") with LPA, Inc. for the purpose of creating a qualified pool of architectural firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P001, Architectural Services for Campus-Wide Measure CC and/or G Facilities Projects. 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 engineering firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 1 arises out of Cerritos College's desire to obtain the necessary architectural, design, and engineering services for the completion of the Stadium Turf Replacement project funded by GO Bond allocations. LPA, Inc.'s services includes, but is not limited to, providing architectural services for renovation of the existing field at Falcon Stadium which may include the replacement of the existing synthetic turf, shock pad (underlayment), base material and drainage system, and replacement/modification of the existing turf cooling system.

Period: The time period will be from August 1, 2016 through project completion.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 1 to Contract No. 13P017 – LPA, Inc.
Contract No. 13P017, Master Architectural/Engineering Services Agreement – LPA, Inc.

Cerritos College

DRAFT

PROJECT ASSIGNMENT AGREEMENT NO. 1

TO

MASTER ARCHITECTURAL/ENGINEERING SERVICES AGREEMENT,

CONTRACT NO. 13P017

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

LPA, INC.

DATED

DECEMBER 23, 2013

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is made and entered into as of **July 20, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **LPA, Inc.** ("ARCHITECT"); and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT shall be considered attached to and incorporated in that certain document dated **December 23, 2013**, entitled "Master Architectural Services Agreement", Contract No. **13P017** ("AGREEMENT") as the PARTIES desire to identify a PROJECT that will be completed pursuant to the terms of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT arises out of the DISTRICT's desire to obtain the necessary architectural, design, and engineering services for the completion of the **Stadium Turf Replacement** which shall hereinafter be considered a formal "PROJECT" subject to the terms and conditions of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is being executed between the PARTIES pursuant to Article XIII, Section 8 of the AGREEMENT; and

WHEREAS, the initial Recitals of the Agreement require that each portion of the PROJECT be identified and made a part of the AGREEMENT through a written PROJECT ASSIGNMENT AGREEMENT executed by both PARTIES, which identifies the name of the improvement, location, scope

of work, ARCHITECT's project number, basis of compensation (if different than the AGREEMENT), and any additional Basic Services that will be performed by the ARCHITECT in accordance with the AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree that the aforementioned improvement shall be completed pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

1. Project Description.

A. ARCHITECT shall provide architectural and engineering services for the following PROJECT:

1) Renovation of the existing field at Falcon Stadium which may include the replacement of the existing synthetic turf, shock pad (underlayment), base material and drainage system and replacement/modification of the existing turf cooling system (if necessary).

2) The Construction Rough Order of Magnitude for the Stadium Turf Replacement is $2,000,000. The Approved BUDGET, as referenced in Article IV, Paragraph 2 of the AGREEMENT, to be determined upon ARCHITECTS's Schematic Design estimate, collaborated with the District's estimate.

2. Basic Services.

A. The ARCHITECT shall provide all the basic services set forth in the AGREEMENT in connection with this PROJECT ASSIGNMENT AGREEMENT, with the exception of the following services which are not needed for the completion of this PROJECT, as determined by the ARCHITECT in its professional opinion and approved by the DISTRICT: ***(Check off all architectural, engineering and/or consultant services that DO NOT apply to this PROJECT. If all the services below are required to complete this PROJECT, leave this section blank.)***

Basic Services Phases

- ☐ Schematic Design (SD)
- ☐ Design Development (DD)
  - ☐ Estimate and Estimate Reconciliation
  - ☐ Preliminary Plans Phase Constructability Review
- ☐ Construction Documents (CD)
  - ☐ Estimate and Estimate Reconciliation
  - ☐ Construction Drawings Constructability Review
- ☐ DSA Approval
- ☐ Health Department Approval
- ☐ Bidding Phase
- ☐ Construction Phase
- ☐ Close-out Phase

☐ DSA Certification of Project

Design Consultants Included in Basic Services

- ☐ Structural
- ☐ Civil
  - ☐ On-Site
  - ☐ Off-Site
- ☐ Mechanical
- ☐ Plumbing
- ☐ Fire Sprinkler
- ☐ Electrical
- ☐ Telecommunications/Data (as it applies)
- ☐ Security (Using Stanley Security)
- ☐ Fire Alarm (Using Simplex/Grinnell)
- ☐ Landscaping
- ☐ Estimating
- ☐ Preparation of Record (as constructed) drawings
- ☐ Curtain wall consulting
- ☐ Selection and specification of equipment (not in Group II furniture)
- ☐ Other:
  - ☐ Audio Visual consulting
  - ☐ Acoustic consulting
  - ☐ Security consulting
  - ☐ Arborist services
  - ☐ Signage and Graphics (except code required signage)
  - ☐ Selection and Specification of Group II furniture, fixtures and equipment
  - ☐ Traffic consulting and engineering
  - ☐ Food Services consulting
  - ☐ Sustainable Design (LEED) consulting and commissioning
  - ☐ Telecommunication and Data consulting and engineering services
  - ☐ Roofing/Waterproofing consulting
  - ☐ Measured drawings of existing facilities
  - ☐ Existing facilities surveys
  - ☐ Post occupancy evaluations

3. Extra Services, Consultants and Deliverables: Services, consultants, and/or other deliverables that are not set forth in the AGREEMENT but which are required for the completion of this PROJECT shall be described in Attachment "1" which is attached hereto this PROJECT ASSIGNMENT AGREEMENT and incorporated herein by this reference. In no event shall the services, consultants and/or other deliverables detailed in Attachment "1" be considered Additional Services as defined by Article III of the AGREEMENT.

4. APPROVED BUDGET: The ARCHITECT understands and acknowledges that the total Construction

Budget rough order of magnitude (ROM) for this PROJECT ASSIGNMENT AGREEMENT is $2,000,000.00 and this amount shall not be exceeded without the prior written approval of the DISTRICT. At the completion of the Schematic Design (SD) phase of ARCHITECT'S work, ARCHITECT shall submit a SD estimate to DISTRICT. The APPROVED BUDGET for the above referenced scope of work for this PROJECT ASSIGNMENT AGREEMENT shall be adjusted upon mutual agreement and collaborative efforts of ARCHITECT'S submitted SD estimate and DISTRICT'S estimate prior commencing with the Design Development (DD) Phase by executing an amendment to this PROJECT ASSIGNMENT AGREEMENT. The ARCHITECT shall be responsible for designing this PROJECT within all budget limitations approved by the DISTRICT in accordance with the AGREEMENT.

5. Architect Compensation:

A. **Architect Fee for Basic Services.** For performing the Basic Services detailed in the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT for the completion of the PROJECT, the DISTRICT agrees to pay the ARCHITECT **ELEVEN PERCENT (11%)** of the APPROVED BUDGET. In the event the terms of Article X, Section 1(a) of the AGREEMENT apply, the Architect Fee for the PROJECT shall be adjusted accordingly.

B. **Payment Schedule.** Payment of the Architect Fee to the ARCHITECT shall be made in accordance with the percentages set forth in Article X, Section 2 of the AGREEMENT.

C. **Architect Fee for Extra Services, Consultants and Deliverables.** For performing the Extra Services detailed in this PROJET ASSIGNMENT AGREEMENT, - Attachment "1" (if approved by the District), the District agrees to pay the ARCHITECT **FIVE THOUSAND AND 00/100 DOLLARS ($5,000.00)**, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

D**. Reimbursable Expenses:** Reimbursable expenses are estimated to be **TEN THOUSAND AND 00/100 DOLLARS ($10,000.00),** and this amount shall not be exceeded without the prior written approval of the DISTRICT.

6. Plan Schedule: The schematic design, design development, and construction document services covered by this PROJECT ASSIGNMENT AGREEMENT shall be completed by:

A. Program coordination plan within 3 weeks from the date of executed PROJECT ASSIGNMENT AGREEMENT.

B. SD plan within 3 weeks from the date of executed PROJECT ASSIGNMENT AGREEMENT. (allow 2 weeks for District review and approval)

C. DD plan within 3 weeks from DISTRICT approval of the SD plans. (allow 2 weeks for District review and approval)

D. CD plan within 4 weeks from DISTRICT approval of the DD plans.

E. DSA plan submission for review and approval, within 2 weeks of DISTRICT approval of the CD plans.

The PARTIES, through their authorized representatives, have executed this PROJECT ASSIGNMENT AGREEMENT as of the day and year first written above.

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**LPA, Inc.**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Robert Kupper
Print Title: Acting VP Of Business Services	Print Title: Chief Executive Office

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Information regarding Architect / Engineer:

License No.: _____

Address: 5161 California Avenue, #100

Irvine, CA 92617

Telephone: 949-261-1001

Facsimile: 949-260-1190

E-Mail: rkupper@lpainc.com

Type of Business Entity:

____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
__x__ Corporation, State: California
____ Limited Liability Company
____ Other: _____

95-2693579 :
Employer Identification and/or
Social Security Number

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

DRAFT

ATTACHMENT "1"

SERVICES NOT DETAILED IN THE AGREEMENT

1. **Basic Services**
    a. DSA, if required, approval is necessary not later than January 31, 2017.
    b. Anticipated construction schedule includes:
        i. Bid period / contract(s) award February 2017 – May 2017.
        ii. Construction May 2017 – July 2017.
2. **Additional Alternate Services**
    a. SWPPP Development / QSD Services $5,000.00.

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 36

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Project Assignment Agreement No. 6 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the EMS Upgrade Project

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 6 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the EMS Upgrade project.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $104,232; this amount will be funded from the GO Bond. The Vinewood Company, LLC is headquartered in La Verne, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 6 TO THE MASTER INSPECTOR SERVICES AGREEMENT FOR THE EMS UPGRADE PROJECT
THE VINEWOOD COMPANY, LLC
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On January 28, 2015, Cerritos College entered into a Master Inspector Services Agreement ("Master Agreement") with The Vinewood Company, LLC for the purpose of creating a qualified pool of inspector of record firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P026, Inspector of Record Services. 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 6 arises out of Cerritos College's desire to obtain the necessary inspection services for the completion of the EMS Upgrade project funded by GO Bond allocations. The

Vinewood Company, LLC's services includes, but is not limited to, providing daily inspection and reports as a Class 3 Inspector for the EMS Upgrade project.

Period: The time period will be from August 1, 2016 through project completion.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 6 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 5 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 4 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 3 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 2 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 1 to Contract No. 13P035 – The Vinewood Company, LLC
Contract No. 13P035, Master Inspector Services Agreement, The Vinewood Company, LLC

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 6

TO

MASTER INSPECTOR SERVICES AGREEMENT

CONTRACT NO. 13P035

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

THE VINEWOOD COMPANY, LLC

DATED

JANUARY 28, 2015

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is made and entered into as of **July 20, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **The Vinewood Company, LLC** ("INSPECTOR"); and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT shall be considered attached to and incorporated in that certain document dated **January 28, 2015** entitled "Master Inspector Services Agreement", **Contract No. 13P035** ("AGREEMENT") as the PARTIES desire to identify a PROJECT that will be completed pursuant to the terms of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT arises out of the DISTRICT's desire to obtain the necessary inspection services for the completion of the **EMS Upgrade** project which shall hereinafter be considered a formal "PROJECT" subject to the terms and conditions of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is being executed between the PARTIES pursuant to Section (A) of the AGREEMENT; and

WHEREAS, the initial Recitals of the AGREEMENT require that each portion of the PROJECT be identified and made a part of the AGREEMENT through a written PROJECT ASSIGNMENT AGREEMENT executed by both PARTIES, which identifies the name of the improvement, location, scope of work, basis of compensation, and any additional Basic Services that will be performed by the INSPECTOR in accordance with the AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree that the aforementioned improvement shall be completed pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

1. **Project Description.**

A. INSPECTOR shall provide inspection services for the following PROJECT:

1) EMS Upgrade

2. **Basic Services.**

A. The INSPECTOR shall provide all the basic services set forth in the AGREEMENT in connection with this PROJECT ASSIGNMENT AGREEMENT, with the exception of the following services which are not needed for the completion of this PROJECT, as determined by the INSPECTOR in its professional opinion and approved by the DISTRICT:

1) Division of State Architect Inspection

3. **Additional Basic Services, Consultants and Deliverables.** Services, consultants, and/or other deliverables that are not set forth in the AGREEMENT but which are required for the completion of this PROJECT shall be described in ATTACHMENT "1" which is attached hereto this PROJECT ASSIGNMENT AGREEMENT and incorporated herein by this reference.

4. **Inspector Compensation.**

A. **Inspector Fee for Basic Services.** For performing the Basic Services detailed in the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT for the completion of the PROJECT, the DISTRICT agrees to pay INSPECTOR in accordance with the rate and price schedule information set forth in EXHIBIT "A" to the AGREEMENT unless an alternative fee for Basic Services is agreed upon between the PARTIES and attached hereto this PROJECT ASSIGNMENT AGREEMENT as ATTACHMENT "1".

B. In no event shall the total payment to INSPECTOR under this PROJECT ASSIGNMENT AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of **One Hundred Four Thousand, Two Hundred Thirty Two and 00/100 ($104,232.00)**, for all services performed and expenses, inclusive of all extra service expenses, incurred pursuant to this PROJECT ASSIGNMENT AGREEMENT.

5. **Approval Required.** This PROJECT ASSIGNMENT AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

The PARTIES, through their authorized representatives, have executed this PROJECT ASSIGNMENT AGREEMENT as of the day and year first written above.

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**The Vinewood Company, LLC**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Howard Mason
Print Title: Acting VP of Business Services	Print Title: Principal In Charge

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Information regarding Inspector:

License No.:

Address: 1854 Vinewood Street

La Verne, CA 91750

Telephone: 909-596-1045

Facsimile:

E-Mail: hmtvc@verizon.net

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

260373328 :
Employer Identification and/or
Social Security Number

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

DRAFT

ATTACHMENT "2"

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from John Beckton, Team Leader Field Operations, The Vinewood Company to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 26, 2016 regarding Certified DSA Inspection Services Proposed EMS Upgrade Project (3 pages), attached hereto by this reference as "ATTACHMENT 2".

2. Task 1 –
    a. Provide inspection services as requested by the District, excluding any and all special inspections that are required.
    b. Provide reports for all inspections including copies of all reports to Cerritos Community College, Architect in responsible charge and the Construction Management Team.

3. Includes Prevailing Wages as required by law for all field labor/work.

4. Cost of Professional Services
    a. Services $ 104,232.00

5. Schedule
    a. August 2016 – March 2018

6. Specific to this PROJECT ASSIGNMENT AGREEMENT the rate and price schedule information set forth in EXHIBIT "A" to the AGREEMENT for Basic Services is modified and agreed upon as follows:

INSPECTOR CERTIFICATION	ORIGINAL HOURLY RATE(S) PER AGREEMENT	MODIFCATION	CURRENT HOURLY RATE(S)	NOTES
Project Inspector Class 3	$62.50	$2.00	**$64.50**	Prevailing wage increase (July 2015).

7. At the time a given PROJECT is identified and entered into by way of a PROJECT ASSIGNMENT AGREEMENT, the prevailing wage determinations at the time of execution of a PROJECT ASSIGNMENT AGREEMENT shall apply for the duration of the given PROJECT. As such, the DISTRICT shall not be subject to any future prevailing wage determination increases for the given Project Assignment Agreement. Effectively, the current applicable prevailing wage determinations and/or agreed hourly rates noted above are "locked in" for the duration of this PROJECT ASSIGNMENT AGREEMENT.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 37

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Amendment to Project Assignment Agreement No. 3 to the Master Inspector Services Agreement with TYR, Inc. for the Sports Field Restroom Project

ACTION
It is recommended that the Board of Trustees ratify the amendment to Project Assignment Agreement No. 3 to the Master Inspector Services Agreement with TYR, Inc. for the Sports Field Restroom Project.

FISCAL IMPACT
The total contract sum shall be increased $28,880 for a new not-to-exceed amount of $44,272; this amount will be funded from the GO Bond. TYR, Inc. is headquartered in Lakewood, 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 PROJECT ASSIGNMENT AGREEMENT NO. 3 TO THE MASTER INSPECTOR SERVICES AGREEMENT FOR THE SPORTS FIELD RESTROOM PROJECT
TYR, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On February 25, 2015, Cerritos College entered into a Master Inspector Services Agreement ("Master Agreement") with TYR, Inc. for the purpose of creating a qualified pool of inspector of record firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P026, Inspector of Record Services. 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

On September 16, 2015, Cerritos College entered into Project Assignment Agreement No. 3 to obtain the necessary inspection services for the completion of the Sports Field Restroom project.

Cerritos College wishes to amend Project Assignment Agreement No. 3 to allow for additional on-site IOR services and in plant inspection services.

Period: The time period of the PAA remains unchanged and is from September 16, 2015 through project completion.

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

ATTACHMENT(S)
Draft of Amendment No. 1 to Project Assignment Agreement No. 3 to Contract No. 13P036 – TYR, Inc.
Project Assignment Agreement No. 3 to Contract No. 13P036 – TYR, Inc.
Contract No. 13P036, Master Inspector Services Agreement, TYR, Inc.

Cerritos College DRAFT

AMENDMENT NO. 1

TO

PROJECT ASSIGNMENT AGREEMENT NO. 3

UNDER

CONTRACT NO. 13P036

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

TYR, INC.

DATED

FEBRUARY 25, 2015

WHEREAS, this Project Assignment Amendment ("P.A. AMENDMENT") is made and entered into as of **May 18, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **TYR, Inc.** ("CONSULTANT"); collectively referred to as "PARTIES", and

WHEREAS, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **September 15, 2015**, entitled "**Project Assignment Agreement No. 3** to Master Inspector Services Agreement, **Contract No. 13P036** (the "PROJECT ASSIGNMENT AGREEMENT") for the completion of the **Sports Field Restroom** Project (the "PROJECT") as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, this P.A. AMENDMENT arises out of the DISTRICT's desire to obtain **additional material testing and inspection services** for the completion of the PROJECT (hereinafter referred to as the "Additional Services"); and

WHEREAS, the Master Inspection Services Agreement Contract No. **13P036** dated **February 25, 2015** 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 **February 25, 2015**, 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 INSPECTOR 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 INSPECTOR agrees to perform all the Additional Services set forth in the proposal attached hereto and incorporated herein by this reference as ATTACHMENT "2". The INSPECTOR and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "2" only to the extent such terms detail the scope of Additional Services and the total compensation due the INSPECTOR for performing such Additional Services. Notwithstanding the above concerning compensation and scope of Additional Services, the PARTIES agree that the terms and conditions of this PROJECT ASSIGNMENT AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". The INSPECTOR and DISTRICT also agree that the terms and conditions of the AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT or ATTACHMENT "2".

(1) Additional Services Compensation. The DISTRICT agrees to pay the INSPECTOR in accordance with the fee, rate and/or price schedule information set forth in ATTACHMENT "2", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall the total payment to INSPECTOR exceed **$28,880.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". The INSPECTOR shall invoice all fees for Additional Services performed by the INSPECTOR on a monthly basis as services are completed by the INSPECTOR. All invoices for Additional Services shall be based upon actual work or services completed by the INSPECTOR 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 INSPECTOR. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT "2" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY INSPECTOR 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 INSPECTOR MAY BE INCORPORATED INTO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "2"

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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___
TYR, Inc.	**Cerritos Community College District**
By: _____	By: _____
Print Name: Youssef Sobhi	Print Name: Noorali Delawalla
Print Title: President	Print Title: Acting VP 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 Youssef Sobhi, President and Senior Inspector, TYR, Inc. to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 13, 2016 regarding Material Testing and Inspection Services Proposed Sports Field Restroom Project (1 page), attached hereto and incorporated herein by this reference as ATTACHMENT "1".
2. Material Testing & Inspection Services
    a. Structural Steel
    b. Masonry
    c. Concrete
3. Includes workers' compensation insurance as required by law.
4. Cost of Professional Services
    a. Total $ 28,880.00
5. Schedule
    a. June 2016 – December 2016

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 38

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Amendment to Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New Fine Arts Building

ACTION
It is recommended that the Board of Trustees ratify the amendment to Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New Fine Arts Building.

FISCAL IMPACT
The total contract sum shall be increased $152,670 for a new not-to-exceed amount of $477,539; this amount will be funded from the GO Bond. The Converse Professional Group, DBA 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. 3 TO PROJECT ASSIGNMENT AGREEMENT NO. 1 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR THE NEW FINE ARTS 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 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 inspection firm, 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. 1 to obtain the necessary testing services for the Fine Arts Building project which included, but was not limited to, geotechnical observation and testing, and material inspection and testing, as required.

On April 20, 2016, Cerritos College amended Project Assignment Agreement No. 1 to allow for ground penetrating radar (GPR) testing of the four constructed shear walls on the Fine Arts Building.

At this time, Cerritos College wishes to amend Project Assignment Agreement No. 1 again to allow for additional geotechnical observation and testing, and material inspection and testing on the Fine Arts Building project.

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. 3 to Project Assignment Agreement No. 3 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Amendment No. 2 to Project Assignment Agreement No. 1 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Amendment No. 1 to Project Assignment Agreement No. 1 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 1 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

Cerritos College

DRAFT

AMENDMENT NO. 3

TO

PROJECT ASSIGNMENT AGREEMENT NO. 1

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 **July 21, 2016** 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. 1** to Master Independent Consultant Agreement, **Contract No. 14P010** (the "PROJECT ASSIGNMENT AGREEMENT") for the completion of the **Fine Arts** 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 "2". The INDEPENDENT CONSULTANT and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "2" only to the extent such terms detail the scope of Additional Services and the total compensation due the 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 "2". 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 "2".

(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 "2", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall

the total payment to INDEPENDENT CONSULTANT exceed **$152,670.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". 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 "2" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY 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 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "2"

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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 Sivathasan	Print Name: Noorali Delawalla
Print Title: Vice President/Principal Engineer	Print Title: Acting V.P. of Business Services

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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. Sivathasan, Vice President / Principal Engineer, Converse Consultants to David Buted, Project Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated March 30, 2016 regarding Geotechnical Observation & Materials Inspection and Testing Services Fine Arts 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 $ 139,900.00
    b. Laboratory Testing services $ 12,770.00
    c. Total $ 152,670.00

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 39

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Contract with the Los Angeles County Office of Education for the Annual Agreement for PeopleSoft Financial Systems

ACTION
It is recommended that the Board of Trustees ratify the contract with the Los Angeles County Office of Education (LACOE) for the Annual Agreement for PeopleSoft Financial Systems.

FISCAL IMPACT
The total contract sum shall be in the not-to-exceed amount of $86,471.34. Funding for this contract is allocated in the 2016-2017 Fiscal Services budget for the expenditure.

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

SERVICES – NEW
LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)
ANNUAL AGREEMENT FOR PEOPLESOFT FINANCIAL SYSTEMS
Requested by: Mr. Noorali Delawalla, Acting Vice President of Business Services

Purpose: On or around July 1, 2001, Cerritos College entered into an agreement with the Los Angeles County Office of Education (LACOE) to provide PeopleSoft Financial Systems and support. LACOE provides data processing of the A & B Warrants and financial systems services, including 1099 reporting and the purchasing requisition module. The agreement has been renewed at the start of each new fiscal year, and Cerritos College is seeking renewal for the 2016-2017 Fiscal Year. The total contract sum shall be for the not-to-exceed (NTE) amount of $86,471.34, as follows:

General Ledger and Accounts Payable	$59,848.80
Purchasing	26,322.54
1099 Reporting	300.00
Total NTE Amount	$86,471.34

Period: The time period of the agreement is from July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0014 – Los Angeles County Office of Education

DRAFT
16C0014

C-C-16062: 2016-17

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
PEOPLESOFT FINANCIAL SYSTEM
FISCAL YEAR 2016-2017

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public education agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

Cerritos Community College, #64360, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide financial system services to the District in conformance with Exhibit A, Services Provided by LACOE, Exhibit B, PeopleSoft Reports, and Exhibit C, PeopleSoft Financial System FY 2016-17 Worksheet, attached hereto and made a part hereof.

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective July 1, 2016, and shall remain in effect through June 30, 2017. The Contract may be amended by mutual written consent of the parties and may be terminated by either party upon thirty (30) days advance written notification.

3. COSTS AND PAYMENTS

District shall pay LACOE the costs, as specified in Exhibit A, B, and C. The total amount payable to LACOE by the District for the fiscal year (FY) 2016-2017 for financial system services shall be transferred quarterly from the District to LACOE by a journal. Transfers made for the first three (3) quarters shall be based upon the estimated cost of the District during FY 2016-17. The final quarter transfer will be adjusted to reflect District's actual charges for the FY 2016-17's school year. Notices of journal transfers will be provided.

4. REVISING EXHIBITS

Both parties anticipate that during the course of the fiscal year, changes may be made to the subscribed services and revisions may be required to the exhibits which are part of this Contract. In these instances, District shall issue to LACOE Revised Exhibit A and/or Exhibit B accompanied by a signed Exhibit C to reflect any addition and/or deletion of subscribed services requested by the District during the fiscal year.

5. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from

or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. INSURANCE

District and LACOE shall take out and maintain such general liability, property damage, workers' compensation and automobile insurance as is required to protect their interests.

7. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of District. LACOE shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the District.

8. RECORD RETENTION AND INSPECTION

The District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years.

9. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

10. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

11. SEVERABILITY/WAIVER

10.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

10.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

12. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

13. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

14. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into, and executed in Los Angeles County, California, and any legal action, claim, or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

15. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered shall be delivered by personal service or by deposit in the U.S. Mail, certified, or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Administrative Services Manager
Contracts Section
Los Angeles County Office of Education
9300 Imperial Highway, Room ECW-153,
Downey, CA 90242-2890

District:
Mailing Address is District Office

16. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 when LACOE determines that the District's employees and/or employees of subcontractors will have more than limited contact with LACOE pupils in the performance of the work of the Contract.

17. TUBERCULOSIS TESTING

Contractor's employees and or employees of subcontractors must have a current tuberculosis (TB) test to determine that the employee is free from active tuberculosis as required by Education Code Section 49406. Those employees whose TB screening test is reactive (positive) shall be required to submit a chest x-ray and a radiological report to rule out active TB.

18. TOBACCO-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles

19. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty or perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy BP 4020

.

20. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

21. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

22.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

22.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

22.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 21.2 above, of this certification;

22.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

23. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Deborah C. Harris
Assistant Director
Administrative Services
Controller's Office

Date 4/15/2016

School Dist.: Cerritos Comm Col. Bu # 64360
Contract # C-16062

By _____

Dr. David El Fattal
Typed or Printed Name

Title VP of Business Services

Date 5/9/16

Date Approved
by Board, if Required _____

Contact Person Noorali Delawalla

Title Director of Fiscal Services

Phone # (562) 860-2451 x 2266

Email: ndelawalla@cerritos.edu

Return the original signed copy to:
Adebayo Onanuga
ABD/LACOE
9300 Imperial Highway, ECW, Room 165
Downey, CA 90242-2890

Return to Table of

SERVICES PROVIDED BY LACOE

- General Ledger (GL)
- Accounts Payable (AP)
- Inventory
- Purchasing
- 1099 Reporting
- Reports
- System Support
- Training

VARIOUS INTERFACES

- Accounts Payable (AP)
- Budget Adjustment
- Chart field
- General Ledger (GL)
- Vendor
- Outgoing Payment

Charges shall be computed in conformance with the amount indicated herein for each system and/or system component selected by the district. For the purpose of this Agreement, FTEs shall be the total average full-time equivalent students for the community college district as reported in the Annual Report of Attendance for the 2015-2016 school year. Total accounts shall be defined as the total number of accounts for all funds on file on March 30, 2016.

It is estimated that the amount payable to LACOE for the FY 2016-2017 will be as follows:

GENERAL LEDGER AND ACCOUNTS PAYABLE

Features:

- Data entry through workstations
- Chart of accounts to meet State reporting requirements
- Balance by fund and resource
- Online data entry and maintenance of chart fields
- Edits for errors
- Budget checking and appropriation control
- Balanced set of accounting records
- Year-end accruals
- Fully integrated with County offered modules
- Audits trails
- Wide selection of online and hard copy reports
- Commercial warrant processing
- SACS Compliance

Charge:

$2.40 X (18537 Total FTE) = $ 44488.8 *Plus* $1.50 X (10240 Total No. of Accounts) = $15360

= Estimated General Ledger Charge **$ 59848.8** Enter in Exhibit C

INTERFACE GENERAL LEDGER DISTRICTS

The structure is as follows for districts with their own general ledger system and where interfaces are provided:

From (FTE)	To (FTE)	Annual Fee
1	14,999	$ 20,000
15,000	19,999	30,000
20,000	24,999	40,000
25,000	49,999	50,000
50,000	149,999	75,000
150,000+		$ 100,000

Charge: **FTE** _____ = **$** _____
(Enter in Exhibit C)

Purchasing:

Features:

- District printing of purchase orders (PO)
- Site requisition
- Online PO sourcing
- Online PO approval
- Online item maintenance
- Online vendor maintenance
- Express requisition panels
- Express PO panels
- Interfaces with County-offered Accounts Payable, Inventory and General Ledger modules
- Automatic encumbering and disencumbering
- Change orders
- Wide selection of online and hard copy reports

Charge:
$1.42 X 18537 (Total FTE) = **$ 26322.54** (Enter in Exhibit C)

Inventory:

Features:

- Stock receipts, issues, on-hand data available
- Interfaces with Purchasing and General Ledger modules
- Wide selection of inquiry panels
- Update of weighted average unit cost
- Wide selection of online and hard copy reports

Charge:
$1.42 X 18537 (Total FTE) = **$ 0** (Enter in Exhibit C)

Return to Table of

1099 REPORTING

LACOE Responsibility and Support:

- Electronic filing of 1099-MISC to both the Internal Revenue Service (IRS) and the State of California
- LACOE will provide two copies of completed 1099-MISC forms - one for district file, and one to be mailed to the vendor
- LACOE will provide districts with the following reports and/or online Inquiries:
  (1) Preliminary and final hard copy Detailed Summary report of all 1099 vendors reported to the IRS
  (2) 1099 Vendor List
  (3) Report of Duplicate Taxpayer Identification Numbers (TINs)
  (4) Withholding Voucher/Vendor Match Report
- LACOE provides workshop for 1099 processing in November
- Provide instructions on IRS 1099 and 1096 forms for filing manual corrections
- Inclusion of Associated Student Body (ASB) or non-PeopleSoft payments for 1099 reporting, subject to compliance with LACOE requirements

District Responsibility:

- District will mail 1099 vendor copy before January 31
- District will cover cost of mailing materials
- District will be responsible for filing manual corrections to the IRS

Charge: $300/Year = $ 300
(Enter in Exhibit C)

SYSTEM SUPPORT

- LACOE ensures online availability of the PeopleSoft Financial System for more than 100 Local Education Agencies.
- Issues with connectivity and support are handled by the LACOE Help Desk and the System Support units.
- Important announcements are communicated to users through the issuance of LACOE Bulletins and messages posted on the application Bulletin Boards.

TRAINING

- LACOE offers training classes for district personnel on the PeopleSoft Financial System (PSFS).
- Financial module specific trainings are usually conducted monthly at LACOE from September through June.
- The training schedule is published yearly in August as noted in the LACOE Informational Bulletin titled *Schedule for PeopleSoft Financial System Training*.

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Exhibit B- Basic Report Package CCD

PeopleSoft Financial System Basic Report Package			
DAILY REPORTS CATEGORY			
	LAAP029S	Warrant Register Report	
	LAAPINTC	AP Interface Error Report	
	LACSUREG	Suspense Register	
	LAGL008S	Trial Balance by Fund	
	LAGL009C/S	Daily BCM Error Report	
	LAGL010S	Journal Edit Error Report	
	LAGL011C/S	Valid Transactions Report	
	LAGL013S	Appropriation Control Report	
	LAGL021C	Daily Cash Balance Report	
	LAGL029C/S	Budget Journal Error Report	
	LAHR005S	HRS Edit Error Report	
	LCCH029S	Daily ACH Payment Register	
	LCCHRJS1	ACH Rejection Register	
	LCGL035S	Statement of Revenues and Expenses by Fund & Activity	
	LCGL036S	Statement of Revenues and Expenses by Fund & Categorical	
WEEKLY REPORTS CATEGORY			
	LAHR005C	HRS Edit Error Report	
	LAPO009C	Board List Purchase Order Report	
	LCGL012S	Expense List by Fund and Location	
	LCGL014S	Expense List by Fund and Categorical	
	LCGL015C	Expense List by Fund and Object	
	LCGL016S	Expense List by Fund and Activity	
	LCGL025C	Revenue List by Fund and Object	
	LCGL026S	Revenue List by Fund and Categorical	
	LCGL019C/S	Cumulative Detail Expenditure Report	
	LCGL819C/S	Cumulative Detail Revenue Report	
	LCGL919C/S	Cumulative Detail 9xxx Report	
MONTHLY REPORTS CATEGORY			
	LAAP003C	Vendor Listing by Alpha Name	Prelim
	LAAP129C	Monthly Commercial Warrant	Prelim
	LAAP130C	Monthly Voided Commercial Warrants	Prelim
	LAAP140C	Cumulative Commercial Warrant Register	Prelim
	LAAP300C	Aged Vendor Liability	Prelim
	LAAP305C	Open Liability Report	Prelim
	LAGL008S	Trial Balance by Fund	Prelim/Final
	LAGL111C	Monthly List of Valid Transactions Report	Prelim/Final
	LAPO001S	Cumulative Detail AP/PO Report - Fund/Loc./Res./Obj.	Prelim
	LAPO002S	Cumulative Detail AP/PO Report - Vendor Name & PO	Prelim

	LCCH129C	Monthly ACH payments	Prelim
	LCCH130C	Monthly Rejection ACH Payments	Prelim
	LCCH140C	YTD ACH Payments/Rejects	Prelim
	LCGL012S	Expense List by Fund and Location	Prelim/Final
	LCGL014S	Expense List by Fund and Categorical	Prelim/Final
	LCGL015C/S	Expense List by Fund and Object	Prelim/Final
	LCGL016S	Expense List by Fund and Activity	Prelim/Final
	LCGL017C	Cumulative Expenditure Report by Location	Prelim/Final
	LCGL019C/S	Cumulative Detail Report # 1000-7999	Prelim/Final
	LCGL025C	Revenue List by Fund and Object	Prelim/Final
	LCGL026S	Revenue List by Fund and Categorical	Prelim/Final
	LCGL035S	Statement of Revenues and Expenses by Fund and Activity	Prelim/Final
	LCGL036S	Statement of Revenues and Expenses by Fund and Categorical	Prelim/Final
	LCGL038S	Accounts Receivable Listing by Fund/Resource/Object	Prelim/Final
	LCGL040S	Deferred Revenue Listing by Fund/Resource/Object	Prelim/Final
	LCGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	Prelim/Final
	LCGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	Prelim/Final
	LCGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	Prelim/Final
	LCGL311C	Expenditure Report by Fund and Activity	Prelim/Final
	LCGL312C	Supplemental Revenue Report	Prelim/Final
	LCGL817C	Cumulative Revenue Report by Location	Prelim/Final
	LCGL819C/S	Cumulative Detail Report # 8000-8999	Prelim/Final
	LCGL919C/S	Cumulative Detail Report # 9000-9999	Prelim/Final
	LAAP030S	1099 Vendor List	Final
ANNUAL REPORTS CATEGORY			
	LAAP300C	Aged Vendor Liability	
	LAAP305C	Open Liability Report	
	LAGL008S	Trial Balance by Fund	
	LAGL012S	Expense List by Fund and Location	
	LAGL013S	Appropriation Control Report	
	LCGL014S	Expense List by Fund and Categorical	
	LCGL015C/S	Expense List by Fund and Object	
	LCGL016C/S	Expense List by Fund and Activity	
	LCGL017S	Cumulative Expenditure Report by Location	
	LCGL019C/S	Cumulative Detail Report by Expenditure	
	LCGL025C/S	Revenue List by Fund and Object	
	LCGL026S	Revenue List by Fund and Categorical	
	LCGL035S	Statement of Revenue and Expenses by Fund and Activity	
	LCGL036S	Statement of Revenue and Expenses by Fund and Categorical	
	LCGL038S	Accounts Receivable Listing	
	LCGL040S	Deferred Revenue Listing by Fund/Resource/Object	
	LCGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	

Exhibit B- Basic Report Package CCD

	LCGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	
	LCGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	
	LCGL311C	Expenditure Report by Fund and Activity	
	LCGL312C	Supplemental Revenue Report	
	LCGL817C	Cumulative Revenue Detail Report by Fund and Location	
	LCGL819C/S	Cumulative Detail Report by Revenue	
	LCGL919C/S	Cumulative Detail Report Balance Sheet	

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C-16062: 2016-17

Los Angeles County Office of Education
Accounting & Budget Development, ECW #165
9300 Imperial Highway, Downey, CA 90242

CONTRACT FOR PEOPLESOFT FINANCIAL SYSTEM
Fiscal Year 2016-2017 Worksheet
EXHIBIT C

District Name: Cerritos Community College **District Number:** 64360

Exhibit A

1.	General Ledger and Accounts Payable	$ 59848.8	
2.	Interface General Ledger Districts	$ 0.00	
3.	Inventory	$ 0	
4.	Purchasing	$ 26322.54	
5.	1099 Reporting	$ 300	
	Total Exhibit A		$ 86471.34

Exhibit B (Additional Report Package)

1.	Daily (Online)	$ NO CHARGE	
	Daily (Hard Copy)	$ NO CHARGE	
2.	Weekly (Online)	$ NO CHARGE	
	Weekly (Hard Copy)	$ NO CHARGE	
3.	Monthly (Online)	$ NO CHARGE	
	Monthly (Hard Copy)	$ NO CHARGE	
4.	Quarterly (Online)	$ NO CHARGE	
	Quarterly (Hard Copy)	$ NO CHARGE	
5.	Annual (Year-End) – Online	$ NO CHARGE	
	Annual (Year-End) – Hard Copy	$ NO CHARGE	
	Total Exhibit B – Addt'l Reports		$
	Estimated TOTAL		$ 86471.34

By _____
(Signature)

Dr. David El Fattal
(Print/Type Name)

Title V.P. of Business Services

Date 5/9/16

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 40

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of the Agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees approve the agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $38.29 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $164,683; funding is made possible through the California Department of Education. No District general funds will be used.

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

SERVICES – NEW
CALIFORNIA DEPARTMENT OF EDUCATION
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the General Child Care and Development Programs whereby CDE will reimburse Cerritos College to provide preschool education services to children under the age of three. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The minimum number of child days of enrollment are 4,301 and the minimum days of operation are 243. CDE proposes to enter into an agreement with Cerritos College for fiscal year (FY) 2016-2017 to provide child development services/programs for a MRA of $164,683 as revenue to Cerritos College. This agreement will replace the previous agreement that expired June 30, 2016.

Period: The time period of the agreement will be from July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0015 - California Department of Education, General Child Care and Development Programs (CCTR) Fiscal Year 2016-2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 41

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees ratify the agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $38.53 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $534,646; funding is made possible through the California Department of Education. No general funds will be used.

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

SERVICES – NEW
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the Preschool Education Services Programs whereby CDE will reimburse Cerritos College to provide preschool education services/programs. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The minimum number of child days of enrollment are 13,876 and the minimum days of operation are 243. CDE proposes to enter into an agreement with Cerritos College for fiscal year (FY) 2016-2017 to provide preschool education services to children under the age of three for a MRA of $534,646 as revenue to Cerritos College. This agreement will replace the previous agreement that expired June 30, 2016.

Period: The time period of the agreement is July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0016 - California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 42

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President
of Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of the Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2015-2016

ACTION
It is recommended that the Board of Trustees ratify the amendment to the agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2015-2016.

FISCAL IMPACT
The District will continue to receive funding in the amount of $38.53 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $534,646. The amendment provides for a one-time-only increase of $39,000 for start-up costs. Funding is made possible through the California Department of Education. No general funds will be used.

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

SERVICES – AMENDMENT
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2015-2016
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the California State Preschool Program whereby CDE will reimburse the District to provide preschool education services. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations.

On February 17, 2016, Cerritos College amended the agreement with the California Department of Education to increase the minimum number of child days of enrollment to 13,876 from the previously approved 13,838; the minimum days of operation remained unchanged at 243. The increase of the minimum number of child

days of enrollment resulted in an increase in revenue of $35,083 bringing the total maximum reimbursable amount (MRA) of the contract to $534,646 for fiscal year (FY) 2015-2016; the amount previously approved was $499,563.

The California Department of Education is proposing a second amendment which will provide for a one-time-only amount of $39,000 for start-up costs; this will bring the MRA of the contract to $573,646. The minimum number of child days of enrollment remains unchanged.

Period: The time period of the agreement remains unchanged and is July 1, 2015 through June 30, 2016.

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

ATTACHMENT(S)
Draft of Amendment No. 2 to Contract No. 15C0002 – California Department of Education, California State Preschool Program (CSPP)
Draft of Amendment No. 1 to Contract No. 15C0002 – California Department of Education, California State Preschool Program (CSPP)
Contract No. 15C0002 – California Department of Education, California State Preschool Program (CSPP)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. [XX] (leave blank)

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Resolution No. 16-0720A to Enter into ESCO Agreement under the Memorandum of Understanding for Energy Services Contractor with Envise for the Campus Energy Management System Project

ACTION
It is recommended that the Board of Trustees approve Resolution No. 16-0720A, authorizing Cerritos College to negotiate and enter into an Energy Services Contract (ESCO) Agreement under the Memorandum of Understanding for Energy Services Contractor ("Master ESCO Agreement") with Envise for the Campus Energy Management System project.

FISCAL IMPACT
The total contract sum shall be $2,594,909. Funding for the Campus Energy Management System project will be allocated from the GO Bond. Envise is headquartered in Garden Grove, 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.

ENERGY SERVICES CONTRACT TO THE MEMORANDUM OF UNDERSTANDING FOR ENERGY SERVICES CONTRACTOR FOR THE CAMPUS ENERGY MANAGEMENT SYSTEM PROJECT ENVISE
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On August 4, 2015, Cerritos College released Request for Qualifications (RFQ) No. 15P005, Campus-Wide Energy Services projects for the purpose of establishing a qualified pool of energy services firms that will be given an opportunity to be selected to perform services for one or more individual energy services projects.

On December 9, 2015, the Board of Trustees approved the college to enter into a Memorandum of Understanding for Energy Services Contractor ("Master ESCO agreement") with three firms, creating a qualified pool of energy services firms for the District pursuant to RFQ No. 15P005, Campus-Wide Energy

Services projects. The Master ESCO agreement was developed by the District to standardize energy services contracts and contains the general terms and conditions under which future Energy Services Contracts will be executed. Energy Services Contracts ("ESCO") would be drafted for each project on an as-needed basis and would specify the scope of work, project costs, fee to energy services firm, conditions specific to the project, and are governed by the terms and conditions of the Master ESCO agreement.

Section 4217.10 et seq. of the California Government Code authorizes public agencies such as community college districts to enter into energy service contracts on such terms as their governing bodies determine are in the best interests of the district if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the district for energy conservation services under the energy services contract will be less than the anticipated marginal cost to the district of energy that would have been consumed by the district in the absence of the energy services contract.

The ESCO with Envise arises out of the District's desire to obtain the necessary energy services for the Campus Energy Management System ("EMS") funded by GO Bond allocations. The focus of Cerritos College's Campus EMS project is to upgrade, install, and provide material and equipment necessary for a campus-wide EMS that communicates with the Central Plant controls, associated lighting control panels, integrated into the controls of an existing Enteliweb server Delta Orcaview work station. The work includes, but is not limited to, Central Plant retro-commissioning, replacing existing 3-way valves with 2-way valves, adding differential pressure switches, flow meters, utility sub meters, conduit, data/network cabling, and system programming. Projected annual energy cost savings of approximately 15-20% are anticipated to be realized by the District through such upgrades; with a simple payback period estimated to be 7.2 years.

Period: The time period will be from August 15, 2016 through project completion.

NOTICING REQUIREMENTS
Posting for a Public Hearing.

ATTACHMENT(S)
Contract No. 15P013, Memorandum of Understanding for Energy Services Contractor ("Master ESCO agreement") – Envise
Resolution No. 16-0720A – Authorizing an Energy Services Contract – Campus Energy Management System project

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0720A

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT AUTHORIZING AN ENERGY SERVICES CONTRACT – CAMPUS ENERGY MANAGEMENT SYSTEM

WHEREAS, California Government Code Section 4217.10 authorizes a public agency, such as a community college district, to enter into energy service contracts if its governing body determines, at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the agency for energy conservation services under the energy services contract will be less than the anticipated marginal cost to the agency of energy that would have been consumed by the agency in the absence of the energy services contract; and

WHEREAS, the Cerritos Community College District ("District") desires to upgrade, install and provide material and equipment necessary for a campus-wide Energy Management System (EMS) that communicates with the Central Plant controls, associated lighting control panels, integrated into the controls of an existing Enteliweb server Delta Orcaview work station; and

WHEREAS, under the proposed Energy Services Contract (ESCO) Agreement for the Campus EMS project with the District, Envise will undertake the upgrading, installation and providing the material and equipment necessary for a campus-wide EMS that communicates with the Central Plant controls, associated lighting control panels, integrated into the controls of an existing Enteliweb server Delta Orcaview work station; and

WHEREAS, the cost of the campus-wide EMS, under the proposed energy services contract, is anticipated to be offset by annual energy cost savings of approximately 15-20% realized by the District through such upgrades; with a simple payback period estimated to be 7.2 years.

WHEREAS, in accordance with California Government Code section 4217.10 *et seq.* the ESCO entered into between the District and Envise will be less than the anticipated marginal cost to the District of the cost of energy that would be consumed by the District in the absence of the energy conservation measures contemplated by the proposed the energy services contract.

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. This Resolution is adopted following a public hearing at a regularly scheduled meeting of the Board of Trustees for which a minimum of two weeks' public notice has been duly given.

Section 3. The Board of Trustees finds and determines that pursuant to Government Code section 4217.10, the cost of the campus-wide EMS contemplated by the Campus EMS energy services contract with Envise, including but not limited to, Central Plant retro-commissioning, replacing existing 3-way

valves with 2-way valves, adding differential pressure switches, flow meters, utility sub meters, conduit, data/network cabling, and system programming, will be offset and will be less than the anticipated marginal cost to the District of energy that would have been consumed by the District if such energy efficiency measures were not completed.

Section 4. The President/Superintendent or his delegate is authorized to do all things that are necessary to give effect to and comply with the terms and intent of this Resolution, including, but not limited to, the finalization and execution of the ESCO with Envise. The President/Superintendent may designate and delegate to other District management personnel, as deemed necessary, task associated with the negotiating, drafting, and/or preparing of an ESCO and any related documents.

Section 5. That this Resolution No. 16-0720A shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of July, 2016, by the following vote:

AYES: 5

NOES: 0

ABSTENTIONS: 2 (Drayer, Perez) Absent

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**

Agenda Item No. [XX] (leave blank)

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Adoption of Resolution No. 16-0720B To Let Purchase Orders or Contracts with Ciber, Inc. as a Sole Source Procurement for Services to Modify the Interface for Faculty Workload and Teaching Assignment Processes**

ACTION

It is recommended that the Board of Trustees approve Resolution No. 16-0720B, authorizing Cerritos College to let sole source purchase orders or contracts to Ciber, Inc., without formal, public advertising and receiving of bids, to procure services to modify the interface for faculty workload and teaching assignment processes.

FISCAL IMPACT

The total sum shall be for the not-to-exceed amount of $400,000. Funding for the services to modify the interface for faculty workload and teaching assignment processes will be allocated from the Academic Affairs budget.

REPORT SUMMARY

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

SERVICES – NEW
CIBER, INC.
MODIFY THE INTERFACE FOR FACULTY WORKLOAD AND TEACHING ASSIGNMENT PROCESSES
Requested by: Mr. Rick Miranda, Acting Vice President of Academic Affairs

Cerritos College entered into a contract with Ciber, Inc. for the assessment of the college's faculty workload and teaching assignment processes in 2015, which also included high-level recommendations for best practices and future enhancements. The college now desires to expand the scope of access to data to increase efficiency in processing computations for faculty workload and teaching assignments based upon the assessment.

Ciber, Inc. has specific knowledge of the college's MIS, PeopleSoft databases, and table structure, and how the college's PeopleSoft implementation is configured. The college wishes to let sole source purchase orders or contracts with Ciber to expand the scope of access to data to generate ad hoc reports, calculate

loads and pay, and facilitate easy identification of groups for research purposes. The college has maintained a relationship with this consultant since 2005 and the company is known for its expertise in PeopleSoft.

Because Ciber is the consultant that developed and adapted the college's existing custom interface of Oracle's Campus Solutions and Human Capital Management products, they have inherent knowledge and expertise on the information system that allow them to better implement the necessary modifications to expand the existing system, and provide a more comprehensive way to ensure that the quality of the data is accurate.

Staff have researched many other consultants since 2005 to provide similar services, and find that Ciber's cost for these services is fair and reasonable. Additionally, staff notes that comparable pricing for the scope or work for the project typically exceeds $400,000.

Staff has been in negotiations with Ciber and, due to the positive and long-term relationship with the college over the last decade, Ciber is reducing its fee for the services for this project.

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

California Public Contract Code Section 20651 requires the college to advertise publicly for bids for the purchase of goods involving an expenditure of $87,800 or more.

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

Cerritos College has determined that there is no practical value in advertising for and receiving of bids for services to modify the interface for faculty workload and teaching assignment processes because: (1) Ciber developed and adapted the college's existing custom interface and has inherent knowledge and expertise regarding the college's records; (2) Ciber's knowledge and expertise on the information system allows them to better implement the modifications to the interface, while expanding on the existing system they developed and adapted; and (3) staff finds that the cost for the proposed modifications are fair and reasonable; and (4) contracting with Ciber will ensure the quality, confidentiality and security of the data.

The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase orders or contracts, to Ciber, Inc. for the purchase of services to modify the interface for faculty workload and teaching assignment processes.

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

ATTACHMENT(S)
Resolution No. 16-0720B

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0720B

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT APPROVING CIBER, INC. AS A SOLE SOURCE PROCUREMENT TO LET PURCHASE ORDERS OR CONTRACTS FOR SERVICES TO MODIFY THE INTERFACE FOR FACULTY WORKLOAD AND TEACHING ASSIGNMENT PROCESSES

WHEREAS, the Cerritos Community College District ("District") contracted with Ciber, Inc. ("Ciber") in 2015 for the assessment of the college's faculty workload and teaching assignment processes; and

WHEREAS, the college now desires to expand the scope of access to data to increase efficiency in processing computations based upon on the assessment; and

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

WHEREAS, the college wishes to enter into a purchase order or contract with Ciber to expand the scope of access to data to generate ad hoc reports, calculate loads and pay, and facilitate easy identification of groups for research purposes; and

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

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

WHEREAS, the college has determined that there is no practical value in advertising for and receiving of bids for Ciber's services to modify the interface for faculty workload and teaching assignment processes because: (1) Ciber developed and adapted the college's existing custom interface and has inherent knowledge and expertise regarding the college's records; (2) Ciber's knowledge and expertise on the information system allows them to better implement the modifications to the interface, while expanding on the existing system they developed and adapted; and (3) staff finds that the cost for the proposed modifications are fair and reasonable; and (4) contracting with Ciber will ensure the quality, confidentiality and security of the data; and

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

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. That it would not produce any advantage to Cerritos College to competitively bid the procurement.

Section 3. That the District approves and authorizes the letting of a sole source purchase orders and/or contracts to Ciber for the procurement of services to modify the interface for faculty workload and teaching assignment processes.

Section 4. The Board of Trustees delegates to the President/Superintendent, or his designee, authority to execute a purchase order and/or contract necessary for the procurement.

Section 5. That this Resolution No. 16-0720B shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of July, 2016, by the following vote:

AYES: 5

NOES: 0

ABSTENTIONS: 2 (Drayer, Perez) absent

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 45

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Adoption of Resolution No. 16-0720C To Let Purchase Orders or Contracts with Phytorion, Inc. as a Sole Source Procurement for Services to Implement the Student Data Warehouse – Phase 2**

ACTION
It is recommended that the Board of Trustees approve Resolution No. 16-0720C, authorizing Cerritos College to let sole source purchase orders or contracts to Phytorion, Inc., without formal, public advertising and receiving of bids, to procure services to implement the Student Data Warehouse – Phase 2.

FISCAL IMPACT
The total sum shall be for the not-to-exceed amount of $150,000. Funding for services to implement the Student Data Warehouse – Phase 2 will be allocated from Vintage funds.

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

SERVICES – NEW
PHYTORION, INC.
STUDENT DATA WAREHOUSE (SDW) – PHASE 2
Requested by: Mr. Rick Miranda, Vice President of Academic Affairs

Cerritos College entered into a contract with Phytorion, Inc. for the development of the college's student data warehouse approximately ten years ago, which also included a master license and service agreement for implementation and customization services. The system provided access to limited student data that provides various reports. The college has been in the process of redesigning and expanding the data warehouse to meet the needs of the college's reporting criteria and this project is for Phase 2 for this initiative.

Phytorion has specific knowledge of the college's MIS, PeopleSoft databases, and table structure, and how the college's PeopleSoft implementation is configured. The college wishes to enter a contract with Phytorion to continue to expand the scope of access to data to generate ad hoc reports, dashboards, and facilitate comprehensive research based projects through the design and implementation of Phytorion's

Student Data Warehouse (SDW). The college has maintained a relationship with this consultant since 2006 and the company is known for its expertise in this type of data warehouse development and knowledge of PeopleSoft.

Because Phytorion is the consultant that developed the college's student data warehouse, and most recently completed the first phase of this project during fiscal year (FY) 2015-2016, they have inherent knowledge and expertise on the information system that allow them to better implement a new data warehouse, while expanding on the existing system, and provide a more comprehensive way to ensure that the quality of the data is accurate.

Staff have researched many other consultants since implementation of the current student database and finds that Phytorion's cost for these services is fair and reasonable. Additionally, staff notes that comparable pricing for the scope or work (SOW) contained in Phytorion's SDW design and implementation project typically exceeds the anticipated costs.

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

California Public Contract Code Section 20651 requires the college to advertise publicly for bids for the purchase of goods involving an expenditure of $87,800 or more. As noted above, contracting with Phytorion for this project exceeds the bid threshold.

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

Cerritos College has determined that there is no practical value in advertising for and receiving of bids for Phase 2 of this project because: (1) Phytorion developed the existing student data warehouse and has inherent knowledge and expertise regarding the college's records, and most recently completed the first phase of this project during FY 2015-2016; (2) Phytorion's SDW is proprietary to the company and interfaces with the college's existing system; (3) Phytorion's knowledge and expertise on the information system allows them to better implement a new data warehouse, while expanding on the existing system that they developed and recently enhanced in FY 2015-2016; (4) staff finds that the cost for Phase 2 of this project is fair and reasonable; and (5) contracting with Phytorion will ensure the quality and confidentiality of the data.

The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase orders or contracts, to Phytorion, Inc. for the purchase of services to implement the Student Data Warehouse – Phase 2 to the college's existing system.

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

ATTACHMENT(S)
Resolution No. 16-0720C
Draft of Contract No. 16C0019 – Phytorion, Inc.

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0720C

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING PHYTORION, INC. AS A SOLE SOURCE PROCUREMENT
FOR SERVICES TO IMPLEMENT THE STUDENT DATA WAREHOUSE (SDW) – PHASE 2**

WHEREAS, the Cerritos Community College District ("District") contracted with Phytorion, Inc. ("Phytorion") approximately ten years ago for the development of the college's student data warehouse; and

WHEREAS, the system provided access to limited student data to provide reports and the college's needs have changed; and

WHEREAS, the college recently completed the first phase of this project with Phytorion during fiscal year (FY) 2015-2016; and

WHEREAS, the college now desires to proceed with Phase 2 of the redesign and expansion of the existing student data to meet the needs of the college's reporting criteria; and

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

WHEREAS, the college wishes to enter into a contract with Phytorion to expand the scope of access to data to generate ad hoc reports, dashboards, and facilitate comprehensive research based projects through Phase 2 of the design and implementation of Phytorion's Student Data Warehouse (SDW); and

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

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

WHEREAS, the college has determined that there is no practical value in advertising for and receiving of bids for Phase 2 of this project because: (1) Phytorion developed the existing student data configuration and has inherent knowledge and expertise regarding the college's records, and most recently completed the first phase of this project during FY 2015-2016; (2) Phytorion's SDW is proprietary to the company and interfaces with the college's existing system; (3) Phytorion's knowledge and expertise on the information system allows them to better implement a new data warehouse, while expanding on the existing system that they developed and recently enhanced in FY 2015-2016; (4) staff finds that the cost for Phase 2 of this project is fair and reasonable; and (5) contracting with Phytorion will ensure the quality and confidentiality of the data; and

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

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. That it would work an incongruity and/or not produce any advantage to the District to competitively bid the project.

Section 3. That the District approves and authorizes the letting of a sole source purchase order and/or contract to Phytorion for the implementation of the SDW – Phase 2 to the college's existing system.

Section 4. The Board of Trustees delegates to the President/Superintendent, or her designee, authority to execute a purchase order and/or contract necessary for the project work.

Section 5. That this Resolution No. 16-0720C shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of July, 2016, by the following vote:

AYES: 5

NOES: 0

ABSTENTIONS: 2 (Drayer, Perez) absent

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

Attested to:

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

Cerritos College

DRAFT

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 16C0019

PARTIES AND DATE

This Agreement is made and entered into this **21st** day of **July**, **2016** (the "Effective Date"), by and between **Cerritos Community College District** ("DISTRICT"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **Phytorion, Inc.** ("CONTRACTOR"), incorporated under the laws of the State of Illinois, and licensed to do business in the State of California. DISTRICT and CONTRACTOR are sometimes individually referred to as "Party" and collectively as "Parties."

RECITALS

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required by DISTRICT in this Agreement; and

WHEREAS, CONTRACTOR is in the business of designing, developing and marketing certain computer software, which software, among other things, is designed to facilitate the reporting and-or analysis of data; and

WHEREAS, DISTRICT desires to obtain, and CONTRACTOR wishes to provide, a license to the Contractor Software (as defined in Section 1.1), on the terms and conditions contained herein, and certain implementation services for the Contractor Software, as further described herein; and

WHEREAS, the Parties previously entered into that certain Master License and Services Agreement dated June 1, 2006 (the "Prior Agreement"); and

WHEREAS, the Parties now wish to terminate and replace the Prior Agreement with this Agreement, effective as of the Effective Date.

NOW THEREFORE, in consideration of the mutual promises contained herein, as well as for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties hereby agree as follows:

1.0 GRANT OF LICENSE AND SCOPE OF WORK

1.1 In exchange for payment of the license fees specified in Exhibit B hereto, as such Exhibit may be amended or supplemented from time to time, CONTRACTOR hereby grants to DISTRICT a perpetual (unless terminated earlier in accordance with the terms hereof), limited, non-exclusive, non-transferable license to the software products identified in Exhibit B (the "Contractor Software"), Work Product (as defined in Section 4.1), other Existing Contractor IP (as defined in Section 4.1) delivered to DISTRICT hereunder, and related documentation (collectively, the "Licensed Materials"). DISTRICT shall have the right to use the Licensed Materials only for its own internal business purposes. DISTRICT is authorized to make a reasonable number of copies of the distribution media for the Licensed Materials solely in connection with the exercise of its rights hereunder, and for backup and disaster recovery purposes, provided that DISTRICT reproduces all copyright and other proprietary notices that are on the original copy of the Licensed Materials provided to DISTRICT. DISTRICT will keep records of the number and location of such copies and make such records available to CONTRACTOR upon CONTRACTOR'S request therefore.

1.2 DISTRICT may not (i) create any computer software program or user documentation which is similar to or competitive with the Licensed Materials; (ii) remove any product identification, copyright or other proprietary notices from the Licensed Materials; or (iii) provide access to the Licensed Materials to any person or entity except for the purposes of DISTRICT's internal use and in accordance with Section 13.1. DISTRICT shall use all practical means available to prohibit any unauthorized use of the Licensed Materials.

1.3 CONTRACTOR shall provide to DISTRICT all labor, materials, tools, equipment, services and incidental and customary work, as described in Exhibit B (the "Services"). The Services shall include the deliverables as specified in Exhibit B.

1.4 DISTRICT shall provide suitable equipment, information, and site and system access and facilities (e.g. working space, telecommunications, miscellaneous materials, and access to the Customer's systems as needed for completion of CONTRACTOR'S deliverables as specified in Exhibit B) as are appropriate and reasonably necessary to enable CONTRACTOR to perform the Services. DISTRICT acknowledges and agrees that CONTRACTOR'S performance is dependent on and subject to such performance by DISTRICT or third parties of their responsibilities in a timely manner and subject to any assumptions regarding the Services referred to in Exhibit B. CONTRACTOR shall be entitled to rely on, and DISTRICT shall be responsible for, all decisions, instruction and approvals of DISTRICT project administrative and other personnel in connection with the Services.

1.5 DISTRICT shall procure all consents, licenses, approval or permissions as may be necessary to enable CONTRACTOR to perform the Services, with such assistance from CONTRACTOR as DISTRICT shall reasonably request.

1.6 CONTRACTOR shall perform the Services at CONTRACTOR'S own expense, except as noted in Exhibit B. CONTRACTOR shall perform the Services in accordance with this Agreement, current and generally accepted principles and practices of CONTRACTOR'S profession, and all applicable local, state and federal laws, rules, and regulations.

2.0 TERM.

2.1 The term of this Agreement shall begin on **August 1, 2016**, and end on **March 31, 2017**, unless earlier terminated in Section 9 of this Agreement or unless the Agreement is renewed or extended by execution of a "Cerritos Community College DISTRICT Contract Amendment Form" attached hereto as Exhibit "A" ("Contract Amendment Form"). CONTRACTOR shall complete the Services within the term of this Agreement.

3.0 SERVICE FEES, EXPENSES, AND INVOICING

3.1 DISTRICT agrees to pay CONTRACTOR for the license provided for herein and for the Services the amounts specified in Exhibit B. In addition, DISTRICT shall pay any and all applicable sales, use, value-added and other related taxes, however designated, incurred as a result of or otherwise in connection with this Agreement or the license or Services, excluding taxes based upon the net income of CONTRACTOR.

3.2 All direct or indirect expenses incurred by CONTRACTOR in performance of the Agreement are the responsibility of the CONTRACTOR and are considered to be included in the CONTRACTOR'S above service fees, except as otherwise noted in Exhibit B.

3.3 Unless specified in Exhibit B, DISTRICT shall pay the amounts due to CONTRACTOR hereunder within thirty (30) days after the date of receipt of CONTRACTOR'S invoice for such undisputed amounts. Invoices shall identify the billing period, Contract Number of this Agreement, CONTRACTOR'S Taxpayer Identification Number.

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

4.0 PROPRIETARY RIGHTS

4.1 CONTRACTOR shall have, and DISTRICT acknowledges that CONTRACTOR shall have, and DISTRICT hereby assigns to CONTRACTOR, the ownership and intellectual property rights in and to the Licensed Materials, including the Work Product, and any Existing Contractor IP delivered to DISTRICT. DISTRICT hereby agreed to execute all further documents and take all further steps that are necessary to give effect to the foregoing. "Work Product" means the tangible and intangible work product, ideas,

concepts, know-how and information and the writings in which any of the same are fixed (including, without limitation, all reports, computer software systems, routines, data models, technical data, processes, designs, code and documentation and systems, concepts and business information) and all proprietary rights (including, without limitation, rights under patent, copyright, trade secret and other similar laws) therein, that are developed in the course of performing the Services. "Existing Contractor IP" means any ideas, concepts, know-how, expertise, methods, methodologies, functional and technical architectures, techniques or skills of CONTRACTOR and its employees and contractors.

4.2 For the avoidance of doubt, nothing in this Agreement shall preclude CONTRACTOR from developing for itself, or for others, materials which are competitive with those produced as a result of the Services provided hereunder, irrespective of their similarity to items which may be delivered to DISTRICT pursuant to this Agreement.

4.3 Notwithstanding the foregoing, DISTRICT shall have the exclusive right, title, and interest (including all ownership and intellectual property rights) in and to methods, methodologies, functional and technical architectures, data structures, techniques or skills developed by DISTRICT and that do not incorporate or include the Licensed Materials, the Work Product or any Existing Contractor IP.

5.0 PROPRIETARY RIGHTS

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

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

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

5.4 CONTRACTOR shall use commercially reasonable efforts to perform the Services in accordance with the schedule as detailed in Exhibit B, attached hereto and incorporated herein by this reference. CONTRACTOR represents that is has the professional and technical personnel required to perform the services under this Agreement in conformance with the schedule.

5.5 The DISTRICT hereby designates **Mr. Rick Miranda, Acting Vice President of Academic Affairs, Cerritos College** or his designee, to act as its representative for the performance of this Agreement ("DISTRICT'S Representative"). DISTRICT'S Representative shall have the power to act on behalf of the DISTRICT for all purposes under this Agreement. CONTRACTOR shall not accept direction or orders from any person other than the DISTRICT'S Representative or his or her designee.

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

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

5.8 CONTRACTOR shall perform all services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONTRACTOR represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform all services required under this Agreement.

5.9 CONTRACTOR shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting its work or services under this Agreement, including all Cal/OSHA requirements, and shall give all notices required by law.

5.10 By executing this Agreement, CONTRACTOR verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the CONTRACTOR. CONTRACTOR also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement.

5.11 To the same extent and under the same conditions as CONTRACTOR, CONTRACTOR shall require all of its subcontractors performing any work relating to this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 5.10.

5.12 Each person executing this Agreement on behalf of CONTRACTOR verifies that they are a duly authorized officer of CONTRACTOR, and understands that any of the following shall be grounds for the DISTRICT to terminate the Agreement for cause: (1) failure of CONTRACTOR or its subcontractors to meet any of the requirements provided for in Sections 5.10 or 5.11; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the CONTRACTOR under Section 5.11); or (3) failure to immediately remove from work any person found not to be in compliance with such requirements.

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

5.14 CONTRACTOR represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national

origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

5.15 THE WARRANTIES SET FORTH IN THIS SECTION 5 ARE THE ONLY WARRANTIES OF CONTRACTOR, ITS SUBCONTRACTORS, AGENTS, AND AFFILIATES CONCERNING THE SERVICES AND ANY LICENSED MATERIALS, AND ARE MADE EXPRESSLY IN LIEW OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR OTHERWISE. THERE IS NO WARRANTY AGAINST INTERFERENCE WITH ANY OTHER PARTY'S ENJOYMENT OF ANY INFORMATION (INCLUDING DATA AND COMPUTER PROGRAMS) OR AGAINST INFRINGEMENT.

6.0 INDEMNIFICATION.

6.1 To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold DISTRICT and its Governing Board, officials, officers, employees, and agents free and harmless from any and all costs, expenses, liability, loss, damage or injury of any kind, arising from any claims, demands or causes of action brought by a third party, in law or equity, to tangible or real property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of CONTRACTOR, its officials, officers, employees, subcontractors or agents in connection with the performance of CONTRACTOR'S Services under this Agreement, including without limitation the payment of all consequential damages awarded against DISTRICT, expert witness fees and attorneys' fees (to the extent set forth in Section 6.2) and other related costs and expenses. Notwithstanding the foregoing, to the extent CONTRACTOR'S services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR.

6.2 The application of the indemnities provided in this Section 6 are conditional upon DISTRICT: (i) notifying CONTRACTOR in writing of a claim or suit promptly, (ii) providing reasonable cooperation to CONTRACTOR, (III) providing CONTRACTOR full authority to defend the claim or suit and (iv) not making any settlement in respect of the claim or taking any action that may prejudice CONTRACTOR'S defense of the claim unless said settlement is first approved by DISTRICT. CONTRACTOR shall defend, with Counsel reasonable acceptable to DISTRICT and at CONTRACTOR'S own cost, expense and risk, any and all claims, suits, actions or other proceedings brought by a third party of every kind covered by Section 6.1 that may be brought or instituted against DISTRICT or its Governing Board, officials, officers, employees, and agents. CONTRACTOR shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its Governing Board, officials, officers, employees, and agents as part of any such claim, suit, action or other proceeding. CONTRACTOR shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT or its Governing Board, officials, officers, employees, and agents as part of any such claim, suit, action or other proceeding. Any settlement by DISTRICT will first be approved by CONTRACTOR, and approval shall not be unreasonable withheld. CONTRACTOR shall reimburse DISTRICT and its Governing Board, officials, officers, employees, volunteers and agents, for any and all legal expenses and costs (including attorneys' fees and expert witness fees) incurred by each of them prior to DISTRICT'S assuming the defense of any such claim, suit or action or in enforcing the indemnity herein provided. CONTRACTOR'S obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials, officers, employees, or agents.

6.3 If DISTRICT notifies CONTRACTOR in writing of a third-party claim against DISTRICT that any Licensed Materials infringes a trade secret or copyright registered as of the Effective Date or a United States patent issued as of the Effective Date, within thirty (30) days of becoming aware of such claim, CONTRACTOR shall defend such claim at its own expense and shall pay any costs or damages that may be awarded against DISTRICT. CONTRACTOR shall not be required to defend or indemnify DISTRICT, however, if the claim of infringement is caused by (1) DISTRICT'S misuse or modification of such Licensed Material or use of such Licensed Materials other than as directed or approved by CONTRACTOR; (2) DISTRICT'S failure to use correction or enhancements made available by CONTRACTOR; (3) DISTRICT'S use of such Licensed Materials in combination with any product or information not owned or developed by

CONTRACTOR (to the extent that the infringement results from the combination, and not from the uncombined Licensed Materials); (4) information, direction, specification or materials provided by DISTRICT or any third party or (5) any material breach of the terms of this Agreement, negligence, willful or fraudulent act or omission of or by DISTRICT, its officers or employees, agents, or contractors.

6.4 If use of any such Licensed Materials are in CONTRACTOR'S reasonable and good faith opinion are likely to be, held to constitute such an infringement, CONTRACTOR shall be required and permitted at its own expense and option to either: (a) procure the right for DISTRICT to continue using it, (b) replace it with a noninfringing equivalent, (c) modify it to make it noninfringing or (d) accept return of the Licensed Materials and refund to DISTRICT the fees paid for such Licensed Material, less and amount calculated by amortizing the fees paid for such Licensed Material on a three year straight-line basis.

7.0 LIMITATION OF LIABILITY

7.1 Except for a breach of Section 13 or with respect to liability arising under Section 6.3, the limit of CONTRACTOR'S liability, including any liability of any CONTRACTOR subcontractor, agent or affiliate (whether in contract, tort, negligence, strict liability in tort or by statute or otherwise) to DISTRICT or to any third party concerning the Licensed Materials, performance or non-performance of the Services or supply or non-supply of any Work Product by CONTRACTOR, or in any manner related to this Agreement, for any and all claims shall not in the aggregate exceed the fees paid by DISTRICT to CONTRACTOR under Exhibit B.

7.2 The allocations of liability in this Section 7 represent the agreed, bargained-for understanding of the Parties and CONTRACTOR'S compensation hereunder reflects such allocations. The limitations on liability and types of damages stated in this Agreement are intended by the parties to apply regardless of the form and of any lawsuit or claim a party may bring, whether in tort, contract or otherwise, and regardless of whether any limited remedy provided in this Agreement fails of its essential purpose.

8.0 INSURANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9.0 TERMINATION OF AGREEMENT

9.1 This Agreement shall continue until terminated in accordance herewith. Upon the occurrence of an "Event of Default" (as defined in this Section 9.1), the non-defaulting party shall have the right to terminate this Agreement in its entirety, upon written notice to the defaulting party (provided that the defaulting party has not cured the Event of Default within the applicable cure period). Termination of any this Agreement shall not waive any other rights or remedies such party may have hereunder or at law or in equity. For purposes of this Agreement, and "event of Default" shall mean (and shall be deemed to have occurred upon the expiration of any applicable cure period): (i) the failure of a party to perform any material obligation under this Agreement that is not cured within thirty (30) calendar days following receipt of written notice of such failure, with the exception that any failure to pay any undisputed amounts owed hereunder shall have a cure period of ten (10) calendar days; (ii) the institution of bankruptcy, receivership, insolvency, reorganization or other similar proceedings by or against a party under any section or chapter of the United States Bankruptcy Code, as amended, or under any similar law or statutes, if such proceedings have not been dismissed or discharged within sixty (60) calendar days after they are instituted; the incsolvency or making of an assignment for the benefit of creditors or the admission by a party of its inability to pay debts as they mature; the institution of any reorganization arrangement or other readjustment of debt plan of a party; or any corporate action taken by the board of directors of a party in furtherance of any of the above actions; or (iii) the appointment of a receiver for all or substantially all of a party's assets or any corporate action taken by a party's board of directors in furtherance of such an appointment.

9.2 The terms of Sections 4, 6, 7, 9, 13, 16 and 19 and any payment obligations shall survive termination, cancellation or expiration of this Agreement.

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

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

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

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

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

13.0 CONFIDENTIALITY

13.1 During the course of performance of this Agreement, CONTRACTOR may disclose to DISTRICT, or other entities may disclose to DISTRICT on CONTRACTOR'S behalf, certain non-public confidential information, including, without limitation, pricing information, product designs, capabilities, specifications, solution design documents, layouts, hardware configurations, flowcharts, presentations, analysis reports or results from the testing of any products, as well as any other materials marked as "Confidential" or "Proprietary" ("Contractor Confidential Information"). DISTRICT shall not disclose the Contractor Confidential Information to any third party without the prior written consent of CONTRACTOR. DISTRICT agrees not to use or make copies of the Contractor Confidential Information except as required for the performance of its obligations under the Agreement, and agrees to limit access to the Contractor Confidential Information to: (A) its own employees strictly on a "need to know" basis, and to those who are bound by obligations to keep such information strictly confidential, or to (B) agents or consultants strictly on a "need to know" basis, and who are bound to keep such information confidential by a written nondisclosure agreement acceptable to CONTRACTOR. Upon expiration or termination of this Agreement and if requested by CONTRACTOR, DISTRICT shall promptly destroy all of the Contractor Confidential Information then held by DISTRICT and certify in writing to CONTRACTOR that is has complied with the requirements contained herein.

13.2 During the course of performance under this Agreement, DISTRICT may disclose to CONTRACTOR certain DISTRICT Intellectual Property, as well as other DISTRICT confidential or proprietary information, including, without limitation, database(s), product designs, capabilities, specifications, pricing, solution design documents, layouts, hardware configurations, flowcharts, presentation, analysis reports or results from the testing of any products, as well as any other materials marked as "Confidential" or "Proprietary" (collectively, the "DISTRICT Confidential Information"). CONTRACTOR shall not disclose the DISTRICT Confidential Information, including, without limitation, derivative works, modifications or adaptations, to any third party without the prior written consent of DISTRICT. CONTRACTOR agrees to limit access to the DISTRICT Confidential Information to its own employees, agents and consultants strictly on a "need to know" basis, and who are bound by obligations to keep such information strictly confidential by a written nondisclosure agreement in the form attached hereto as Exhibit C. Upon expiration or termination of this Agreement, CONTRACTOR shall promptly return or destroy all of the DISTRICT Confidential Information then held by CONTRACTOR to DISTRICT and, upon request, certify in writing to DISTRICT that is has complied with the requirements contained herein.

13.3 Notwithstanding anything in this Agreement to the contrary, the confidentiality provisions of this Section 13 shall not apply to information that: (i) is or becomes a part of the public domain through no acto or omission of the party receiving the information; (ii) was in the lawful possession of the party receiving the information prior to the disclosure and had not been obtained either directly or indirectly from the party disclosing the information; (iii) is lawfully disclosed by a third party without restriction on disclosure; (iv) is independently developed by the party receiving the information without use od, or reference to, proprietary information of the other party; or (v) is required to be disclosed by law or other governmental authority; provided, however, that the party receiving the information shall first have given notice to the other party disclosing the information so that a protective order, if appropriate, may be sought.

13.4 The terms of Exhibit B to this Agreement, including all pricing information shall be deemed the Confidential Information of CONTRACTOR to the extent permissible under the California Public Records Act.

13.5 The obligations of each party set forth in this Section 13 shall: (i) with respect to Licensed Materials, be perpetual; (ii) with respect to information that constitutes a trade secret under applicable law, continue

from the date hereof until such information no longer constitutes a trade secret; and (iii) with respect to all other information, continue from the date hereof for two (2) years after the termination of this Agreement

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

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

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

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

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

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

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

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

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

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

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

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

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

18.0 ASSIGNMENT. Either Party shall not sell, assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other party, except in connection with a sale or transfer of all or substantially all of such entity's assets or business, which would become effective upon execution of a novation agreement between the Parties. Any attempted assignment in contravention of this Section 18 shall be null and void.

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

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

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

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

23.0 COOPERATION; FURTHER ACTS. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

24.0 ATTORNEYS' FEES. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other costs of such action.

25.0 AUTHORITY TO ENTER AGREEMENT. CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

26.0 COUNTERPARTS. This Agreement may be signed in counterparts, each of which shall constitute an original.

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

28.0 SEVERABILITY. If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.

29.0 PRIOR AGREEMENT. The Parties agree that the Prior Agreement is hereby terminated and superseded by mutual agreement of the Parties as of the Effective Date, without additional cost to either Party (except for any monies owed as of such date under the terms of the Prior Agreement, if any). Except as expressly provided for herein, such termination shall not affect the survival of any applicable provisions that expressly or by their nature should survive the termination or expiration of the Prior Agreement.

30.0 ENTIRE AGREEMENT. This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both DISTRICT and CONTRACTOR. This Agreement and any attachments or exhibits incorporated by reference are complementary and what is required by one shall be as binding as if required by all. In the case of conflict or inconsistency, this Agreement shall control over any such attachments or exhibits.

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

CERRITOS COMMUNITY COLLEGE DISTRICT:	**CONTRACTOR:**
Representative: Mark B. Logan, CPPO, C.P.M. Director of Purchasing and Contract Administration Tel: (562) 467-5203	Representative: _____ *(Name & Title)* Tel: _____
For Notices: Cerritos Community College District Purchasing Department 11110 Alondra Boulevard Norwalk, CA 90650-6203 Fax: (562) 467-5020	For Notices: _____ _____ _____ _____ Fax: _____

[SIGNATURES ON THE FOLLOWING PAGE]

SIGNATURE PAGE
TO
CERRITOS COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

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

CERRITOS COMMUNITY COLLEGE DISTRICT:	**CONTRACTOR:**
By: _____	By: _____
Signature	*Signature*
_____	_____
Typed or Printed Name, & Title	*Typed or Printed Name, & Title*
	_____
	E-mail
	_____
	Tax Identification Number (EIN)
Date: _____	Date: _____

DRAFT

EXHIBIT "A"

CERRITOS COMMUNITY COLLEGE DISTRICT
CONTRACT AMENDMENT FORM

AMENDMENT NO.

To

CONTRACT NO.

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

RECITALS

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

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

NOW THEREFORE, the Parties agree as follows:

1. TERMS

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

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

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

1.4 Additional Terms: [Insert As Applicable]

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

CERRITOS COMMUNITY COLLEGE DISTRICT:	**CONTRACTOR:**
By: _____	By: _____
Signature	*Signature*
_____	_____
Typed or Printed Name, & Title	*Typed or Printed Name, & Title*

EXHIBIT "B"

STATEMENT OF WORK

FOR

STUDENT DATA WAREHOUSE IMPLEMENTATION – PHASE 2

1. SCOPE OF SERVICES. CONTRACTOR will perform services designed to implement CONTRACTOR'S Student Data Warehouse™ ("SDW") for Oracle's PeopleSoft Enterprise Campus Solutions ("Campus Solutions" or "CS") for the functional areas of Campus Community and Student Records.

The following list sets forth the "Services" to be provided hereunder by CONTRACTOR:

I. Conduct Fit/Gap (also referred to as Data Warehouse or DW Requirements Gathering) sessions. CONTRACTOR will meet with DISTRICT management, functional and technical experts to determine the DISTRICT'S business requirements for:
   a. Reporting on institution degree-tracking requirements and policies (course lists, academic requirements and requirement groups) and pending academic requirements by student by term, academic organization, career, course, subject, etc.
   b. Analyzing student's degree progress by leveraging PeopleSoft ("PS") generated academic advisement transcript reports and/or analysis database. Analyzing and reporting on student education plan data collected through the DISTRICT Ed Plan Bolt-on Application (ED").
   c. Reporting on student's disabilities and on DSPS services rendered.
   d. Reporting on up to six (6) milestones such as the completion of a certain number of units, of certain foundation classes, or declaring a major.

   CONTRACTOR will ask DISTRICT to assist CONTRACTOR in translating the identified gaps into tables and fields

II. Using the requirements collected in the Fit/Gap, create DW Technical Design Documents, defined as: the list of tables and fields that contain the data elements used to populate CONTRACTOR'S Student Data Warehouse ("SDW"); and the list of data transformation rules that will be applied to the source data elements.

III. Following Customer sign-off of the DW Technical Design Requirements, modify the SDW design to account for Customer's requirements.

IV. Upon DISTRICT sign-off of the SDW design, build the Extract, Transform and Load ("ETL") mappings using Microsoft SSIS. These mappings will source data from the existing DISTRICT PeopleSOft and ED tables, and will populate the CONTRACTOR Student Data Warehouse database ("SDW-DB").

V. Test each mapping as well as the complete SDW set of mappings for a controlled subset of the data of a production-quality database.

VI. Deliver Cognos Business Intelligence ("BI") objects fthat can include dashboards and reports as specified by the DISTRICT and to the extent that the work does NOT exceed 300 hours for their creation (which includes BI requirements gathering and specification, design, coding, testing, modification to the initial code and retesting, and documentation).

VII. Training. CONTRACTOR will:
   a. Provide up to three (3) days of on-site training to the DISTRICT team on PS and ED functionality.
   b. Train DISTRICT on this phase's SDW data structures and functionality.

VIII. Knowledge Transfer. The CONTRACTOR'S team will conduct the following meetings:

a. Kick Off Meeting. A meeting with the DISTRICT SDW technical support team and project manager to go over the project activities and requirements.
b. Technical Overview. A meeting with DISTRICT technical users to provide an overview of the technology, architecture, ETL tool and operations of the SDW.
c. Functional Overviews. A meeting with DISTRICT'S functional, technical and reporting team leads to demonstrate the functional content included in the SDW.
d. Wrap Up Meeting. A DISTRICT-led presentation of what was accomplished during the engagement. Topics to be covered usually include a high level overview of the functionality delivered, the activities and training completed, and a discussion of next steps.

IX. Other Services.
a. CONTRACTOR will work with DISTRICT IT team to clarify use of PS and ED as specifically related to this phase's scope.
b. CONTRACTOR will deliver the following metadata: a spreadsheet that lists each source table and field, target table and field and any transformation performed to the source field.

2. CONTRACTOR'S DELIVERABLES.

CONTRACTOR shall provide the following Deliverables to DISTRICT, subject to demonstration or acceptance testing as provided in "Acceptance Criteria" below.

Deliverable	Acceptance Criteria
1. ETL mappings that extract data from the DISTRICT'S operational Campus Solutions system, and Ed Plan Bolt-on application, transform them to reporting structures and populate the SDW-DB.	Extracted data is loaded into SDW-DB without material errors (appropriate test script runs without material errors)
2. The jobs that submit the SDW ETL mappings	The entire SDW process completes without material errors
3. The reporting tables in the SDW-DB populated with source data.	Same as (1). Extracted data is loaded into SDW-DB without material errors (appropriate test script runs error-free)
4. The Cognos BI objects	The output on the Cognos BI objects is consistent with the results provided by DISTRICT
5. Documentation for: Requirements Gathering • A summary document with scope, assumptions and priorities Design • Visio diagrams of data model • Sourcing documents that include: o A general table description o The source tables the data is coming from o The source fields for the data o The transformations applied to the source fields in order to create the target fields o Business descriptions for the target fields BI Object Documentation • Documents that articulate the Cognos BI deliverable requirements	Accepted upon delivery

Metadata • A spreadsheet that lists each source table and field, target table and field and any transformation performed to the source field Go Live • A technical overview document to assist DISTRICT team manage the DW on a day-to-day basis.	
6. Fit/gap sessions as described in "Services to be Provided"	Accepted upon delivery
7. Knowledge Transfer meetings as described in "Services to be Provided"	Accepted upon delivery

Upon delivery of each Deliverable identified above that requires testing for conformance with the relevant Acceptance Criteria, CONTRACTOR shall demonstrate that the Deliverable meets such Acceptance Criteria. In the event that any Acceptance Criteria are not met, CONTRACTOR shall, within fifteen (15) days, either correct the defective Deliverable or shall provide a plan for correction to DISTRICT. Any corrected Deliverable shall be subject to retesting and demonstration as provided above, until the demonstration shows that the Deliverable meets the relevant Acceptance Criteria. In the case of any Deliverable that requires testing, "Acceptance" shall be deemed to have occurred upon the demonstration that the relevant Deliverable meets such criteria without material errors. In the event that no notice of rejection is received within ten (10) days after delivery of a Deliverable, such Deliverable shall be deemed accepted, and the Acceptance Test for such Deliverable shall be deemed complete.

3. DISTRICT RESOURCE REQUIREMENTS.

The following table sets forth the DISTRICT resource commitment estimated for this project. The Parties acknowledge that these estimates are non-binding, and will be refined as the project progresses.

Resource	Effort Estimate for project duration
Executive Sponsor	A few hours for duration of project
Project Manager	Approximately 5 hours per week
Functional Experts	30-40 hours for duration of project
Technical Users	10-20 hours for duration of project
DBA	20-30 hours for duration of project
PC Administrator	1-4 hours for duration of project
IT and Research (joint)	30-40 hours Data Cleansing from PeopleSoft environment prior to migration into SDW-DB
Network Specialist	1-2 hours for duration of project

- Executive Sponsor. An executive who can help evangelize the solution and provide overall direction.
- Project Manager. The DISTRICT manager who has day-to-day responsibility for the project.

- Functional Experts. The application area leads who will be responsible for providing to CONTRACTOR the functional requirements, testing the deliverables and signing off on related documents.
- Technical Users. The technical users who have responsibility for the ERP application in each functional area. CONTRACTOR will need to meet with them to understand DISTRICT'S implementation and its customizations.
- Technical Support Team (DBA, PC Administrator, Network Specialist). A critical set of roles to the success of the implementation. These IT staff members will need to do some set up work prior to the start of the project and will need to be on call during the project to address any issues.

Third-party consultants may not be provided access to Contractor Confidential Information unless and until such consultants have entered into a written nondisclosure agreement acceptable to CONTRACTOR protecting such information.

4. CONTRACTOR ROLES AND RESOURCES

CONTRACTOR will provide consultants to fill the following roles:

- Project Manager
- Architect
- ETL Developer/Tester
- BI Developer/Tester
- Project Director

5. PRICING AND PAYMENT

Subject to the assumptions contained in this SOW, CONTRACTOR will provide the Services and Deliverables for a fixed fee ("Fixed Fee") of:

$150,000.00

This fee includes travel-related expenses for CONTRACTOR travel related to Fit/Gap meetings, 3 days onsite training, and project close out activities. Any additional travel expenses will be billed as incurred. Additional services will be billed at a rate of $150/hour.

6. MARKETING

DISTRICT agrees to endeavor to, at its own expense, to co-present with CONTRACTOR at a conference, a session focused solely on the SDW, its implementation at DISTRICT and its benefits. Conference participation would need to be agreed upon by both DISTRICT and CONTRACTOR so as to ensure availability and appropriateness of the conference.

7. ASSUMPTIONS

The timeframes, costs, and other commitments of CONTRACTOR contained herein are subject to the assumptions contained in this SOW, including the following:

(a) DISTRICT will commit the necessary resources and management involvement, as described herein, to support DISTRICT'S and CONTRACTOR'S work and to accomplish the Project objectives and schedule set forth in this SOW.

(b) Any decisions required to be made by DISTRICT pursuant to this SOW shall be made within three (3) business days after CONTRACTOR'S request therefor.

(c) CONTRACTOR will not be responsible for:
- Configuration, sizing, or performance analysis of hardware
- Cleansing DISTRICT source data. CONTRACTOR will extract data from the source application as-is. Data will be cleansed by DISTRICT *prior* to migration into SDW-DB.

EXHIBIT C

CONTRACTOR CONFIDENTIALITY AGREEMENT

[See attached]

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 46

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Acceptance of Gifts

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

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

REPORT SUMMARY
The following items were received on May 18, 2016, and April 26, 2016 by Cerritos College as a donation:

For Use in the Business/Humanities/Social Science Division

- Six (6) Herman Miller Aeron Chairs

  Donated by: Ms. Stacey Smith
  5403 Autry Ave.
  Lakewood, CA 90712

The estimated value of the above items is $4,998.

For Use in the Woodworking Department

- Various exotic veneer bundles

  Donated by: Mr. John Nyquist
  2110 W. 17th Street
  Long Beach, CA 90813

The estimated value of the above items is $2,211.

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: **July 20, 2016**
Agenda Item No. 47

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Records Disposal Per Title V of the California Code of Regulations

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

FISCAL IMPACT
Cost for the destruction of the documents will be approximately $1,000.

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

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

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

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

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

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

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

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

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

ATTACHMENT(S)
Class III Document Listing

Return to Table of Contents

DISPOSAL OF DISTRICT RECORDS: CLASS III DOCUMENTS

BOARD MEETING DATE: JULY 20, 2016

Department	Description of Contents	No. of Boxes	Document Years	Class Code
Adult Education				
	Test Booklets	10	Summer 2014	3
	Files, Rosters	6	Spring 2011	3
	Files	2	Fall 2007-Fall 2008	3
	Lockheed Martin Student Files	1	N/A	3
Economic Development				
	Lockheed Martin Student Files	9	2004-2007	3
	General Atomics Student Files	2	N/A	3
Health Occupations				
	Student Files – Nursing	3	2007-2009	3
	Student Files	7	2012-2016	3
	Student Assignments, Tests	17	2010-2016	3
	Misc Paperwork	1	2015	3
	Student Files	3	2008-2009	3
	Student Files – Nursing	1	2015	3
	Student Records, Tests	3	2012-2015	3
	Document Files – CDC	1	2009-2010	3
Institutional Effectiveness, Research & Planning				
	Hum/SS/SEM – SLO/SRI	1	Spring 2014	3
	FAC/HO/Tech – SLO/SRI	1	Fall 2013	3
	SEM/Tech – SLO/SRI	1	Spring 2014	3
	AED/Bus/Libr/LA – SLO/SRI	1	Spring 2014	3
	SEM/Tech/LA/Misc. – SLO/SRI	1	Fall 2013	3
	HO/HPED – SLO/SRI	2	Fall 2013-Fall 2014	3
	SLOs and Teacher Evaluations	1	2011-2014	3
	Hum/SS/LA – SLO/SRI	2	Fall 2013	3
	LA SLO/SRI	1	Spring 2014	3
Payroll				
	Registers	3	2012-2013	3
	Adult Hourly Timecards L-Z	1	2011-2012	3
	Registers – July-August	1	2012-2013	3
	Registers – Nov-Dec	1	2012-2013	3
	Cert, PT and Overload	1	2012-2013	3
	Registers – Jan-Feb	1	2012-2013	3
	FT, Cert, Counselors and Librarians	1	2012-2013	3

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 48

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Noorali Delawalla
Acting Vice President of Business Services/ Assistant Superintendent

PREPARED BY:
Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending June 30, 2016

ACTION
It is recommended that the Board of Trustees ratify General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the quarter ending June 30, 2016.

FISCAL IMPACT
The items are budgeted in the General Fund.

REPORT SUMMARY
It is recommended that the Board of Trustees ratify the following warrants for the quarter ending June 30, 2016:

- 7,958 Payroll "A" Warrants, which are employee paychecks that originate from the payroll department, totaling $18,094,172.24; and
- 3,081 Other "B" Warrants, which are checks to vendors that originate from the accounts payable department, totaling $22,950,693.63.

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: **July 20, 2016**
Agenda Item No. 49

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

PREPARED BY:
Noorali Delawalla
Director of Fiscal Services

SUBJECT: **Consideration of Approval of Resolution Nos. 16-0720D and 16-0720E 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 July 21, 2016 to December 31, 2016.**

ACTION
It is recommended that the Board of Trustees approve Resolution Nos. 06-0720D and 16-0720E 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 July 21, 2016 to December 31, 2016.

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 July 21, 2016. 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 July 21, 2016 through December 31, 2016.

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

ATTACHMENT(S)
LACOE Resolutions - Signature Authority List of Names

RESOLUTION # _____

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: *July 21, 2016* to *December 31, 2016* in accordance with governing board approval dated *July 20, 2016*.

NOTE: Please TYPE name under signature.

Signature _____
Clerk (Secretary) of the Board

Column 1

Signatures of Members of Governing Board

Signature: _____
Type: Dr. Shin Liu
President of the Board of Trustees/Education

Signature: _____
Type: Marisa Perez
Vice President of the Board of Trustees/Education

Signature: _____
Type: Zurich Lewis
Clerk of the Board of Trustees/Education

Signature: _____
Type: Bob Arthur
Member of the Board of Trustees/Education

Signature: _____
Type: Carmen Avalos
Member of the Board of Trustees/Education

Signature: _____
Type: John Paul Drayer
Member of the Board of Trustees/Education

Signature: _____
Type: Dr. Sandra Salazar
Member of the Board of Trustees/Education

Column 2

Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:

Signature: _____
Type: Dr. Jose Fierro
Title: President/Superintendent

Signature: _____
Type: Mr. Noorali Delawalla
Title: Acting Vice President of Business Services/Assistant Superintendent

Signature: _____
Type: Mr. Edmund (Rick) Miranda
Title: Acting Vice President of Academic Affairs/Assistant Superintendent

Signature: _____
Type: Dr. Stephen B. Johnson
Title: Vice President of Student Services/Assistant Superintendent

Signature: _____
Type: Mr. Harry W. Joel
Title: Interim Vice President of Human Resources/Assistant Superintendent

Signature: _____
Type:
Title: Director of Fiscal Services

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 _____

RESOLUTION #_____

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: *July 21, 2016* to *December 31, 2016* in accordance with governing board approval dated *July 20, 2016*

NOTE: Please TYPE name under signature

Signature_____
Clerk (Secretary) of the Board

Column 1

Signatures of Members of Governing Board

Signature:_____
Type: Dr. Shin Liu
President of the Board of Trustees/Education

Signature:_____
Type: Marisa Perez
Vice President of the Board of Trustees/Education

Signature:_____
Type: Zutich Lewis
Clerk of the Board of Trustees/Education

Signature:_____
Type: Bob Arthur
Member of the Board of Trustees/Education

Signature:_____
Type: Carmen Avalos
Member of the Board of Trustees/Education

Signature:_____
Type: John Paul Drayer
Member of the Board of Trustees/Education

Signature:_____
Type: Dr. Sandra Salazar
Member of the Board of Trustees/Education

Column 2

Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:

Signature:_____
Type: Mr. Noorali Delawalla
Title: Acting Vice President of Business Services

Signature:_____
Type:
Title: Director of Fiscal Services

Signature:_____
Type: Deanna Hart
Title: Payroll Manager

Signature:_____
Type: Kathy Burgos
Title: Accounting Manager

Signature:_____
Type: Conrad Selorio
Title: Budget Manager

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: **July 20, 2016**
Agenda Item No. 50

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

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

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

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

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

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

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

ATTACHMENT(S)
Exhibit A: Electronic Equipment and Miscellaneous Material

Return to Table of Contents

DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: JULY 20, 2016

Qty	Description	CC #s	Serial #s
1 Each	Taylor Dunn Delivery Cart	N/A	36974
1 Each	Artificial Christmas Tree	N/A	N/A
1 Bundle	Heavy Duty Rack Shelving	N/A	N/A
1 Each	Tool Chest	N/A	N/A
2 Each	Book Cases	N/A	N/A
2 Each	Cabinets	N/A	N/A
22 Each	Tables	N/A	N/A
53 Each	Chairs	N/A	N/A
35 Each	Computer Monitors	N/A	N/A
12 Each	Hutches	N/A	N/A
20 Each	Desks	N/A	N/A
25 Each	File Cabinets	N/A	N/A
1 Pallet	Misc Computer Accessories Keyboards, Speakers ect	N/A	N/A
1 Pallet	Misc Audio Visual Equipment, DVD Players, Video Recorders, Overhead Projectors ect	N/A	N/A
1 Pallet	Misc Office Equipment Fax Machines, Desk Top Printers, Scanners	41047 41405 40693 35116 027538	AEP1AT00156 CNGJD156683 AALJ2300N USCB02599 USHF000950

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 51

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of May 2016

ACTION
It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of May 2016.

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

REPORT SUMMARY
This report of Contracts Under $25,000 that were processed during the month of May 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

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

ATTACHMENT(S)
May 2016 – Contracts Under $25,000

Table of Contents

Con ion of Approval of New/Amended Contracts Under $25,000
for the Month of May 2016

NEW CONTRAC

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
15C0245	GSCA Enterprises, Inc. - Greg & Steve Productions	Contractor to provide a music performance for the Child Development Program	05/27/2016	05/27/2016	$ 5,000.00	Child Development
15C0246	Young Rae Kim, DDS	Contractor to provide clinical/practicum experiences for students enrolled in the Dental Assisting program.	05/05/2016	05/04/2016	No Cost	Health Occupations
15C0247	Norwalk-La Mirada Unified School District	Memorandum of Understanding between Norwalk-La Mirada Unified School District and Cerritos College to provide a President's Middle College Scholars Academy to serve eight (8) students selected from BUSD during the 2014-2016 academic year for a pilot program developed to reach out to high school students who are interested in the teaching profession and are acedemically capable of post-secondary education.	07/01/2014	06/30/2016	No Cost	Teacher Trac
15C0248	Norwalk-La Mirada Unified School District	Memorandum of Understanding between Norwalk-La Mirada Unified School District and Cerritos College to provide a President's Middle College Scholars Academy to serve eight (8) students selected from BUSD during the 2015-2017 academic year for a pilot program developed to reach out to high school students who are interested in the teaching profession and are acedemically capable of post-secondary education.	07/01/2015	06/30/2017	No Cost	Teacher Trac
16C0001*	Associated Builders and Contractors, Inc.					
16C0002*	Field Ironworkers Apprenticeship & Training					
16C0003*	Painting and Decorating Contractors of America					
16C0004	University of California, Irvine (UCI)	Agreement with the University of Irvine Family Nurse Practitioner program and Cerritos College Student Health Services whereby the Nurse Practitioners at Cerritos College will provide students with clinical preceptorships.	07/01/2016	06/30/2018	No Cost	Student Health Center
16C0005	SELACO WIB	Subgrantee Agreement with Contractor for Pathway Development Activities for the AMETLL Grant	08/01/2016	12/31/2016	$ 24,407.00	Technology
16C0006	Southeast ROP	District to provide contractor with multiple tracks for the Automotive Career Academy.	07/01/2016	06/30/2017	Income	Technology
16C0007***	HOLD for Educational Master Plan RFP					
					$ 29,407.00	

* 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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 52

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Purchase Orders for the Month of May 2016

ACTION
It is recommended that the Board of Trustees approve the purchase orders processed during the month of May 2016.

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

REPORT SUMMARY
This report of purchase orders processed during the month of May 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

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

ATTACHMENT(S)
May 2016 – Purchase Order Report

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 53

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director, Human Resources/Risk
Management

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2015-2016 and 2016-2017 Academic Year

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

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

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

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

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

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

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

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

I. Classified Employment

Administrative Clerk II (Counseling), Grade 24, Step1 ($X,XXX.00/month), effective XXX: [Name to be provided on the Revision] (2 positions)

Admissions and Records Technician I (Admissions and Records), Grade 28, Step1 ($X,XXX.00/month), effective XXX: [Name to be provided on the Revision] (2 positions)

Out-of-Class* assignment as Library Technical Clerk Grade 29L, Step 2 ($4,831.02/month includes 2.5% Shift Differential) effective June 20, 2016 not to exceed September 23, 2016: *Daisy Valdivia*

Out-of-Class* assignment as Lead Custodian – Graveyard Shift, Grade 28, Step 3 ($4,000.50/month includes 5% Shift Differential) effective June 13, 2016 not to exceed August 12, 2016: *Donnie Hawkins*

Out-of-Class* assignment as Administrative Assistant (Confidential) Grade 18, Step 1 ($5,233.00/month) effective February 19, 2016 as needed, but not to exceed February 28, 2017: *Rebecca Rios*

** Classified employees required to work in a higher classification according to the provisions of Administrative Procedure 7233 (AP 7233) and Article 5.12 of the CSEA collective bargaining agreement, shall qualify for "out-of-class" pay and their salary be adjusted upward for the entire period required to work out-of-classification.*

II. *Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first*

Name	Unit	Classification	Rate	Cleared for Employment
Alcaraz, Angie Eileen*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16
Jimenez, Wendy	Facilities	Cadet I	$10.00/hr	06/29/16
Munoz, Desiree J.**	Community Education	Student Activities Clerk	$10.00/hr	05/25/16
Valladolid Vergara, Cinthya J.*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16

III. *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, 2017, or 175 total workdays, whichever occurs first*

Name	Unit	Classification	Rate	Cleared for Employment
Aboukhalil, Leila A. *	Success Center	Instructional Aide II	$13.30/hr (1)	05/21/16
Aguilar Bastida, Rocio A.*	Success Center	Instructional Aide II	$14.67/hr (3)	06/29/16

* Categorically Funded
** Specially Funded
Presented to the Board of Trustees: July 20, 2016

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Alcantar, Ashley*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Alcaraz, Angie Eileen*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16
Alpenia, Elaine M.	Student Activities	Student Activities Clerk	$10.00/hr	06/29/16
Amaya, Yessica**	Community Education	Student Activities Clerk	$10.00/hr	05/21/16
Amezcua, Nicole*	SEM	Instructional Aide I	$10.00/hr (1)	05/21/16
Araiza, Arlene*	SEM	Program Facilitator	$14.32/hr	06/29/16
Arciga, Ilse	SEM	Aide General Laboratory	$10.00/hr	05/21/16
Arias, Francisco	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Arnsparger, William**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Arriaga Ornelas, Sandy C. *	Financial Aid	Division Clerk	$10.37/hr	06/23/16
Artiaga, Jorge Alberto	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Arvizu, Jeannette*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Aryadad, Abraham Houshang	Business/Humanities	Instructional Aid I	$10.00/hr	06/07/16
Austin Jr., James	HPEDA	Instructional Aide II	$14.67/hr (3)	06/23/16
Avalos, Anyssa Z.*	Student Support Services	Student Affairs Assistant	$14.32/hr	05/24/16
Avalos, Karolynna*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Avila,Rogelio I.	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Ayala, Kimberly*	Student Support Services	Student Affairs Assistant	$14.32/hr	05/24/16
Badesha, Kirndeep Kaur*	Career Services	Student Placement Specialist	$12.34/hr	05/25/16
Badesha, Rajdeep K*	Financial Aid	Student Affairs Assistant	$14.32/hr	06/23/16
Banda Galindo, Oscar R.*	SEM	Instructional Aide II	$14.67/hr (3)	06/27/16
Banda Galindo, Oscar Ricar	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Barbosa, Angela Mary*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/19/16
Barragan, Jesus*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Barraza, Crystal*	SEM	Administrative Secretary	$13.64/hr (1)	06/27/16
Barrientez, Maria	Business/Humanities	Secretary	$11.78/hr	05/26/16
Bauk, Marco A.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Beck, Alfred R.	Facilities	Custodian	$10.14/hr	05/23/16
Benavidez, Edward	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Berman, Lester H.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Bernal, Felipe	HPEDA	Instructional Aide II	$13.97/hr (2)	06/23/16
Blanshard, Jada A,	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Bowen, Grace C.**	Community Education	Student Activities Clerk	$10.00/hr	05/21/16
Brown, Malinda	Health Occupations	Instructional Aide II	$14.67/hr (3)	06/23/16

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Bunma, Tamatha Uschly	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Burns, Emonie Miya*	Financial Aid	Division Clerk	$10.37/hr	06/29/16
Caguioa, Abner C.	Student Affairs	Student Affairs Assistant	$14.32/hr	06/22/16
Caguioa, Allen Charles B.	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Cahuantzi, Karina	Admissions and Records	Registration Account Clerk	$11.18/hr (3)	05/23/16
Calderon, Mark Anthony	Facilities	Custodian	$10.14/hr	05/24/16
Carmona, Rosario G.	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Castillo, Anthony*	Financial Aid	Division Clerk	$10.37/hr	05/21/16
Castro, Jesus*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Castro, Justine Karla	Health Occupations	Instructional Aide I	$10.91/hr	06/23/16
Castro, Justine-Karla	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/21/16
Castro, Justine-Karla*	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/21/16
Cervantes, Tabitha	Student Affairs	Student Affairs Technician	$12.05/hr	06/12/16
Chahine, Zeinab M.	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Cilia-Garcia, Brenda*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Colln, Connie M.	Success Center	Instructional Aide I	$10.91/hr (3)	05/24/16
Coulter, Sherri Marie	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Cox, Adam D.	HPEDA	Instructional Aide II	$14.67/hr (3)	06/09/16
Cuevas, Elia	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/24/16
Cuevas, Elia	Facilities	Custodian	$10.14/hr	05/24/16
Cuevas, Elia*	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/24/16
Cvjetkovic, Nicholas	HPEDA	Athletic Trainer III	$21.76/hr	06/07/16
Davies, Lucila Adelina	HPEDA	Aquatics Specialist	$10.50/hr	06/07/16
De Avila, Daniel*	Career Services	Division Clerk	$10.37/hr	06/22/16
De La Cruz, Eduardo Razo	Facilities	Custodian	$10.14/hr	05/23/16
De La Rosa, Diana*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Dixon, Jasmine K.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Do, Trinh Loi*	Financial Aid	Division Clerk	$10.37/hr	06/27/16
Dollentas, Stephanie Ann	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Dominguez, Ruben	Success Center	Instructional Aide I	$10.91/hr (3)	05/23/16
Dussault, Victoria K.	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Eang, Ashleigh**	HPEDA	Aquatics Specialist	$10.50/hr	06/28/16
Enriquez, Carlos Hermosill*	CTE	Vocational Ed. & Special Projects Asst.	$17.04/hr	05/26/16
Escalona, Alejandro*	Technology	Instructional Aide II	$13.30/hr (1)	06/23/16

* Categorically Funded
** Specially Funded
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Escobar, Devyne	Financial Aid	Division Clerk	$10.37/hr	06/29/16
Esparza, Eric A.	Facilities	Custodian	$10.14/hr	05/24/16
Esquivias, Diana*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Estevez, Brenda G.	Success Center	Instructional Aide I	$10.91/hr (3)	05/23/16
Fajardo Perez, Paola	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Feliciano, Hilsa C.*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Feliciano, Kenia*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Fierro-Epifar, Joseph*	Financial Aid	Program Assistant I	$10.37/hr	05/19/16
Flores, Lauren Marie	Success Center	Instructional Aide II	$13.30/hr (1)	06/28/16
Flores, Nino Jose C.	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Flores, Victoria A.	Student Activities	Student Affairs Assistant	$14.32/hr	06/29/16
Flores, Nino Jose C.*	CTE	Student Affairs Technician	$12.05/hr	06/29/16
Fojas, Jose D.	Health Occupations	Instructional Aide II	$13.37/hr (2)	06/23/16
Fraps, Edward Bryant*	DSPS	Educational Technology Trainer	$19.32/hr	05/23/16
Galaviz,Graciela	Student Activities	Student Affairs Assistant	$14.32/hr	06/29/16
Gale, Kylah Mcclain	HPEDA	Instructional Aide II	$14.67/hr (3)	06/09/16
Garcia Gomez, Eliot, *	Financial Aid	Student Affairs Technician	$12.05/hr	05/24/16
Garcia, Cecily M.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Garcia, Gabriella**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Garcia, Kasandra*	EPP	Instructional Aide I	$10.00/hr (1)	05/02/16
Gastelum, Kristianna*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Gaude, Devin Patrick**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Godinez, Nancy Gabriela*	Career Services	Division Clerk	$10.37/hr	05/24/16
Gomez, Norma M.	Facilities	Custodian	$10.14/hr	05/24/16
Gonzalez Emmanuel E.*	Financial Aid	Division Clerk	$10.37/hr	05/21/16
Gonzalez Jr. , Silviano	Facilities	Custodian	$10.14/hr	05/24/16
Gonzalez, Xochitl D.	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Gotauco, Richard Alegre	HPEDA	Instructional Aide II	$14.67/hr (3)	06/09/16
Grady, Jerry L.	DSPS	Aides-Special Interpreter Certified	$42.58/hr	06/23/16
Grady, Jerry L.*	DSPS	Aides-Special Interpreter Certified	$42.58/hr	06/23/16
Grande, Thomas	Information Technology	Senior Technical Support Specialist	$17.45/hr	06/23/16
Grijalva, Suzanne M.*	CTE	Vocational Ed. & Special Projects Asst.	$17.04/hr	06/02/16
Guerra, Ashley*	SEM	Instructional Aide I	$10.00/hr (1)	06/14/16
Gurrola, Karen J.	Health Occupations	Cashier	$10.00/hr	06/23/16

* Categorically Funded
** Specially Funded
Presented to the Board of Trustees: July 20, 2016

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Gutierrez, Maria G.	Facilities	Custodian	$10.14/hr	05/24/16
Hampton, Carl Jerome	HPEDA	Instructional Aide II	$14.67/hr (3)	06/23/16
Harvey, Kiri N.*	HPEDA	Aquatics Specialist	$10.50/hr	06/07/16
Harvey, Kiri N.*	HPEDA	Aquatics Specialist	$10.50/hr	06/07/16
Hernandez Garcia, Lus Ivan	Facilities	Gardener/Groundskeeper	$10.37/hr	06/29/16
Hernandez, Alejandra I*	EPP	Instructional Aide I	$10.00/hr (1)	06/29/16
Hernandez, Konrad**	HPEDA	Aquatics Specialist	$10.50/hr	06/29/16
Hernandez, Marilyn	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/23/16
Hernandez, Marilyn*	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/23/16
Hernandez, Miguel Angel	Success Center	Instructional Aide II	$14/67/hr (3)	05/24/16
Hernandez, Sarah M.**	HPEDA	Aquatics Specialist	$10.50/hr	05/26/16
Herrera, Joseph A.*	Financial Aid	Division Clerk	$10.37/hr	05/21/16
Higgins, Lloyd Fletcher	HPEDA	Instructional Aide II	$10.00/hr (1)	06/23/16
Hinojosa, Desirae*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Hinton, Olivia	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Hipolito, Christian	Student Activities	Student Activities Clerk	$10.00/hr	06/29/16
Ho, Austin*	SEM	Instructional Aide II	$13.97/hr (2)	05/10/16
Holland, Raeshema N.	Business/Humanities	Instructional Aide I	$10.00/hr	06/07/16
Islas, Destiny*	EPP	Instructional Aide I	$10.00/hr (1)	05/21/16
Jarrin, Jessi M.	Success Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Jett, Doran	Library	Instructional Aide I	$10.00/hr (1)	05/19/16
Jiang, Jinhui	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Johnson, Rebecca*	Financial Aid	Program Assistant I	$10.37/hr	05/22/16
Kapella, Elizabeth L.	Success Center	Instructional Aide I	$10.91/hr (3)	05/23/16
Kennedy, Christina	HPEDA	Theater Production Manager	$16.62/hr	06/07/16
Khong, Erin B.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Kim, Angela G.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Knight, Jerry**	Community Education	Program Facilitator	$14.32/hr	05/21/16
Korn, Donald A.	Health Occupations	Custodian	$10.00/hr	06/23/16
Kostapapas, Eoanna K.*	DSPS	Captionist	$42.58/hr	06/28/16
Koukabi, Elham	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Ku, Sharon	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Larios, Elizabeth*	Financial Aid	Program Assistant I	$10.37/hr	05/23/16
Lavulo, Alifeleti S.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/23/16

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Ledesma, Jovanna	Child Development [illegible]er	Instructional Aide II	$13.30/hr (1)	05/24/16
Ledesma, Jovanna*	Child Development [illegible]er	Instructional Aide II	$13.30/hr (1)	05/24/16
Lekavich, Christopher Carl	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Lemus, Israel*	Technology	Instructional Aide II	$13.30/hr (1)	06/23/16
Leon, Ramon	Facilities	Custodian	$10.14/hr	05/23/16
Leyba, Laura	Facilities	Custodian	$10.14/hr	05/23/16
Liggins, Monique Renee	Health Occupations	Instructional Aide II	$13.97/hr (2)	08/15/16
Littrell, Christina	Admissions and Records	Registration Account Clerk	$11.18/hr (3)	05/26/16
Lopez, Cynthia M.	Success Center	Instructional Aide I	$10.91/hr (3)	05/24/16
Lopez, Marlin A.	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Lu, Catherine Huyen**	Community Education	Student Activities Clerk	$10.00/hr	05/21/16
Lucas Cruz, Diego	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Lumakang, Denise*	DSPS	Captionist	$42.58/hr	06/27/16
Luna, Mercedes	HPEDA	Athletic Trainer III	$21.76/hr	06/07/16
Maae, Stacey J.**	Community Education	Secretary Clerk	$10.94/hr	05/24/16
Mae, Carolina	Health Occupations	Instructional Aide I	$10.00 (1)	02/29/16
Magalong, Brandon M. **	HPEDA	Sports Specialist	$12.22/hr	05/26/16
Magalong, Elijah **	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Magalong, Isabella Frances**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Marietti, Carly	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Martinez Espindola, Sandra*	Success Center	Instructional Aide II	$14.67/hr (3)	05/10/16
Masoud, Youstina*	Success Center	Instructional Aide II	$13.30/hr	05/21/16
Mavrikis, Alexandra	Technology	Instructional Aide II	$13.30 (1)	05/31/16
Meeks, Voris	HPEDA	Aide-General	$10.00/hr	06/22/16
Mejia Whisler, Alyssa J.	Success Center	Instructional Aide II	$13.30/hr (1)	05/23/16
Melendez, April Desiree*	Financial Aid	Student Affairs Technician	$12.05	06/22/16
Melendez, Briana*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Mendoza, Jaime Jose Valdez *	SEM	Instructional Aide I	$10.00 (1)	06/06/16
Mendoza, Shannon **	HPEDA	Aquatic Specialist	$10.50/hr	06/23/16
Mitchell, Roanna	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	06/22/16
Montion Sandoval, Laura E.*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Morales, Margaret Mary*	SEM	Special Populations Coordinator	$17.04/hr	06/22/16
Moreno Borjas, Marlon	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Morga, Brittney A.	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16

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Morga, Brittney A.*	Child Development [illegible]er	Instructional Aide II	$13.97/hr (2)	05/24/16
Munoz, Desiree J.**	Community Educati	Student Activities Clerk	$10.00/hr	05/25/16
Munoz, Kimberly Amber*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Nance, Michael*	DSPS	Vocational Ed. & Spec. Proj. Assistant	$17.04/hr	05/20/16
Navarro, Valeria	Success Center	Instructional Aide II	$13.97 (2)	06/22/16
Navarro, Valeria Lissett	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Neff, Steven J.	Facilities	Cadet IV	$12.20/hr	06/22/16
Negen, Jacob D.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Negus, Taitu Abbyssina	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Nelson, Edward	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Nelson, Linda	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Newland, Jake Edward	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Nguyen, Bich Tran Ngoc*	Success Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Nino de Rivera, Sarahi*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Nunez, Rodolfo A. Jr.	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Ochoa, Roxanne Linaka*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Ortiz, Maria Elisa *	SEM	Instructional Aide II	$14.67 (3)	06/22/16
Ortiz, Vernice*	Financial Aid	Program Assistant I	$10.37/hr	05/23/16
Osorio, Armando*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Osorio, Ludmilla	Child Development Center	Instructional Aide I	$10.37/hr (2)	05/24/16
Osorio, Ludmilla*	Child Development Center	Instructional Aide I	$10.37/hr (2)	05/24/16
Owens, Adrian Lavell	HPEDA	Instructional Aide II	$14.67 (3)	06/22/16
Owens, Josh	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Owens, Josh	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Oyarzabal, Ivan A.*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Padilla, Malory*	Adult Education	Instructional Aide II	$13.30/hr	05/24/16
Park, Richard Hyomin	HPEDA	Continuing Ed. Specialist/Recreation	$17.49/hr	06/02/16
Parr, Richard	Facilities	Custodian	$10.14/hr	05/23/16
Paudel, Sumit*	EOPS	Instructional Aide II	$13.30/hr	05/21/16
Pena, Briana Monique*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Penaloza, Jazmine	SEM	Secretary Clerk	$10.94/hr	06/22/16
Peppard, Jake	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Peregrina, Andrew	Facilities	Temporary Custodian	$10.14/hr	06/22/16
Peregrina, Belinda Cecilia	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/24/16

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Peregrina, Belinda Cecilia*	Child Development [illegible]er	Instructional Aide II	$13.30/hr (1)	05/24/16
Perez Vega, Francisco*	Counseling	Intermediate Typist Clerk	$10.00/hr	06/29/16
Perez, Henry	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Perez, Ismael Jr.	Facilities	Custodian	$10.14/hr	05/23/16
Perez, Marvin Bryan*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Pintado, Crystal*	Health Occupations	CDC Substitute	$21.39/hr (2)	06/22/16
Powers, Patricia A.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Pulido Villanueva, Luis A.*	Financial Aid	Program Assistant I	$10.37/hr	05/23/16
Quick, Kay L.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Quinonez Garcia, Mariela*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Rabb, Amanda	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Rabb, Amanda	HPEDA	Instructional Aide II	$10.00/hr (1)	06/22/16
Ramirez Jr., Edgar	Information Technology	Senior Clerk	$10.37/hr	06/22/16
Ramirez, Ana	HPEDA	Instructional Aide II	$14.67/hr (3)	06/22/16
Ramirez, David	SEM	Aide-General	$10.00/hr	05/02/16
Ramirez, Edgar Jr.	Facilities	Custodian	$10.14/hr	05/23/16
Regalado, Michelle R.**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Reyes Jimenez, Jose	Health Occupations	Instructional Aide I	$10.00/hr (1)	06/22/16
Reyes, Dolores	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Reyes, Eric Daniel*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Reynolds, Clare Lindsay	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Rhone, Clarence	HPEDA	Instructional Aide II	$14.67 hr (3)	06/22/16
Richards, Olivia Jean	Success Center	Instructional Aide I	$10.91/hr (3)	05/24/16
Rios, Diana*	CTE	Program Facilitator	$14.32/hr	06/22/16
Rios, Rodolfo	SEM	Aide-General	$10.00/hr	06/06/16
Rivas, Elisa*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Rivera, Adonnis U.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Rivera, Alexis	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Rivera, Jocelyn Isabel*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Robbins-Madrid, Josh	HPEDA	Instructional Aide II	$14.67 hr (3)	06/22/16
Rodriguez, Brianna Nicole*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Rodriguez, Celena Lynelle	Career Services	Assessment Clerk	$10.00/hr	06/22/16
Rodriguez, Nadia*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Rodriguez, Natalie	Success Center	Instructional Aide I	$10.91/hr (3)	05/24/16

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Rojas Borges, Angel	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Rojas Rivera, Juan Carlos	Success Center	Instructional Aide I	$10.37/hr (2)	05/23/16
Roldan, Yolanda	Facilities	Custodian	$10.14/hr	05/23/16
Romero, Naidelyn Janeth*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Romo, Steven**	Community Education	Program Facilitator	$14.32/hr	05/23/16
Rosas, Alicia	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Rosas, Alicia*	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Rosborough, Joel	HPEDA	Instructional Aide II	$14.67 (3)	06/22/16
Rosenberg, Aaron D.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Ross, Rosina M.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Rossi, Pat	HPEDA	Instructional Aide II	$13.97 hr (2)	06/22/16
Ruiz, Amy Lillian*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Russ, Teresa*	DSPS	Interpreter Certified	$42.58/hr	05/10/16
Russell, Liana	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Saeang, Daniel K.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Santos, Jose Martins	Facilities	Custodian	$10.14/hr	05/23/16
Sarei, Luckey Curtis*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Saucedo, Denise Fuentes	Facilities	Custodian	$10.14/hr	05/23/16
Sawyer, Elizabeth Ashley	Success Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Seng, Joey	Information Technology	Senior Clerk	$10.37/hr	06/22/16
Sifuentes, Samantha Alexandra	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Soria, Fiorella*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Soto Franco, Francisco J.	Success Center	Instructional Aide I	$10.00/hr (1)	05/24/16
Soto, Stephanie Karina	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Steele, John	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Stephens, Brianna Star	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Stockwell, Melissa L.	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Subedi, Ashok*	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Sykes, Jared Riccio*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Tait, Mark E.**	Technology	Continuing Ed. Specialist/Bus. Tech.	$52.47/hr	05/26/16
Tamayo, Viridiana	Facilities	Cadet I	$10.00/hr	06/22/16
Tate, William Daniel	Facilities	Custodian	$10.14/hr	05/23/16
Taylor, Tyrone	HPEDA	Instructional Aide II	$13.97/hr (2)	06/22/16
Tellez, Isaiah Hermenejildo*	Financial Aid	Division Clerk	$10.37/hr	05/23/16

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Thiel, Joan T.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Timoney, Michael J.	Student Activities	Student Affairs Technician	$14.32/hr	06/22/16
Tornello, Breanna*	SEM	Instructional Aide II	$14.67 hr (3)	06/22/16
Torres, Angelica*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Tuning, Catherine	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Uriarte, Javier*	Student Support Services	Student Affairs Assistant	$14.32/hr	05/24/16
Valcho, Amber Rose	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	06/22/16
Valdez Lopez, Ludivina	HPEDA	Instructional Aide II	$14.67/hr (3)	06/22/16
Valdez, Timothy R.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Valenzuela Lizarme, Hether F.	Success Center	Instructional Aide I	$10.91/hr (3)	05/23/16
Valladares, Cuxan*	Financial Aid	Student Affairs Technician	$12.05/hr	06/22/16
Valladolid Vergara, Cinthya J.*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16
Valle Jimenez, Samuel	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	05/31/16
Vandersluis, Vern	HPEDA	Instructional Aide II	$14.67/hr (3)	06/22/16
Vega, Rosa*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Velasquez Ramirez, Paola*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Villalba, Raymond	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Villamil, Jacqueline A.*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Villegas, Bryan	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Washington, Montanique	HPEDA	Instructional Aide II	$13.97/hr (2)	06/22/16
Westdal, Carolyn Nguyen**	HPEDA	Sports Specialist	$12.22/hr	06/16/16
Wilt, Stephanie Rose	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Xu, Hongmei	Library	Instructional Aide I	$10.91/hr (3)	06/01/16
Xu, Hongmei*	Library	Instructional Aide I	$10.91/hr (3)	06/01/16
Yepez, Daniel	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	06/22/16
Zamorano, Samantha*	CalWorks	Intermediate Clerk	$10.00/hr	05/31/16
Zuniga, Teresa	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16

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Presented to the Board of Trustees: July 20, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 54

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Employment of 2016 Summer Session Faculty Personnel

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016 Summer Session, as presented on the attached list.

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

REPORT SUMMARY
The attached list of Summer Session Faculty Personnel is submitted for approval of employment.

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

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

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

ATTACHMENT(S)
Employment of Faculty, 2016 Summer Session.

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FACULTY: TEMPORARY PART-TIME
2016 SUMMER SESSION

I. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Barman, Kevin	RE	Sociology	6BM	67.49
Bos, Katelyn	RE	Women's Studies	1AM	53.29
Cho, Yoon-Sung	RE	Philosophy	6BM	67.49
Diaz, Corina	RE	Sociology	1BM	53.29
Elbiali, Abdel	RE	Economics	4AD	64.90
Gao, Rihao	RE	Political Science	1AM	53.29
McLernon, Heather	RE	Psychology	1AM	53.29
Rendon, William	RE	Political Science	3AM	59.58
Smart, Bobbi-Lee	RE	Sociology	1BM	53.29
Smith, Neal	RE	Accounting/Finance	6BM	67.49
Wilson, Demetrius	RE	Business Administration	3AM	59.58
Ysais, Michelle	RE	Sociology	6BD	69.85

II. COMMUNITY, INDUSTRY and TECHNOLOGY EDUCATION

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Takeuchi, Kevin	RE	Preparatory Mathematics	6BM	67.49
Khalil, Ragaa	RE	Occupational Preparation	1AB	51.49
Nunez, Maria	RE	Non-credit ESL	6BM	67.49

III. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Canlas, Pamela	NH	Pharmacy Technology	1AB	51.49
Mendoza, Jesus	NH	Pharmacy Technology	1AB	51.49

IV. LIBERAL ARTS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Cifuntes, Otto	RE	Spanish	4AM	62.71
Gutierrez, Rebekah	NH	Speech	1AM	53.29
Matthews, Nicholas	NH	Speech	1AM	53.29

V. SCIENCE, ENGINEERING AND MATHEMATICS

* NH=New Hire, RE=Reemployed

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Flores, Wilfredo	RE	Mathematics	6BM	67.49

VI. SUCCESS CENTER

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Ysais, Rey	RE	Success Center - Math	6BM	67.49

VII. STUDENT SERVICES

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Laird, Tiffanie	NH	DSPS Specialist/Instructor	1AM	53.29
Mucino, Patricia	RE	Counseling	2CM	45.44
O'Neal, Janice	RE	DSPS Counselor	1CM	43.91

* NH=New Hire, RE=Reemployed

***** *NH=New Hire, RE=Reemployed, OL=Full-Time Overload*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 55

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

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

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

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

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

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

ATTACHMENT(S)
Employment of Faculty, Temporary Part-Time 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Barcena, Fabiola	RE	Occupational Preparation	1BM	53.29
Baylon, JonEvander	RE	Apprenticeship	1BB	51.49
Bonakdar, Mehrdad	RE	Preparatory Mathematics	5AM	65.84
Cardona, Rudy	RE	Citizenship Preparation	6BD	69.85
Castro, Griselda	RE	Adult Education Counseling	4DM	48.67
Chavez De Vasquez, Ana	RE	GED Preparation	6AM	67.49
Correa, Rosario	RE	GED; Occupational Prep.	2AM	56.44
DeJong, Henrietta	RE	Older Wiser Learner	6BM	67.49
Edrosa, Ed	RE	Apprenticeship	2AM	56.44
Esquer, Joe	RE	Apprenticeship	6BB	65.20
Esquerra, Robert	RE	Apprenticeship	1AB	51.49
Fiske, Robert	RE	Occupational Preparation	6BD	69.85
Ford, Diane	RE	Preparatory Mathematics	6BM	67.49
Fragoso, Manuel	RE	Occupational Preparation	2AB	54.52
Garcia, Fatima	RE	GED Prep; ESL	2AM	56.44
Garner, Jacqueline	RE	Adult Education Counseling	3CM	47.03
Huang, Fuze	RE	Preparatory Mathematics	6BD	69.85
Jackson, Michael	RE	Older Wiser Learner	6BB	65.20
Jones, Anthony	RE	Apprenticeship	1BM	53.29
Khalil, Ragaa	RE	Occupational Preparation	2AB	54.52
Layne, Jonathan	RE	Older Wiser Learner	1BB	51.49
Leguizamon-Tunnell, Claudia	RE	Adult Education ESL	6AB	65.20
Levy, Elijah	RE	Older Wiser Learner	6BD	69.85
Lopez, Alejandro	RE	Occupational Preparation	6BB	65.20
Lozano, Jorge	RE	Older Wiser Learner	6BB	65.20
Lucas, Scott	RE	Apprenticeship	1AB	51.49
Mansell, Bonnie	RE	ESL; OWL; Occ. Prep	6BB	65.20
Mondaca, Frances	RE	Adult Education ESL	6BM	67.49
Morcos, Tharwat	RE	Non-credit Mathematics	6BM	67.49
Morrison, Anna	RE	College English Skills	4AM	62.71
Nunez, Maria	RE	Adult Education ESL	6BM	67.49
Nunez, Norberto	RE	Prep. Math.; AssesS. Prep, ESL	6AB	65.20
Ochoa, Lorena	RE	Adult Education Counseling	4DM	48.67
Ortiz, Lorena	RE	Preparatory Mathematics	6BM	67.49
Pedroza, Art	RE	Apprenticeship	4BM	62.71
Perez Juarez, Marcela	RE	Vocational ESL	1BB	51.49
Perez, Carlos	RE	Adult Education ESL	4BD	64.90
Ramos, Maria	RE	GED; VESL Preparation	6AM	67.49
Reynolds, Cathy	RE	Older Wiser Learner	2BM	56.44
Rosales, Israel	RE	Occupational Preparation	1AB	51.49
Russett, John	RE	College English Skills	4AM	62.71

* NH=New Hire, RE=Reemployed

Samel, Chrysna	RE	Preparatory Mathematics	3AM	59.58
San Nicolas, Kathleen	RE	Adult Education ESL	6BB	65.20
Sanchez, Marisol	RE	Assessment Prep.; ESL	6BB	65.20
Sanchez, Sandra	RE	Adult Education ESL	6BM	67.49
Stasiuk, Pedro	RE	Adult Education ESL	1BM	53.29
Takeuchi, Kevin	RE	Preparatory Mathematics	6BM	67.49
Talamantes, Lourdes	RE	Adult Education Counseling	3CM	47.03
Tucker, Jazmine	RE	Adult Education ESL	6BM	67.49
Valdivia, Luis	RE	Apprenticeship	1BB	51.49
Van Herk, Tracy	RE	Older Wiser Learner	6BM	67.49
Vergara, Carolyne	NH	GED Preparation	1AB	51.49

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Acuna, Robert	RE	Art & Design	2AM	56.44
Bersaglieri, Andrea	RE	Art & Design	6BM	67.49
Briones, Michael	RE	Music	1BM	53.29
Carroll, Don	RE	Music	6BD	69.85
Chen, Johanna	RE	Music	6BM	67.49
Cramer, Joe	RE	Ceramics	2AM	56.44
Crone, Cameron	RE	Art & Design	4AM	62.71
Da Silva, Paul	RE	Music	6BM	67.49
Dillon, Rhonda	RE	Music	6BM	67.49
Dimond, Theresa	RE	Music	6BM	67.49
Dormitorio, Mark	RE	Film	2AM	56.44
Edquist, Alicia	RE	Journalism	2AM	56.44
Emmet, Karen	RE	Photography	6BM	67.49
Flanders, Mark	RE	Photography	6BM	67.49
Ghuloum, Rema	RE	Art & Design	3AM	59.58
Gresham, Ann	RE	Music	6BB	65.20
Hallback, Allen	RE	Music	6BM	67.49
Hartl, Forrest	RE	Theatre	6BM	67.49
Higgins, Michael	RE	Music	2BM	56.44
Immel, Ralph Conrad	RE	Music	6BM	67.49
Inouye, Fang-Fang	RE	Music	6BD	69.85
Isaacs, David	RE	Music	6BM	67.49
Karshmer, Avraham	RE	Film	1BM	53.29
Kuo, Alison	RE	Art & Design	2AM	56.44
Lee, Sung Ae	RE	Music	6BD	69.85
Lock, Bradley	RE	Theatre	5AM	65.84
Low, Sheree	RE	Art & Design	6BB	65.20
Martinez, Efrain	RE	Art & Design	2AM	56.44
Piotrowski, Casey	RE	Theatre	6BB	65.20
Sanchez, Alejandro	RE	Photography	4AM	62.71
Schreiner, Gregory	RE	Music	6BM	67.49
Schweitzer, Karen	RE	Photography	3AD	61.67

* NH=New Hire, RE=Reemployed

Schwenkmeyer,Karen	RE	Music	6BM	67.49
Simmons, Jim	RE	Music	6BM	67.49
Slay, Kevin	RE	Theatre	5AM	65.84
Sneed, Holly	RE	Theatre	5AM	65.84
Stahl, Christine	RE	Theatre	6BM	67.49
Stone, Cathy	RE	Art & Design	2AM	56.44
Sudd, Emily	NH	Ceramics	1AM	53.29
Tindell, Walter Bo	RE	Theatre	1AM	53.29
Torres, Martin	RE	Music	6BM	67.49
Tran, Biddy	RE	Art & Design	2AM	56.44
Tsai, Si-Ting Tammy	RE	Music	6BM	67.49
Wahlquist, Lana	RE	Theatre	4AM	62.71
Walker, Cheryl	RE	Art & Design	2AM	56.44
Walton, Etta	RE	Theatre	6BM	67.49
Ward, David	RE	Theatre	6BM	67.49
Weiss, Tracey	RE	Ceramics	6BM	67.49
Widner, Sarah	RE	Music	1BM	53.29
Williams, Bradford	RE	Communications	6BM	67.49

III. PHYSICAL EDUCATION

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Allen, Michael	RE	Physical Education	4AM	62.71
Arnold, Charlan	RE	Physical Education	4AM	62.71
Berman, Lester	RE	Physical Education	1BM	53.29
Berney, Daniel	RE	Physical Education	6BM	67.49
Bos, Katelyn	RE	Physical Education	2AM	56.44
Brokenbough, Gerald	RE	Physical Education	6BM	67.49
Cabag, Valerie	RE	Physical Education	6AM	67.49
Cable, Brian	RE	Physical Education	6BM	67.49
Cardona, Michael	RE	Physical Education	1BM	53.29
Castro, Maria	RE	Physical Education	3AM	59.58
Chan, Judy	RE	Physical Education	6BB	65.20
Choi, Gene	RE	Physical Education	1BB	51.49
Christou, Dayna	RE	Physical Education	6BM	67.49
Cole, Pheonix	RE	Physical Education	6BM	67.49
Coliflores, Vicmar	RE	Physical Education	6BM	67.49
Fischer, Jeffrey	RE	Physical Education	4AM	62.71
Fritzler, Amythyst	RE	Physical Education	3AM	59.58
Gallo, Samantha	RE	Physical Education	3AM	59.58
Gerena, Christine	RE	Physical Education	1BM	53.29
Gonzalez, Ben	RE	Physical Education	1AB	51.49
Gonzalez, Guillermo	RE	Physical Education	1AB	51.49
Gould, Eric	RE	Physical Education	6BM	67.49
Gracia Iris, Holly	RE	Physical Education	1BM	53.29
Guadagno, Jenel	RE	Physical Education	1BB	51.49
Gumuscu, Isin	RE	Physical Education	1BB	51.49

* NH=New Hire, RE=Reemployed

Haley Peaslee, Denise	RE	Physical Education	4AM	62.71
Hammond, Jamie	RE	Physical Education	6BM	67.49
Hendrix, Jeffrey	RE	Physical Education	3AM	59.58
Hicks, Rebecca	RE	Physical Education	1AB	51.49
Johnson, Jazzi	RE	Physical Education	1AB	51.49
Jones, Morris	RE	Physical Education	1BM	53.29
Kim, Alvin	RE	Physical Education	6BM	67.49
Kraft, Kaeden	RE	Physical Education	1AB	51.49
La Curan, Jennifer	RE	Physical Education	1BM	53.29
Luna, Mercedes	RE	Physical Education	3BM	59.58
Marquez, Octavio	RE	Physical Education	2BB	54.52
Mc Whinney, Martin	RE	Physical Education	6BM	67.49
Montera, Frank	RE	Physical Education	6BM	67.49
Moore, Jonathan	RE	Physical Education	1AB	51.49
Murray, Orlin	RE	Physical Education	6BM	67.49
Myer, Glen	RE	Physical Education	6BM	67.49
Nakao, Gary	RE	Physical Education	6BM	67.49
Ortiz, Tito	RE	Physical Education	6BM	67.49
Porch, Lou	RE	Physical Education	1BM	53.29
Prindle, Donna	RE	Physical Education	6BM	67.49
Prindle, Jeanine	RE	Physical Education	6BM	67.49
Ramos, Bryan	RE	Physical Education	3AM	59.58
Rawles, Dennis	RE	Physical Education	6BB	65.20
Reyes, Jose	RE	Physical Education	1AB	51.49
Rivas, Jonahtan	RE	Physical Education	1BB	51.49
Roman, Dorcas	RE	Physical Education	2AM	56.44
Rosa, Steve	RE	Physical Education	2AM	56.44
Sweet, Beverly	RE	Physical Education	6BM	67.49
Thomas, Josh	RE	Physical Education	3AM	59.58
Velasquez-Ortega, Teresa	RE	Physical Education	6BM	67.49
Wagner, Alycia	RE	Physical Education	1BM	53.29
Waider, Petja	RE	Physical Education	6BM	67.49
Whitfield, Brent	RE	Physical Education	1AB	51.49
Wikert Hoag, Rhonda	RE	Physical Education	6BM	67.49
Zamora, Hector	RE	Physical Education	3AM	59.58

IV. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Alavian, Masoud	RE	Computer Information Systems	6BM	67.49
Barajas, Daniela	RE	Geography	2AM	56.44
Bateman, Michael	RE	Mathematics	6BM	67.49
Bell, Priscilla	RE	Chemistry	6BD	69.85
Bonakdar, Mehrdad	RE	Mathematics	5AM	65.84
Burniston, Mark	RE	Mathematics	2AM	56.44
Chamras, Sevada	RE	Chemistry	6BB	65.20
Cheung, Kwun	RE	Physics	2BM	56.44

* NH=New Hire, RE=Reemployed

Chrispens, Adriana	RE	Mathematics	2AM	56.44
Christov, Romy	RE	Geography	4AM	62.71
Chung, Phoebe	RE	Mathematics	6BM	67.49
Cocca, Stephanie	RE	Biological Sciences	3AM	59.58
Cottrell, Wayne	RE	Engineering	1BD	55.15
Dahl, Michael	RE	Chemistry	2AM	56.44
Daigle, Maurice	RE	Mathematics	6BM	67.49
Davis, Richard	RE	Computer Information Systems	6BB	65.20
Dukhovny, Olga	RE	Chemistry	6BM	67.49
El-Abyad, Abdelwahab	RE	Mathematics	6BD	69.85
Flores, Wilfredo	RE	Mathematics	6BM	67.49
Ford, Bradley	RE	Computer Information Systems	6BM	67.49
Ford, Diane	RE	Mathematics	6BM	67.49
Gillotte, Christopher	RE	Mathematics	2AM	56.44
Godwin, Susan	RE	Mathematics	6BM	67.49
Goode, Ryan	RE	Geography	4AD	64.90
Gorcik, Robert	RE	Geology	1BM	53.29
Ho, Thach	RE	Chemistry	6BM	67.49
Hohly, Margaret	RE	Computer Information Systems	6BM	67.49
Hovelsen, Chad	RE	Chemistry	2BM	56.44
Huang, Fuze	RE	Mathematics	6BD	69.85
Hugenberger, Scott	RE	Astronomy	6BD	69.85
Igolnikov, Mark	RE	Mathematics	6BM	67.49
James, Jolene	RE	Computer Information Systems	3AM	59.58
Johnpeer, Gary	RE	Earth Science	6BM	67.49
Johnson, John	RE	Mathematics	6BM	67.49
Johnson, Wayne	RE	Biological Sciences	6BM	67.49
Kennedy, Wentsworth	RE	Biological Sciences	2AD	58.41
Kuo, Yufu	RE	Biological Sciences	1BD	55.15
Lai, Karen	RE	Mathematics	2BM	56.44
Laredo, Nora	RE	Computer Information Systems	6BB	65.20
Majewski, Adam	RE	Biological Sciences	2AM	56.44
Martinez, Ivann	RE	Biological Sciences	1BD	55.15
Mastro, Edwin	RE	Biological Sciences	6BM	67.49
McElroy, Douglas	RE	Astronomy	3AD	61.67
McNulty, Susan	RE	Biological Sciences	4AD	64.90
Morales, Gilbert	RE	Biological Sciences	6BM	67.49
Morcos, Tharwat	RE	Mathematics	6BM	67.49
Murugiah, Yarlmoli	RE	Mathematics	2AM	56.44
Nance, Wesley	RE	Computer Information Systems	6BM	67.49
Negrete, Terri	RE	Computer Information Systems	6BM	67.49
Ngo, Hai	RE	Mathematics	4AM	62.71
Nguimdjou, Emmanuel	RE	Mathematics	6BM	67.49
Ninh, Joseph	RE	Mathematics	6BM	67.49
Niu, Kun	RE	Mathematics	1BM	53.29
Okbamichael, Mussie	RE	Earth Science	6BD	69.85
Ortiz, Lorena	RE	Mathematics	6BM	67.49
Pallwitz, Karla	RE	Mathematics	6BM	67.49
Palmier, Christine	RE	Biological Sciences	6BD	69.85

* NH=New Hire, RE=Reemployed

Pham, Ann	RE	Mathematics	6BM	67.49
Pham, Mai-Anh	RE	Mathematics	6BM	67.49
Phan, Henry	RE	Mathematics	6BM	67.49
Ramirez, Jorge	RE	Mathematics	2AM	56.44
Rath, Carolyn	RE	Geology	4AM	62.71
Roque, Tatiana	RE	Mathematics	6BM	67.49
Sarvi, Kayvon	RE	Mathematics	2AM	56.44
Seres, Frank	RE	Mathematics	6BM	67.49
Shimazu, Matthew	RE	Chemistry	2AM	56.44
Surfas, Lesley	RE	Geography	6BM	67.49
Takahashi, Gloria	RE	Biological Sciences	6BM	67.49
Takeuchi, Kevin	RE	Mathematics	6BM	67.49
Tamminga, Scott	RE	Biological Sciences	6BM	67.49
Taylor, Thomas	RE	Biological Sciences	6BM	67.49
Tran, Henry	RE	Computer Information Systems	4AM	62.71
Tran, Le	RE	Mathematics	6AM	67.49
Tran, Thien	RE	Mathematics	2AM	56.44
Valencia, Marie	RE	Mathematics	2AM	56.44
Vu, Nam	RE	Biological Sciences	2AM	56.44
Whitney, Donald	RE	Computer Information Systems	6BB	65.20
Woolever, James	RE	Computer Information Systems	6BM	67.49
Yi, Paul	RE	Mathematics	3AM	59.58
Yi, Sally	RE	Mathematics	5AM	65.84
Ysais, Rey	RE	Mathematics	6BM	67.49
Yu, Andy	RE	Mathematics	2AM	56.44

V. LIBRARY/LEARNING RESOURCE CENTER

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Bertea, Cynthia	RE	Success Center	3AM	59.58
Carrillo, Marco	RE	Librarian	2CM	45.44
Daugherty, Heather	RE	Librarian	2CM	45.44
DiGiovanni, Sybil	RE	Success Center	6BM	67.49
Evans, Max	RE	Success Center	6BM	67.49
Guter, Bruce	RE	Librarian	2CM	45.44
Havrilla, Lri	RE	Success Center	5AM	65.84
Koukabi, Elham	RE	Success Center	2AM	56.44
Mitchell, Valencia	RE	Librarian	4DM	48.67
Owen, Margaret	RE	Librarian	4DM	48.67
Russell, Bruce	RE	Librarian	4DM	48.67
Sampson, Lynda	RE	Librarian	4DM	48.67
Schenk, Lauren	RE	Librarian	4CM	48.67
Taibjee, Sukena	RE	Librarian	2CM	45.44
Vogel, Karen	RE	Librarian	4DM	48.67
Wallace, Mara	RE	Librarian	4CM	48.67

* NH=New Hire, RE=Reemployed

VII. STUDENT SERVICES - COUNSELING

Part-Time Instructors Name	Status*	Discipline	Salary Placement**	Rate
Toumajian, Mary Kay	RE	Learning Commun.Counseling	4DM	48.67
Aguayo, Robert	RE	Financial Aid; Counseling	4DM	48.67
Akiyama, Kevin	RE	Counseling	1DM	43.91
Alcala, Claudia	RE	CalWORKs	3CM	47.03
Alcala, Sergio	RE	CalWORKs	1DM	43.91
Algaze, Susan	RE	DSPS	4DM	48.67
Alvarado, Joanna	RE	CalWORKs	1DM	43.91
Anang, Yuhaniz	RE	Counseling	4DM	48.67
Beckham, Meri	RE	Counseling	4CD	50.38
Blod, Lisa	RE	CalWORKs	3CM	47.03
Boudreau, Debbie	RE	Counseling	4DM	48.67
Brooks, Kerry Steven	RE	Financial Aid; EOPS Counseling	3CM	47.03
Casillas, Veronica	RE	Financial Aid; EOPS Counseling	3CM	47.03
Cesena, MiaSarah	RE	Counseling	1DM	43.91
Chaney, Marcia	RE	Financial Aid	4DM	48.67
Cutkomp, Jeff	RE	Counseling	1DM	43.91
Gaines, Kenneth	RE	Financial Aid	4DM	48.67
Gambala, Mark	RE	Counseling	1DM	43.91
Gutierrez, Jose	RE	Counseling	1DM	43.91
Lehmeier, Marisa	RE	CalWORKs	3CM	47.03
Loera, Claudia	RE	Counseling	4DM	48.67
Macias, Dora	RE	International Counseling	4DM	48.67
Mahoney, Michelle	RE	Counseling Instructor	3AD	61.67
Mahoney, Michelle	RE	Counseling	3CD	48.67
Miranda, Dora	RE	Financial Aid	4CM	48.67
Miranda, Rousana	RE	Financial Aid; EOPS Counseling	4CM	48.67
Morgan, Rebecca	RE	Counseling-VRC	3CD	48.67
Munoz, Marta	RE	CalWORKs	1DM	43.91
Pizer, Janis	RE	CalWORKs	4DM	48.67
Ramirez, Yesenia	RE	CalWORKs	1DM	43.91
Segura, Aurora	RE	DSPS	4DM	48.67
Toumajian, Mary Kay	RE	Counseling	4DM	48.67
Tovar, Yajayra	RE	Financial Aid	4CM	48.67
Yang, Jack	RE	International Counseling	1DM	43.91
Young, David A.	RE	Career Services	4DD	50.38

* NH=New Hire, RE=Reemployed

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 56

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director, Human Resources/Risk
Management

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

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

FISCAL IMPACT
No fiscal impact.

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

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

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

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EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Blandford, Amy	Child Development Center	CDC Lead Teacher	7/5/2016
2)	Cardenas, Natalie	Child Development Center	CDC Instructional Associate	7/5/2016
3)	Contreras, Gilbert	Student Services	Dean of Student Services	6/30/2016
4)	Cortez, Jose	Operations/Custodial	Custodian	7/30/2016
5)	Navarro, Joseph	Adult Education	Program Facilitator	6/30/2016
6)	Ocean, Brisa	Child Development Center	CDC Instructional Associate	7/5/2016
7)	Pakula, Jennifer	Business, Humanities, Social Sciences/Economics	Instructor	8/15/2016
8)	Pintado, Crystal	Child Development Center	CDC Instructional Associate	7/5/2016
9)	Pirtle, Dianne	Business, Humanities, Social Sciences/Sociology	Assistant Professor	6/1/2016 (Revised Date)
10)	Ramirez, Emma	Child Development Center	CDC Instructional Associate	7/5/2016
11)	Serafin, Kimberly	Child Development Center	CDC Instructional Associate	6/30/2016

Presented to the Board of Trustees: July 20, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 61

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Request for Unpaid Leave of Absence: Dr. David Betancourt, Professor (Music Department)

ACTION
It is recommended that the Board of Trustees approve Dr. David Betancourt's request for a 100% unpaid leave of absence due to personal reasons for the period of September 12, through September 30, 2016.

FISCAL IMPACT
Replacement cost may or may not have a financial impact depending on substitute's salary rate.

REPORT SUMMARY
According to the provisions of Article 21 of the Cerritos College Faculty Federation, Local 6215, Collective Bargaining Agreement, a full-time faculty unit member may request an unpaid leave of absence for personal reasons. Requests for unpaid leave of absence for more than five days but less than one calendar year must be placed on the Board agenda for consideration of approval by the Board of Trustees. Dr. Betancourt submitted a request for an unpaid leave of absence due to personal reasons for the period of September 12, 2016 through September 30, 2016. The immediate supervisor, Dr. Gary Pritchard, Instructional Dean of Fine Arts/Communications, and Mr. Rick Miranda, Acting Vice President of Academic Affairs, reviewed and recommended approval of Dr. Betancourt's unpaid leave request.

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: **July 20, 2016**
Agenda Item No. 62

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Request for Unpaid Leave of Absence: Ms. Pamela Lewandowski, Assistant Professor (Mathematics Department)

ACTION
It is recommended that the Board of Trustees approve Ms. Pamela Lewandowski's request for a 100% unpaid leave of absence from November 5, 2016 through December 16, 2016. Ms. Lewandowski is eligible and will be on child bonding leave from August 15, 2016 through November 4, 2016. This unpaid leave request is to extend her absence through the end of the fall 2016 semester.

FISCAL IMPACT
Replacement cost may or may not have a financial impact depending on substitute's salary rate.

REPORT SUMMARY
The California Family Rights Act (CFRA) provides up to 12 weeks of unpaid, job/benefits-protected leave to eligible employees to bond with a newborn. Ms. Lewandowski is eligible and entitled to child bonding leave from August 15, 2016 through November 4, 2016. Ms. Lewandowski is requesting an unpaid leave of absence right after exhaustion of her CFRA leave to continue to be off through the end of the fall 2016 semester.

According to the provisions of Article 21 of the Cerritos College Faculty Federation, Local 6215, Collective Bargaining Agreement, a full-time faculty unit member may request an unpaid leave of absence for personal reasons. Requests for unpaid leave of absence for more than five days but less than one calendar year must be placed on the Board agenda for consideration of approval by the Board of Trustees. Ms. Lewandowski is requesting an unpaid leave right after exhaustion of her CFRA leave from November 5, 2016 through December 16, 2016. The immediate supervisor, Ms. Connie Boardman, Instructional Dean of Science, Engineering, Mathematics, and Mr. Rick Miranda, Acting Vice President of Academic Affairs, reviewed and recommended approval of Ms. Lewandowski's unpaid leave request.

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: **July 20, 2016**
Agenda Item No. 63

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of
Human Resources

SUBJECT: Consideration of Approval of the Reorganization of the Child Development Center, new Salary Schedule, and new Child Development Center Job Descriptions

ACTION
It is recommended that the Board of Trustees approve the reorganization of the Child Development Center, new Salary Schedule and new Child Development Center job descriptions, effective August 15, 2016.

FISCAL IMPACT
There will be no financial effect on the General Fund. This is budgeted through the following funding:

- State Department of Education Funding Contracts
- LAUP QRIS Contract
- Parent Fees
- Student Equity Funds
- Child Care and Adult Food Program – CACFP

The annual operating costs for the 2016-2017 fiscal year are projected to be $1,339,108.00.

REPORT SUMMARY
Due to new requirements, regulations, funding, and evening care service, a reorganization of the Child Development Center program is necessary. The proposed reorganization and new job descriptions will allow for the proper restructuring necessary to adhere to the new laws governing quality, staff requirements, licensing, and the new health requirements for staff and evening care.

The reorganization and new job descriptions are required in order to meet the new state mandates. This reorganization will:

- Create a full-time Early Childhood Education (ECE) Program Specialist classification to engage with Center staff to support curriculum, the monitoring of QRIS requirements, and support the linkage between the instructional components of the Child Development Center and the Child Development Instruction Program. Considering the advanced skills required of the ECE Program Specialist, this position will serve as the designated person in charge in the Center Director's absence, as required by Title 22 Regulations and as a substitute teacher as necessary;

- Create a part-time Outdoor Classroom Coordinator classification to maintain and support teachers, students, and food service staff in utilizing the outdoor gardens and collaborate curriculum for the

outdoor classroom, be a resource for teachers as they plan and implement cross-curricular lessons; and serve as a substitute teacher as necessary;

- Eliminate the two full-time Lead Teacher positions and the part-time and full-time Instructional Associate positions;

- Employ two full-time Child Development Center teachers in each classroom and two part-time Child Development Center teachers in each classroom area, one in the morning and one in the afternoon to meet staffing rations. Create new job descriptions to adhere to the requirements of QRIS and align with the Child Development Department Technical Standards of knowledge and abilities, as well as the Child Development Permit Matrix;

- Reclassify the part-time teacher and create a classification to align with the job responsibilities and duties to be performed as the Art Studio Teacher/Atelierista. This position will also serve as a substitute teacher as necessary;

- Create a full-time Early Childhood Education (ECE) Office Specialist classification in place of the currant vacant Intermediate Clerk position. This classification's job responsibilities will be to focus on the required reports, mandated by the various funding sources, enrollment of families, maintain records, and serving the office for part of the evening program;

- Create a full-time Food Service Worker classification to assist the Food Service Specialist in the afternoon hours and then be available to provide dinner or snack service for the evening care program;

- Create a part-time Evening Lead Teacher classification to oversee and supervise children in the evening care drop-in program as required by Title 22 Regulations.

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

ATTACHMENT(S)
New Child Development Center Salary Schedule, Effective August 5, 2016.
New Child Development Center Job Descriptions.
Child Development Center 2016-2017 Salary and Fringe Benefits Estimate

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Atelierista/Art Studio Teacher

DATE APPROVED:

GRADE: 2

DEFINITION

Under general supervision of the Director, Child Development Center, this position assumes responsibility in addition to the role of teacher, the Atelierista/Art Teacher promotes the role of fine art as an integral and vital component of an exemplary inspired Reggio Emilia education. Will support and guide the teachers in supporting children's creativity and learning through the various one hundred languages of children, such as clay, wire, paint, dance, music, etc.; working with children alongside staff in rooms and specifically in the Atelier, to provide experiences and provocations for the children and to observe and document the learning process in detail.

The person in this position is fully aware of the operating procedures and policies of the Child Development Center and are expected to perform duties with minimal direction.

EXAMPLES OF DUTIES

1. Plan, prepare, and implement experiences in support of the curriculum according to the specific age and development of each individual child; support the teachers plan of possibilities that outlines the child's interest and learning activities.

2. Co-teach with the classroom teachers to develop lessons that support classroom teaching in a range of curriculum areas (science, mathematics, world language, history, language arts, etc.).

3. Coordinate the arts curriculum with Music, Theatre, Art, and Woodworking; collaborate with departments on campus to provide resources and guest artist.

4. Responsible for the operation of the outdoor Atelier/Art Studio working directly with children and ensuring that there is a broad range of creative experiences available for the children at all times.

5. Provide a stimulating environment for children and staff to work on long-term projects and provide a wide range of "intelligent" materials giving children the opportunity to express themselves through as many "languages" as possible.

6. Develop staff awareness of working with children to encourage their learning through creative expression, individually and as part of a group.

7. Develop staff understanding of the documentation process; provide training for other staff and monitoring their progress on an ongoing basis.

8. Work with children on creative experiences using a wide variety of media to encourage ideas, exploration, and questions.

9. Teach new skills to staff and children; Help children express themselves in as many ways possible.

10. Collaborate with staff to interpret children's work.

11. Introduce materials into the classroom Atelier and provide training on how to use them.

12. In conjunction with consultants provide in-house training on the Reggio approach about how to provide creative experiences.

13. Produce along with the CDC Program Specialist and the Director, Child Development Center, displays, documentation, booklets and videos on projects, and learning experiences for the annual event “Children’s Voices”.

14. Create an aesthetic environment in the outdoor Atelier and influences the aesthetic environment in the classroom.

15. Collect images, books, interesting objects, intelligent materials for the outdoor and classroom Ateliers.

16. Ensure your own continued professional development, with support as required.

17. Observe and document each individual child’s growth and development on a continuous basis; document each child’s growth and development through pictures, anecdotal notes, and sample work.

18. Maintain complete attendance reports; monitors, oversee practicum student’s sign-in and sign-out sheets, and mentor practicum student experiences with children.

19. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in the field of early childhood education; incorporate new developments as appropriate.

20. Participate in monthly staff meetings and weekly documentation meetings; act as a member of a team during any Child Development Department or Center special event.

21. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience - *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Option 1: 24 units of Early Childhood Education/Child Development (including core courses) and 16 general education units or 24 units of ECE/D (including core courses) and 16 general education units and 6 specialized units and 2 units of adult supervision or an Associate’s degree or 60 units with 24 units of ECE/CD units (including core courses) and 3 units of ECE Administration.

Option 2: Bachelor of Arts/Science in Fine Arts, or related field and 12 units in ECE/CD, plus 3 units supervised field experience in ECE/CD setting.

Experience:

Three years experience working in a licensed child development program as a teacher of infants or preschool age children and a minimum of two years experience working in a child development program inspired by the Reggio Emilia Approach.

License or Certificate:

Possession of a Child Development Master Teacher Permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Health Requirements:

TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Concepts in early childhood education;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Philosophy;
- Basic child psychology and development;
- Principles and practices of curriculum planning in art; such as drawing, clay, wire, and painting;
- Age appropriate methods and techniques of constructivist instruction;
- Methods and strategies of the project and emergent curriculum approach;
- Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically;
- Socialization techniques;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions, and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Child development assessment techniques;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Principles and procedures of record keeping;
- Federal, state and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;
- Basic principles of report preparation.

Ability to:

- Plan, prepare, and implement daily, weekly, and monthly curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement instructional and recreational activities according to the needs of the children and Child Development Center policy;
- Instruct and supervise children of various ages involved in Child Development Center activities;
- Develop and maintain effective relationships with preschool aged children, practicum students, parents, and staff;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Observe, evaluate, and record child development;
- Recognize and define any potential behavioral and learning problems of children;
- Apply appropriate conflict resolution strategies for children;
- Maintain records and prepare reports;
- Serve as a mentor teacher to students enrolled in the Early Childhood Development program;

- Demonstrate an awareness and appreciation of the cultural diversity of the community;
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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Cerritos Community College District

Child Development Center Salary Schedule

Effective August 15, 2016

Grade	Step 1		Step 2		Step 3		Step 4		Step 5	
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
1	5,720	33.00	5,995	34.59	6,275	36.20	6,500	37.50	6,775	39.09
2	4,250	24.52	4,450	25.67	4,655	26.86	4,870	28.10	5,100	29.42
3	3,550	20.48	3,720	21.46	3,890	22.44	4,075	23.51	4,265	24.61
4	2,550	14.71	2,675	15.43	2,790	16.10	2,920	16.85	3,070	17.71
5	2,295	13.24	2,395	13.82	2,515	14.51	2,650	15.29	2,755	15.89

Longevity Steps

Grade	Step L1		Step L2		Step L3		Step L4		Step L5	
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
01L	7,150	41.25	7,494	43.23	7,844	45.25	8,125	46.88	8,469	48.86
02L	5,350	30.87	5,620	32.42	5,900	34.04	6,200	35.77	6,510	37.56
03L	4,475	25.82	4,695	27.09	4,930	28.44	5,180	29.88	5,440	31.38
04L	3,210	18.52	3,270	18.87	3,540	20.42	3,715	21.43	3,900	22.50
05L	2,890	16.48	3,030	17.48	3,190	18.40	3,350	19.33	3,515	20.28

Child Development Center Classifications and Salary Grade Placement

Job Class Code	Job Classification	Grade
003381	Child Development Program Specialist	1
003382	Outdoor Classroom Coordinator	1
002047	Child Development Center Evening Supervisor – Lead Teacher	2
002046	Art Studio (Atelierista) Teach	2
002044	Child Development Center Teacher	3
003380	Child Development Center Office Specialist	4
003237	Child Development Center Food Service Specialist	5

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center
Food Service Specialist

DATE APPROVED:

GRADE: 5

DEFINITION

Under general supervision of the Center Director, this position performs a variety of duties related to the food service operations of the Child Development Center including menu preparation, food delivery, and kitchen clean-up. Oversees staff assisting with food service.

EXAMPLES OF DUTIES

1. Prepare, cook, and/or direct preparation of food served using established Child Care and Adult Food Program (CACFP) production procedures and systems.
2. Determine amount and type of food and supplies required using the CACFP Meal Pattern for Older Children Guidelines.
3. Ensure availability of supplies and food or approved substitutions in adequate time for preparation.
4. Comply with established sanitation standards, personal hygiene, and health standards. Observe proper food preparation and handling techniques.
5. Store food properly and safely, marking the date and item.
6. Correctly prepare all food served following standard recipes from the Food Buying guide and any special diet orders.
7. Apportion food for serving to the children based on the required portions given by the CACFP Meal Pattern for Older Children Guidelines.
8. Maintain daily production records.
9. Keep work area neat and clean at all times; clean and maintain equipment used in food preparation.
10. Conduct food temperature check before food service.
11. Perform related duties as required.

EMPLOYMENT STANDARDS

Education and Experience - *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Completion of the twelfth grade or the equivalent.

Experience:

One year of experience in food preparation and/or food service.

License or Certificate:

Possession of, or ability to obtain, valid Food Handlers permit. Possession of an appropriate, valid driver's license and driving record which meets District standards.

Health Requirements:

TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operations, services, and activities of a CACFP food service program;
- Meal production planning principles and practices;
- Methods of assembling, preparing, and serving foods in large quantities;
- Standard kitchen utensils, equipment, and appliances;
- Occupational hazards and standard safety practices;
- Principles and procedures of record keeping and filing;
- Principles of basic report preparation;
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Basic bookkeeping and inventory control.

Ability to:

- Perform a variety of tasks involved in the efficient operation of the Child Development Center food service program including food preparation, food delivery, and kitchen clean-up services and activities;
- Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures;
- Read, write, and calculate recipes;
- Operate and clean food service utensils and equipment in a safe and efficient manner;
- Inventory and order products;
- Plan and organize work to meet changing priorities and deadlines;
- Work effectively under rush conditions;
- Assemble, prepare, and serve a variety of food items in large quantities in a sanitary manner;
- Perform routine arithmetical calculations;
- Meet the physical requirements necessary to safely and effectively perform the assigned duties;
- Perform light manual work;
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a kitchen or cafeteria setting; exposure to sharp knives and slicers and other food service equipment and machinery; exposure to heat and hot surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in a kitchen or cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Office Specialist **DATE APPROVED:**

GRADE: 4

DEFINITION

Under the direction of the Director, Child Development Center, maintain responsibility for enrollment operations of the office of the Child Development Center; perform responsible and specialized secretarial and clerical support and administrative assistance duties necessary to operate the Child Development Center in the absence of the Center Director.

The person in this position is fully aware of the operating procedures and policies of the Child Development Center, and State Department of Education funding requirements; is expected to perform duties with minimal direction.

EXAMPLES OF DUTIES

1. Coordinate Child Development Center operations by providing administrative assistance in researching technical subjects, compiling reports and provide accurate and timely information as requested; interpret and explain applicable legislation, education code pertaining to child development contracts, policies and procedures to program staff and others according to the established guidelines.

2. Collaborate with the Center Director to update and maintain the Parent Handbook and any policy and procedures for families enrolled at the Center.

3. Provide information concerning program activities, special events, policies and procedures; establish and maintain positive staff and public relations; insure appropriate liaison with related community agencies.

4. Prioritize and organize work load to perform duties in the most timely and efficient manner; arrange and schedule a variety of meetings and conferences; establish and maintain filing systems.

5. Assist Center Director with special projects and events, including campus and community activities, as required; represent Center Director at District, community, regional and state functions as requested.

6. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; revise schedules, reports, records, and other information as necessary; use computer systems to prepare reports, correspondence or records using a high degree of independent judgment.

7. Communicate with District personnel and outside sources to resolve problems, schedule meetings, provide or receive information, and maintain the confidentiality of sensitive information.

8. Maintain billing and receiving system of Child Development Center as required; prepare and send statements to participating families using the established account system called

Pro Care Office Solutions; review accounts and follow up on discrepancies; implement established procedures to assure payments are made in a timely manner.

9. Keep abreast of updated information regarding government funding terms and conditions for General Child Care and the California State Preschool program contracts.

10. The ability to assist in a classroom setting when a teacher is absent and or, providing for breaks and lunches when requested by the Center Director.

11. Maintain files for all children enrolled; and maintain a waiting list for all potential enrollment.

12. Assist the Center Director and preschool staff in complying with state and local government licensing standards and regulations.

13. Post payments against receivables and/or record other program related revenues to family ledger accounts.

14. Prepare payments received worksheet and submit to the Center Director on a monthly basis.

15. Maintain the Pro Care database of accounting ledgers for all families.

16. Generate attendance lists for all class groups and special programs.

17. Collaborate with the Center Director in organizing the enrollment registration process for all the preschool programs, including preparing all necessary forms and information for parents.

18. Communicating effectively and respectfully with the Center Director, teachers, preschool staff, and parents.

19. Maintain confidentiality of the Child Development Center records, including children and family information and any administrative information.

20. Participate in professional development training as it relates to job responsibilities in the areas of computer knowledge, software, and any State Department of Education trainings related to our funding contracts.

21. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience - *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's Degree in Child Development or a related field, including a 3 unit business class related to Management Information Systems. Be highly proficient with Microsoft Office Suite (Word, Excel, Outlook, etc.) and all preschool office equipment and technology.

Experience:

Two years experience working as a teacher assistant, teacher, or office clerk in a licensed child care program serving infants, toddlers, preschoolers or school age children.

License or Certificate:

Possession of a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Health Requirements:

TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organization, policies, and rules of assigned program;
- District organization, operations, policies and objectives;
- Modern office practices, procedures and equipment including advanced operations and techniques of word processing, and computer programs;
- Research methods, report writing, and record-keeping techniques;
- Oral and written communication skills;
- Applicable sections of State Education Code, Title 5 and Title 22 regulations, and other applicable laws and regulations;
- A declared passion for children and a willingness to help provide quality early learning experiences for young children to promote their overall developmental wellbeing;
- Active listening skills;
- Relationship management skills - ability to communicate effectively with various constituencies associated with the Center;
- Team player - able to work effectively and harmoniously with all constituencies associated with the Center;
- Creative problem solving - able to look creatively at problems and opportunities with a fresh perspective and suggest paths to success for the Center;
- Interpersonal communication skills - clarifying concerns, managing differences, giving balanced feedback, and dealing effectively with conflict;
- Organizational skills – demonstrates ability to set priorities, focus on the most important, and multi-task when needed;
- Time management skills - set a project schedule, meet all project/program deadlines;
- Computer proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.);
- Physical ability – able to lift up to 45 lbs.

Ability to:

- Assist Center Director with full range of activities which may include state, community or District committees, special events or projects, and community and campus cultural activities;
- Learn, understand, and apply the terminology, technical subject matter, objectives, goals, and precedent of the Child Development Center operation;
- Communicate effectively with students, staff, faculty, administrators, parents, community members, and state representatives, both orally and in writing;
- Learn to interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action;
- Operate a variety of office equipment including word processor, typewriter and computer terminals; use a variety of computer software to perform complex reporting, secretarial and data entry tasks;
- Understand and follow oral and written directions; meet schedules and timelines;

- Establish and maintain cooperative and effective working relationships with others;
- Plan and organize work with constant interruptions; train and provide work direction to others;
- Maintain records and prepare reports; make arithmetic calculations quickly and accurately;
- Work independently and confidentially with discretion.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Outdoor Classroom Coordinator

DATE APPROVED:

GRADE: 1

DEFINITION

Under general supervision from the Center Director, the Outdoor Classroom Coordinator is a position that supports the Child Development Center teachers, practicum students, interns, volunteers, and food service staff in planning outdoor curriculum and executing provocations carefully to provide meaningful experiences. Responsible for the development and maintenance of the children's garden, be a resource for teachers as they plan and implement cross-curricular lessons in the outdoor classroom, and assist in scaffolding children's learning through the use of the materials in the outdoor classroom environment. Using the pedagogy of constructivism and the principles of the Reggio Emilia Approach will assist the teachers in their planning for short and long term projects for assigned groups of children ages 2 to 5 years.

EXAMPLES OF DUTIES

1. Plan, collaborate, prepare, and monitor outdoor classroom curriculum according to the specific age and development of each individual child; assist teachers in preparing daily lesson plans using the designated "Plan of Possibilities Form" that outlines the child's interest and learning experiences, goals, and the Desired Results Developmental Profile (DRDP) Measures and Domains.

2. Arrange in collaboration with other staff members to create outdoor provocations that are inviting, attractive, organized, functional, healthy, and safe in line with Reggio-Inspired principles and practices.

3. Modify the outdoor classroom environment, in order to meet the needs of individual children with concern for their interests, and long term projects. Will collaboratively discuss those modifications with the other staff members and maintain final approval from the Center Director.

4. Develop and maintain the gardens and outdoor learning areas with children and teachers, including use of organic practices for the development of new crop beds as needed, soil preparation, crop planning for classroom and food service needs, planting, tending, and harvesting.

5. Meet weekly with teachers to develop lessons that support classroom teaching in a range of areas suggested by the Desired Results Developmental Profile (DRDP) Measures and Domains.

6. Collaborate with Food Service Specialist and staff to ensure all food production and preparation is safe and in compliance with all food safety regulations.

7. Identify ways to incorporate garden produce into the menus; provide assistance and training for staff, or coordinate trainings for the outdoor classroom and food safety for staff.

8. Meet monthly to collaborate with the ECE Program Specialist to create on-going documentation to make the children's learning and thinking visible in the classroom; create a documentation notebook as a resource for practicum students, interns, volunteers, and parents.

9. Establish a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; assist with performing, but not limited to, putting materials and supplies away in the outdoor classroom.

10. Take the lead and coordinate the special events with the Center Director and the Atelierista for the "Harvest Festival", "A Snowy Day", "Week of the Young Child" and "Literacy Day"; implement an Earth Day Center event with the college campus.

11. Promote conservation practices; including preparing and distributing newsletters, articles, and informative brochures, assist the Center Director with developing displays and exhibits.

12. Participate in bi-monthly staff meetings with the Center Director. Lead daily group documentation/co-inquiry meetings in collaboration with the ECE Program Specialist; act as member of a team, available on occasion for night and weekend events, meetings or gatherings for any Child Development Department or any Center program events, roundtables, and meetings.

13. Submit requests for instructional supplies to the Atelierista; keep an inventory of instructional supplies for the use of the Outdoor classroom; store additional items for future use in an organized manner.

14. Provide coaching and mentoring to practicum students, student workers, short-term temporary employees, parents, and volunteers assigned to the Center. Assist the Center Director and ECE Program Specialist in conducting training for other teachers, students and volunteers; available to conduct and plan roundtable discussions with students and the community at large.

15. Assist the Center Director in preparing Outdoor Classroom recertification and grant proposals for the outdoor classroom.

16. Attend and participate in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments.

17. Complete the required 21 clock hours of continuing professional development every year.

18. Performs related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:
Bachelor's Degree in Education, Early Childhood Education, Child Development, Health Science, or related and equivalent field with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/Child Development setting.

Experience:
Minimum of 3 years of experience as a teacher working with children of preschool or school-age years.

License or Certificate (at employee's own expense):
Eligible to obtain a Child Development Teacher Permit or above, issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. and First Aid Certificate. Once employed, must obtain an Outdoor Specialist Certification offered through the Outdoor Classroom Project.

Health Requirements:
TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Concepts in early childhood education;
- Principles and applications of science theories and gardening;
- Principles and applications of the Reggio Emilia Approach and constructivism;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Methods and techniques of instructional program development;
- Setting up provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential;
- Socialization techniques;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording keeping;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;
- Work organization principles and practices;
- Principles of supervision and training.

Cognitive Abilities:
- Plan an intentional curriculum based on developmentally appropriate practices;
- Exhibit critical thinking skills to respond to unexpected events and to solve problems efficiently;
- Integrate appropriate assessment techniques to evaluate children's progress and use data to plan effective and meaningful activities;
- Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe judgments and decisions that promote positive learning outcomes and professional behavior;
- Awareness of, and the ability to work with, diverse learners;
- Reflect on own practice and seek opportunities for professional growth;
- Function effectively under stress and time constraints;
- Follow policies and procedures required by employers and academic settings;
- Respond appropriately to emergencies.

Communication Abilities:
- Speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, children, and families;
- Adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse children, families, and colleagues;
- Provide accurate verbal and non-verbal models of the English language;
- Demonstrate communication abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form;
- Demonstrate body language exhibiting a disposition commiserate with working with linguistically diverse children and families.

Interpersonal/Intrapersonal Skills and Behavior Abilities:

- Demonstrate emotional stability to cultivate and maintain positive relationships with children and adults;
- Demonstrate emotional and psychological stability sufficient to function under stress and to adapt to ever-changing situations;
- Awareness of others' reactions and understanding of why they react the way they do;
- Able to identify the nature of problems and conflicts;
- Identify and practice problem-solving processes to deal with challenging behaviors and emergencies;
- Behave in a professional manner and follow the NAEYC code of ethics;
- Show evidence of cross-cultural competence;
- Compliance with HIPAA Regulations.

Visual Ability:

- Demonstrate visual acuity sufficient for the observing, monitoring, and assessing of children's safety, learning, and development;
- Arrange safe and effective environments that facilitate the easy supervision and care of all children in the environment;
- Visually discriminate by color, shape, and size;
- Demonstrate vision acuity sufficient for safe child care, including: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Auditory Ability:

- Sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies.

Tactile Ability:

- Tactile ability sufficient for physical assessment and intervention.

Olfactory Ability:

- Olfactory ability sufficient to detect unusual odors/smells in the environment and on individual children.

Strength and Mobility:

- Strength and mobility sufficient to supervise and meet the needs of young children;
- Energy and vitality to interact with young children and to help them accomplish their tasks;
- Strength and mobility abilities required to manipulate and utilize equipment, materials and supplies in the classroom, staff room, and front office.

Motor Skills:

- Gross and fine motor abilities sufficient for providing safe and effective environments and responding to unexpected situations in a timely manner;
- Physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).

Physical Endurance:

- Sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks; for the care and education of young children;
- Attend and participate in workshops, trainings, small and large group discussions, group activities and experiences, projects, and observations of children in the outdoor and indoor classroom.

Environmental Tolerance:

- Function in a healthy and safe manner, in an inclusive classroom environment (a classroom that includes children with special needs);
- Ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, congested workplace, and bodily fluids;
- Awareness that the classroom environment may contain latex and other allergens, including but not limited to chemical and mundane; tolerance of such allergens in the work place must also be demonstrated.

Ability to:

- Plan, prepare, and implement daily, weekly, and monthly emergent curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement developmentally appropriate practices according to the needs of the children and Center policy;
- Instruct and supervise children of various ages involved in Child Development Center activities;
- Develop and maintain effective relationships with children, students, parents, and staff;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Maintain records and prepare reports;
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Lead, organize, and review the work of other adults;
- Interpret, explain, and enforce Center policies and procedures;
- Apply and ensure adherence to pertinent rules and regulations governing the operation of a child development center.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center and the outdoor classroom; exposure to communicable diseases; subject to noise from children and small equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Program Specialist **DATE APPROVED:**

GRADE: 1

DEFINITION

Under the direction of the Director, Child Development Center, assist in the supervision of Reggio Emilia inspired classroom instruction and collaborate with the Center Director in the designing of the classrooms; coordinate program services, and conduct training to all staff in the Child Development Center Laboratory School serving children ages 2-5 in the principles and practices of the Reggio Emilia Approach. Provide curriculum resources to teachers, the evening lead teacher, practicum students, student interns, student workers, parents, volunteers, and community members; assist in the implementation of documentation in the classrooms and creating documentation panels.

This position supports the linkage between the instructional components of the Child Development Center and the Child Development Program. Assist the Director, Child Development Center with the administration components to ensure that Title 5 and Title 22 Regulations are followed; QRIS standards are maintained and assumes responsibility for the Center in the absence of the Director.

EXAMPLES OF DUTIES

1. Assist in the supervision of teachers, practicum students, interns, and observers to ensure the program adheres to the adopted pedagogy of constructivism inspired by the Reggio Emilia Approach.

2. Conduct training and provide mentorship based on constructivism and the Reggio Emilia Approach.

3. Serve as a role model, demonstrating developmentally appropriate methods to use with young children for teachers, practicum students, interns, observers, student workers, and other college student participants; serves as a resource.

4. Work collaboratively with Center staff concerning work assignments, scheduling, substitutions, long and short term projects, curriculum design and implementation, home/school events and communications and solutions to various Center concerns, and make decisions in these areas.

5. Monitor compliance with and coordinate the implementation of all aspects of licensing regulations (both Title 5 and Title 22) pertaining to the daily operational needs of Center children, families, staff, and students.

6. Assist in the planning, design and implementation of developmentally appropriate learning environments and a daily schedule of provocations for young children that include attention to emotional development and multicultural experiences.

7. Assist in the design, preparation, implementation, and evaluation of classroom and instructional materials appropriate for learning activities of both young children and their families.

8. Monitor the written assessment and evaluation of children's growth and development, as well as the planning and scheduling of parent-teacher conferences with teachers and home/school communication.

9. Monitor the assessment of parent concerns and assist with parent orientations to ensure effective understanding of and involvement in Center policies and procedures; assist in ongoing parent education events and experiences.

10. Assist in planning and delivering a developmentally appropriate professional development model; promote reflective practices and provide daily onsite instructional support with teachers written "Daily Reflections".

11. Model successful early childhood teaching strategies and techniques using the CLASS tool as a guide to help teachers with quality child to teacher interactions.

12. Conduct Classroom Assessment Scoring Systems (CLASS) and/or Environmental Rating Scale Assessments (ERSA) and analyze results with the Center Director to create and implement action plans for individualized program goals.

13. Promote safety standards; assess and evaluate children's developmental needs; refer children for further evaluation as needed; assist with identifying appropriate interventions.

14. Assist in the development and implementation of program goals, collaborates with the teachers to conduct co-inquiry meetings.

15. Create documentation for the classrooms with the teachers; assist the Center Director with creating documentation panels; take the lead for the 'Children's Voices Exhibit" on the college campus.

16. Meet weekly with teachers to create on-going documentation panels to make the children's learning and thinking visible in the classroom; assist teacher with photographs of children's engagement and learning and assist in maintaining documentation notebooks to be displayed in the areas of each learning center.

17. Participate in weekly staff meetings with the Center Director. Participate in the daily group documentation/co-inquiry meetings in collaboration with teachers; act as a member of a team, available on occasion for night and weekend events, meetings or gatherings for any Child Development Department or any Center program events, or roundtable meetings.

18. Provide coaching and mentoring to practicum students, student workers, short-term employees, parents, and volunteers assigned to the Center; organize and plan roundtable discussions with students and the community at large.

19. Serve as a liaison to the Child Development Center and conduct tours for the Child Development Program and the community at large.

20. Attend and participate in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; communicate to the Center Director any new developments.

21. Perform related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Master's Degree in Child Development, Early Childhood Education, Human Development, Education Social Work, or a field related to the knowledge and abilities required.

Desirable Qualifications:

Training or teaching in an ECE/CD campus laboratory school setting. Verification of Specialized trainings related to the inspired Reggio Emilia Approach; and/or emergent learning or the constructivist pedagogy.

Experience:

Minimum five years of experience designing, coordinating, and overseeing the implementation of child development programming for preschool children ages 2-5 years. Minimum of one year of experience working in a Reggio-Inspired program or, a constructivist or emergent pedagogy.

License or Certificate (at employee's own expense):

Possession of or eligible to obtain a Site Supervisor permit or Program Director permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. and First Aid Certificate. Possession of a Child Abuse Reporter Certificate of Training.

Health Requirements:

TB Clearance, record of flu shots, and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Concepts in early childhood education;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Approach;
- Specialized current instructional strategies. Methods and techniques of instructional program development;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Appropriate provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential
- Socialization techniques;
- Assessment tools - DRDP, ECER′s Revised, CLASS, and Ages and Stages;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Principles and procedures of record keeping;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;

- Operations, services, and activities of a child development center;
- Basic early childhood center management principles and practices;
- Work organization principles and practices;
- Principles of supervision and training;
- Effectively work in a team environment; provide quality customer service.

Cognitive Abilities:

- Plan an intentional curriculum based on developmentally appropriate practices;
- Exhibit critical thinking skills to respond to unexpected events and to solve problems efficiently;
- Integrate appropriate assessment techniques to evaluate children's progress and use data to plan effective and meaningful activities;
- Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe judgments and decisions that promote positive learning outcomes and professional behavior;
- Awareness of, and the ability to work with, diverse learners;
- Reflect on own practice and seek opportunities for professional growth;
- Function effectively under stress and time constraints;
- Follow policies and procedures required by employers and academic settings;
- Respond appropriately to emergencies.

Communication Abilities:

- Speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, children, and families;
- Adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse children, families, and colleagues;
- Provide accurate verbal and non-verbal models of the English language;
- Demonstrate communication abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form;
- Demonstrate body language exhibiting a disposition commiserate with working with linguistically diverse children and families.

Interpersonal/Intrapersonal Skills and Behavior Abilities:

- Demonstrate emotional stability to cultivate and maintain positive relationships with children and adults;
- Demonstrate emotional and psychological stability sufficient to function under stress and to adapt to ever-changing situations;
- Awareness of others' reactions and understanding of why they react the way they do;
- Able to identify the nature of problems and conflicts;
- Identify and practice problem-solving processes to deal with challenging behaviors and emergencies;
- Behave in a professional manner and follow the NAEYC code of ethics;
- Show evidence of cross-cultural competence;
- Compliance with HIPAA Regulations.

Visual Ability:

- Demonstrate visual acuity sufficient for the observing, monitoring, and assessing of children's safety, learning, and development;
- Arrange safe and effective environments that facilitate the easy supervision and care of all children in the environment;
- Visually discriminate by color, shape, and size;
- Demonstrate vision acuity sufficient for safe child care, including: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus;
- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Auditory Ability:
- Sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies;
- Hear in the normal audio range with or without correction.

Tactile Ability:
- Tactile ability sufficient for physical assessment and intervention.

Olfactory Ability:
- Olfactory ability sufficient to detect unusual odors/smells in the environment and on individual children.

Strength and Mobility:
- Strength and mobility sufficient to supervise and meet the needs of young children;
- Energy and vitality to interact with young children and to help them accomplish their tasks;
- Strength and mobility abilities required to manipulate and utilize equipment, materials, and supplies in the classroom, staff room, and front office.

Motor Skills:
- Gross and fine motor abilities sufficient for providing safe and effective environments and responding to unexpected situations in a timely manner;
- Physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).

Physical Endurance:
- Sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks; for the care and education of young children;
- Attend and participate in workshops, trainings, small and large group discussions, group activities and experiences, projects, and observations of children in the outdoor and indoor classroom.

Environmental Tolerance:
- Function in a healthy and safe manner, in an inclusive classroom environment (a classroom that includes children with special needs);
- Ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, congested workplace, and bodily fluids;
- Awareness that the classroom environment may contain latex and other allergens, including but not limited to chemical and mundane; tolerance of such allergens in the work place must also be demonstrated.

Ability to:
- Plan, prepare, and implement daily, weekly, and monthly emergent curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement developmentally appropriate practices according to the needs of the children and Center policy;
- Develop and maintain effective relationships with preschool and, students, parents, and staff;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Observe, evaluate, and record child development;
- Recognize and define present and potential behavioral and learning problems of children;
- Apply appropriate disciplinary action;
- Maintain records and prepare reports;

- Serve as a mentor teacher to students enrolled in the Early Childhood Development program;
- Demonstrate an awareness and appreciation of the cultural diversity of the community;
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Lead, organize, and review the work of other adults;
- Interpret, explain, and enforce Center policies and procedures;
- Apply and ensure adherence to pertinent rules and regulations governing the operation of a child development center.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Teacher **DATE APPROVED:**

GRADE: 3

DEFINITION

Under general supervision from the Center Director, will be responsible for planning, observing, and listening carefully to children to provide meaningful experiences, create engaging learning provocations, and scaffold children's learning through the use of the outdoor and indoor classroom environments. Using the pedagogy of constructivism and the principles of the Reggio Emilia Approach will facilitate short and long term projects for assigned groups of children ages 2 to 5 years that focuses on their interest which will promote scientific inquiry, communication, literacy, social-emotional, cognitive, and creative development.

Positions at this level are distinguished by the level of collaboration assumed with others to manage the flow of the day, document the child's learning, coach and mentor students, manage the teacher to child ratios and to facilitate co-inquiry meetings and round-table discussions.

EXAMPLES OF DUTIES

1. Plan, collaborate, prepare, and facilitate an emergent curriculum according to the specific age and development of each individual child; prepare a daily lesson plan using the designated "Plan of Possibilities Form" that outlines the child's interest and learning experiences, goals, and the Desired Results Developmental Profile (DRDP) Measures and Domains.

2. Arrange and design the classroom in collaboration with other staff members to create an inviting, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environment in line with Reggio-Inspired principles and practices; using the Early Childhood Environmental Rating Scale (ECERS) as a guide and the final approval from the Center Director.

3. Modify the indoor and outdoor classroom environment, in order to meet the needs of individual children with concern for their interests and long term projects. Collaboratively discuss those modifications with the other teachers, the ECE Program Specialist, Atelierista, and the Outdoor Classroom Coordinator and for final approval, the Center Director.

4. Create, facilitate, and supervise planned provocations intended for the indoor and outdoor classroom; schedule and plan for outdoor provocations with the Outdoor Classroom Coordinator; work with groups of children in a variety of experiences in a warm and positive manner while maintaining order and positive guidance.

5. Adapt the classroom to the cultural needs of the children incorporating an anti-bias curriculum into the one hundred languages of children.

6. Collaborate with Food Service staff, record and maintain the meal counts as required by the Child Care and Adult Care Food Program (CACFP). Sit with a group of children and supervise the family style meals provided for breakfast, lunch, and snack. Ensure that the dining area is set-up by a group of children assigned and properly cleaned up after each meal.

7. Responsible to design a quiet and peaceful atmosphere for children to nap. Ensure bedding and cots are cleaned weekly and properly maintained. Will remain in the classroom to supervise children napping when needed.

8. Meet weekly to collaborate with the ECE Program Specialist to create on-going documentation panels to make the children's learning and thinking visible in the classroom; record children's words, photograph children's engagement, and learning. Create a documentation notebook to be displayed in the areas of each learning center on a daily basis.

9. Create a "Daily Reflection" document that relates to their group of children's experiences and projects using the required format; confer with the ECE Program Specialist and submit the reflections twice a week to the Center Director to be posted and sent to parents via email.

10. Establish a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; assist with performing, but not limited to, the following examples; clean tables before and after provocations, remove nap bedding for laundering, make beds, put materials and supplies away in the indoor and outdoor classroom.

11. Assist with the general hygiene of the children including, but not limited to; toilet training, diaper changing, washing hands, brushing teeth, cleaning mud or sand off of children, and helping with other activities that may require contact with bodily fluids.

12. Responsible for the health, safety, and welfare of all children; according to Title 5 and Title 22 Regulations, including but not limited to; helping children stay warm and dry in poor weather, managing risk in an outdoor setting, and addressing conflict resolution strategies for children.

13. Observe and document each individual child's growth and development on a continuous basis using journal books and IPads provided; document each child's growth and development through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child using the required program on the IPad.

14. Maintain appropriate records and complete assigned paperwork and reports in an accurate and timely manner; complete a "Daily Health Check" report to record children's attendance.

15. Mentor, coach, and supervise the practicum student's experiences with children at the Child Development Center, and is responsible for verification of observation hours and signing practicum, intern/volunteer students sign-in and sign-out sheets. Give input to Child Development Department Faculty regarding the evaluation of the student performance.

16. Confer with the Center Director and the ECE Program Specialist in preparation for parent/teacher communication and conferences of a delicate manner.

17. Communicate with parents and staff to develop positive, reciprocal relationships; conduct formal parent/teacher conferences twice a year to discuss assessments; conduct other conferences as needed with the Center Director.

18. Participate in bi-monthly staff meetings with the Center Director. Lead daily group documentation/co-inquiry meetings in collaboration with the ECE Program Specialist; act as a member of a team, available on occasion for night and weekend events, meetings or gatherings for any Child Development Department or any Center program events, roundtables, and meetings.

19. Assess children using the designated assessment tool, "Ages and Stages"; identify and refer children to the Child Development Center Director for possible implementation of an individualized education plan, (IEP) in collaboration with the parent and the teacher.

20. Submit requests for instructional supplies to the Atelierista; keep an inventory of instructional supplies received in classroom; distribute supplies in the classroom, store additional items for future use in an organized manner in the classroom cabinets.

21. Provide coaching and mentoring to practicum students, student workers, short-term temporary employees, parents, and volunteers assigned to the Center. Assist the Center Director and ECE Program Specialist in conducting training for other teachers, students, and volunteers; available to conduct and plan roundtable discussions with students and the community at large.

22. Serve as a liaison to the Child Development Center and ECE Program Specialist; convey concerns about practicum students, interns, volunteers, and parents to the Center Director.

23. Carry out the required funding conditions of the grants awarded by the State Department of Education; NAEYC Accreditation and the California Quality Rating and Improvement System (QRIS), including the CLASS assessment requirements.

24. Attend and participate in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; communicate to the Center Director and ECE Program Specialist any new developments. Changes to the curriculum or systems established must be approved by the Center Director.

25. Maintain and upgrade the Child Development Permit; Complete the required 105 clock hours of continuing professional development every 5 years, or 21 clock hours per year, as required by the Commission on Teacher Credentialing and QRIS requirements.

26. Perform related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Option 1: 24 units in ECE/CD (including core courses) plus 16 GE units and 6 units of specialization, plus 2 Adult Supervision units; or Associate's Degree which includes 24 units in ECE/CD (including core courses) plus 16 GE units and 6 units of specialization, plus 2 Adult Supervision units OR
Option 2 (preferred): Bachelor's Degree or higher (does not have to be in ECE/CD), preferred Bachelor's Degree to be in Child Development, Early Childhood Education, Human Development, plus 12 units in ECE/CD.

Experience:

Minimum of 2 years of experience as a teacher working with children from ages 2-5 years and 1 year of experience working in an inspired Reggio Emilia, constructivist or emergent curriculum approach.

License or Certificate (at employee's own expense):

Possession of, or eligible to obtain a Child Development Master Teacher Permit or Site Supervisor Permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. and First Aid Certificate.

Health Requirements:
TB Clearance, record of flu shots, and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Concepts in early childhood education;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Approach;
- Basic child psychology and development;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Methods and techniques of instructional program development;
- Appropriate provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential;
- Socialization techniques;
- Assessment tools - DRDP, ECER's Revised, CLASS, and Ages and Stages;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Child development assessment techniques;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Principles and procedures of record keeping;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;
- Operations, services, and activities of a child development center;
- Basic early childhood center management principles and practices;
- Work organization principles and practices;
- Principles of supervision and training;
- Instructing and supervising children of various ages involved in child development center activities;
- Development of effective relationships with preschool students, parents, and staff;
- Observe, evaluate, and document children's learning;
- Recognize and define present and potential behavioral and learning problems of children;
- Appropriate conflict resolution strategies;
- Maintaining records and preparing reports;
- Conducting parent conferences;
- Awareness and appreciation of the cultural diversity of the community;
- Communication clearly and concisely, both orally and in writing;
- Mentoring, Leading, and review the work of other adults;
- Center policies and procedures.

Cognitive Abilities:
- Plan an intentional curriculum based on developmentally appropriate practices;
- Exhibit critical thinking skills to respond to unexpected events and to solve problems efficiently;
- Integrate appropriate assessment techniques to evaluate children's progress and use data to plan effective and meaningful activities;

- Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe judgments and decisions that promote positive learning outcomes and professional behavior;
- Awareness of, and the ability, to work with diverse learners;
- Reflect on own practice and seek opportunities for professional growth;
- Function effectively under stress and time constraints;
- Follow policies and procedures required by employers and academic settings;
- Respond appropriately to emergencies.

Communication Abilities:

- Speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, children, and families;
- Adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse children, families, and colleagues;
- Provide accurate verbal and non-verbal models of the English language;
- Demonstrate communication abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form;
- Demonstrate body language exhibiting a disposition commiserate with working with linguistically diverse children and families.

Interpersonal/Intrapersonal Skills and Behavior Abilities:

- Demonstrate emotional stability to cultivate and maintain positive relationships with children and adults;
- Demonstrate emotional and psychological stability sufficient to function under stress and to adapt to ever-changing situations;
- Awareness of others' reactions and understanding of why they react the way they do;
- Able to identify the nature of problems and conflicts;
- Identify and practice problem-solving processes to deal with challenging behaviors and emergencies;
- Behave in a professional manner and follow the NAEYC code of ethics;
- Show evidence of cross-cultural competence;
- Compliance with HIPAA Regulations.

Visual Ability:

- Demonstrate visual acuity sufficient for the observing, monitoring, and assessing of children's safety, learning, and development;
- Arrange safe and effective environments that facilitate the easy supervision and care of all children in the environment;
- Visually discriminate by color, shape, and size;
- Demonstrate vision acuity sufficient for safe child care, including: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus;
- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Auditory Ability:

- Sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies;
- Hear in the normal audio range with or without correction.

Tactile Ability:

- Tactile ability sufficient for physical assessment and intervention.

Olfactory Ability:

- Olfactory ability sufficient to detect unusual odors/smells in the environment and on individual children.

Strength and Mobility:

- Strength and mobility sufficient to supervise and meet the needs of young children;
- Energy and vitality to interact with young children and to help them accomplish their tasks;
- Strength and mobility abilities required to manipulate and utilize equipment, materials, and supplies in the classroom, staff room, and front office.

Motor Skills:

- Gross and fine motor abilities sufficient for providing safe and effective environments and responding to unexpected situations in a timely manner;
- Physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).

Physical Endurance:

- Sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks; for the care and education of young children;
- Attend and participate in workshops, trainings, small and large group discussions, group activities and experiences, projects, and observations of children in the outdoor and indoor classroom.

Environmental Tolerance:

- Function in a healthy and safe manner, in an inclusive classroom environment (a classroom that includes children with special needs);
- Ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust, and odors, residue from cleaning products, noise, congested workplace, and bodily fluids;
- Awareness that the classroom environment may contain latex and other allergens, including but not limited to, chemical and mundane; tolerance of such allergens in the work place must also be demonstrated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center
Evening Site Supervisor/Lead Teacher

DATE APPROVED:

GRADE: 2

DEFINITION

Under the supervision of the Director, Child Development Center, assist in the planning and monitoring of an evening childcare program for students at the Cerritos College campus. Oversees the development of goals and objectives for college student needs; initiates communication with the school community and related agencies as needed, and serve as an onsite lead teacher to assist evening staff with curriculum and supervision of children.

EXAMPLES OF DUTIES

1. Plan, organize and implement approved curriculum for the development of children enrolled in the Child Development Center evening program; collaboration with the Center Director to develop goals and objectives consistent with student needs.

2. Observe children during classroom activities; document and record individual and group observations; maintain child observation records according to established guidelines.

3. Attend appropriate licensing training and ensure that site complies with licensing requirements.

4. Facilitate student enrollment in accordance with Title 22 regulations.

5. Assist in recruiting students to participate in the evening program; facilitate the maintenance of classrooms and playgrounds.

6. Develop lesson plans in accordance with established policies; set up and prepare materials to promote student engagement.

7. Assist in coordination of curriculum for school-age children attending; set-up tutoring program with students on campus; and participate in staff development training.

8. Participate in program evaluation through analysis of student assessment, individual classroom environment assessment, and parent survey results.

9. Perform duties that promote student learning and enables the program to function safely.

10. Communicate effectively with District personnel and Child Development Center personnel.

11. Serve as an on-site lead teacher to assist teacher(s) and aides as required.

12. Assist preschool staff to plan, organize, and implement approved curriculum for the development of children enrolled in the College program.

13. Involve parents and families in student activities; participate in parent conferences when needed.

14. Attend meetings and participate in training workshops, conferences, courses, and a variety of professional growth activities as required.

15. Provide training and work direction to the other teachers and assistants caring for children in the evening.

16. Collaborate with food service staff, record and maintain the meal counts as required by the Child Care and Adult Care Food Program (CACFP). Sit with a group of children and supervise the family style meals provided for dinner. Ensure that the dining area is set-up by a group of children assigned and properly cleaned up after the meal.

17. Responsible to design a quiet and peaceful atmosphere for children to nap. Ensure bedding and cots are cleaned weekly and properly maintained. Will remain in the classroom to supervise children napping when needed.

18. Mentor, coach, and supervise the practicum student's experiences with children at the Child Development Center, and is responsible for verification of observation hours and signing practicum, intern/volunteer students sign-in and sign-out sheets. Give input to Child Development Department Faculty regarding the evaluation of the student performance.

19. Maintain and upgrade the Child Development Permit; Complete the required 105 clock hours of continuing professional development every 5 years, or 21 clock hours per year, as required by the Commission on Teacher Credentialing and QRIS requirements.

20. Perform related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be:*

Education/Training:
Bachelor's Degree with 24 units in ECE/CD (including core courses) and 3 units of Administration or Bachelor's Degree or Master's Degree with 24 units in ECE/CD (including core courses) and 6 units of Administration and 2 units of Adult Supervision.

Experience:
Two years of experience working as a teacher in a licensed child care program with infants/toddlers or preschool age children.

License or Certificate:
Possession of a current pediatric C.P.R. Certificate and First Aid Certificate. Possession of a Mandated Child Abuse Reporter Certificate

Health Requirements:
TB Clearance, record of flu shot and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Current licensing requirements for preschool and school age children;
- Techniques required to be an effective teacher leader;
- Concepts of child growth, development and behavior characteristics of preschool-age children;
- Early childhood curriculum areas and appropriate methods for implementation and assessment;
- Methods of instruction;
- Methods of observing, evaluating, and recording child behavior;
- Safe practices in classroom activities;

- Requirements of maintaining a children's center in a safe, clean, and orderly condition;
- Cross-cultural issues;
- Policies and objectives of assigned program and activities;
- Record-keeping and report preparation techniques;
- Oral and written communication skills;
- Applicable laws, codes, rules, and regulations;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Health and safety regulations;
- Principles and practices of training and providing work direction to others;
- Operation of a variety of audio-visual, office and instructional equipment;

Ability to:

- Independently carry out assigned administrative tasks;
- Be able to communicate and take directions, both orally and in written form;
- Coordinate curriculum and staff development;
- Meet the educational needs of all types of learners, both children and adults;
- Establish and maintain effective relationships with staff, community and children;
- Speak Spanish (desirable);
- Communicate professionally both orally and in written form and serve as an appropriate language model.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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Child Development Center
2016-17 Salary and Fringe Benefits Estimate
Revenue & Expenses from Various Sources

State Dept. Of Education Contracts:	CCTR	$	164,683
	CSPP	$	534,646
	CSPP Expansion	$	260,688
	CSPK	$	2,500
Student Equity Funds		$	150,000
Child Care Food Program		$	86,591
Parent Fees		$	100,000
LAUP QRIS		$	40,000
		$	**1,339,108**
Salary Expenses from CCTR/CSPP		$	841,827
Salary Expenses from Evening Care		$	135,263
Salary Expenses from Food Service		$	66,591
		$	**1,043,681**
Income - Expenses:		$	295,427
To be used for Director Salary, Adminstrative Clerk 1, and program supplies			

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Child Development Center
2016-17 Salary and Fringe Benefits Estimate
Funding Allocation from CCTR and CSPP

Job Classification	Grade	Step	# of Months	# of Employees	Retir Plan	Salary	Benefits	Total
CD Specialist	1	1	11	1	STRS	$ 62,920	$ 32,175	$ 95,095
Outdoor Coord.	1	1	12	1	N/A	$ 34,320	$ -	$ 34,320
Art Studio Lead PT	2	1	11	1	N/A	$ 23,375	$ -	$ 23,375
CD Teacher PT AM	3	1	12	3	N/A	$ 63,900	$ -	$ 63,900
CD Teacher PT AM	3	1	10	1	N/A	$ 17,750	$	$ 17,750
CD Teacher PT PM	3	1	10	4	N/A	$ 71,000	$ -	$ 71,000
CD Teacher FT	3	1	12	4	STRS	$ 170,400	$ 113,993	$ 284,393
CD Teacher FT	3	1	10	4	STRS	$ 142,000	$ 109,994	$ 251,994
				Total Salary Expenses		**$ 585,665**	**$ 256,162**	**$ 841,827**
				Other Program Expenses				**$ 260,690**
				Total Expenses				**$ 1,102,517**

State Dept of Education Funding Contracts:	General Child Care -CCTR	$	164,683
	Ca. State Preschool Program -CSPP	$	534,646
	Ca. State Preschool Expansion	$	260,688
	Ca. State Preschool Supplies-CSPK	$	2,500
LAUP Contract:	Quality Rating & Improvement System- QRIS	$	40,000
Parent Fees:	Parent Fees	$	100,000
Total Income		**$**	**1,102,517**

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2016-17 Salary and Fringe Benefits Estimate

Funding Allocation from Student Equity Funds

Job Classification	Grade	Step	# of Months	# of Employees	Retir Plan	Salary	Benefits	Total
CD Evening Lead T	2	1	12	1	N/A	25,500	-	$ 25,500.00
Food Service Worker	5	1	12	1	N/A	13,770	-	$ 13,770.00
Student Workers/ Adult Hourly's			12	4	N/A	36,288	-	$ 36,288.00
CD Office Specialist FT	4	1	12	1	PERS	30,600,	29,105	$ 59,705.00
				Total Salary Expenses		**75,558**	**29,105**	**$ 135,263.00**
				Other Program Expenses				**$ 14,737.00**
				Total Expenses				**$ 150,000.00**

Funding Source	Student Equity Contract	$ 150,000.00
Total Income		**$ 150,000.00**

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2016-17 Salary and Fringe Benefits Estimate

Funding Allocation from Child Care Food Program

Job Classification	Grade	Step	# of Months	# of Employees	Retir Plan	Salary	Benefits	Total
Food Service Specialist	5	1	12	1	STRS	25,500	26,091	$ 51,591.00
Support Service Worker	A Hrlys		12	1	N/A	15,000	-	$ 15,000.00
					Total Salary Expense	**40,500**	**26,091**	**$ 66,591.00**
					Other Program Expenses			**$ 20,000.00**
					Total Expenses			**$ 86,591.00**

Funding Contract Sources	Child Care & Adult Food Program- CACFP	$	86,591
Total Income		**$**	**86,591**

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 64

FROM:
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY:
Dr. Stephen Johnson
Vice President of Student Services/ Assistant Superintendent

SUBJECT: Consideration of Approval of New Administrator Job Classification and Description for the Position of Assistant Director of Admissions and Records

ACTION
It is recommended that the Board of Trustees approve the establishment of the management job classification and description for the position of Assistant Director of Admissions and Records (Grade 32, $8,226 - $10,347 per month).

FISCAL IMPACT
The position is to be funded 100% by the district 01.0 general fund, pursuant to Annual Resource Allocation Process decisions effective for 2015-16.

REPORT SUMMARY
The establishment of this position is to plan, organize and coordinate the activities of admissions, enrollment, and records for the college; supervise the process for transcript issuances, enrollment certifications, residency determination; coordinate application and student records procedures and processes; supervise office staff and functions. This position is responsible for the supervision of activities and operations of assigned functions within the Admissions and Records office; assist the Dean on planning and implementing departmental procedures; serve as the department administrator in the absence of or in coordination with the Dean, Admissions, Records and Services. It includes key enrollment management support functions of the preparation of application and enrollment data; preparing and distributing comparison reports reflecting application, records, and student enrollment statistics and other related reports as required. This position reports to and provides complex administrative support to the Dean of Admissions, Records, and Services.

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

ATTACHMENT(S)
Assistant Director, Admissions and Records job description.

Cerritos College Job Description

Position: Admissions and Records Assistant Director

Summary

Plan, organize and coordinate the activities of admissions, enrollment, and records for the college; supervise the process for transcript issuances, enrollment certifications, residency determination; coordinate application and student records procedures and processes; supervise office staff and functions.

Distinguishing Career Features

The Admissions and Records Assistant Director reports to the Dean, Admissions, Records and Services and is responsible for the supervision of activities and operations of assigned functions within the Admissions and Records office; assist the Dean on planning and implementing departmental procedures; serve as the department administrator in the absence of or in coordination with the Dean, Admissions, Records and Services.

Essential Duties and Responsibilities:

- Plan, coordinate and supervise the activities of admissions, records, and enrollment, including the processes for determining residency, evaluation and issuance of transcripts and enrollment certifications, and review of student petitions and waivers.

- Develop, plan and coordinate the application and enrollment procedures for the District, including the preparation of application and enrollment data; prepare and distribute comparison reports reflecting application, records, and student enrollment statistics and other related reports as required.

- Maintain the on-line application, the on-line enrollment and student records files; maintain liaison with technical computer services staff regarding new and/or modified programs and services; coordinate data processing requests and deliveries.

- Develop and coordinate the admissions, records, and related sections of college publications including college catalog, class schedules, and home page.

- Develop counter and telephone schedules to ensure effective coverage; implement, supervise and maintain a complex telephone and in-person systems of application and enrollment.

- Supervise the storage of student records; oversee the development and collection of attendance and grade rosters.

- Interpret and apply State, Federal, and Local-mandated guidelines; recommend policies and procedures and guidelines.

- Assist with reporting the evaluation of student records for meeting Associate Degree and Certification program changes, credit by exam, independent study, changing grades, etc.
- Coordinate and handle the receipt of subpoenas of student records. Supervise the verification process of student records for eligibility requirements of external organizations' benefits or proceedings, including Veterans Administration, courts, and other governmental agencies as required.
- Hire, train, and supervise hourly staff to ensure adequate coverage during peak periods.
- Assist with development and implementation of goals, objectives, policies and priorities for Admission & Records functions and processes.
- Assist with development and preparation of the department budget.
- Compose important, often sensitive and confidential reports and letters, memoranda and bulletins, requiring considerable independent judgement and discretion.
- Administer provisions of collective bargaining agreements and manage in compliance with Board policies and administrative procedures.
- Maintain currency of knowledge and skills related to job duties and responsibilities.
- Anticipate, prevent, and resolve problems and conflicts under area of supervision.
- Maintain communication with faculty, staff and other departments of the college and district in areas related to department functions.
- Perform other related job duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience:
Master of Arts degree in a related field and at least four years progressive, responsible work experience in the area of student related services in an educational institution, including at least one year of supervisory or oversight experience; OR a Bachelor's degree in a related field with at least five years of experience as defined above, including at least one year of supervisory or oversight experience.

Knowledge and Skills
The position requires professional knowledge of:

- General regulations, laws and policies pertaining to California Community College admissions, registration and student records activities at Local, State, and Federal levels.
- Computerized student enrollment and student record files system.
- Policies and legal issues related to admission and attendance of students.
- English usage, spelling, grammar and punctuation.

- Administrative survey and reporting techniques.
- Principles of supervision and training.
- Budgetary methods and procedures.
- Electronic data processing and records management systems, including but not limited to imaging systems, degree audits and voice response systems.
- Modern office equipment and procedures; use of personal computers for typical office applications, such as word processing, spreadsheets and data base management.

The position requires demonstrated skill in:

- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

Abilities

The position requires the ability to:

- Supervise the admissions, records, and registration processes for a community college in an effective manner.
- Establish and coordinate an effective enrollment appointment calendar and schedule.
- Interpret college procedures and procedures related to admissions, records application and enrollment issues.
- Assist students in resolving admissions, records, and enrollment problems such as schedule conflicts, program changes, prerequisite clearances credit by exam, individualized study and changing needs.
- Communicate effectively both orally and in writing.
- Oversee and maintain a enrollment and student record process including a voice response system.
- Plan, organize and complete assignments with a minimal amount of detailed instructions.
- Recommend and draft policies, regulations, rules, contracts, directives and technical materials.
- Read analyze and apply complex written materials.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contracted in the course of work.
- Work either morning or evening shift.

Physical Abilities

The position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the

phone and in person.

- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include morning or evening shift.

License and Certificates
May require a valid driver's license.

Working Conditions
Work is performed indoors where minimal safety considerations exist.

Presented to the Board on July 20, 2016.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 20, 2016**
Agenda Item No. 65

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Stephen Johnson
Vice President of Student Services/
Assistant Superintendent

SUBJECT: Consideration of Student Equity Project Stipends to Faculty- Faculty Inquiry Group (FIG) on Closing the Achievement Gap

ACTION
It is recommended that the Board of Trustees consider approval of payment of stipends to faculty upon completion of the Student Equity project Faculty Inquiry Group (FIG) on Literature, not to exceed $400.00.

FISCAL IMPACT
Categorical funds in the amount of $400.00 have been allocated from Student Equity funds for this purpose.

REPORT SUMMARY
Project Description: The *Student Equity FIG (Faculty Inquiry Group)—Closing the Achievement Gap* is designed to expand our culturally sensitive teaching and counseling through knowledge of authors and their works that reflect the concerns of under-represented groups on our campus, as provided by the disaggregated student group data in the college's Student Equity Plan. Faculty involved are from the English, counseling, and business administration disciplines. These participants will produce reflections and action plans. Action plans will include specific recommendations for curriculum and pedagogy development or modification.

Student Equity Plan Indicators addressed: *C2—Basic Skills-English* and *E—Transfer Velocity*
Student Equity Plan Student Groupings addressed: *Race & Ethnicity - Hispanic*

Participating Faculty (payable upon completion of tasks in proposal and in the Project Description above):

~~**Sylvia Bello-Gardner**~~	~~**Counseling Department**~~ (was approved at the April 20 board meeting but faculty member is not participating)	~~**$ 400.00**~~
Kimberly Rosenfeld	**Speech Department**	**$ 400.00**

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

ATTACHMENT(S)
None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 66

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of
Human Resources

SUBJECT: **Receive the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2016 - June 30, 2017 Re-Openers, and Notification of a Public Hearing at the August 17 Regular Board Meeting**

ACTION
It is recommended that the District receive the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2016 - June 30, 2017 re-openers, and that a public hearing in accordance with state Government Code section 3547 be scheduled for the August 17 regular Board meeting.

FISCAL IMPACT
The financial implications are contingent on the results of negotiations.

REPORT SUMMARY
In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and, thereafter, shall be public record. The CSEA, Chapter #161, hereby presents its initial proposal to the Cerritos Community College District. Pursuant to Board Policy (BP) 2610 and Administrative Procedure (AP) 2610, CSEA, Chapter #161, has submitted an initial proposal to the District for negotiation of the provisions of the CSEA-District Collective Bargaining Agreement. This proposal shall be available for public review in the President/Superintendent's Office from July 21 through August 17 and the public shall have an opportunity to respond to this proposal during a public hearing at the August 17 regular Board meeting.

The attached initial proposal was submitted by CSEA, Chapter #161, for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2016 - June 30, 2017 re-openers, pursuant to the provisions of Article 2.4.1 and Article 28 of the CSEA-District Collective Bargaining Agreement. Per AP 2610, the public shall have an opportunity to respond to the CESA initial proposal at a subsequent Board meeting. A public hearing will be placed on the August 17 regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board, at either the August 17 meeting or a subsequent meeting, shall discuss and acknowledge official receipt of CSEA's initial proposal.

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

ATTACHMENT(S)

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CSEA Chapter #161 Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2016 - June 30, 2017 re-openers.

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CSEA Chapter 161

Memorandum

HUMAN RESOURCES
CERRITOS COLLEGE
2016 MAY 25 PM 1 18

TO: Dr. Mary Anne Gularte, Vice President of Human Resources

FROM: Lynn Laughon, President CSEA Chapter #161 LL

DATE: May 25, 2016

SUBJECT: CSEA Chapter #161's Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2016, and ending June 30, 2017 re-openers.

The following represents CSEA Chapter #161's initial proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the District, as per Article 2, for the period beginning July 1, 2016, and ending June 30, 2017 re-openers.

ARTICLE 7: HOURS OF EMPLOYMENT

7.10 Call Back Time
CSEA, Chapter #161 proposes to change how the provisions of call back are administered.

7.12 Shift Classifications
CSEA, Chapter #161 proposes to change the definitions of the various shift classifications.

7.16 Vacations
CSEA, Chapter #161 proposes to change the formula by which Vacation is accrued.

7.16.9 Vacation Leave Buy Back:
CSEA, Chapter #161 proposes to change the amount of vacation that eligible employees may sell back to the District.

7.17 Four Ten-Hour Day Workweek
CSEA, Chapter #161 proposes to change the way holidays are administered under this work schedule.

7.19 Voluntary Nine Hour Per day/Eighty Hours Per two-Week Schedule
CSEA, Chapter #161 proposes to change the way holidays are administered under this work schedule.

7.20 Floating Holiday:
CSEA, Chapter #161 proposes to extend the amount of time a unit employee may have to use their floating holiday.

CSEA, Chapter #161 proposes the addition of a work schedule to Article 7 that would be a 32 hour week, paid at a forty hour per week rate.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 20, 2016**
Agenda Item No. 67

FROM: Dr. Jose Fierro
President/Superintendent

SUBJECT: Information Item: 2016 Election Information

ACTION
As information, the Board of Trustees will receive information pertaining to the 2016 Election.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY

Below are a few resources regarding political campaign-related activities.

California Education Code 7054 -- Prohibits a community college district from allowing its services, supplies or equipment to be used for the purpose of urging any candidate for election to the Board of Trustees. Therefore, candidates for the Board of Trustees can't use the mail boxes and they cannot be allowed to distribute campaign materials at the front desk of the office or at some other office because that would be a service. Violation of 7054 is punishable as a misdemeanor or felony.

California Fair Political Practices Commission
- Campaign Rules

Los Angeles County Registrar-Recorder/County Clerk
- Candidate Handbook and Resource Guide

American Council on Education (ACE) Publication
- Political Campaign-Related Activities of and at Colleges and Universities

ATTACHMENT(S)
None.

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Monday, July 25, 2016 at 8:30 a.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Zurich Lewis, Board Secretary (Trustee Area 7), Bob Arthur (Trustee Area 1), Carmen Avalos (Trustee Area 2), Dr. Sandra Salazar (Trustee Area 6), and Dr. Jose Fierro, President/Superintendent. John Paul Drayer (Trustee Area 3) and Marisa Perez, Board Vice President (Trustee Area 4) were not present.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

There were no comments.

CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release (Five Employees) (GC# 54957)

2. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Dr. Mary Anne Gularte and Mr. Steven Andelson
   B. Employee Organizations:
   Cerritos College Faculty Federation (CCFF)

3. The board reconvened at 9:30 a.m.

4. Pledge of Allegiance: Bob Arthur

5. Roll Call

COMMENTS FROM THE AUDIENCE

Several individuals spoke regarding the recent resignation of several employees in the Child Development Center.

CONSENT CALENDAR ITEMS

It was moved by Mr. Lewis and seconded by Mr. Arthur to approve Consent Calendar Items 12 through 65. The motion was approved through a roll call vote [5 ayes, 0 noes, 0 abstentions, 2 absent (Drayer, Perez)].

6. Minutes of the regular meeting of May 4, 2016.

7. Minutes of the special meeting of May 4, 2016.

8. Minutes of the regular meeting of May 18, 2016.

9. Minutes of the regular meeting of June 1, 2016.

10. Minutes of the special meeting of June 3, 2016.

11. Ratification of Conference Request for Travel Outside the United States for Chris Richardson, as attached.

12. BSI-funded Stipend for Student Success Center Initiatives for Spring of 2016, as attached.

13. Stipends for Faculty Training for the Retail Management Grant Training Program, as attached.

14. 2016-2017 Perkins/CTE Transition Funds Allocation in the amount of $889,479, as attached.

15. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends, as attached.

16. Acceptance of the Report of the Technical & Occupational Program (TOP) Committee on Career Technical Education (CTE) Programs, as attached.

17. Notice of Completion for Bid No. 14P014, Category 02, Learning Resource Center Phase 3 Renovation, as attached.

18. Notice of Completion for Bid No. 14P014, Category 03, Learning Resource Center Phase 3 Renovation, as attached.

19. Notice of Completion for Bid No. 14P020, Category 01, Landscape: Alondra & Studebaker, as attached.

20. Notice of Completion for Bid No. 14P020, Category 02, Landscape: Alondra & Studebaker, as attached.

21. Notice of Completion for Bid No. 14P020, Category 04, Landscape: Alondra & Studebaker, as attached.

22. Rejection of All Bids for Bid No. 15P006, Shade Structures, as attached.

23. Change Order No. 1 [Unforeseen Condition, Owner Added Scope], (Bid No. 13P024, Category 05), Avi-Con, Inc. dba CA Construction, Culinary Arts Renovation, as attached.

24. Change Orders No. 1, 2, and 3 [Agency Driven Changes, Unforeseen Conditions, Errors], (Bid No. 13P032, Category 04), Rocky Coast Builders, Inc., Fine Arts-CIS/Math Building, as attached.

25. Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 13P032, Category 19), RDM Electric, Inc., Fine Arts-CIS/Math Building, as attached.

26. Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 14P006, Category 10), Golden Glass, Inc., Fine Arts-CIS/Math Building, as attached.

27. Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P020, Category 03), K.A.R. Construction, Inc., Landscape: Alondra & Studebaker Project, as attached.

28. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P019, Category 02), Bon Air, Inc., Campus Electrical and Chilled Water Upgrade Project, as attached.

29. Project Assignment Agreement No. 1 to the Master Architectural/Engineering Services Agreement with LPA, Inc. for the Stadium Turf Replacement Project, as attached.

30. Project Assignment Agreement No. 6 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the EMS Upgrade Project, as attached.

31. Ratification of Amendment to Project Assignment Agreement No. 3 to the Master Inspector Services Agreement with TYR, Inc. for the Sports Field Restroom Project, as attached.

32. Ratification of Amendment to Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New Fine Arts Building, as attached.

33. Ratification of Contract with the Los Angeles County Office of Education for the Annual Agreement for PeopleSoft Financial Systems, as attached.

34. Agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017, as attached.

35. Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017, as attached.

36. Ratification of the Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2015-2016, as attached.

37. Resolution No. 16-0720A to Enter into ESCO Agreement under the Memorandum of Understanding for Energy Services Contractor with Envise for the Campus Energy Management System Project, as attached.

38. Resolution No. 16-0720B To Let Purchase Orders or Contracts with Ciber, Inc. as a Sole Source Procurement for Services to Modify the Interface for Faculty Workload and Teaching Assignment Processes, as attached.

39. Resolution No. 16-0720C To Let Purchase Orders or Contracts with Phytorion, Inc. as a Sole Source Procurement for Services to Implement the Student Data Warehouse – Phase 2, as attached.

40. Ratification of Acceptance of Gifts, as attached.

41. Records Disposal Per Title V of the California Code of Regulations, as attached.

42. Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending June 30, 2016, as attached.

43. Resolution Nos. 16-0720D and 16-0720E 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 July 21, 2016 to December 31, 2016, as attached.

44. Sale of Surplus and Obsolete Materials/Equipment, as attached.

45. Contracts under $25,000 for the Month of May 2016.

46. Purchase Orders for the Month of May 2016.

47. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2015-2016 and 2016-2017 Academic Year, as attached.

    Added by revision:

    Admissions and Records Technician l (Admissions and Records), Grade 28, Step 1 ($3,571.00/month) effective July 21, 2016: Jessica Otero

    Admissions and Records Technician l (Admissions and Records), Grade 28, Step 1 ($3,571.00/month) effective August 1, 2016: Paola Leguizamon

    Administrative Clerk ll (Counseling), Grade 24, Step 1 ($3,258.00/month) effective July 21, 2016: Sophia Valencia

48. Employment of 2016 Summer Session Faculty Personnel, as attached.

49. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year, as attached.

50. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent, as attached.

51. Employment of Full-Time, First-Year Contract (Probationary), as follows:

    Barrera de Contreras, Gabriela, Instructor (GED/Basic Skills), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

    Bonness, Nicholas Sean, Instructor (Chemistry), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Li, DeJun, Instructor (Engineering Design), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Martinez, Rachel, DSPS Disability Specialist/Instructor (Disabled Students Programs & Services), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective July 25, 2016

McIlroy, LeeAnne, Instructor (English as a Second Language), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

O'Connor, Jennifer, Instructor (Adapted Physical Education), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Pestolesi, Kari, Instructor/Coach (Health/Physical Education/Volleyball), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Taber, Charles, Instructor (Welding), Column B, Step 3, Faculty Salary Schedule ($58,757/annual), 10-School Month Contract, effective August 15, 2016

Added by revision:

Aguayo, Roberto, Counselor (Counseling & Guidance), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective July 28, 2016

Mahoney, Michelle, Counselor (Counseling & Guidance), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective July 25, 2016

Lee, Randy, Career Counselor (Career Services), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective August 1, 2016

52. Employment of Temporary Full-Time Faculty Employee, as follows:

Moskun, Amy, Instructor (Chemistry), Column F, Step 3 Faculty Salary Schedule ($70,200/Annual), 10-School Month Contract, effective August 15, 2016

53. Employment of Classified Managers, as follows:

Yorke, Carla, Senior Manager, Dual Enrollment, Educational Partnerships & Programs, Management Employees Salary Schedule, Grade 29, Step 1 ($7,643.00/month), effective July 21, 2016

Strand, Hans, Captain of Campus Police, Campus Police, Management Employees Salary Schedule, Grade 28, Step 6 ($8,714.00/month), effective July 21, 2016

54. Extension of Temporary Reassignment of Classified Managers, as follows:

Strand, Hans, Interim Captain of Campus Police, Campus Police, Management Employees Salary Schedule, Grade 28, Step 6 ($8,714.00/month) extend end date from July 1 through July 20, 2016

55. Request for Unpaid Leave of Absence: Dr. David Betancourt, Professor (Music Department), as attached.

56. Request for Unpaid Leave of Absence: Ms. Pamela Lewandowski, Assistant Professor, as attached.

57. Reorganization of the Child Development Center, new Salary Schedule, and new Child Development Center Job Descriptions, as attached.

58. New Classified Management Job Classification and Description of Admissions and Records Assistant Director, as attached.

59. Student Equity Project Stipends to Faculty-Faculty Inquiry Group (FIG) on Closing the Achievement Gap, as attached.

60. The meeting was adjourned at 9:45 a.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 10

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Vice President of Academic Affairs

PREPARED BY:
Dan Smith
Dean of Health, Physical Education, Dance, & Athletics

SUBJECT: Consideration of Ratification of Conference Request for Travel Outside the United States for Chris Richardson

ACTION
It is recommended that the Board of Trustees ratify the conference request for travel to San Salvador, El Salvador for Chris Richardson on July 12-18, 2016.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
Participation in the North American, Canadian, and Caribbean Championships:

- This is an International Regional Conference and Championship and Chris Richardson has been selected by the United States Olympic Governing Body to Represent Team USA.
- Sponsoring Organization to cover all costs is USA Track and Field

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

ATTACHMENT(S)
Conference and Travel Request Form with approval signatures.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**

Agenda Item No. 11

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

SUBJECT: **Consideration of Approval of BSI-funded Stipend for Student Success Center Initiatives for Spring of 2016**

ACTION

It is recommended that the Board of Trustees approve a stipend for Nancy Spradlin who facilitated Success Center ESL Workshops.

FISCAL IMPACT

General funds will not be used for this stipend. Basic Skills Initiative funds will be utilized. Nancy Spradlin, upon completion of ESL workshops for the Success Center in the spring semester, 2016, is eligible for a stipend in the amount of $2,100.

REPORT SUMMARY

The College Committee on Developmental Education has sponsored several projects that support the Five-year plan developed in response to the California Basic Skills Initiative.

During the spring 2016 semester, Nancy Spradlin facilitated fourteen Success Center ESL workshops.

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: **July 25, 2016**
Agenda Item No. 12

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs

PREPARED BY:

Rick Miranda
Acting Vice President of Academic Affairs and TAACCT Grant Administrator

SUBJECT: Consideration of Approval of Stipends for Faculty Training for the Retail Management Grant Training Program

ACTION
It is recommended that the Board of Trustees approve payment of the ACT-On (Alaska, California, Texas, Oregon, Nevada) Grant Instructor Training stipends in the amount of $5,700.00

The grant was Board approved on October 1, 2012.

FISCAL IMPACT
Cerritos College has received funding from the Department of Labor in the amount of $2.3 million for over four years from 2012-2016 to improve Educational Career Pathways in Business Retail Management.

The ACT-On grant will be used to fund the following faculty stipends. General funds will not be used.

REPORT SUMMARY
As a component of the network of academic support funded by the grant, stipends will be provided to faculty who teach classes that are part of the ACT-On grant for the following activities:

- The Retail Management Certificate, (RMC) will conduct an Instructor's Training on, July 29, 2016.

- The training will include Roster's Plus and TalonNet Processes.

Jose Anaya	$150	Jim Barber	$150
Mary Ellen Brady	$150	Scott Brown	$150
John Ciraulo	$150	Gary Connelly	$150
Christine Elam	$150	Jay Elarocosa	$150
Sharon Fantroy	$150	Adriana Flores-Church	$150
LaTonya Gale	$150	Javier Garza	$150

Monique Georges	$150	Richard Ghidella	$150
John Gray	$150	Jianli Hu	$150
Jiewoon Jo	$150	Petros Keshishyan	$150
Lydia Liberio	$150	Barbara Livingston	$150
Ron Paquette	$150	Jerry Ramos	$150
Kevin	$150	Raquishela Stewart	$150
Marc Titel	$150	Bobette Laureano	$150
Eric Salazar	$150	Barbara VanDine	$150
Tim Treiu	$150	Demetrius Washington	$150

Presenters receive a $300 stipend for presentation and preparation for the event:

Marcella Daltro	$300
Bob Livingston	$300
Cindy Moriarty	$300
Wendy Wright	$300

Grant objectives and activities include:

- Provide faculty training leading to the revision of the curriculum
- Stacking and latticing the curriculum in the retail management program
- Developing online training modules for retail management classes
- Working with industry and college partners to provide training opportunities for current, new and unemployed workers.

To maximize grant dollars it is important to bring faculty along with the new curriculum validated by industry for workers in the retail food industry. Increasing competencies for instructors using TalonNet and teaching online classes in the curriculum will foster student success and greater student involvement in the curriculum. Faculty attending workshop will be paid $150 for 3 hours. At the end of the training they will have set up their classes on TalonNet, learned how to complete management in RostersPlus, learned new techniques for engaging students in their courses and developed techniques for engaging students in their classes. The (4) training faculty will be paid $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: July 25, 2016
Agenda Item No. 13

FROM:
Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:
Dr. Nick Real
Instructional Dean of Technology/CTE

SUBJECT: Consideration of Acceptance of 2016-2017 Perkins/CTE Transition Funds Allocation in the amount of $ 889,479

ACTION
It is recommended that the Board of Trustees approve the acceptance of the 2016-2017 Title 1, Part C, Section 132 allocation under the Carl Perkins Career and Technical Education Act in the amount of $889,479.

FISCAL IMPACT
The college will receive $889,479 to be used for Career Technical Education program improvement purposes as outlined in the report summary.

REPORT SUMMARY
The purpose of the Perkins Act is to develop more fully the academic, vocational and technical skills of the postsecondary students who elect to enroll in vocational and technical education programs by:

- Increasing the integration of academic and vocational instruction.
- Providing staff development opportunities to keep faculty up-to-date.
- Providing supplementary services that support the success of vocational students.
- Enabling the purchases of up-to-date equipment for vocational programs.

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

ATTACHMENT(S)
1

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July, 20, 2016**
Agenda Item No. 14

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Sue Parsons
Director of Educational Partnerships and Programs

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

ACTION
It is recommended that the Board of Trustees approve individual stipends totaling $2,250 for faculty mentoring for the Teacher Preparation Pipeline (TPP) Grant taking place during the spring 2016 semester.

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

Jon Bender	$500
Allison Fonti	$1,000
Jason Foral	$500
Tami Francis	$250
Total	**$2,250**

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

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

TPP Faculty Mentors:

- Mentor teaching interns during the length of a semester in the areas of teaching strategies, methodologies, and contextualization.
- Meet with students to discuss classroom observations and hands-on experience.
- Mentor High School Teachers on creating portfolios and articulating their education course.

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: July 25, 2016
Agenda Item No. 15

FROM:
Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:
Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:
Dr. Nick Real
Instructional Dean of Technology/CTE

SUBJECT: Consideration of Acceptance of the Report of the Technical & Occupational Program (TOP) Committee on Career Technical Education (CTE) Programs

ACTION
It is recommended that the Board of Trustees approve the attached annual report of the TOP Committee.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
Section 78016 of the California Education Code requires that every vocational or occupation training program offered by a community college district be reviewed every two years by the governing board of the district to ensure that all career technical education (CTE) programs adhere to the requirements of the Code. Faculty from each of the programs scheduled for review this year prepared and submitted a report to the TOP Committee that addressed the Education Code requirement. The program reports were then reviewed by the Committee, and as indicated in the attached report, all programs reviewed were found to be in compliance.

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

ATTACHMENT(S)
1

2016 Annual Report of the Technical and Occupational Programs Committee on Cerritos College Career Technical Education Programs

Section 78016 of the California Education Code requires that every vocational or occupational training program offered by a community college district be reviewed every two years to ensure that career technical education (CTE) programs adhere to the requirements of the Code. Following is the text of Section 78016:

A) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:
(1) Meets a documented labor market demand.
(2) Does not represent unnecessary duplication of other manpower training programs in the area.
(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

B) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

C) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

D) This section shall apply to each program commenced subsequent to July 28, 1983.

E) A written summary of the findings of each review shall be made available to the public.

This year the Technical and Occupational Programs (TOP) Committee reviewed the following 19 CTE programs offered by Cerritos College:

Business and Humanities/Social Sciences Division

Business Administration (0505.00) – Cynthia Moriarty & Bob Livingston; includes:
- Business Marketing, Human Resource Management
- Business Management (0506.00)
- Retail Management (0506.50)
- Small Business Management/Entrepreneurship (0506.40)
- International Business (0508.00)

Law/Paralegal (1402.00) – Bruce Greenberg

Real Estate (0511.00) – Cynthia Moriarty & Bob Livingston

Humanities/Social Sciences

Administration of Justice (2105.00) – Doug Haynes

Science, Engineering and Mathematics Division
Microcomputer Specialist (0702.10) – B. Negrete
Operator/Programmer (0707.10) – Jack Wilson/Phuong Nguyen

Fine Arts and Communications Division
Computer Animation (0614.40) – Kirk Miller
Photography (1011.00/1012.00) – Ed Heckerman

Health Occupations Division
Child Development/Early Childhood (1305.00) – Susan Gradin includes
Child Development/Preschool Director (1305.80)
Dental Assistant (1240.10) – Donna Wedell
Medical Assistant (1208.00) – Maria Gurrola
Speech-Language Pathology (1220.00) – Susan McDonald

Health, Physical Education, Dance, and Athletics:
Fitness Specialist (0835.20) – Carrie Edwards

Technology Division:
Auto Collision Repair (0949.00) – Charles Robertson
Cosmetology (3007.00) – Nina Motruk
Plastics/Composites Manufacturing Technology (0954.20) – Terry Price
Woodworking Manufacturing Technologies (0952.50) – Carl Stammerjohn

For this year's review faculty of the selected programs were asked to prepare a brief report that responds to the three basic requirements of the Education Code, as follows: 1) CTE programs must meet a documented labor market demand; 2) they must not represent unnecessary duplication of other manpower training programs in the area; and 3) they must be of demonstrated effectiveness as measured by the employment and completion success of their students. The reports submitted this year were reviewed by CTE deans and staff, and it was determined that all 19 of the programs up for review this year substantially meet the requirements of Section 78016 of the California Education Code. The TOP Committee endorsed the results of the subcommittee's review and voted unanimously to forward this year's report to the Cerritos College Board of Trustees for consideration and approval.

The remaining CTE programs will be reviewed next year. The two-year review cycle will continue on an annual basis, and a report of the results of the review will be forwarded to the Board of Trustees each year. CTE program reports are filed in the CTE/Perkins Office (PST-105) on campus and available to the public for review upon request. Following is the text of Section 78016 of the California Education Code:

Submitted by Nick Real, Chair, TOP Committee

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 16

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P014, Category 02, Learning Resource Center Phase 3 Renovation

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for RDM Electric, Inc. of Chino, California for the Learning Resource Center Phase 3 Renovation project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $1,223,353 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to RDM Electric, Inc. on June 3, 2015. 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 March 14, 2016. 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 – RDM Electric, 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: **Learning Resource Center Phase 3 Renovation, Bid No. 14P014, Category 02** contract for the doing of which was heretofore entered into on the **3rd of June, 2015** which contract was made with **RDM Electric, Inc.**, contract number **14P014-02**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 Hanover 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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016 Agenda Item No. 17**

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P014, Category 03, Learning Resource Center Phase 3 Renovation

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Dalke & Sons Construction, Inc. of Riverside, California for the Learning Resource Center Phase 3 Renovation project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $1,195,703 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Dalke & Sons Construction, Inc. on June 3, 2015. 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 March 14, 2016. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

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

ATTACHMENT(S)
Notice of Completion Recording – Dalke & Sons Construction, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Learning Resource Center Phase 3 Renovation, Bid No. 14P014, Category 03** contract for the doing of which was heretofore entered into on the **3rd of June, 2015** which contract was made with **Dalke & Sons Construction, Inc.**, contract number **14P014-02**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **The Ohio Casualty Insurance Company.**

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 18

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 01, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Lee & Stires, Inc. of Ontario, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $294,197 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Lee & Stires, Inc. on September 16, 2015. 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 March 14, 2016. 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 – Lee & Stires, 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: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 01** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **Lee & Stires, Inc.**, contract number **14P020-01**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 **Merchants Bonding Company (Mutual).**

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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 19

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 02, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Preferred Landscape, Inc. of Artesia, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $540,492 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Preferred Landscape, Inc. on September 16, 2015. 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 March 14, 2016. 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: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 02** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **Preferred Landscape, Inc.**, contract number **14P020-02**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 **Developers Surety and Indemnity 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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016 Agenda Item No. 20**

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 04, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co. of Chino, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $78,168 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co. on September 16, 2015. 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 March 14, 2016. 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 – Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co.

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: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 04** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **Ferreira Construction Co., Inc. dba Ferreira Coastal Construction Co.**, contract number **14P020-04**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **20th of July, 2016**; 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 **Fidelity and Deposit Company of Maryland.**

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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 21

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Rejection of All Bids for Bid No. 15P006, Shade Structures

ACTION
It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids pursuant to the bid and contract documents and per Public Contract Code due to quantity of bids received, the College's desire to restructure the bid for value-engineering, and other reasons as noted below.

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

REPORT SUMMARY
On May 3, 2016 and May 10, 2016, Cerritos College advertised the release of Bid No. 15P006 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of sixty-seven prequalified contractors were contacted for this project. The project includes, but is not limited to, construction of the proposed Shade Structures on five (5) separate locations on campus; each location site consists of steel shade structures, concrete bench/seating, concrete sitework, landscape, irrigation, and light fixtures.

The bid category had a bid due date of June 14, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid five categories for various elements of the Project work. Contractor licensing requirements are dependent on bid category. The construction cost estimate for the total project was approximately $4,415,000.

Attendance at either one of the two pre-bid conference meeting and job walks scheduled on May 13, 2016 and May 20, 2016 was mandatory. A combined attendance total of thirty contractors attended one of the two mandatory pre-bid conference and job walk meetings on May 13, 2016 and May 20, 2016.

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

Upon completion of Cerritos College's due diligence review of the bids received, it was determined that the majority of bids received exceeded the construction cost estimate for their respective categories. Additionally, it was determined that the Miscellaneous category needed to be broken down into smaller bid categories to adequately and efficiently capture the scope of work. Furthermore, Staff later found that the week prior to the bid opening, multiple prospective bidders disclosed that they had been awarded other projects and would not be able to bid; thus, resulting in less bids received than initially anticipated, and perhaps contributed to increased escalation in costs.

For the reasons stated above, Staff recommends that all bids received for the project be rejected pursuant to the bid and contract documents with the intent to evaluate the required specifications, incorporate and adopt any newly changed certifications if appropriate, and re-bid the entire Shade Structures project.

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

ATTACHMENT(S)
Bid Results for Bid No. 15P006, Shade Structures – All Categories

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Cerritos Community College District

Bid No. 15P006, Category 01

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	K.A.R. Construction, Inc. Ontario, CA
Base Bid Amount	$ 1,062,000.00
Allowance Amount	$ 125,000.00
TOTAL BASE BID AMOUNT	**$ 1,187,000.00**
DELTA FROM LOWEST BID	

Return to Table of Contents

Cerritos Community College District

Bid No. 15P006, Category 02

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	Preferred Landscape, Inc. Artesia, CA	Southern California Landscape, Inc. Fontana, CA
Base Bid Amount	$ 255,000.00	$ 322,000.00
Allowance Amount	$ 30,000.00	$ 30,000.00
TOTAL BASE BID AMOUNT	**$ 285,000.00**	**$ 352,000.00**
DELTA FROM LOWEST BID		*$ 67,000.00*

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Cerritos Community College District

Bid No. 15P006, Category 03

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	Anderson Charnesky Structural Steel Beaumont, CA	Junior Steel Co. Gardena, CA	RND Contractors, Inc. Fontana, CA
Base Bid Amount	$ 1,570,000.00	$ 3,530,000.00	$ 3,824,164.00
Allowance Amount	$ 25,000.00	$ 25,000.00	$ 25,000.00
TOTAL BASE BID AMOUNT	**$ 1,595,000.00**	**$ 3,555,000.00**	**$ 3,849,164.00**
DELTA FROM LOWEST BID		$ 1,960,000.00	$ 2,254,164.00

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Cerritos Community College District

Bid No. 15P006, Category 04

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	Dalke & Sons Construction, Inc. Riverside, CA	Inland Building Construction Companies, Inc. San Bernardino, CA
Base Bid Amount	$ 2,112,480.00	$ 2,149,000.00
Allowance Amount	$ 150,000.00	$ 150,000.00
TOTAL BASE BID AMOUNT	**$ 2,262,480.00**	**$ 2,299,000.00**
DELTA FROM LOWEST BID		$ 36,520.00

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Cerritos Community College District

Bid No. 15P006, Category 05

Project: Shade Structures

Bid Opening Results

Bid Due Date: June 14, 2016; 2:00 pm

	RDM Electric Co, Inc. Chino, CA
Base Bid Amount	$ 695,000.00
Allowance Amount	$ 50,000.00
TOTAL BASE BID AMOUNT	**$ 745,000.00**
DELTA FROM LOWEST BID	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 22

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Ratification of Change Order No. 1 [Unforeseen Condition, Owner Added Scope], (Bid No. 13P024, Category 05), Avi-Con, Inc. dba CA Construction, Culinary Arts Renovation**

ACTION
It is recommended that the Board of Trustees ratify Change Order No. 1 [Unforeseen Condition, Owner Added Scope] in the amount of $75,553 for the Culinary Arts Renovation project.

FISCAL IMPACT
The amount from Change Order No. 1 will be $75,553, increasing the contract amount to $1,498,553. Funding will be allocated from the GO Bond.

REPORT SUMMARY
On July 16, 2014, the Board awarded a contract to Avi-Con, Inc. dba CA Construction of Riverside, California for the Culinary Arts Renovation project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid six (6) disciplines for various elements of the project work. Category 05 of this project represents the Miscellaneous element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 1 is $75,553. The original contract amount approved by the Board was $1,423,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to the unforeseen conditions of revising the wall and ceiling framing to accommodate existing HVAC ducts, replacement of framing, drywall, plaster and insulation, and the owner added scope of re-preparation of the subgrade due to mechanical unit leak. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 25, 2016	$75,553	5.3%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 13P024-05 – Avi-Con, Inc. dba CA Construction
Contract No. 13P024-05 – Avi-Con, Inc. dba CA Construction

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Project: Cerritos College
Culinary Arts Renovation

Change Order Number: 01 FINAL

Contract # 13P024-05

To: CA Construction
981 Iowa Avenue, Unit A
Riverside, CA 92507
Phone: 951-781-8055
Fax: 951-781-1077

Date: May 11, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Description: Revised wall framing at main hood walls.
Reason: Due to existing HVAC ducts (above the Culinary Arts area) which serve the Student Center, the new ductwork for the new kitchen hoods was required to be rerouted to run through the main hood walls and required significant framing revisions, including additional structural steel supports, as per review with DSA.
Benefit: Minimized cost impact in lieu of re-routing the existing duct work and minimized impact to the Student Center.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 8,626.00

Time Extension: .....0 Work days

Item 1.02

Description: Revised wall framing and added ceiling framing around the walk-in cooler.
Reason: Due to existing HVAC ducts (above the Culinary Arts area) which serve the Student Center, the new wall framing could not attach to the structure directly above the freezer and required significant framing revisions and additions, including additional structural steel supports, as per review with DSA.
Benefit: Minimized cost impact in lieu of re-routing the existing duct work and minimized impact to the Student Center.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 23,678.00

Time Extension: .....0 Work days

Item 1.03

Description: Addition of above ceiling framing to support acoustical ceilings.
Reason: Due to existing HVAC ducts (above the Culinary Arts area) which serve the Student Center, the new acoustical ceiling in various areas could not attach to the structure directly overhead and required the addition of a significant amount of framing, as per review with DSA.
Benefit: Minimized cost impact in lieu of re-routing the existing duct work and minimized impact to the Student Center.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 12,630.00

Time Extension: .....0 Work days

Item 1.04

Description: Replace existing wire stud wall and plaster finish at mechanical room with new metal stud wall with drywall finish.
Reason: The existing wire stud wall was determined early on to be in need of repair as various studs were found significantly damaged from corrosion and not structurally sound. After extensive review with the design and inspection team, it was determined that the wall was in need of replacement
Benefit: New wall and minimized cost impact replacing this wall during the renovation.
Requested by: Engineer
CO Type: Unforeseen Conditions

Change Amount: ..... $ 4,450.00

Time Extension: .....0 Work days

Item 1.05

Description: Replacement of existing framing found above the existing ceiling soffit in the Falcon Room alongside the new fire rated wall.
Reason: Upon removing a portion of the existing ceiling soffit and wall to frame the new fire rated wall between the Falcon Room and the kitchen, existing ceiling framing and ductwork supports were found above the ceiling tied to the existing wall framing.
Benefit: Minimized cost impact in being able to maintain the new rated wall as designed.
Requested by: Engineer
CO Type: Unforeseen Conditions

Change Amount: ..... $ 3,803.00

Time Extension: .....0 Work days

Item 1.06

Description: New roof insulation in the mechanical wells above the kitchen.
Reason: Upon removing the sections of existing roofing to be replaced, the existing rigid insulation was found to be extensively deteriorated and not repairable.
Benefit: New insulation in lieu of repaired.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 6,695.00

Time Extension: .....0 Work days

Item 1.07

Description: Revised concrete dowel detail.
Reason: Where the new recessed concrete slab (under tile and mortar bed) tied into the existing concrete along the main Dining Room, the existing slab varied from +/- 1" thinner along the edge (where it steps up to the main Dining Room level) than that identified in the existing as-built drawings. In order to tie in the new slab, additional doweling was required to accommodate the existing concrete.
Benefit: The existing slab and floor tile of the Dining Room was maintained intact.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 1,859.00

Time Extension: .....0 Work days

Item 1.08

Description: Block out and re-preparation of subgrade due to mechanical unit leak.
Reason: The night prior to the concrete pour of the floor slab under the walk-in coolers and freezers, an unknown small HVAC water line drained out of a unit that was offline and flooded the area of the walk-in freezer.
Benefit: The area was blocked out the morning of so that the concrete pour was able to be made to maintain the project schedule.
Requested by: Owner / Tilden-Coil Constructors, Inc.
CO Type: Unforeseen Conditions

Change Amount: ..... $ 1,549.00

Time Extension: .....0 Work days

Item 1.09

Description: Revised connections of new soffit around existing structural beam.
Reason: The soffit connections were designed around the existing beam called out to be an 8" beam however, after opening the existing ceiling, the beam was found to be a 10" beam and required a significant number of additional concrete fasteners to attach to the existing concrete structure around the beam.
Benefit: Cost savings as the size of the new soffit did not increase and architecturally tied into the adjacent wall surfaces as intended.
Requested by: Engineer
CO Type: Unforeseen Conditions

Change Amount: ..... $ 4,796.00

Time Extension: .....0 Work days

Item 1.10

Description: Replacement of existing exterior plaster complete at the loading dock walls and ceiling.
Reason: After demolition, tying in the new framing for new walls and repairing the framing of part of an exterior wall, there was more new plaster needed than existing that remained.
Benefit: All new plaster in lieu of numerous patches.
Requested by: Engineer
CO Type: Owner / Tilden-Coil Constructors, Inc.

Change Amount: ..... $ 7,467.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $75,553.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	1,423,000.00
Net change by previous Change Order	$	-
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	1,423,000.00
Amount of Change Order No. 1	$	75,553.00
New Contract Sum	$	1,498,553.00
Percentage of Change to Contract		5.3%

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

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

Requested By:

5/12/16
(SIGNATURE & DATE)
CA CONSTRUCTION
CHARLES AVILA
981 IOWA AVENUE, UNIT A
RIVERSIDE, CA

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06/14/16
(SIGNATURE & DATE)
HPI ARCHITECTURE
AMMAR SARSAM
PRINCIPAL

Reviewed By:

06/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROJECT MANAGER

Reviewed By:

06/14/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 23

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Ratification of Change Orders No. 1, 2, and 3 [Agency Driven Changes, Unforeseen Conditions, Errors], (Bid No. 13P032, Category 04), Rocky Coast Builders, Inc., Fine Arts-CIS/Math Building**

ACTION
It is recommended that the Board of Trustees ratify Change Orders No. 1, 2, and 3 [Agency Driven Changes, Unforeseen Conditions, Errors] in the total combined amount of $65,391 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The combined amount from Change Orders No. 1, 2, and 3 will be $65,391, increasing the total contract amount to $7,252,962; Change Order 1 is in the amount of $35,356, Change Order 2 is in the amount of $19,835, and Change Order 3 is in the amount of $10,200. Funding will be allocated from the GO Bond.

Original Contract Amount		$7,187,571
Fine Arts Portion of Project (FA)	$4,681,319	
CIS/Math Portion of Project (CIS/M)	$2,506,252	
Amount of Change Order 1 (FA)		$35,356
Amount of Change Order 2 (CIS/M)		$19,835
Amount of Change Order 3 (FA)		$10,200
New Contract Sum		$7,252,962

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Rocky Coast Builders, Inc. of Escondido, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 04 of this project represents the Structural and Site Concrete element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached items in Change Orders No. 1, 2, and 3 is $65,391. The original full contract amount approved by the Board was $7,187,571. Therefore, Change Orders No. 1, 2, and 3 are in compliance with Public Contract Code Section 20659. Change Orders No. 1, 2, and 3 are due to agency driven changes of adding additional concrete reinforcement bars to increase structural integrity and omit exterior fire-rated louvers and related fire alarm infrastructure on the Fine Arts building. The fire-rated louvers and fire alarm infrastructure deductive changes are reflected in the change orders for Golden Glass, Inc. and RDM Electric Co., Inc. Unforeseen conditions of adding additional concrete reinforcement to the structural grade beam footing to accommodate existing utility lines on the Fine Arts building. Due to design errors, both the Fine Arts and CIS/Math building required the addition of additional concrete aggregates, concrete admixtures, and insulation. Change Orders No. 1, 2, and 3 have been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Orders No. 1, 2, and 3.

	Change Order	Date	Amount	Percentage of Change
Pending	1, 2, 3	July 25, 2016	$65,391	2.2%

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

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

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

ATTACHMENT(S)
Change Order No. 3 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Change Order No. 2 to Contract No. 13P032-04 (CIS/Math Building portion) – Rocky Coast Builders, Inc.
Change Order No. 1 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Contract No. 13P032-04 – Rocky Coast Builders, Inc.

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Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts

Description: Add concrete and omit exterior fire rated louvers and related fire alarm infrastructure located at the exterior workyard of the Fine Arts building.

Reason: It was determined that the fire rated louvers at the exterior workyard were no longer required to be installed by the Division of State Architect (DSA). As a result, the louver and related fire alarm infrastructure was omitted, and the areas omitted were infilled with cast-in place concrete. Total cost includes the added cost of concrete, as well as the deductive costs to omit the louvers and Fire Alarm infrastructure for a total net add of $2,487.00 to the College.

Benefit: Deacreased future maintenance costs, as the louvers and fire alarm infrastructure originally shown to be provided is no longer required by DSA.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Agency Driven Change

Change Amount: ..... $ 10,200.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$10,200.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	55,191.00
Net sum prior to this Change Order	$	7,242,762.00
Amount of Change Order No. 3	$	10,200.00
New Contract Sum	$	7,252,962.00
Percentage of Change to Contract		0.9%

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

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

Requested By:

6-8-16

(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
DOUG LADDERBUSH
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.14.16

(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/14/16

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

Reviewed By:

06/16/16

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

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: CIS / Mathematics
Description: Add additional concrete aggregates and admixtures to each of the structural concrete shearwalls for the Fine Arts building (total of 16 walls).
Reason: Upon review, it was determined that the proposed concrete mix design was required to be revised from an aggregate mix to a pea gravel mix, in order to achieve consolidation of concrete to the structural concrete reinforcement and structural steel embeds within each concrete shearwall.
Benefit: Revising the specified concrete mix design ensured a solid consolidation of concrete to all embedded steel within each concrete shearwall, and provided an increased concrete strength above the required Project Specifications.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 17,661.00

Time Extension: .....0 Work days

Item 1.02

Building: CIS / Mathematics
Description: Add additional concrete and Styrofoam insulation at the boiler room, located at the roof of the CIS / Mathematics building.
Reason: Upon review of the proposed mechanical and plumbing equipment for the boiler room, it was determined that additional concrete was required to be installed to raise the floor as needed to achieve the mounting heights and clearances for each equipment scheduled to be installed within the boiler room.
Benefit: Provided the mounting heights and clearances required to be achieved within the room.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 2,174.00

Time Extension: .....0 Work days

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SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $19,835.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	35,356.00
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	7,222,927.00
Amount of Change Order No. 2	$	19,835.00
New Contract Sum	$	7,242,762.00
Percentage of Change to Contract		0.8%

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

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

Requested By:

6-8-16

(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
DOUG LADDERBUSH
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.14.16

(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/14/16

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

Reviewed By:

06/16/16

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

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Add additional concrete reinforcement bars to structural concrete shearwalls A & E, located along the south elevation of the Fine Arts building.
Reason: Upon a Field Walk of the building, the Division of State Architect (DSA) Field Engineer requested for additional concrete reinforcement bars to be added to each concrete shearwall to increase the structural integrity of each wall.
Benefit: The additional concrete reinforcement bars provided additional structural integrity to the concrete shearwall and building.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven Change

Change Amount: ..... $ 3,957.00

Time Extension: .....0 Work days

Item 1.02

Building: Fine Arts
Description: Add additional concrete reinforcement bars and concrete to the structural grade beam footing, located along the northeast corner of the Fine Arts building.
Reason: Upon excavation of the footing in the field, it was discovered that an existing site underground gas line and waterline was buried within the footprint of the proposed grade beam footing. As a result, the footing was widened and deepened to accommodate each existing utility.
Benefit: Eliminated the need to remove and relocate each active utility line.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen condition

Change Amount: ..... $ 2,378.00

Time Extension: .....0 Work days

Item 1.03

Building: Fine Arts
Description: Add additional concrete aggregates and admixtures to each of the structural concrete shearwalls for the Fine Arts building (total of 19 walls).
Reason: Upon review, it was determined that the proposed concrete mix design was required to be revised from an aggregate mix to a pea gravel mix, in order to achieve consolidation of concrete to the structural concrete reinforcement and structural steel embeds within each concrete shearwall.
Benefit: Revising the specified concrete mix design ensured a solid consolidation of concrete to all embedded steel within each concrete shearwall, and provided an increased concrete strength above the required Project Specifications.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 22,414.00

Time Extension: .....0 Work days

Item 1.05

Building: Fine Arts
Description: Add additional concrete and Styrofoam insulation at the boiler room, located at the roof of the Fine Arts building.
Reason: Upon review of the proposed mechanical and plumbing equipment for the boiler room, it was determined that additional concrete was required to be installed to raise the floor as needed to achieve the mounting heights and clearances for each equipment scheduled to be installed within the boiler room.
Benefit: Provided the mounting heights and clearances required to be achieved within the room.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors / omissions

Change Amount: ..... $ 6,607.00

Time Extension: .....0 Work days

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SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $35,356.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	-
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	7,187,571.00
Amount of Change Order No. 1	$	35,356.00
New Contract Sum	$	7,222,927.00
Percentage of Change to Contract		0.5%

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

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

Requested By:

6-8-16

(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
DOUG LADDERBUSH
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06-14-16

(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/14/16

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

Reviewed By:

06/16/16

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 24

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 13P032, Category 19), RDM Electric, Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Agency Driven Changes] in the deductive amount of $3,117 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $3,117, decreasing the contract amount to $5,721,883. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On October 1, 2014, the Board awarded a contract to RDM Electric, Inc. of Chino, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 19 represents the Electrical/Low Voltage element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $3,117. The original contract amount approved by the Board was $5,725,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to omitting the fire-rated louvers and related fire alarm infrastructure due to changes in DSA requirements; instead, the area was infilled with concrete per the submitted additive Change Order No. 3 by Rocky Coast Builders, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 25, 2016	($3,117)	-0.1%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 13P032-19 – RDM Electric, Inc.
Contract No. 13P032-19 – RDM Electric, Inc.

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Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-19

To: RDM Electric Co., Inc.
13867 Redwood Avenue
Chino, CA 91710
Phone: 909-591-0990
Fax: 909-591-1599

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts

Description: Add concrete and omit exterior fire rated louvers and related fire alarm infrastructure located at the exterior workyard of the Fine Arts building.

Reason: It was determined that the fire rated louvers at the exterior workyard were no longer required to be installed by the Division of State Architect (DSA). As a result, the louver and related fire alarm infrastructure was omitted, and the areas omitted were infilled with cast-in place concrete. Total cost includes the added cost of concrete, as well as the deductive costs to omit the louvers and Fire Alarm infrastructure for a total net add of $2,487.00 to the College.

Benefit: Deacreased future maintenance costs, as the louvers and fire alarm infrastructure originally shown to be provided is no longer required by DSA.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Agency Driven Change

Change Amount: ..... ($3,117.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($3,117.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	5,725,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	5,725,000.00
Amount of Change Order No. 1	$	(3,117.00)
New Contract Sum	$	5,721,883.00
Percentage of Change to Contract		-0.1%

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

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

Requested By:

Robert D. McDonnell Jr. 6-7-16

(SIGNATURE & DATE)

RDM ELECTRIC, INC.
ROB MCDONNELL, JR.
13867 Redwood Avenue
Chino, CA 91710

Approved By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)

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

Reviewed By:

(SIGNATURE & DATE)

CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

06.15.16

(SIGNATURE & DATE)

HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/15/16

(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

06/16/16

(SIGNATURE & DATE)

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 25

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 1 [Agency Driven Change], (Bid No. 14P006, Category 10), Golden Glass, Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Agency Driven Changes] in the deductive amount of $4,596 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $4,596, decreasing the contract amount to $2,193,404. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On December 10, 2014, the Board awarded a contract to Golden Glass, Inc. of Fullerton, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid five (5) disciplines for various elements of the project work. Category 10 represents the Windows/Glazing element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $4,596. The original contract amount approved by the Board was $2,198,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to omitting the fire-rated louvers and related fire alarm infrastructure due to changes in DSA requirements; instead, the area was infilled with concrete per the submitted additive Change Order No. 3 by Rocky Coast Builders, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 25, 2016	($4,596)	-0.2%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P006-10 – Golden Glass, Inc.
Contract No. 14P006-10 – Golden Glass, Inc.

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-10

To: Golden Glass, Inc.
1221 E. Orangethorpe Ave.
Fullerton, CA 92831
Phone: 714-449-8989
Fax: 714-449-8999

Date: May 13, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts

Description: Add concrete and omit exterior fire rated louvers and related fire alarm infrastructure located at the exterior workyard of the Fine Arts building.

Reason: It was determined that the fire rated louvers at the exterior workyard were no longer required to be installed by the Division of State Architect (DSA). As a result, the louver and related fire alarm infrastructure was omitted, and the areas omitted were infilled with cast-in place concrete. Total cost includes the added cost of concrete, as well as the deductive costs to omit the louvers and Fire Alarm infrastructure for a total net add of $2,487.00 to the College.

Benefit: Deacreased future maintenance costs, as the louvers and fire alarm infrastructure originally shown to be provided is no longer required by DSA.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Agency Driven Change

Change Amount: ..... ($4,596.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($4,596.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	2,198,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	2,198,000.00
Amount of Change Order No. 1	$	(4,596.00)
New Contract Sum	$	2,193,404.00
Percentage of Change to Contract		-0.2%

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

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

Requested By:

(SIGNATURE & DATE)
GOLDEN GLASS, INC.
BLAKE GOLDEN
1221 E. Orangethorpe Ave
Fullerton, CA 92831

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

06.15.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

6/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

05/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Return to Table of Contents

Project: Cerritos College
Landscape Project

Change Order Number: 02

Contract # 14P020-03

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

Date: June 7, 2016

Board Action: (Approval)

SUMMARY OF CHANGES:

Item 2.01

Description: Asphalt/concrete patch work at driveway approaches has been eliminated from this Prime Contractor's scope of work. This change order is for the remaining cost credit for Bid Category #03. Reference K.A.R. Construction, Inc. Change Order No. 01 for previous credit.

Reason: Preferred Landscape, Inc. (Bid Category #02) installed irrigation main line sleeve piping under each driveway approach along Studebaker and Alondra by mechanically boring under existing landscape and hardscape in lieu of closing drive approaches, demoing asphalt/concrete, trenching, installing sleeve, backfilling, and patching asphalt/concrete. Reference Preferred Landscape, Inc. Change Order No. 01.

Benefit: Allowed all driveway approaches to remain open for duration of the project at no additional cost.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Scope Reduction

Change Amount: ..... $ (18,815.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($18,815.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	127,000.00
Net change by previous Change Order No. 1	$	(29,656.00)
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	97,344.00
Amount of Change Order No. 2	$	(18,815.00)
New Contract Sum	$	78,529.00
Percentage of Change to Contract		-38.2%

Return to Table of

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

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

Requested By:

6/13/16
(SIGNATURE & DATE)
K.A.R. CONSTRUCTION, INC.
BRENT ROTHWEILER
1306 West Brooks St.
Ontario, CA 91762

Approved By:

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

Reviewed By:

6/16/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

6/16/16
(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
ARCHITECT

Reviewed By:

6/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
ROBERT GONZALEZ
PROJECT MANAGER

Reviewed By:

06/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 26

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P020, Category 03), K.A.R. Construction, Inc., Landscape: Alondra & Studebaker Project

ACTION
It is recommended that the Board of Trustees approve Change Order No. 2 [Deductive Credit] in the deductive amount of $18,815 for the Landscape: Alondra & Studebaker project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $18,815, decreasing the contract amount to $78,529. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On September 16, 2015, the Board awarded a contract to K.A.R. Construction, Inc. of Ontario, California for the Campus Electrical and Chilled Water Upgrade project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 03 represents the Concrete element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $18,815. The original contract amount approved by the Board was $127,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to a reduction to the scope of work. The asphalt/concrete patch work at the driveway approaches was eliminated from the scope of work, thus allowing all driveway approaches to remain open for the duration of the project. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	July 25, 2016	($18,815)	- 38.2%
	1	April 20, 2016	($29,656)	-23.4%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P020-03 – K.A.R. Construction, Inc.
Contract No. 14P020-03 – K.A.R. Construction, Inc.

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Project: Cerritos College Landscape Project

Change Order Number: 01

Contract # 14P020-03

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

Date: March 8, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Description: Asphalt/concrete patch work at driveway approaches has been eliminated from this Prime Contractor's scope of work.

Reason: Preferred Landscape, Inc. (Bid Category #02) installed irrigation main line sleeve piping under each driveway approach along Studebaker and Alondra by mechanically boring under existing landscape and hardscape in lieu of closing drive approaches, demoing asphalt/concrete, trenching, installing sleeve, backfilling, and patching asphalt/concrete. Reference Preferred Landscape, Inc. Change Order No. 01.

Benefit: Allowed all driveway approaches to remain open for duration of the project at no additional cost.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Scope Reduction

Change Amount: ..... $ (29,656.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... **($29,656.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	127,000.00
Net change by previous Change Order	$	-
Net Change by previous Contract Adjustment	$	-
Net sum prior to this Change Order	$	127,000.00
Amount of Change Order No. 1	$	(29,656.00)
New Contract Sum	$	97,344.00
Percentage of Change to Contract		-23.4%

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

This Change Order is hereby executed on behalf of the Board of Trustees on 20th of April, 2016

Requested By:

3/9/16
(SIGNATURE & DATE)
K.A.R. CONSTRUCTION, INC.
BRENT ROTHWEILER
1306 West Brooks St.
Ontario, CA 91762

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID EL FATTAL
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

3/10/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

3.8.16
(SIGNATURE & DATE)
QDG ARCHITECTURE
GIG PUKPRAYURA
ARCHITECT

Reviewed By:

3/10/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
ROBERT GONZALEZ
PROJECT MANAGER

Reviewed By:

03/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 27

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P019, Category 02), Bon Air, Inc., Campus Electrical and Chilled Water Upgrade Project

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Deductive Credit] in the deductive amount of $7,585 for the Landscape project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $7,585, decreasing the contract amount to $252,415. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On August 19, 2015, the Board awarded a contract to Bon Air, Inc. of Los Angeles, California for the Campus Electrical and Chilled Water Upgrade project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid two (2) disciplines for various elements of the project work. Category 02 represents the Mechanical element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $7,585. The original contract amount approved by the Board was $260,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to completion of the contractor's overall scope of work and a cost credit remaining. The mechanical chilled water piping was re-routed which resulted in the contractor utilizing less materials to complete the project. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	July 25, 2016	($7,585)	- 2.92%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P019-02 – Bon Air, Inc.
Contract No. 14P019-02 – Bon Air, Inc.

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Project: Cerritos College
Campus Elect & Chilled Water Upgrade

Change Order Number: 01
Contract # 14P019-02

To: Bon Air Inc.
11340 W. Olympic Blvd. #302
Los Angeles, CA 90064

Date: June 14, 2016

Board Action: Approval

SUMMARY OF CHANGES:

Item 1.01

Description: The Contractor's overall Scope of Work was completed and there is a cost credit remaining on their Contract.

Reason: The pipe routing for the mechanical chilled water was re-routed which resulted in this contractor installing less pipe.

Benefit: The overall project cost to the District is reduced by issuing this credit.
Requested by: Owner
Change Order Type: Deductive Credit

Change Amount:.....$ (7,585.00)
Time Extension: 0

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $(7,585.00)
TOTAL ADDITIONAL WORKING DAYS..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	260,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	260,000.00
Amount of Change Order No. 1	$	(7,585.00)
New Contract Sum	$	252,415.00
Percentage of Change to Contract		-2.92%

Return to Table of

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

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

Requested By:

(SIGNATURE & DATE)
BON AIR, INC.
HASSAN DOWLATISHANI
11340 W. Olympic Blvd. #302
Los Angeles, CA 90064

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VICE PRESIDENT BUSINESS SERVICES

Reviewed By:

6/16/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

(SEE ATTACHED)
(SIGNATURE & DATE)
S&K ENGINEERS
LESTER JUNG
ENGINEER

Reviewed By:

6/16/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
HECTOR MELARA
PROJECT MANAGER

Reviewed By:

06/16/16
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Project Assignment Agreement No. 1 to the Master Architectural/Engineering Services Agreement with LPA, Inc. for the Stadium Turf Replacement Project

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 1 to the Master Architectural/Engineering Services Agreement with LPA, Inc. for the Stadium Turf Replacement project.

FISCAL IMPACT
The total contract sum shall be for 11% of the final project budget, when approved. Currently, the estimated project budget is $2,000,000 rough order of magnitude (ROM), which would necessitate a fee of $220,000 plus $10,000 for reimbursable expenses, and allow for $5,000 extra services as required; this amount will be funded from the GO Bond. LPA, Inc. is headquartered in Irvine, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 1 TO THE MASTER ARCHITECTURAL/ENGINEERING AGREEMENT FOR THE STADIUM TURF REPLACEMENT PROJECT
LPA, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On December 23, 2013, Cerritos College entered into a Master Architectural/Engineering Agreement ("Master Agreement") with LPA, Inc. for the purpose of creating a qualified pool of architectural firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P001, Architectural Services for Campus-Wide Measure CC and/or G Facilities Projects. 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 engineering firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 1 arises out of Cerritos College's desire to obtain the necessary architectural, design, and engineering services for the completion of the Stadium Turf Replacement project funded by GO Bond allocations. LPA, Inc.'s services includes, but is not limited to, providing architectural services for renovation of the existing field at Falcon Stadium which may include the replacement of the existing synthetic turf, shock pad (underlayment), base material and drainage system, and replacement/modification of the existing turf cooling system.

Period: The time period will be from August 1, 2016 through project completion.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 1 to Contract No. 13P017 – LPA, Inc.
Contract No. 13P017, Master Architectural/Engineering Services Agreement – LPA, Inc.

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 1

TO

MASTER ARCHITECTURAL/ENGINEERING SERVICES AGREEMENT,

CONTRACT NO. 13P017

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

LPA, INC.

DATED

DECEMBER 23, 2013

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is made and entered into as of **July 25, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **LPA, Inc.** ("ARCHITECT"); and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT shall be considered attached to and incorporated in that certain document dated **December 23, 2013**, entitled "Master Architectural Services Agreement", Contract No. **13P017** ("AGREEMENT") as the PARTIES desire to identify a PROJECT that will be completed pursuant to the terms of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT arises out of the DISTRICT's desire to obtain the necessary architectural, design, and engineering services for the completion of the **Stadium Turf Replacement** which shall hereinafter be considered a formal "PROJECT" subject to the terms and conditions of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is being executed between the PARTIES pursuant to Article XIII, Section 8 of the AGREEMENT; and

WHEREAS, the initial Recitals of the Agreement require that each portion of the PROJECT be identified and made a part of the AGREEMENT through a written PROJECT ASSIGNMENT AGREEMENT executed by both PARTIES, which identifies the name of the improvement, location, scope

of work, ARCHITECT's project number, basis of compensation (if different than the AGREEMENT), and any additional Basic Services that will be performed by the ARCHITECT in accordance with the AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree that the aforementioned improvement shall be completed pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

1. Project Description.

A. ARCHITECT shall provide architectural and engineering services for the following PROJECT:

1) Renovation of the existing field at Falcon Stadium which may include the replacement of the existing synthetic turf, shock pad (underlayment), base material and drainage system and replacement/modification of the existing turf cooling system (if necessary).

2) The Construction Rough Order of Magnitude for the Stadium Turf Replacement is $2,000,000. The Approved BUDGET, as referenced in Article IV, Paragraph 2 of the AGREEMENT, to be determined upon ARCHITECTS's Schematic Design estimate, collaborated with the District's estimate.

2. Basic Services.

A. The ARCHITECT shall provide all the basic services set forth in the AGREEMENT in connection with this PROJECT ASSIGNMENT AGREEMENT, with the exception of the following services which are not needed for the completion of this PROJECT, as determined by the ARCHITECT in its professional opinion and approved by the DISTRICT: ***(Check off all architectural, engineering and/or consultant services that DO NOT apply to this PROJECT. If all the services below are required to complete this PROJECT, leave this section blank.)***

Basic Services Phases

- ☐ Schematic Design (SD)
- ☐ Design Development (DD)
  - ☐ Estimate and Estimate Reconciliation
  - ☐ Preliminary Plans Phase Constructability Review
- ☐ Construction Documents (CD)
  - ☐ Estimate and Estimate Reconciliation
  - ☐ Construction Drawings Constructability Review
- ☐ DSA Approval
- ☐ Health Department Approval
- ☐ Bidding Phase
- ☐ Construction Phase
- ☐ Close-out Phase

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☐ DSA Certification of Project

Design Consultants Included in Basic Services

- ☐ Structural
- ☐ Civil
  - ☐ On-Site
  - ☐ Off-Site
- ☐ Mechanical
- ☐ Plumbing
- ☐ Fire Sprinkler
- ☐ Electrical
- ☐ Telecommunications/Data (as it applies)
- ☐ Security (Using Stanley Security)
- ☐ Fire Alarm (Using Simplex/Grinnell)
- ☐ Landscaping
- ☐ Estimating
- ☐ Preparation of Record (as constructed) drawings
- ☐ Curtain wall consulting
- ☐ Selection and specification of equipment (not in Group II furniture)
- ☐ Other:
  - ☐ Audio Visual consulting
  - ☐ Acoustic consulting
  - ☐ Security consulting
  - ☐ Arborist services
  - ☐ Signage and Graphics (except code required signage)
  - ☐ Selection and Specification of Group II furniture, fixtures and equipment
  - ☐ Traffic consulting and engineering
  - ☐ Food Services consulting
  - ☐ Sustainable Design (LEED) consulting and commissioning
  - ☐ Telecommunication and Data consulting and engineering services
  - ☐ Roofing/Waterproofing consulting
  - ☐ Measured drawings of existing facilities
  - ☐ Existing facilities surveys
  - ☐ Post occupancy evaluations

3. Extra Services, Consultants and Deliverables: Services, consultants, and/or other deliverables that are not set forth in the AGREEMENT but which are required for the completion of this PROJECT shall be described in Attachment "1" which is attached hereto this PROJECT ASSIGNMENT AGREEMENT and incorporated herein by this reference. In no event shall the services, consultants and/or other deliverables detailed in Attachment "1" be considered Additional Services as defined by Article III of the AGREEMENT.

4. APPROVED BUDGET: The ARCHITECT understands and acknowledges that the total Construction

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Budget rough order of magnitude (ROM) for this PROJECT ASSIGNMENT AGREEMENT is $2,000,000.00 and this amount shall not be exceeded without the prior written approval of the DISTRICT. At the completion of the Schematic Design (SD) phase of ARCHITECT'S work, ARCHITECT shall submit a SD estimate to DISTRICT. The APPROVED BUDGET for the above referenced scope of work for this PROJECT ASSIGNMENT AGREEMENT shall be adjusted upon mutual agreement and collaborative efforts of ARCHITECT'S submitted SD estimate and DISTRICT'S estimate prior commencing with the Design Development (DD) Phase by executing an amendment to this PROJECT ASSIGNMENT AGREEMENT. The ARCHITECT shall be responsible for designing this PROJECT within all budget limitations approved by the DISTRICT in accordance with the AGREEMENT.

5. Architect Compensation:

A**. Architect Fee for Basic Services.** For performing the Basic Services detailed in the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT for the completion of the PROJECT, the DISTRICT agrees to pay the ARCHITECT **ELEVEN PERCENT (11%)** of the APPROVED BUDGET. In the event the terms of Article X, Section 1(a) of the AGREEMENT apply, the Architect Fee for the PROJECT shall be adjusted accordingly.

B. **Payment Schedule.** Payment of the Architect Fee to the ARCHITECT shall be made in accordance with the percentages set forth in Article X, Section 2 of the AGREEMENT.

C. **Architect Fee for Extra Services, Consultants and Deliverables.** For performing the Extra Services detailed in this PROJET ASSIGNMENT AGREEMENT, - Attachment "1" (if approved by the District), the District agrees to pay the ARCHITECT **FIVE THOUSAND AND 00/100 DOLLARS ($5,000.00)**, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

D**. Reimbursable Expenses:** Reimbursable expenses are estimated to be **TEN THOUSAND AND 00/100 DOLLARS ($10,000.00),** and this amount shall not be exceeded without the prior written approval of the DISTRICT.

6. Plan Schedule: The schematic design, design development, and construction document services covered by this PROJECT ASSIGNMENT AGREEMENT shall be completed by:

A. Program coordination plan within 3 weeks from the date of executed PROJECT ASSIGNMENT AGREEMENT.

B. SD plan within 3 weeks from the date of executed PROJECT ASSIGNMENT AGREEMENT. (allow 2 weeks for District review and approval)

C. DD plan within 3 weeks from DISTRICT approval of the SD plans. (allow 2 weeks for District review and approval)

D. CD plan within 4 weeks from DISTRICT approval of the DD plans.

E. DSA plan submission for review and approval, within 2 weeks of DISTRICT approval of the CD plans.

The PARTIES, through their authorized representatives, have executed this PROJECT ASSIGNMENT AGREEMENT as of the day and year first written above.

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**LPA, Inc.**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Robert Kupper
Print Title: Acting VP Of Business Services	Print Title: Chief Executive Office

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Information regarding Architect / Engineer:

License No.: _____

Address: 5161 California Avenue, #100

Irvine, CA 92617

Telephone: 949-261-1001

Facsimile: 949-260-1190

E-Mail: rkupper@lpainc.com

Type of Business Entity:

____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
__x__ Corporation, State: California
____ Limited Liability Company
____ Other: _____

95-2693579 :
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.

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ATTACHMENT "1"

SERVICES NOT DETAILED IN THE AGREEMENT

1. **Basic Services**
    a. DSA, if required, approval is necessary not later than January 31, 2017.
    b. Anticipated construction schedule includes:
        i. Bid period / contract(s) award February 2017 – May 2017.
        ii. Construction May 2017 – July 2017.
2. **Additional Alternate Services**
    a. SWPPP Development / QSD Services $5,000.00.

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 29

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Project Assignment Agreement No. 6 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the EMS Upgrade Project

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 6 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the EMS Upgrade project.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $104,232; this amount will be funded from the GO Bond. The Vinewood Company, LLC is headquartered in La Verne, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 6 TO THE MASTER INSPECTOR SERVICES AGREEMENT FOR THE EMS UPGRADE PROJECT
THE VINEWOOD COMPANY, LLC
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On January 28, 2015, Cerritos College entered into a Master Inspector Services Agreement ("Master Agreement") with The Vinewood Company, LLC for the purpose of creating a qualified pool of inspector of record firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P026, Inspector of Record Services. 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 6 arises out of Cerritos College's desire to obtain the necessary inspection services for the completion of the EMS Upgrade project funded by GO Bond allocations. The

Vinewood Company, LLC's services includes, but is not limited to, providing daily inspection and reports as a Class 3 Inspector for the EMS Upgrade project.

Period: The time period will be from August 1, 2016 through project completion.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 6 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 5 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 4 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 3 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 2 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 1 to Contract No. 13P035 – The Vinewood Company, LLC
Contract No. 13P035, Master Inspector Services Agreement, The Vinewood Company, LLC

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 6

TO

MASTER INSPECTOR SERVICES AGREEMENT

CONTRACT NO. 13P035

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

THE VINEWOOD COMPANY, LLC

DATED

JANUARY 28, 2015

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is made and entered into as of **July 25, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **The Vinewood Company, LLC** ("INSPECTOR"); and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT shall be considered attached to and incorporated in that certain document dated **January 28, 2015** entitled "Master Inspector Services Agreement", **Contract No. 13P035** ("AGREEMENT") as the PARTIES desire to identify a PROJECT that will be completed pursuant to the terms of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT arises out of the DISTRICT's desire to obtain the necessary inspection services for the completion of the **EMS Upgrade** project which shall hereinafter be considered a formal "PROJECT" subject to the terms and conditions of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is being executed between the PARTIES pursuant to Section (A) of the AGREEMENT; and

WHEREAS, the initial Recitals of the AGREEMENT require that each portion of the PROJECT be identified and made a part of the AGREEMENT through a written PROJECT ASSIGNMENT AGREEMENT executed by both PARTIES, which identifies the name of the improvement, location, scope of work, basis of compensation, and any additional Basic Services that will be performed by the INSPECTOR in accordance with the AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree that the aforementioned improvement shall be completed pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

1. **Project Description.**

A. INSPECTOR shall provide inspection services for the following PROJECT:

1) EMS Upgrade

2. **Basic Services.**

A. The INSPECTOR shall provide all the basic services set forth in the AGREEMENT in connection with this PROJECT ASSIGNMENT AGREEMENT, with the exception of the following services which are not needed for the completion of this PROJECT, as determined by the INSPECTOR in its professional opinion and approved by the DISTRICT:

1) Division of State Architect Inspection

3. **Additional Basic Services, Consultants and Deliverables.** Services, consultants, and/or other deliverables that are not set forth in the AGREEMENT but which are required for the completion of this PROJECT shall be described in ATTACHMENT "1" which is attached hereto this PROJECT ASSIGNMENT AGREEMENT and incorporated herein by this reference.

4. **Inspector Compensation.**

A. **Inspector Fee for Basic Services.** For performing the Basic Services detailed in the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT for the completion of the PROJECT, the DISTRICT agrees to pay INSPECTOR in accordance with the rate and price schedule information set forth in EXHIBIT "A" to the AGREEMENT unless an alternative fee for Basic Services is agreed upon between the PARTIES and attached hereto this PROJECT ASSIGNMENT AGREEMENT as ATTACHMENT "1".

B. In no event shall the total payment to INSPECTOR under this PROJECT ASSIGNMENT AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of **One Hundred Four Thousand, Two Hundred Thirty Two and 00/100 ($104,232.00)**, for all services performed and expenses, inclusive of all extra service expenses, incurred pursuant to this PROJECT ASSIGNMENT AGREEMENT.

5. **Approval Required.** This PROJECT ASSIGNMENT AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

The PARTIES, through their authorized representatives, have executed this PROJECT ASSIGNMENT AGREEMENT as of the day and year first written above.

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**The Vinewood Company, LLC**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Howard Mason
Print Title: Acting VP of Business Services	Print Title: Principal In Charge

DRAFT

Information regarding Inspector:

License No.:

Address: 1854 Vinewood Street

La Verne, CA 91750

Telephone: 909-596-1045

Facsimile:

E-Mail: hmtvc@verizon.net

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

260373328 :
Employer Identification and/or
Social Security Number

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

DRAFT

ATTACHMENT "2"

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from John Beckton, Team Leader Field Operations, The Vinewood Company to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 26, 2016 regarding Certified DSA Inspection Services Proposed EMS Upgrade Project (3 pages), attached hereto by this reference as "ATTACHMENT 2".

2. Task 1 –
    a. Provide inspection services as requested by the District, excluding any and all special inspections that are required.
    b. Provide reports for all inspections including copies of all reports to Cerritos Community College, Architect in responsible charge and the Construction Management Team.

3. Includes Prevailing Wages as required by law for all field labor/work.

4. Cost of Professional Services
    a. Services $ 104,232.00

5. Schedule
    a. August 2016 – March 2018

6. Specific to this PROJECT ASSIGNMENT AGREEMENT the rate and price schedule information set forth in EXHIBIT "A" to the AGREEMENT for Basic Services is modified and agreed upon as follows:

INSPECTOR CERTIFICATION	ORIGINAL HOURLY RATE(S) PER AGREEMENT	MODIFCATION	CURRENT HOURLY RATE(S)	NOTES
Project Inspector Class 3	$62.50	$2.00	**$64.50**	Prevailing wage increase (July 2015).

7. At the time a given PROJECT is identified and entered into by way of a PROJECT ASSIGNMENT AGREEMENT, the prevailing wage determinations at the time of execution of a PROJECT ASSIGNMENT AGREEMENT shall apply for the duration of the given PROJECT. As such, the DISTRICT shall not be subject to any future prevailing wage determination increases for the given Project Assignment Agreement. Effectively, the current applicable prevailing wage determinations and/or agreed hourly rates noted above are "locked in" for the duration of this PROJECT ASSIGNMENT AGREEMENT.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 30

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Amendment to Project Assignment Agreement No. 3 to the Master Inspector Services Agreement with TYR, Inc. for the Sports Field Restroom Project

ACTION
It is recommended that the Board of Trustees ratify the amendment to Project Assignment Agreement No. 3 to the Master Inspector Services Agreement with TYR, Inc. for the Sports Field Restroom Project.

FISCAL IMPACT
The total contract sum shall be increased $28,880 for a new not-to-exceed amount of $44,272; this amount will be funded from the GO Bond. TYR, Inc. is headquartered in Lakewood, 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 PROJECT ASSIGNMENT AGREEMENT NO. 3 TO THE MASTER INSPECTOR SERVICES AGREEMENT FOR THE SPORTS FIELD RESTROOM PROJECT
TYR, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On February 25, 2015, Cerritos College entered into a Master Inspector Services Agreement ("Master Agreement") with TYR, Inc. for the purpose of creating a qualified pool of inspector of record firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P026, Inspector of Record Services. 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

On September 16, 2015, Cerritos College entered into Project Assignment Agreement No. 3 to obtain the necessary inspection services for the completion of the Sports Field Restroom project.

Cerritos College wishes to amend Project Assignment Agreement No. 3 to allow for additional on-site IOR services and in plant inspection services.

Period: The time period of the PAA remains unchanged and is from September 16, 2015 through project completion.

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

ATTACHMENT(S)
Draft of Amendment No. 1 to Project Assignment Agreement No. 3 to Contract No. 13P036 – TYR, Inc.
Project Assignment Agreement No. 3 to Contract No. 13P036 – TYR, Inc.
Contract No. 13P036, Master Inspector Services Agreement, TYR, Inc.

Cerritos College DRAFT

AMENDMENT NO. 1

TO

PROJECT ASSIGNMENT AGREEMENT NO. 3

UNDER

CONTRACT NO. 13P036

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

TYR, INC.

DATED

FEBRUARY 25, 2015

WHEREAS, this Project Assignment Amendment ("P.A. AMENDMENT") is made and entered into as of **May 18, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **TYR, Inc.** ("CONSULTANT"); collectively referred to as "PARTIES", and

WHEREAS, this P.A. AMENDMENT shall be considered attached to and incorporated in that certain document dated **September 15, 2015**, entitled "**Project Assignment Agreement No. 3** to Master Inspector Services Agreement, **Contract No. 13P036** (the "PROJECT ASSIGNMENT AGREEMENT") for the completion of the **Sports Field Restroom** Project (the "PROJECT") as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, this P.A. AMENDMENT arises out of the DISTRICT's desire to obtain **additional material testing and inspection services** for the completion of the PROJECT (hereinafter referred to as the "Additional Services"); and

WHEREAS, the Master Inspection Services Agreement Contract No. **13P036** dated **February 25, 2015** 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 **February 25, 2015**, 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 INSPECTOR 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 INSPECTOR agrees to perform all the Additional Services set forth in the proposal attached hereto and incorporated herein by this reference as ATTACHMENT "2". The INSPECTOR and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "2" only to the extent such terms detail the scope of Additional Services and the total compensation due the INSPECTOR for performing such Additional Services. Notwithstanding the above concerning compensation and scope of Additional Services, the PARTIES agree that the terms and conditions of this PROJECT ASSIGNMENT AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". The INSPECTOR and DISTRICT also agree that the terms and conditions of the AGREEMENT shall be controlling and will govern in the event of any discrepancies, conflicts or inconsistencies between the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT or ATTACHMENT "2".

(1) Additional Services Compensation. The DISTRICT agrees to pay the INSPECTOR in accordance with the fee, rate and/or price schedule information set forth in ATTACHMENT "2", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall the total payment to INSPECTOR exceed **$28,880.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". The INSPECTOR shall invoice all fees for Additional Services performed by the INSPECTOR on a monthly basis as services are completed by the INSPECTOR. All invoices for Additional Services shall be based upon actual work or services completed by the INSPECTOR 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 INSPECTOR. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT "2" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY INSPECTOR 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 INSPECTOR MAY BE INCORPORATED INTO THIS PROJECT ASSIGNMENT AGREEMENT AS ATTACHMENT 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "2"

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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___
TYR, Inc.	**Cerritos Community College District**
By: _____	By: _____
Print Name: Youssef Sobhi	Print Name: Noorali Delawalla
Print Title: President	Print Title: Acting VP 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 Youssef Sobhi, President and Senior Inspector, TYR, Inc. to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 13, 2016 regarding Material Testing and Inspection Services Proposed Sports Field Restroom Project (1 page), attached hereto and incorporated herein by this reference as ATTACHMENT "1".
2. Material Testing & Inspection Services
    a. Structural Steel
    b. Masonry
    c. Concrete
3. Includes workers' compensation insurance as required by law.
4. Cost of Professional Services
    a. Total $ 28,880.00
5. Schedule
    a. June 2016 – December 2016

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 31

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Amendment to Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New Fine Arts Building

ACTION
It is recommended that the Board of Trustees ratify the amendment to Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the New Fine Arts Building.

FISCAL IMPACT
The total contract sum shall be increased $152,670 for a new not-to-exceed amount of $477,539; this amount will be funded from the GO Bond. The Converse Professional Group, DBA 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. 3 TO PROJECT ASSIGNMENT AGREEMENT NO. 1 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR THE NEW FINE ARTS 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 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 inspection firm, 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. 1 to obtain the necessary testing services for the Fine Arts Building project which included, but was not limited to, geotechnical observation and testing, and material inspection and testing, as required.

On April 20, 2016, Cerritos College amended Project Assignment Agreement No. 1 to allow for ground penetrating radar (GPR) testing of the four constructed shear walls on the Fine Arts Building.

At this time, Cerritos College wishes to amend Project Assignment Agreement No. 1 again to allow for additional geotechnical observation and testing, and material inspection and testing on the Fine Arts Building project.

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. 3 to Project Assignment Agreement No. 3 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Amendment No. 2 to Project Assignment Agreement No. 1 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Amendment No. 1 to Project Assignment Agreement No. 1 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 1 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

Cerritos College

DRAFT

AMENDMENT NO. 3

TO

PROJECT ASSIGNMENT AGREEMENT NO. 1

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 **July 21, 2016** 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. 1** to Master Independent Consultant Agreement, **Contract No. 14P010** (the "PROJECT ASSIGNMENT AGREEMENT") for the completion of the **Fine Arts** 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 "2". The INDEPENDENT CONSULTANT and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "2" only to the extent such terms detail the scope of Additional Services and the total compensation due the 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 "2". 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 "2".

(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 "2", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall

the total payment to INDEPENDENT CONSULTANT exceed **$152,670.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". 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 "2" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY 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 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "2"

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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 Sivathasan	Print Name: Noorali Delawalla
Print Title: Vice President/Principal Engineer	Print Title: Acting V.P. of 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. Sivathasan, Vice President / Principal Engineer, Converse Consultants to David Buted, Project Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated March 30, 2016 regarding Geotechnical Observation & Materials Inspection and Testing Services Fine Arts 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 $ 139,900.00
    b. Laboratory Testing services $ 12,770.00
    c. Total $ 152,670.00

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 32

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Contract with the Los Angeles County Office of Education for the Annual Agreement for PeopleSoft Financial Systems

ACTION
It is recommended that the Board of Trustees ratify the contract with the Los Angeles County Office of Education (LACOE) for the Annual Agreement for PeopleSoft Financial Systems.

FISCAL IMPACT
The total contract sum shall be in the not-to-exceed amount of $86,471.34. Funding for this contract is allocated in the 2016-2017 Fiscal Services budget for the expenditure.

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

SERVICES – NEW
LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)
ANNUAL AGREEMENT FOR PEOPLESOFT FINANCIAL SYSTEMS
Requested by: Mr. Noorali Delawalla, Acting Vice President of Business Services

Purpose: On or around July 1, 2001, Cerritos College entered into an agreement with the Los Angeles County Office of Education (LACOE) to provide PeopleSoft Financial Systems and support. LACOE provides data processing of the A & B Warrants and financial systems services, including 1099 reporting and the purchasing requisition module. The agreement has been renewed at the start of each new fiscal year, and Cerritos College is seeking renewal for the 2016-2017 Fiscal Year. The total contract sum shall be for the not-to-exceed (NTE) amount of $86,471.34, as follows:

General Ledger and Accounts Payable	$59,848.80
Purchasing	26,322.54
1099 Reporting	300.00
Total NTE Amount	$86,471.34

Period: The time period of the agreement is from July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0014 – Los Angeles County Office of Education

DRAFT
16C0014

C-C-16062: 2016-17

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
PEOPLESOFT FINANCIAL SYSTEM
FISCAL YEAR 2016-2017

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public education agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

Cerritos Community College, #64360, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide financial system services to the District in conformance with Exhibit A, Services Provided by LACOE, Exhibit B, PeopleSoft Reports, and Exhibit C, PeopleSoft Financial System FY 2016-17 Worksheet, attached hereto and made a part hereof.

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective July 1, 2016, and shall remain in effect through June 30, 2017. The Contract may be amended by mutual written consent of the parties and may be terminated by either party upon thirty (30) days advance written notification.

3. COSTS AND PAYMENTS

District shall pay LACOE the costs, as specified in Exhibit A, B, and C. The total amount payable to LACOE by the District for the fiscal year (FY) 2016-2017 for financial system services shall be transferred quarterly from the District to LACOE by a journal. Transfers made for the first three (3) quarters shall be based upon the estimated cost of the District during FY 2016-17. The final quarter transfer will be adjusted to reflect District's actual charges for the FY 2016-17's school year. Notices of journal transfers will be provided.

4. REVISING EXHIBITS

Both parties anticipate that during the course of the fiscal year, changes may be made to the subscribed services and revisions may be required to the exhibits which are part of this Contract. In these instances, District shall issue to LACOE Revised Exhibit A and/or Exhibit B accompanied by a signed Exhibit C to reflect any addition and/or deletion of subscribed services requested by the District during the fiscal year.

5. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from

or is connected with the sole negligence, error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. INSURANCE

District and LACOE shall take out and maintain such general liability, property damage, workers' compensation and automobile insurance as is required to protect their interests.

7. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of District. LACOE shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the District.

8. RECORD RETENTION AND INSPECTION

The District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years.

9. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

10. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

11. SEVERABILITY/WAIVER

10.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

10.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

12. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

13. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

14. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into, and executed in Los Angeles County, California, and any legal action, claim, or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

15. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered shall be delivered by personal service or by deposit in the U.S. Mail, certified, or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Administrative Services Manager
Contracts Section
Los Angeles County Office of Education
9300 Imperial Highway, Room ECW-153,
Downey, CA 90242-2890

District:
Mailing Address is District Office

16. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 when LACOE determines that the District's employees and/or employees of subcontractors will have more than limited contact with LACOE pupils in the performance of the work of the Contract.

17. TUBERCULOSIS TESTING

Contractor's employees and or employees of subcontractors must have a current tuberculosis (TB) test to determine that the employee is free from active tuberculosis as required by Education Code Section 49406. Those employees whose TB screening test is reactive (positive) shall be required to submit a chest x-ray and a radiological report to rule out active TB.

18. TOBACCO-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles

19. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty or perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy BP 4020

.

20. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

21. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

22.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

22.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

22.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 21.2 above, of this certification;

22.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

23. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Deborah C. Harris
Assistant Director
Administrative Services
Controller's Office

Date 4/15/2016

School Dist.: Cerritos Comm Col. Bu # 64360
Contract # C-16062

By _____

Dr. David El Fattal
Typed or Printed Name

Title VP of Business Services

Date 5/9/16

Date Approved
by Board, if Required _____

Contact Person Noorali Delawalla

Title Director of Fiscal Services

Phone # (562) 860-2451 x 2266

Email: ndelawalla@cerritos.edu

Return the original signed copy to:
Adebayo Onanuga
ABD/LACOE
9300 Imperial Highway, ECW, Room 165
Downey, CA 90242-2890

Return to Table of

SERVICES PROVIDED BY LACOE

- General Ledger (GL)
- Accounts Payable (AP)
- Inventory
- Purchasing
- 1099 Reporting
- Reports
- System Support
- Training

VARIOUS INTERFACES

- Accounts Payable (AP)
- Budget Adjustment
- Chart field
- General Ledger (GL)
- Vendor
- Outgoing Payment

Charges shall be computed in conformance with the amount indicated herein for each system and/or system component selected by the district. For the purpose of this Agreement, FTEs shall be the total average full-time equivalent students for the community college district as reported in the Annual Report of Attendance for the 2015-2016 school year. Total accounts shall be defined as the total number of accounts for all funds on file on March 30, 2016.

It is estimated that the amount payable to LACOE for the FY 2016-2017 will be as follows:

GENERAL LEDGER AND ACCOUNTS PAYABLE

Features:

- Data entry through workstations
- Chart of accounts to meet State reporting requirements
- Balance by fund and resource
- Online data entry and maintenance of chart fields
- Edits for errors
- Budget checking and appropriation control
- Balanced set of accounting records
- Year-end accruals
- Fully integrated with County offered modules
- Audits trails
- Wide selection of online and hard copy reports
- Commercial warrant processing
- SACS Compliance

Charge:

$2.40 X (18537 Total FTE) = $ 44488.8 *Plus* $1.50 X (10240 Total No. of Accounts) = $15360

= Estimated General Ledger Charge **$ 59848.8** Enter in Exhibit C

INTERFACE GENERAL LEDGER DISTRICTS

The structure is as follows for districts with their own general ledger system and where interfaces are provided:

From (FTE)	To (FTE)	Annual Fee
1	14,999	$ 20,000
15,000	19,999	30,000
20,000	24,999	40,000
25,000	49,999	50,000
50,000	149,999	75,000
150,000+		$ 100,000

Charge: **FTE** _____ = **$** _____
(Enter in Exhibit C)

Purchasing:

Features:

- District printing of purchase orders (PO)
- Site requisition
- Online PO sourcing
- Online PO approval
- Online item maintenance
- Online vendor maintenance
- Express requisition panels
- Express PO panels
- Interfaces with County-offered Accounts Payable, Inventory and General Ledger modules
- Automatic encumbering and disencumbering
- Change orders
- Wide selection of online and hard copy reports

Charge:
$1.42 X 18537 (Total FTE) = **$ 26322.54** (Enter in Exhibit C)

Inventory:

Features:

- Stock receipts, issues, on-hand data available
- Interfaces with Purchasing and General Ledger modules
- Wide selection of inquiry panels
- Update of weighted average unit cost
- Wide selection of online and hard copy reports

Charge:
$1.42 X 18537 (Total FTE) = **$ 0** (Enter in Exhibit C)

Return to Table of

1099 REPORTING

LACOE Responsibility and Support:

- Electronic filing of 1099-MISC to both the Internal Revenue Service (IRS) and the State of California
- LACOE will provide two copies of completed 1099-MISC forms - one for district file, and one to be mailed to the vendor
- LACOE will provide districts with the following reports and/or online Inquiries:
  (1) Preliminary and final hard copy Detailed Summary report of all 1099 vendors reported to the IRS
  (2) 1099 Vendor List
  (3) Report of Duplicate Taxpayer Identification Numbers (TINs)
  (4) Withholding Voucher/Vendor Match Report
- LACOE provides workshop for 1099 processing in November
- Provide instructions on IRS 1099 and 1096 forms for filing manual corrections
- Inclusion of Associated Student Body (ASB) or non-PeopleSoft payments for 1099 reporting, subject to compliance with LACOE requirements

District Responsibility:

- District will mail 1099 vendor copy before January 31
- District will cover cost of mailing materials
- District will be responsible for filing manual corrections to the IRS

Charge: $300/Year = $ 300
(Enter in Exhibit C)

SYSTEM SUPPORT

- LACOE ensures online availability of the PeopleSoft Financial System for more than 100 Local Education Agencies.
- Issues with connectivity and support are handled by the LACOE Help Desk and the System Support units.
- Important announcements are communicated to users through the issuance of LACOE Bulletins and messages posted on the application Bulletin Boards.

TRAINING

- LACOE offers training classes for district personnel on the PeopleSoft Financial System (PSFS).
- Financial module specific trainings are usually conducted monthly at LACOE from September through June.
- The training schedule is published yearly in August as noted in the LACOE Informational Bulletin titled *Schedule for PeopleSoft Financial System Training*.

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Exhibit B- Basic Report Package CCD

PeopleSoft Financial System Basic Report Package			
DAILY REPORTS CATEGORY			
	LAAP029S	Warrant Register Report	
	LAAPINTC	AP Interface Error Report	
	LACSUREG	Suspense Register	
	LAGL008S	Trial Balance by Fund	
	LAGL009C/S	Daily BCM Error Report	
	LAGL010S	Journal Edit Error Report	
	LAGL011C/S	Valid Transactions Report	
	LAGL013S	Appropriation Control Report	
	LAGL021C	Daily Cash Balance Report	
	LAGL029C/S	Budget Journal Error Report	
	LAHR005S	HRS Edit Error Report	
	LCCH029S	Daily ACH Payment Register	
	LCCHRJS1	ACH Rejection Register	
	LCGL035S	Statement of Revenues and Expenses by Fund & Activity	
	LCGL036S	Statement of Revenues and Expenses by Fund & Categorical	
WEEKLY REPORTS CATEGORY			
	LAHR005C	HRS Edit Error Report	
	LAPO009C	Board List Purchase Order Report	
	LCGL012S	Expense List by Fund and Location	
	LCGL014S	Expense List by Fund and Categorical	
	LCGL015C	Expense List by Fund and Object	
	LCGL016S	Expense List by Fund and Activity	
	LCGL025C	Revenue List by Fund and Object	
	LCGL026S	Revenue List by Fund and Categorical	
	LCGL019C/S	Cumulative Detail Expenditure Report	
	LCGL819C/S	Cumulative Detail Revenue Report	
	LCGL919C/S	Cumulative Detail 9xxx Report	
MONTHLY REPORTS CATEGORY			
	LAAP003C	Vendor Listing by Alpha Name	Prelim
	LAAP129C	Monthly Commercial Warrant	Prelim
	LAAP130C	Monthly Voided Commercial Warrants	Prelim
	LAAP140C	Cumulative Commercial Warrant Register	Prelim
	LAAP300C	Aged Vendor Liability	Prelim
	LAAP305C	Open Liability Report	Prelim
	LAGL008S	Trial Balance by Fund	Prelim/Final
	LAGL111C	Monthly List of Valid Transactions Report	Prelim/Final
	LAPO001S	Cumulative Detail AP/PO Report - Fund/Loc./Res./Obj.	Prelim
	LAPO002S	Cumulative Detail AP/PO Report - Vendor Name & PO	Prelim

	LCCH129C	Monthly ACH payments	Prelim
	LCCH130C	Monthly Rejection ACH Payments	Prelim
	LCCH140C	YTD ACH Payments/Rejects	Prelim
	LCGL012S	Expense List by Fund and Location	Prelim/Final
	LCGL014S	Expense List by Fund and Categorical	Prelim/Final
	LCGL015C/S	Expense List by Fund and Object	Prelim/Final
	LCGL016S	Expense List by Fund and Activity	Prelim/Final
	LCGL017C	Cumulative Expenditure Report by Location	Prelim/Final
	LCGL019C/S	Cumulative Detail Report # 1000-7999	Prelim/Final
	LCGL025C	Revenue List by Fund and Object	Prelim/Final
	LCGL026S	Revenue List by Fund and Categorical	Prelim/Final
	LCGL035S	Statement of Revenues and Expenses by Fund and Activity	Prelim/Final
	LCGL036S	Statement of Revenues and Expenses by Fund and Categorical	Prelim/Final
	LCGL038S	Accounts Receivable Listing by Fund/Resource/Object	Prelim/Final
	LCGL040S	Deferred Revenue Listing by Fund/Resource/Object	Prelim/Final
	LCGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	Prelim/Final
	LCGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	Prelim/Final
	LCGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	Prelim/Final
	LCGL311C	Expenditure Report by Fund and Activity	Prelim/Final
	LCGL312C	Supplemental Revenue Report	Prelim/Final
	LCGL817C	Cumulative Revenue Report by Location	Prelim/Final
	LCGL819C/S	Cumulative Detail Report # 8000-8999	Prelim/Final
	LCGL919C/S	Cumulative Detail Report # 9000-9999	Prelim/Final
	LAAP030S	1099 Vendor List	Final
ANNUAL REPORTS CATEGORY			
	LAAP300C	Aged Vendor Liability	
	LAAP305C	Open Liability Report	
	LAGL008S	Trial Balance by Fund	
	LAGL012S	Expense List by Fund and Location	
	LAGL013S	Appropriation Control Report	
	LCGL014S	Expense List by Fund and Categorical	
	LCGL015C/S	Expense List by Fund and Object	
	LCGL016C/S	Expense List by Fund and Activity	
	LCGL017S	Cumulative Expenditure Report by Location	
	LCGL019C/S	Cumulative Detail Report by Expenditure	
	LCGL025C/S	Revenue List by Fund and Object	
	LCGL026S	Revenue List by Fund and Categorical	
	LCGL035S	Statement of Revenue and Expenses by Fund and Activity	
	LCGL036S	Statement of Revenue and Expenses by Fund and Categorical	
	LCGL038S	Accounts Receivable Listing	
	LCGL040S	Deferred Revenue Listing by Fund/Resource/Object	
	LCGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	

	LCGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	
	LCGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	
	LCGL311C	Expenditure Report by Fund and Activity	
	LCGL312C	Supplemental Revenue Report	
	LCGL817C	Cumulative Revenue Detail Report by Fund and Location	
	LCGL819C/S	Cumulative Detail Report by Revenue	
	LCGL919C/S	Cumulative Detail Report Balance Sheet	

DRAFT

C-16062: 2016-17

Los Angeles County Office of Education
Accounting & Budget Development, ECW #165
9300 Imperial Highway, Downey, CA 90242

CONTRACT FOR PEOPLESOFT FINANCIAL SYSTEM
Fiscal Year 2016-2017 Worksheet
EXHIBIT C

District Name: Cerritos Community College **District Number:** 64360

Exhibit A

1.	General Ledger and Accounts Payable	$ 59848.8	
2.	Interface General Ledger Districts	$ 0.00	
3.	Inventory	$ 0	
4.	Purchasing	$ 26322.54	
5.	1099 Reporting	$ 300	
	Total Exhibit A		$ 86471.34

Exhibit B (Additional Report Package)

1.	Daily (Online)	$ NO CHARGE	
	Daily (Hard Copy)	$ NO CHARGE	
2.	Weekly (Online)	$ NO CHARGE	
	Weekly (Hard Copy)	$ NO CHARGE	
3.	Monthly (Online)	$ NO CHARGE	
	Monthly (Hard Copy)	$ NO CHARGE	
4.	Quarterly (Online)	$ NO CHARGE	
	Quarterly (Hard Copy)	$ NO CHARGE	
5.	Annual (Year-End) – Online	$ NO CHARGE	
	Annual (Year-End) – Hard Copy	$ NO CHARGE	
	Total Exhibit B – Addt'l Reports		$
	Estimated TOTAL		$ 86471.34

By _____
(Signature)

Dr. David El Fattal
(Print/Type Name)

Title V.P. of Business Services

Date 5/9/16

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 33

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of the Agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees approve the agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $38.29 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $164,683; funding is made possible through the California Department of Education. No District general funds will be used.

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

SERVICES – NEW
CALIFORNIA DEPARTMENT OF EDUCATION
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the General Child Care and Development Programs whereby CDE will reimburse Cerritos College to provide preschool education services to children under the age of three. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The minimum number of child days of enrollment are 4,301 and the minimum days of operation are 243. CDE proposes to enter into an agreement with Cerritos College for fiscal year (FY) 2016-2017 to provide child development services/programs for a MRA of $164,683 as revenue to Cerritos College. This agreement will replace the previous agreement that expired June 30, 2016.

Period: The time period of the agreement will be from July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0015 - California Department of Education, General Child Care and Development Programs (CCTR) Fiscal Year 2016-2017

DRAFT

CALIFORNIA DEPARTMENT OF EDUC N
1430 N Street
Sacramento, CA 95814-5901

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16C0015

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CCTR-6071
PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS
PROJECT NUMBER: 19-6436-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $38.29 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $164,683.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	4,301.0
Minimum Days of Operation (MDO) Requirement	243

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Sueshil Chandra, Manager	PRINTED NAME AND TITLE OF PERSON SIGNING
TITLE: Contracts, Purchasing and Conference Services	ADDRESS

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 164,683	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE): See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 164,683	ITEM: See Attached	CHAPTER	STATUTE	FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE): 702			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER: See Attached			DATE	

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-6071

DRAFT

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AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 49,226	Child Development Programs		Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656	FC# 93.596	PC# 000321
$ 0	13609-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 49,226	6100-194-0890	B/A	2016 / 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702	SACS: Res-5025 Rev-8290	

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 22,611	Child Development Programs		Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656	FC# 93.575	PC# 000324
$ 0	15136-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 22,611	6100-194-0890	B/A	2016 / 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702	SACS: Res-5025 Rev-8290	

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 92,846	Child Development Programs		General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656		
$ 0	23254-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 92,846	6100-194-0001	B/A	2016 / 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702	SACS: Res-6105 Rev-8590	

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees ratify the agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $38.53 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $534,646; funding is made possible through the California Department of Education. No general funds will be used.

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

SERVICES – NEW
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the Preschool Education Services Programs whereby CDE will reimburse Cerritos College to provide preschool education services/programs. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The minimum number of child days of enrollment are 13,876 and the minimum days of operation are 243. CDE proposes to enter into an agreement with Cerritos College for fiscal year (FY) 2016-2017 to provide preschool education services to children under the age of three for a MRA of $534,646 as revenue to Cerritos College. This agreement will replace the previous agreement that expired June 30, 2016.

Period: The time period of the agreement is July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0016 - California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017

DRAFT

16C0016

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CSPP-6151
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 19-6436-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $38.53 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $534,646.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	13,876.0
Minimum Days of Operation (MDO) Requirement	243

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp.

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Sueshil Chandra, Manager	PRINTED NAME AND TITLE OF PERSON SIGNING
TITLE: Contracts, Purchasing and Conference Services	ADDRESS

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 534,646	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 23038-6436			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 534,646	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2016	FISCAL YEAR 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE): 702 SACS: Res-6105 Rev-8590			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 35

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President
of Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of the Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2015-2016

ACTION
It is recommended that the Board of Trustees ratify the amendment to the agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2015-2016.

FISCAL IMPACT
The District will continue to receive funding in the amount of $38.53 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $534,646. The amendment provides for a one-time-only increase of $39,000 for start-up costs. Funding is made possible through the California Department of Education. No general funds will be used.

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

SERVICES – AMENDMENT
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2015-2016
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the California State Preschool Program whereby CDE will reimburse the District to provide preschool education services. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations.

On February 17, 2016, Cerritos College amended the agreement with the California Department of Education to increase the minimum number of child days of enrollment to 13,876 from the previously approved 13,838; the minimum days of operation remained unchanged at 243. The increase of the minimum number of child

days of enrollment resulted in an increase in revenue of $35,083 bringing the total maximum reimbursable amount (MRA) of the contract to $534,646 for fiscal year (FY) 2015-2016; the amount previously approved was $499,563.

The California Department of Education is proposing a second amendment which will provide for a one-time-only amount of $39,000 for start-up costs; this will bring the MRA of the contract to $573,646. The minimum number of child days of enrollment remains unchanged.

Period: The time period of the agreement remains unchanged and is July 1, 2015 through June 30, 2016.

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

ATTACHMENT(S)
Draft of Amendment No. 2 to Contract No. 15C0002 – California Department of Education, California State Preschool Program (CSPP)
Draft of Amendment No. 1 to Contract No. 15C0002 – California Department of Education, California State Preschool Program (CSPP)
Contract No. 15C0002 – California Department of Education, California State Preschool Program (CSPP)

DRAFT

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CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 15 - 16

Amendment 02

DATE: April 01, 2016

CONTRACT NUMBER: CSPP-5149
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 19-6436-00-5

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
Add 15/16 CSPP Expansion Start-Up Only

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

This Agreement with the State of California dated July 01, 2015 designated as number CSPP-5149 and Amendment #01 (Budget Act/Rate Increase) shall be amended in the following particulars but no others:

The current APPLICATION for California State Preschool Program (CSPP) Expansion funding for expansion services are by this reference made a part of this Agreement.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this Agreement shall be amended by deleting reference to $534,646.00 and inserting $573,646.00 in place thereof.

Up to $39,000.00 of the MRA may be expended as one-time-only start-up costs in accordance with Education Code Section 8275 and the Funding Terms and Conditions.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of this Agreement shall be $38.53. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 13,876.0 and inserting 14,888.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 243. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Sueshil Chandra, Manager	PRINTED NAME AND TITLE OF PERSON SIGNING
TITLE: Contracts, Purchasing and Conference Services	ADDRESS

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 39,000	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 534,646	(OPTIONAL USE): See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE: $ 573,646	ITEM: See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE): 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER: See Attached			DATE		

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE RICT

DRAFT

CONTRACT NUMBER: CSPP-5149

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nendment 02

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs			FUND TITLE Federal
PRIOR AMOUNT ENCUMBERED $ 0	(OPTIONAL USE)0656 FC# 93.596 PC# 000321 13609-6436			
TOTAL AMOUNT ENCUMBERED TO DATE $ 0	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs			FUND TITLE Federal
PRIOR AMOUNT ENCUMBERED $ 0	(OPTIONAL USE)0656 FC# 93.575 PC# 000324 15136-6436			
TOTAL AMOUNT ENCUMBERED TO DATE $ 0	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 39,000	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs			FUND TITLE General
PRIOR AMOUNT ENCUMBERED $ 534,646	(OPTIONAL USE)0656 23038-6436			
TOTAL AMOUNT ENCUMBERED TO DATE $ 573,646	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs			FUND TITLE General
PRIOR AMOUNT ENCUMBERED $ 0	(OPTIONAL USE)0656 23254-6436			
TOTAL AMOUNT ENCUMBERED TO DATE $ 0	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

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CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 15 - 16

Amendment 01

DATE: July 01, 2015

CONTRACT NUMBER: CSPP-5149
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 19-6436-00-5

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
Budget Act/Rate Increase

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2015 designated as number CSPP-5149 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $499,563.00 and inserting $534,646.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to $36.10 and inserting $38.53 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 13,838.0 and inserting 13,876.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 243. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Sueshil Chandra, Manager	PRINTED NAME AND TITLE OF PERSON SIGNING
TITLE: Contracts, Purchasing and Conference Services	ADDRESS

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 35,083	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 499,563	(OPTIONAL USE): See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE: $ 534,646	ITEM: See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE): 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER: See Attached			DATE		

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CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-5149

Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ -61,918	Child Development Programs		Federal	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656	FC# 93.596	PC# 000321	
$ 61,918	13609-6436			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 0	6100-194-0890	B/A	2015	2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	702	SACS: Res-5025 Rev-8290		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ -34,066	Child Development Programs		Federal	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656	FC# 93.575	PC# 000324	
$ 34,066	15136-6436			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 0	6100-194-0890	B/A	2015	2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	702	SACS: Res-5025 Rev-8290		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 272,089	Child Development Programs		General	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656			
$ 262,557	23038-6436			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.010.	CHAPTER	STATUTE	FISCAL YEAR
$ 534,646	6100-196-0001	B/A	2015	2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	702	SACS: Res-6105 Rev-8590		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ -141,022	Child Development Programs		General	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656			
$ 141,022	23254-6436			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 0	6100-194-0001	B/A	2015	2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	702	SACS: Res-6105 Rev-8590		

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 15 - 16

DATE: July 01, 2015

CONTRACT NUMBER: CSPP-5149
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 19-6436-00-5

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2015 through June 30, 2016. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $36.10 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $499,563.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	13,838.0
Minimum Days of Operation (MDO) Requirement	243

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at http://www.cde.ca.gov/fg/aa/cd/ftc2015.asp.

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE) Sueshil Chandra	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Sueshil Chandra, Manager	PRINTED NAME AND TITLE OF PERSON SIGNING: DR. DAVID EL FATTAL, VP OF BUS. SVCS.
TITLE: Contracts, Purchasing and Conference Services	ADDRESS: 11110 Alondra Blvd., Norwalk, CA 90650

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 499,563	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE): See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 499,563	ITEM: See Attached	CHAPTER	STATUTE	FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE): 702			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER	T.B.A. NO.	B.R. NO.
See Attached	DATE: AUG 10 2015	

Return to Table of Contents

CONTRACTOR'S NAME: CERRITOS COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-5149

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 61,918	Child Development Programs		Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656 FC# 93.596 PC# 000321		
$ 0	13609-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 61,918	6110-194-0890	B/A	2015 / 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702 SACS: Res-5025 Rev-8290		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 34,066	Child Development Programs		Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656 FC# 93.575 PC# 000324		
$ 0	15136-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 34,066	6110-194-0890	B/A	2015 / 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702 SACS: Res-5025 Rev-8290		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 262,557	Child Development Programs		General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656		
$ 0	23038-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.010.	CHAPTER	STATUTE / FISCAL YEAR
$ 262,557	6110-196-0001	B/A	2015 / 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702 SACS: Res-6105 Rev-8590		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 141,022	Child Development Programs		General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656		
$ 0	23254-6436		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 141,022	6110-194-0001	B/A	2015 / 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	702 SACS: Res-6105 Rev-8590		

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE AUG 10 2015	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 36

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Resolution No. 16-0720A to Enter into ESCO Agreement under the Memorandum of Understanding for Energy Services Contractor with Envise for the Campus Energy Management System Project

ACTION
It is recommended that the Board of Trustees approve Resolution No. 16-0720A, authorizing Cerritos College to negotiate and enter into an Energy Services Contract (ESCO) Agreement under the Memorandum of Understanding for Energy Services Contractor ("Master ESCO Agreement") with Envise for the Campus Energy Management System project.

FISCAL IMPACT
The total contract sum shall be $2,594,909. Funding for the Campus Energy Management System project will be allocated from the GO Bond. Envise is headquartered in Garden Grove, 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.

ENERGY SERVICES CONTRACT TO THE MEMORANDUM OF UNDERSTANDING FOR ENERGY SERVICES CONTRACTOR FOR THE CAMPUS ENERGY MANAGEMENT SYSTEM PROJECT ENVISE
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On August 4, 2015, Cerritos College released Request for Qualifications (RFQ) No. 15P005, Campus-Wide Energy Services projects for the purpose of establishing a qualified pool of energy services firms that will be given an opportunity to be selected to perform services for one or more individual energy services projects.

On December 9, 2015, the Board of Trustees approved the college to enter into a Memorandum of Understanding for Energy Services Contractor ("Master ESCO agreement") with three firms, creating a qualified pool of energy services firms for the District pursuant to RFQ No. 15P005, Campus-Wide Energy

Services projects. The Master ESCO agreement was developed by the District to standardize energy services contracts and contains the general terms and conditions under which future Energy Services Contracts will be executed. Energy Services Contracts ("ESCO") would be drafted for each project on an as-needed basis and would specify the scope of work, project costs, fee to energy services firm, conditions specific to the project, and are governed by the terms and conditions of the Master ESCO agreement.

Section 4217.10 et seq. of the California Government Code authorizes public agencies such as community college districts to enter into energy service contracts on such terms as their governing bodies determine are in the best interests of the district if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the district for energy conservation services under the energy services contract will be less than the anticipated marginal cost to the district of energy that would have been consumed by the district in the absence of the energy services contract.

The ESCO with Envise arises out of the District's desire to obtain the necessary energy services for the Campus Energy Management System ("EMS") funded by GO Bond allocations. The focus of Cerritos College's Campus EMS project is to upgrade, install, and provide material and equipment necessary for a campus-wide EMS that communicates with the Central Plant controls, associated lighting control panels, integrated into the controls of an existing Enteliweb server Delta Orcaview work station. The work includes, but is not limited to, Central Plant retro-commissioning, replacing existing 3-way valves with 2-way valves, adding differential pressure switches, flow meters, utility sub meters, conduit, data/network cabling, and system programming. Projected annual energy cost savings of approximately 15-20% are anticipated to be realized by the District through such upgrades; with a simple payback period estimated to be 7.2 years.

Period: The time period will be from August 15, 2016 through project completion.

NOTICING REQUIREMENTS
Posting for a Public Hearing.

ATTACHMENT(S)
Contract No. 15P013, Memorandum of Understanding for Energy Services Contractor ("Master ESCO agreement") – Envise
Resolution No. 16-0720A – Authorizing an Energy Services Contract – Campus Energy Management System project

Cerritos College

MEMORANDUM OF UNDERSTANDING

FOR

ENERGY SERVICES CONTRACTOR

Contract No. 15P013

This Memorandum of Understanding ("MOU") is made and entered into this **2nd** day of **March** in the year **2016**, by and between the **Cerritos Community College District** ("District") and **Envise** ("Provider"). District and Provider are also referred to individually as "Party" and collectively as "Parties".

RECITALS

WHEREAS, District desires to implement energy conservation services at its facilities ("Services") for the best interests of the District; and

WHEREAS, in furtherance of its desire to implement energy conservation services on its campus, District issued a Request for Qualifications ("RFQ") solicitation to identify, and ultimately select, qualified Energy Services Companies to perform various Services; and

WHEREAS, through the RFQ process, Provider was identified as an Energy Services Company the District deemed qualified to perform certain Services; and

WHEREAS, District and Provider desire to enter into this MOU to establish and agree upon the Terms and Conditions which will govern any contracts let between District and Provider in the event Provider is award a contract for various Services.

NOW, THEREFORE, the District and Provider agree as follows:

1. EFFECTIVE DATE. This MOU shall be effective upon execution by both parties.

2. FORM OF AGREEMENT. In the event District elects to award a contract for any Services to Provider, Provider hereby agrees to perform such Services in accordance with the Terms and Conditions attached as Exhibit "A" to this MOU without further negotiation.

3. PROCESS FOR AWARD. Any award of a contract for Services to Provider by District, for which the attached Terms and Conditions shall apply, must be made and approved by the District's governing Board in accordance with applicable legal authority including, without limitation, the processes and requirements under Government Code section 4217.10, *et seq.*

4. LIMITATION OF MOU. This MOU is not a contract award, nor a promise of a contract award by the District. Nothing herein obligates the District to make any award of a project, or any contract award at all, to Provider. This MOU only establishes that Provider has been selected as one of several Energy Services Companies qualified to perform the Services and that Provider agrees to be bound by the attached Terms and Conditions in the event Provider is awarded a contract for the Services.

IN WITNESS WHEREOF the Parties hereto have executed this MOU as of the date executed by both parties.

Envise	**Cerritos Community College District**
By: _____	By: _____
Print Name: Payman Farrokhyar	Print Name: DR. DAVID EL FATTAL
Print Title: Branch Manager	Print Title: V.P. OF BUSINESS SVCS
Dated: March 9, 2016	Dated: 3/16/16, 2016

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0720A

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT AUTHORIZING AN ENERGY SERVICES CONTRACT – CAMPUS ENERGY MANAGEMENT SYSTEM

WHEREAS, California Government Code Section 4217.10 authorizes a public agency, such as a community college district, to enter into energy service contracts if its governing body determines, at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the agency for energy conservation services under the energy services contract will be less than the anticipated marginal cost to the agency of energy that would have been consumed by the agency in the absence of the energy services contract; and

WHEREAS, the Cerritos Community College District ("District") desires to upgrade, install and provide material and equipment necessary for a campus-wide Energy Management System (EMS) that communicates with the Central Plant controls, associated lighting control panels, integrated into the controls of an existing Enteliweb server Delta Orcaview work station; and

WHEREAS, under the proposed Energy Services Contract (ESCO) Agreement for the Campus EMS project with the District, Envise will undertake the upgrading, installation and providing the material and equipment necessary for a campus-wide EMS that communicates with the Central Plant controls, associated lighting control panels, integrated into the controls of an existing Enteliweb server Delta Orcaview work station; and

WHEREAS, the cost of the campus-wide EMS, under the proposed energy services contract, is anticipated to be offset by annual energy cost savings of approximately 15-20% realized by the District through such upgrades; with a simple payback period estimated to be 7.2 years.

WHEREAS, in accordance with California Government Code section 4217.10 *et seq.* the ESCO entered into between the District and Envise will be less than the anticipated marginal cost to the District of the cost of energy that would be consumed by the District in the absence of the energy conservation measures contemplated by the proposed the energy services contract.

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. This Resolution is adopted following a public hearing at a regularly scheduled meeting of the Board of Trustees for which a minimum of two weeks' public notice has been duly given.

Section 3. The Board of Trustees finds and determines that pursuant to Government Code section 4217.10, the cost of the campus-wide EMS contemplated by the Campus EMS energy services contract with Envise, including but not limited to, Central Plant retro-commissioning, replacing existing 3-way

valves with 2-way valves, adding differential pressure switches, flow meters, utility sub meters, conduit, data/network cabling, and system programming, will be offset and will be less than the anticipated marginal cost to the District of energy that would have been consumed by the District if such energy efficiency measures were not completed.

Section 4. The President/Superintendent or his delegate is authorized to do all things that are necessary to give effect to and comply with the terms and intent of this Resolution, including, but not limited to, the finalization and execution of the ESCO with Envise. The President/Superintendent may designate and delegate to other District management personnel, as deemed necessary, task associated with the negotiating, drafting, and/or preparing of an ESCO and any related documents.

Section 5. That this Resolution No. 16-0720A shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of July, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 37

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Adoption of Resolution No. 16-0720B To Let Purchase Orders or Contracts with Ciber, Inc. as a Sole Source Procurement for Services to Modify the Interface for Faculty Workload and Teaching Assignment Processes**

ACTION
It is recommended that the Board of Trustees approve Resolution No. 16-0720B, authorizing Cerritos College to let sole source purchase orders or contracts to Ciber, Inc., without formal, public advertising and receiving of bids, to procure services to modify the interface for faculty workload and teaching assignment processes.

FISCAL IMPACT
The total sum shall be for the not-to-exceed amount of $400,000. Funding for the services to modify the interface for faculty workload and teaching assignment processes will be allocated from the Academic Affairs budget.

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

SERVICES – NEW
CIBER, INC.
MODIFY THE INTERFACE FOR FACULTY WORKLOAD AND TEACHING ASSIGNMENT PROCESSES
Requested by: Mr. Rick Miranda, Acting Vice President of Academic Affairs

Cerritos College entered into a contract with Ciber, Inc. for the assessment of the college's faculty workload and teaching assignment processes in 2015, which also included high-level recommendations for best practices and future enhancements. The college now desires to expand the scope of access to data to increase efficiency in processing computations for faculty workload and teaching assignments based upon the assessment.

Ciber, Inc. has specific knowledge of the college's MIS, PeopleSoft databases, and table structure, and how the college's PeopleSoft implementation is configured. The college wishes to let sole source purchase orders or contracts with Ciber to expand the scope of access to data to generate ad hoc reports, calculate

loads and pay, and facilitate easy identification of groups for research purposes. The college has maintained a relationship with this consultant since 2005 and the company is known for its expertise in PeopleSoft.

Because Ciber is the consultant that developed and adapted the college's existing custom interface of Oracle's Campus Solutions and Human Capital Management products, they have inherent knowledge and expertise on the information system that allow them to better implement the necessary modifications to expand the existing system, and provide a more comprehensive way to ensure that the quality of the data is accurate.

Staff have researched many other consultants since 2005 to provide similar services, and find that Ciber's cost for these services is fair and reasonable. Additionally, staff notes that comparable pricing for the scope or work for the project typically exceeds $400,000.

Staff has been in negotiations with Ciber and, due to the positive and long-term relationship with the college over the last decade, Ciber is reducing its fee for the services for this project.

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

California Public Contract Code Section 20651 requires the college to advertise publicly for bids for the purchase of goods involving an expenditure of $87,800 or more.

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

Cerritos College has determined that there is no practical value in advertising for and receiving of bids for services to modify the interface for faculty workload and teaching assignment processes because: (1) Ciber developed and adapted the college's existing custom interface and has inherent knowledge and expertise regarding the college's records; (2) Ciber's knowledge and expertise on the information system allows them to better implement the modifications to the interface, while expanding on the existing system they developed and adapted; and (3) staff finds that the cost for the proposed modifications are fair and reasonable; and (4) contracting with Ciber will ensure the quality, confidentiality and security of the data.

The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase orders or contracts, to Ciber, Inc. for the purchase of services to modify the interface for faculty workload and teaching assignment processes.

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

ATTACHMENT(S)
Resolution No. 16-0720B

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0720B

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT APPROVING CIBER, INC. AS A SOLE SOURCE PROCUREMENT TO LET PURCHASE ORDERS OR CONTRACTS FOR SERVICES TO MODIFY THE INTERFACE FOR FACULTY WORKLOAD AND TEACHING ASSIGNMENT PROCESSES

WHEREAS, the Cerritos Community College District ("District") contracted with Ciber, Inc. ("Ciber") in 2015 for the assessment of the college's faculty workload and teaching assignment processes; and

WHEREAS, the college now desires to expand the scope of access to data to increase efficiency in processing computations based upon on the assessment; and

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

WHEREAS, the college wishes to enter into a purchase order or contract with Ciber to expand the scope of access to data to generate ad hoc reports, calculate loads and pay, and facilitate easy identification of groups for research purposes; and

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

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

WHEREAS, the college has determined that there is no practical value in advertising for and receiving of bids for Ciber's services to modify the interface for faculty workload and teaching assignment processes because: (1) Ciber developed and adapted the college's existing custom interface and has inherent knowledge and expertise regarding the college's records; (2) Ciber's knowledge and expertise on the information system allows them to better implement the modifications to the interface, while expanding on the existing system they developed and adapted; and (3) staff finds that the cost for the proposed modifications are fair and reasonable; and (4) contracting with Ciber will ensure the quality, confidentiality and security of the data; and

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

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. That it would not produce any advantage to Cerritos College to competitively bid the procurement.

Section 3. That the District approves and authorizes the letting of a sole source purchase orders and/or contracts to Ciber for the procurement of services to modify the interface for faculty workload and teaching assignment processes.

Section 4. The Board of Trustees delegates to the President/Superintendent, or his designee, authority to execute a purchase order and/or contract necessary for the procurement.

Section 5. That this Resolution No. 16-0720B shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of July, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 38

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Adoption of Resolution No. 16-0720C To Let Purchase Orders or Contracts with Phytorion, Inc. as a Sole Source Procurement for Services to Implement the Student Data Warehouse – Phase 2**

ACTION
It is recommended that the Board of Trustees approve Resolution No. 16-0720C, authorizing Cerritos College to let sole source purchase orders or contracts to Phytorion, Inc., without formal, public advertising and receiving of bids, to procure services to implement the Student Data Warehouse – Phase 2.

FISCAL IMPACT
The total sum shall be for the not-to-exceed amount of $150,000. Funding for services to implement the Student Data Warehouse – Phase 2 will be allocated from Vintage funds.

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

SERVICES – NEW
PHYTORION, INC.
STUDENT DATA WAREHOUSE (SDW) – PHASE 2
Requested by: Mr. Rick Miranda, Vice President of Academic Affairs

Cerritos College entered into a contract with Phytorion, Inc. for the development of the college's student data warehouse approximately ten years ago, which also included a master license and service agreement for implementation and customization services. The system provided access to limited student data that provides various reports. The college has been in the process of redesigning and expanding the data warehouse to meet the needs of the college's reporting criteria and this project is for Phase 2 for this initiative.

Phytorion has specific knowledge of the college's MIS, PeopleSoft databases, and table structure, and how the college's PeopleSoft implementation is configured. The college wishes to enter a contract with Phytorion to continue to expand the scope of access to data to generate ad hoc reports, dashboards, and facilitate comprehensive research based projects through the design and implementation of Phytorion's

Student Data Warehouse (SDW). The college has maintained a relationship with this consultant since 2006 and the company is known for its expertise in this type of data warehouse development and knowledge of PeopleSoft.

Because Phytorion is the consultant that developed the college's student data warehouse, and most recently completed the first phase of this project during fiscal year (FY) 2015-2016, they have inherent knowledge and expertise on the information system that allow them to better implement a new data warehouse, while expanding on the existing system, and provide a more comprehensive way to ensure that the quality of the data is accurate.

Staff have researched many other consultants since implementation of the current student database and finds that Phytorion's cost for these services is fair and reasonable. Additionally, staff notes that comparable pricing for the scope or work (SOW) contained in Phytorion's SDW design and implementation project typically exceeds the anticipated costs.

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

California Public Contract Code Section 20651 requires the college to advertise publicly for bids for the purchase of goods involving an expenditure of $87,800 or more. As noted above, contracting with Phytorion for this project exceeds the bid threshold.

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

Cerritos College has determined that there is no practical value in advertising for and receiving of bids for Phase 2 of this project because: (1) Phytorion developed the existing student data warehouse and has inherent knowledge and expertise regarding the college's records, and most recently completed the first phase of this project during FY 2015-2016; (2) Phytorion's SDW is proprietary to the company and interfaces with the college's existing system; (3) Phytorion's knowledge and expertise on the information system allows them to better implement a new data warehouse, while expanding on the existing system that they developed and recently enhanced in FY 2015-2016; (4) staff finds that the cost for Phase 2 of this project is fair and reasonable; and (5) contracting with Phytorion will ensure the quality and confidentiality of the data.

The college's Purchasing Department concludes that the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the college's best interests to authorize the letting of sole source purchase orders or contracts, to Phytorion, Inc. for the purchase of services to implement the Student Data Warehouse – Phase 2 to the college's existing system.

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

ATTACHMENT(S)
Resolution No. 16-0720C
Draft of Contract No. 16C0019 – Phytorion, Inc.

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0720C

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING PHYTORION, INC. AS A SOLE SOURCE PROCUREMENT
FOR SERVICES TO IMPLEMENT THE STUDENT DATA WAREHOUSE (SDW) – PHASE 2**

WHEREAS, the Cerritos Community College District ("District") contracted with Phytorion, Inc. ("Phytorion") approximately ten years ago for the development of the college's student data warehouse; and

WHEREAS, the system provided access to limited student data to provide reports and the college's needs have changed; and

WHEREAS, the college recently completed the first phase of this project with Phytorion during fiscal year (FY) 2015-2016; and

WHEREAS, the college now desires to proceed with Phase 2 of the redesign and expansion of the existing student data to meet the needs of the college's reporting criteria; and

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

WHEREAS, the college wishes to enter into a contract with Phytorion to expand the scope of access to data to generate ad hoc reports, dashboards, and facilitate comprehensive research based projects through Phase 2 of the design and implementation of Phytorion's Student Data Warehouse (SDW); and

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

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

WHEREAS, the college has determined that there is no practical value in advertising for and receiving of bids for Phase 2 of this project because: (1) Phytorion developed the existing student data configuration and has inherent knowledge and expertise regarding the college's records, and most recently completed the first phase of this project during FY 2015-2016; (2) Phytorion's SDW is proprietary to the company and interfaces with the college's existing system; (3) Phytorion's knowledge and expertise on the information system allows them to better implement a new data warehouse, while expanding on the existing system that they developed and recently enhanced in FY 2015-2016; (4) staff finds that the cost for Phase 2 of this project is fair and reasonable; and (5) contracting with Phytorion will ensure the quality and confidentiality of the data; and

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

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. That it would work an incongruity and/or not produce any advantage to the District to competitively bid the project.

Section 3. That the District approves and authorizes the letting of a sole source purchase order and/or contract to Phytorion for the implementation of the SDW – Phase 2 to the college's existing system.

Section 4. The Board of Trustees delegates to the President/Superintendent, or her designee, authority to execute a purchase order and/or contract necessary for the project work.

Section 5. That this Resolution No. 16-0720C shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of July, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 39

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Acceptance of Gifts

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

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

REPORT SUMMARY
The following items were received on May 18, 2016, and April 26, 2016 by Cerritos College as a donation:

For Use in the Business/Humanities/Social Science Division

- Six (6) Herman Miller Aeron Chairs

  Donated by: Ms. Stacey Smith
  5403 Autry Ave.
  Lakewood, CA 90712

The estimated value of the above items is $4,998.

For Use in the Woodworking Department

- Various exotic veneer bundles

  Donated by: Mr. John Nyquist
  2110 W. 17th Street
  Long Beach, CA 90813

The estimated value of the above items is $2,211.

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: **July 25, 2016**
Agenda Item No. 40

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Records Disposal Per Title V of the California Code of Regulations

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

FISCAL IMPACT
Cost for the destruction of the documents will be approximately $1,000.

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

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

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

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

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

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

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

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

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

ATTACHMENT(S)
Class III Document Listing

Return to Table of Contents

DISPOSAL OF DISTRICT RECORDS: CLASS III DOCUMENTS

BOARD MEETING DATE: JULY 25, 2016

Department	Description of Contents	No. of Boxes	Document Years	Class Code
Adult Education				
	Test Booklets	10	Summer 2014	3
	Files, Rosters	6	Spring 2011	3
	Files	2	Fall 2007-Fall 2008	3
	Lockheed Martin Student Files	1	N/A	3
Economic Development				
	Lockheed Martin Student Files	9	2004-2007	3
	General Atomics Student Files	2	N/A	3
Health Occupations				
	Student Files – Nursing	3	2007-2009	3
	Student Files	7	2012-2016	3
	Student Assignments, Tests	17	2010-2016	3
	Misc Paperwork	1	2015	3
	Student Files	3	2008-2009	3
	Student Files – Nursing	1	2015	3
	Student Records, Tests	3	2012-2015	3
	Document Files – CDC	1	2009-2010	3
Institutional Effectiveness, Research & Planning				
	Hum/SS/SEM – SLO/SRI	1	Spring 2014	3
	FAC/HO/Tech – SLO/SRI	1	Fall 2013	3
	SEM/Tech – SLO/SRI	1	Spring 2014	3
	AED/Bus/Libr/LA – SLO/SRI	1	Spring 2014	3
	SEM/Tech/LA/Misc. – SLO/SRI	1	Fall 2013	3
	HO/HPED – SLO/SRI	2	Fall 2013-Fall 2014	3
	SLOs and Teacher Evaluations	1	2011-2014	3
	Hum/SS/LA – SLO/SRI	2	Fall 2013	3
	LA SLO/SRI	1	Spring 2014	3
Payroll				
	Registers	3	2012-2013	3
	Adult Hourly Timecards L-Z	1	2011-2012	3
	Registers – July-August	1	2012-2013	3
	Registers – Nov-Dec	1	2012-2013	3
	Cert, PT and Overload	1	2012-2013	3
	Registers – Jan-Feb	1	2012-2013	3
	FT, Cert, Counselors and Librarians	1	2012-2013	3

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**

Agenda Item No. 41

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/ Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending June 30, 2016

ACTION

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

FISCAL IMPACT

The items are budgeted in the General Fund.

REPORT SUMMARY

It is recommended that the Board of Trustees ratify the following warrants for the quarter ending June 30, 2016:

- 7,958 Payroll "A" Warrants, which are employee paychecks that originate from the payroll department, totaling $18,094,172.24; and
- 3,081 Other "B" Warrants, which are checks to vendors that originate from the accounts payable department, totaling $22,950,693.63.

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: **July 25, 2016**

Agenda Item No. 42

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: **Consideration of Approval of Resolution Nos. 16-0720D and 16-0720E 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 July 21, 2016 to December 31, 2016.**

ACTION

It is recommended that the Board of Trustees approve Resolution Nos. 06-0720D and 16-0720E 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 July 21, 2016 to December 31, 2016.

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 July 21, 2016. 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 July 21, 2016 through December 31, 2016.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

LACOE Resolutions - Signature Authority List of Names

RESOLUTION # _____

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: *July 21, 2016* to *December 31, 2016* in accordance with governing board approval dated *July 20, 2016*.

NOTE: Please TYPE name under signature.
Signature_____
Clerk (Secretary) of the Board

Column 1 Signatures of Members of Governing Board	Column 2 Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:
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. Noorali Delawalla Title: Acting Vice President of Business Services/Assistant Superintendent
Signature: _____ Type: Clerk of the Board of Trustees/Education	Signature:_____ Type: Mr. Edmund (Rick) Miranda Title: Acting 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: Mr. Harry W. Joel Title: Interim Vice President of Human Resources/Assistant Superintendent
Signature: _____ Type: Member of the Board of Trustees/Education	Signature: _____ Type: 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 _____

RESOLUTION #_____

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: *July 21, 2016* to *December 31, 2016* in accordance with governing board approval dated *July 20, 2016*

NOTE: Please TYPE name under signature.
Signature_____
Clerk (Secretary) of the Board

Column 1	Column 2
Signatures of Members of Governing Board	Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:
Signature:_____ Type: President of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Acting Vice President of Business Services
Signature:_____ Type: Vice President of the Board of Trustees/Education	Signature: _____ Type: 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

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: **July 25, 2016**
Agenda Item No. 43

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

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

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

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

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

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

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

ATTACHMENT(S)
Exhibit A: Electronic Equipment and Miscellaneous Material

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DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: JULY 25, 2016

Qty	Description	CC #s	Serial #s
1 Each	Taylor Dunn Delivery Cart	N/A	36974
1 Each	Artificial Christmas Tree	N/A	N/A
1 Bundle	Heavy Duty Rack Shelving	N/A	N/A
1 Each	Tool Chest	N/A	N/A
2 Each	Book Cases	N/A	N/A
2 Each	Cabinets	N/A	N/A
22 Each	Tables	N/A	N/A
53 Each	Chairs	N/A	N/A
35 Each	Computer Monitors	N/A	N/A
12 Each	Hutches	N/A	N/A
20 Each	Desks	N/A	N/A
25 Each	File Cabinets	N/A	N/A
1 Pallet	Misc Computer Accessories Keyboards, Speakers ect	N/A	N/A
1 Pallet	Misc Audio Visual Equipment, DVD Players, Video Recorders, Overhead Projectors ect	N/A	N/A
1 Pallet	Misc Office Equipment Fax Machines, Desk Top Printers, Scanners	41047 41405 40693 35116 027538	AEP1AT00156 CNGJD156683 AALJ2300N USCB02599 USHF000950

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 44

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of May 2016

ACTION
It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of May 2016.

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

REPORT SUMMARY
This report of Contracts Under $25,000 that were processed during the month of May 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

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

ATTACHMENT(S)
May 2016 – Contracts Under $25,000

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New/Amended Contracts Under $25,000
for the Month of May 2016

NEW CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
15C0245	GSCA Enterprises, Inc. - Greg & Steve Productions	Contractor to provide a music performance for the Child Development Program	05/27/2016	05/27/2016	$ 5,000.00	Child Development
15C0246	Young Rae Kim, DDS	Contractor to provide clinical/practicum experiences for students enrolled in the Dental Assisting program.	05/05/2016	05/04/2016	No Cost	Health Occupations
15C0247	Norwalk-La Mirada Unified School District	Memorandum of Understanding between Norwalk-La Mirada Unified School District and Cerritos College to provide a President's Middle College Scholars Academy to serve eight (8) students selected from BUSD during the 2014-2016 academic year for a pilot program developed to reach out to high school students who are interested in the teaching profession and are acedemically capable of post-secondary education.	07/01/2014	06/30/2016	No Cost	Teacher Trac
15C0248	Norwalk-La Mirada Unified School District	Memorandum of Understanding between Norwalk-La Mirada Unified School District and Cerritos College to provide a President's Middle College Scholars Academy to serve eight (8) students selected from BUSD during the 2015-2017 academic year for a pilot program developed to reach out to high school students who are interested in the teaching profession and are acedemically capable of post-secondary education.	07/01/2015	06/30/2017	No Cost	Teacher Trac
16C0001*	Associated Builders and Contractors, Inc.					
16C0002*	Field Ironworkers Apprenticeship & Training					
16C0003*	Painting and Decorating Contractors of America					
16C0004	University of California, Irvine (UCI)	Agreement with the University of Irvine Family Nurse Practitioner program and Cerritos College Student Health Services whereby the Nurse Practitioners at Cerritos College will provide students with clinical preceptorships.	07/01/2016	06/30/2018	No Cost	Student Health Center
16C0005	SELACO WIB	Subgrantee Agreement with Contractor for Pathway Development Activities for the AMETLL Grant	08/01/2016	12/31/2016	$ 24,407.00	Technology
16C0006	Southeast ROP	District to provide contractor with multiple tracks for the Automotive Career Academy.	07/01/2016	06/30/2017	Income	Technology
16C0007***	HOLD for Educational Master Plan RFP					
					$ 29,407.00	

* 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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 45

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Purchase Orders for the Month of May 2016

ACTION
It is recommended that the Board of Trustees approve the purchase orders processed during the month of May 2016.

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

REPORT SUMMARY
This report of purchase orders processed during the month of May 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

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

ATTACHMENT(S)
May 2016 – Purchase Order Report

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 46

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director, Human Resources/Risk
Management

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2015-2016 and 2016-2017 Academic Year

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

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

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

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

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

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

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

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

I. Classified Employment

Administrative Clerk ll (Counseling), Grade 24, Step 1 ($3,258.00/month) effective July 21, 2016: Sophia Valencia

Admissions and Records Technician l (Admissions and Records), Grade 28, Step 1 ($3,571.00/month) effective July 21, 2016: Jessica Otero

Admissions and Records Technician l (Admissions and Records), Grade 28, Step 1 ($3,571.00/month) effective August 1, 2016: Paola Leguizamon

Out-of-Class* assignment as Library Technical Clerk Grade 29L, Step 2 ($4,831.02/month includes 2.5% Shift Differential) effective June 20, 2016 not to exceed September 23, 2016: *Daisy Valdivia*

Out-of-Class* assignment as Lead Custodian – Graveyard Shift, Grade 28, Step 3 ($4,000.50/month includes 5% Shift Differential) effective June 13, 2016 not to exceed August 12, 2016: *Donnie Hawkins*

Out-of-Class* assignment as Administrative Assistant (Confidential) Grade 18, Step 1 ($5,233.00/month) effective February 19, 2016 as needed, but not to exceed February 28, 2017: *Rebecca Rios*

** Classified employees required to work in a higher classification according to the provisions of Administrative Procedure 7233 (AP 7233) and Article 5.12 of the CSEA collective bargaining agreement, shall qualify for "out-of-class" pay and their salary be adjusted upward for the entire period required to work out-of-classification.*

II. *Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first*

Name	Unit	Classification	Rate	Cleared for Employment
Alcaraz, Angie Eileen*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16
Jimenez, Wendy	Facilities	Cadet l	$10.00/hr	06/29/16
Munoz, Desiree J.**	Community Education	Student Activities Clerk	$10.00/hr	05/25/16
Valladolid Vergara, Cinthya J.*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16

III. *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, 2017, or 175 total workdays, whichever occurs first*

Name	Unit	Classification	Rate	Cleared for Employment

* Categorically Funded
** Specially Funded
Presented to the Board of Trustees: July 20, 2016

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Aboukhalil, Leila A. *	Success Center	Instructional Aide II	$13.30/hr (1)	05/21/16
Aguilar Bastida, Rocio A.*	Success Center	Instructional Aide II	$14.67/hr (3)	06/29/16
Alcantar, Ashley*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Alcaraz, Angie Eileen*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16
Alpenia, Elaine M.	Student Activities	Student Activities Clerk	$10.00/hr	06/29/16
Amaya, Yessica**	Community Education	Student Activities Clerk	$10.00/hr	05/21/16
Amezcua, Nicole*	SEM	Instructional Aide I	$10.00/hr (1)	05/21/16
Araiza, Arlene*	SEM	Program Facilitator	$14.32/hr	06/29/16
Arciga, Ilse	SEM	Aide General Laboratory	$10.00/hr	05/21/16
Arias, Francisco	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Arnsparger, William**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Arriaga Ornelas, Sandy C. *	Financial Aid	Division Clerk	$10.37/hr	06/23/16
Artiaga, Jorge Alberto	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Arvizu, Jeannette*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Aryadad, Abraham Houshang	Business/Humanities	Instructional Aid l	$10.00/hr	06/07/16
Austin Jr., James	HPEDA	Instructional Aide II	$14.67/hr (3)	06/23/16
Avalos, Anyssa Z.*	Student Support Services	Student Affairs Assistant	$14.32/hr	05/24/16
Avalos, Karolynna*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Avila,Rogelio I.	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Ayala, Kimberly*	Student Support Services	Student Affairs Assistant	$14.32/hr	05/24/16
Badesha, Kirndeep Kaur*	Career Services	Student Placement Specialist	$12.34/hr	05/25/16
Badesha, Rajdeep K*	Financial Aid	Student Affairs Assistant	$14.32/hr	06/23/16
Banda Galindo, Oscar R.*	SEM	Instructional Aide II	$14.67/hr (3)	06/27/16
Banda Galindo, Oscar Ricar	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Barbosa, Angela Mary*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/19/16
Barragan, Jesus*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Barraza, Crystal*	SEM	Administrative Secretary	$13.64/hr (1)	06/27/16
Barrientez, Maria	Business/Humanities	Secretary	$11.78/hr	05/26/16
Bauk, Marco A.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Beck, Alfred R.	Facilities	Custodian	$10.14/hr	05/23/16
Benavidez, Edward	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Berman, Lester H.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Bernal, Felipe	HPEDA	Instructional Aide II	$13.97/hr (2)	06/23/16
Blanshard, Jada A,	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16

* Categorically Funded
** Specially Funded
Presented to the Board of Trustees: July 20, 2016

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Bowen, Grace C.**	Community Education	Student Activities Clerk	$10.00/hr	05/21/16
Brown, Malinda	Health Occupations	Instructional Aide II	$14.67/hr (3)	06/23/16
Bunma, Tamatha Uschly	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Burns, Emonie Miya*	Financial Aid	Division Clerk	$10.37/hr	06/29/16
Caguioa, Abner C.	Student Affairs	Student Affairs Assistant	$14.32/hr	06/22/16
Caguioa, Allen Charles B.	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Cahuantzi, Karina	Admissions and Records	Registration Account Clerk	$11.18/hr (3)	05/23/16
Calderon, Mark Anthony	Facilities	Custodian	$10.14/hr	05/24/16
Carmona, Rosario G.	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Castillo, Anthony*	Financial Aid	Division Clerk	$10.37/hr	05/21/16
Castro, Jesus*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Castro, Justine Karla	Health Occupations	Instructional Aide l	$10.91/hr	06/23/16
Castro, Justine-Karla	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/21/16
Castro, Justine-Karla*	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/21/16
Cervantes, Tabitha	Student Affairs	Student Affairs Technician	$12.05/hr	06/12/16
Chahine, Zeinab M.	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Cilia-Garcia, Brenda*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Colln, Connie M.	Success Center	Instructional Aide l	$10.91/hr (3)	05/24/16
Coulter, Sherri Marie	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Cox, Adam D.	HPEDA	Instructional Aide II	$14.67/hr (3)	06/09/16
Cuevas, Elia	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/24/16
Cuevas, Elia	Facilities	Custodian	$10.14/hr	05/24/16
Cuevas, Elia*	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/24/16
Cvjetkovic, Nicholas	HPEDA	Athletic Trainer III	$21.76/hr	06/07/16
Davies, Lucila Adelina	HPEDA	Aquatics Specialist	$10.50/hr	06/07/16
De Avila, Daniel*	Career Services	Division Clerk	$10.37/hr	06/22/16
De La Cruz, Eduardo Razo	Facilities	Custodian	$10.14/hr	05/23/16
De La Rosa, Diana*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Dixon, Jasmine K.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Do, Trinh Loi*	Financial Aid	Division Clerk	$10.37/hr	06/27/16
Dollentas, Stephanie Ann	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Dominguez, Ruben	Success Center	Instructional Aide l	$10.91/hr (3)	05/23/16
Dussault, Victoria K.	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Eang, Ashleigh**	HPEDA	Aquatics Specialist	$10.50/hr	06/28/16

* Categorically Funded
** Specially Funded
Presented to the Board of Trustees: July 20, 2016

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Enriquez, Carlos Hermosill*	CTE	Vocational Ed. & Special Projects Asst.	$17.04/hr	05/26/16
Escalona, Alejandro*	Technology	Instructional Aide II	$13.30/hr (1)	06/23/16
Escobar, Devyne	Financial Aid	Division Clerk	$10.37/hr	06/29/16
Esparza, Eric A.	Facilities	Custodian	$10.14/hr	05/24/16
Esquivias, Diana*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Estevez, Brenda G.	Success Center	Instructional Aide l	$10.91/hr (3)	05/23/16
Fajardo Perez, Paola	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Feliciano, Hilsa C.*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Feliciano, Kenia*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/23/16
Fierro-Epifar, Joseph*	Financial Aid	Program Assistant I	$10.37/hr	05/19/16
Flores, Lauren Marie	Success Center	Instructional Aide II	$13.30/hr (1)	06/28/16
Flores, Nino Jose C.	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Flores, Victoria A.	Student Activities	Student Affairs Assistant	$14.32/hr	06/29/16
Flores, Nino Jose C.*	CTE	Student Affairs Technician	$12.05/hr	06/29/16
Fojas, Jose D.	Health Occupations	Instructional Aide II	$13.37/hr (2)	06/23/16
Fraps, Edward Bryant*	DSPS	Educational Technology Trainer	$19.32/hr	05/23/16
Galaviz,Graciela	Student Activities	Student Affairs Assistant	$14.32/hr	06/29/16
Gale, Kylah Mcclain	HPEDA	Instructional Aide II	$14.67/hr (3)	06/09/16
Garcia Gomez, Eliot, *	Financial Aid	Student Affairs Technician	$12.05/hr	05/24/16
Garcia, Cecily M.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Garcia, Gabriella**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Garcia, Kasandra*	EPP	Instructional Aide l	$10.00/hr (1)	05/02/16
Gastelum, Kristianna*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Gaude, Devin Patrick**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Godinez, Nancy Gabriela*	Career Services	Division Clerk	$10.37/hr	05/24/16
Gomez, Norma M.	Facilities	Custodian	$10.14/hr	05/24/16
Gonzalez Emmanuel E.*	Financial Aid	Division Clerk	$10.37/hr	05/21/16
Gonzalez Jr. , Silviano	Facilities	Custodian	$10.14/hr	05/24/16
Gonzalez, Xochitl D.	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Gotauco, Richard Alegre	HPEDA	Instructional Aide II	$14.67/hr (3)	06/09/16
Grady, Jerry L.	DSPS	Aides-Special Interpreter Certified	$42.58/hr	06/23/16
Grady, Jerry L.*	DSPS	Aides-Special Interpreter Certified	$42.58/hr	06/23/16
Grande, Thomas	Information Technology	Senior Technical Support Specialist	$17.45/hr	06/23/16
Grijalva, Suzanne M.*	CTE	Vocational Ed. & Special Projects Asst.	$17.04/hr	06/02/16

* Categorically Funded
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Guerra, Ashley*	SEM	Instructional Aide l	$10.00/hr (1)	06/14/16
Gurrola, Karen J.	Health Occupations	Cashier	$10.00/hr	06/23/16
Gutierrez, Maria G.	Facilities	Custodian	$10.14/hr	05/24/16
Hampton, Carl Jerome	HPEDA	Instructional Aide II	$14.67/hr (3)	06/23/16
Harvey, Kiri N.*	HPEDA	Aquatics Specialist	$10.50/hr	06/07/16
Harvey, Kiri N.*	HPEDA	Aquatics Specialist	$10.50/hr	06/07/16
Hernandez Garcia, Lus Ivan	Facilities	Gardener/Groundskeeper	$10.37/hr	06/29/16
Hernandez, Alejandra I*	EPP	Instructional Aide l	$10.00/hr (1)	06/29/16
Hernandez, Konrad**	HPEDA	Aquatics Specialist	$10.50/hr	06/29/16
Hernandez, Marilyn	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/23/16
Hernandez, Marilyn*	Child Development Center	Instructional Aide I	$10.00/hr (1)	05/23/16
Hernandez, Miguel Angel	Success Center	Instructional Aide II	$14/67/hr (3)	05/24/16
Hernandez, Sarah M.**	HPEDA	Aquatics Specialist	$10.50/hr	05/26/16
Herrera, Joseph A.*	Financial Aid	Division Clerk	$10.37/hr	05/21/16
Higgins, Lloyd Fletcher	HPEDA	Instructional Aide II	$10.00/hr (1)	06/23/16
Hinojosa, Desirae*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Hinton, Olivia	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Hipolito, Christian	Student Activities	Student Activities Clerk	$10.00/hr	06/29/16
Ho, Austin*	SEM	Instructional Aide II	$13.97/hr (2)	05/10/16
Holland, Raeshema N.	Business/Humanities	Instructional Aide l	$10.00/hr	06/07/16
Islas, Destiny*	EPP	Instructional Aide l	$10.00/hr (1)	05/21/16
Jarrin, Jessi M.	Success Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Jett, Doran	Library	Instructional Aide l	$10.00/hr (1)	05/19/16
Jiang, Jinhui	Success Center	Instructional Aide II	$13.97/hr (2)	05/23/16
Johnson, Rebecca*	Financial Aid	Program Assistant I	$10.37/hr	05/22/16
Kapella, Elizabeth L.	Success Center	Instructional Aide l	$10.91/hr (3)	05/23/16
Kennedy, Christina	HPEDA	Theater Production Manager	$16.62/hr	06/07/16
Khong, Erin B.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Kim, Angela G.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Knight, Jerry**	Community Education	Program Facilitator	$14.32/hr	05/21/16
Korn, Donald A.	Health Occupations	Custodian	$10.00/hr	06/23/16
Kostapapas, Eoanna K.*	DSPS	Captionist	$42.58/hr	06/28/16
Koukabi, Elham	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Ku, Sharon	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16

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Larios, Elizabeth*	Financial Aid	Program Assistant I	$10.37/hr	05/23/16
Lavulo, Alifeleti S.	HPEDA	Instructional Aide II	$13.97/hr (2)	06/23/16
Ledesma, Jovanna	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Ledesma, Jovanna*	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Lekavich, Christopher Carl	HPEDA	Instructional Aide II	$13.97/hr (2)	06/09/16
Lemus, Israel*	Technology	Instructional Aide II	$13.30/hr (1)	06/23/16
Leon, Ramon	Facilities	Custodian	$10.14/hr	05/23/16
Leyba, Laura	Facilities	Custodian	$10.14/hr	05/23/16
Liggins, Monique Renee	Health Occupations	Instructional Aide II	$13.97/hr (2)	08/15/16
Littrell, Christina	Admissions and Records	Registration Account Clerk	$11.18/hr (3)	05/26/16
Lopez, Cynthia M.	Success Center	Instructional Aide l	$10.91/hr (3)	05/24/16
Lopez, Marlin A.	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Lu, Catherine Huyen**	Community Education	Student Activities Clerk	$10.00/hr	05/21/16
Lucas Cruz, Diego	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Lumakang, Denise*	DSPS	Captionist	$42.58/hr	06/27/16
Luna, Mercedes	HPEDA	Athletic Trainer III	$21.76/hr	06/07/16
Maae, Stacey J.**	Community Education	Secretary Clerk	$10.94/hr	05/24/16
Mae, Carolina	Health Occupations	Instructional Aide I	$10.00 (1)	02/29/16
Magalong, Brandon M. **	HPEDA	Sports Specialist	$12.22/hr	05/26/16
Magalong, Elijah **	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Magalong, Isabella Frances**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Marietti, Carly	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Martinez Espindola, Sandra*	Success Center	Instructional Aide II	$14.67/hr (3)	05/10/16
Masoud, Youstina*	Success Center	Instructional Aide II	$13.30/hr	05/21/16
Mavrikis, Alexandra	Technology	Instructional Aide II	$13.30 (1)	05/31/16
Meeks, Voris	HPEDA	Aide-General	$10.00/hr	06/22/16
Mejia Whisler, Alyssa J.	Success Center	Instructional Aide II	$13.30/hr (1)	05/23/16
Melendez, April Desiree*	Financial Aid	Student Affairs Technician	$12.05	06/22/16
Melendez, Briana*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Mendoza, Jaime Jose Valdez *	SEM	Instructional Aide I	$10.00 (1)	06/06/16
Mendoza, Shannon **	HPEDA	Aquatic Specialist	$10.50/hr	06/23/16
Mitchell, Roanna	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	06/22/16
Montion Sandoval, Laura E.*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Morales, Margaret Mary*	SEM	Special Populations Coordinator	$17.04/hr	06/22/16

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Moreno Borjas, Marlon	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Morga, Brittney A.	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Morga, Brittney A.*	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Munoz, Desiree J.**	Community Education	Student Activities Clerk	$10.00/hr	05/25/16
Munoz, Kimberly Amber*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Nance, Michael*	DSPS	Vocational Ed. & Spec. Proj. Assistant	$17.04/hr	05/20/16
Navarro, Valeria	Success Center	Instructional Aide II	$13.97 (2)	06/22/16
Navarro, Valeria Lissett	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Neff, Steven J.	Facilities	Cadet IV	$12.20/hr	06/22/16
Negen, Jacob D.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Negus, Taitu Abbyssina	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Nelson, Edward	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Nelson, Linda	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Newland, Jake Edward	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Nguyen, Bich Tran Ngoc*	Success Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Nino de Rivera, Sarahi*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Nunez, Rodolfo A. Jr.	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Ochoa, Roxanne Linaka*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Ortiz, Maria Elisa *	SEM	Instructional Aide II	$14.67 (3)	06/22/16
Ortiz, Vernice*	Financial Aid	Program Assistant I	$10.37/hr	05/23/16
Osorio, Armando*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Osorio, Ludmilla	Child Development Center	Instructional Aide I	$10.37/hr (2)	05/24/16
Osorio, Ludmilla*	Child Development Center	Instructional Aide I	$10.37/hr (2)	05/24/16
Owens, Adrian Lavell	HPEDA	Instructional Aide II	$14.67 (3)	06/22/16
Owens, Josh	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Owens, Josh	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Oyarzabal, Ivan A.*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Padilla, Malory*	Adult Education	Instructional Aide II	$13.30/hr	05/24/16
Park, Richard Hyomin	HPEDA	Continuing Ed. Specialist/Recreation	$17.49/hr	06/02/16
Parr, Richard	Facilities	Custodian	$10.14/hr	05/23/16
Paudel, Sumit*	EOPS	Instructional Aide II	$13.30/hr	05/21/16
Pena, Briana Monique*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Penaloza, Jazmine	SEM	Secretary Clerk	$10.94/hr	06/22/16
Peppard, Jake	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16

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Peregrina, Andrew	Facilities	Temporary Custodian	$10.14/hr	06/22/16
Peregrina, Belinda Cecilia	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Peregrina, Belinda Cecilia*	Child Development Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Perez Vega, Francisco*	Counseling	Intermediate Typist Clerk	$10.00/hr	06/29/16
Perez, Henry	HPEDA	Instructional Aide II	$13.97 (2)	06/22/16
Perez, Ismael Jr.	Facilities	Custodian	$10.14/hr	05/23/16
Perez, Marvin Bryan*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Pintado, Crystal*	Health Occupations	CDC Substitute	$21.39/hr (2)	06/22/16
Powers, Patricia A.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Pulido Villanueva, Luis A.*	Financial Aid	Program Assistant I	$10.37/hr	05/23/16
Quick, Kay L.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Quinonez Garcia, Mariela*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Rabb, Amanda	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Rabb, Amanda	HPEDA	Instructional Aide II	$10.00/hr (1)	06/22/16
Ramirez Jr., Edgar	Information Technology	Senior Clerk	$10.37/hr	06/22/16
Ramirez, Ana	HPEDA	Instructional Aide II	$14.67/hr (3)	06/22/16
Ramirez, David	SEM	Aide-General	$10.00/hr	05/02/16
Ramirez, Edgar Jr.	Facilities	Custodian	$10.14/hr	05/23/16
Regalado, Michelle R.**	HPEDA	Sports Specialist	$12.22/hr	06/02/16
Reyes Jimenez, Jose	Health Occupations	Instructional Aide I	$10.00/hr (1)	06/22/16
Reyes, Dolores	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Reyes, Eric Daniel*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Reynolds, Clare Lindsay	Success Center	Instructional Aide II	$14.67/hr (3)	05/23/16
Rhone, Clarence	HPEDA	Instructional Aide II	$14.67 hr (3)	06/22/16
Richards, Olivia Jean	Success Center	Instructional Aide I	$10.91/hr (3)	05/24/16
Rios, Diana*	CTE	Program Facilitator	$14.32/hr	06/22/16
Rios, Rodolfo	SEM	Aide-General	$10.00/hr	06/06/16
Rivas, Elisa*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Rivera, Adonnis U.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Rivera, Alexis	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Rivera, Jocelyn Isabel*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Robbins-Madrid, Josh	HPEDA	Instructional Aide II	$14.67 hr (3)	06/22/16
Rodriguez, Brianna Nicole*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Rodriguez, Celena Lynelle	Career Services	Assessment Clerk	$10.00/hr	06/22/16

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Rodriguez, Nadia*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Rodriguez, Natalie	Success Center	Instructional Aide I	$10.91/hr (3)	05/24/16
Rojas Borges, Angel	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Rojas Rivera, Juan Carlos	Success Center	Instructional Aide I	$10.37/hr (2)	05/23/16
Roldan, Yolanda	Facilities	Custodian	$10.14/hr	05/23/16
Romero, Naidelyn Janeth*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Romo, Steven**	Community Education	Program Facilitator	$14.32/hr	05/23/16
Rosas, Alicia	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Rosas, Alicia*	Child Development Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Rosborough, Joel	HPEDA	Instructional Aide II	$14.67 (3)	06/22/16
Rosenberg, Aaron D.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Ross, Rosina M.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Rossi, Pat	HPEDA	Instructional Aide II	$13.97 hr (2)	06/22/16
Ruiz, Amy Lillian*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Russ, Teresa*	DSPS	Interpreter Certified	$42.58/hr	05/10/16
Russell, Liana	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Saeang, Daniel K.	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Santos, Jose Martins	Facilities	Custodian	$10.14/hr	05/23/16
Sarei, Luckey Curtis*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Saucedo, Denise Fuentes	Facilities	Custodian	$10.14/hr	05/23/16
Sawyer, Elizabeth Ashley	Success Center	Instructional Aide II	$13.30/hr (1)	05/24/16
Seng, Joey	Information Technology	Senior Clerk	$10.37/hr	06/22/16
Sifuentes, Samantha Alexandra	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Soria, Fiorella*	Financial Aid	Student Affairs Assistant	$14.32/hr	05/24/16
Soto Franco, Francisco J.	Success Center	Instructional Aide I	$10.00/hr (1)	05/24/16
Soto, Stephanie Karina	Student Affairs	Student Affairs Technician	$12.05/hr	06/22/16
Steele, John	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Stephens, Brianna Star	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Stockwell, Melissa L.	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Subedi, Ashok*	Success Center	Instructional Aide II	$14.67/hr (3)	05/24/16
Sykes, Jared Riccio*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Tait, Mark E.**	Technology	Continuing Ed. Specialist/Bus. Tech.	$52.47/hr	05/26/16
Tamayo, Viridiana	Facilities	Cadet I	$10.00/hr	06/22/16
Tate, William Daniel	Facilities	Custodian	$10.14/hr	05/23/16

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Taylor, Tyrone	HPEDA	Instructional Aide II	$13.97/hr (2)	06/22/16
Tellez, Isaiah Hermenejildo*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Thiel, Joan T.	Student Activities	Student Activities Clerk	$10.00/hr	06/22/16
Timoney, Michael J.	Student Activities	Student Affairs Technician	$14.32/hr	06/22/16
Tornello, Breanna*	SEM	Instructional Aide II	$14.67 hr (3)	06/22/16
Torres, Angelica*	EPP	Instructional Aide I	$10.00/hr (1)	05/24/16
Tuning, Catherine	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16
Uriarte, Javier*	Student Support Services	Student Affairs Assistant	$14.32/hr	05/24/16
Valcho, Amber Rose	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	06/22/16
Valdez Lopez, Ludivina	HPEDA	Instructional Aide II	$14.67/hr (3)	06/22/16
Valdez, Timothy R.**	HPEDA	Aquatics Specialist	$10.50/hr	06/02/16
Valenzuela Lizarme, Hether F.	Success Center	Instructional Aide I	$10.91/hr (3)	05/23/16
Valladares, Cuxan*	Financial Aid	Student Affairs Technician	$12.05/hr	06/22/16
Valladolid Vergara, Cinthya J.*	CalWorks	Intermediate Clerk	$10.00/hr	05/23/16
Valle Jimenez, Samuel	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	05/31/16
Vandersluis, Vern	HPEDA	Instructional Aide II	$14.67/hr (3)	06/22/16
Vega, Rosa*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Velasquez Ramirez, Paola*	Financial Aid	Division Clerk	$10.37/hr	05/23/16
Villalba, Raymond	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Villamil, Jacqueline A.*	Financial Aid	Student Affairs Technician	$12.05/hr	05/23/16
Villegas, Bryan	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Washingtion, Montanique	HPEDA	Instructional Aide II	$13.97/hr (2)	06/22/16
Westdal, Carolyn Nguyen**	HPEDA	Sports Specialist	$12.22/hr	06/16/16
Wilt, Stephanie Rose	Success Center	Instructional Aide II	$13.97/hr (2)	05/24/16
Xu, Hongmei	Library	Instructional Aide I	$10.91/hr (3)	06/01/16
Xu, Hongmei*	Library	Instructional Aide I	$10.91/hr (3)	06/01/16
Yepez, Daniel	Business/Humanities/Social Sciences	Instructional Aide I	$10.00/hr	06/22/16
Zamorano, Samantha*	CalWorks	Intermediate Clerk	$10.00/hr	05/31/16
Zuniga, Teresa	HPEDA	Aquatic Specialist	$10.50/hr	06/22/16

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 47

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Employment of 2016 Summer Session Faculty Personnel

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016 Summer Session, as presented on the attached list.

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

REPORT SUMMARY
The attached list of Summer Session Faculty Personnel is submitted for approval of employment.

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

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

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

ATTACHMENT(S)
Employment of Faculty, 2016 Summer Session.

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FACULTY: TEMPORARY PART-TIME
2016 SUMMER SESSION

I. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Barman, Kevin	RE	Sociology	6BM	67.49
Bos, Katelyn	RE	Women's Studies	1AM	53.29
Cho, Yoon-Sung	RE	Philosophy	6BM	67.49
Diaz, Corina	RE	Sociology	1BM	53.29
Elbiali, Abdel	RE	Economics	4AD	64.90
Gao, Rihao	RE	Political Science	1AM	53.29
McLernon, Heather	RE	Psychology	1AM	53.29
Rendon, William	RE	Political Science	3AM	59.58
Smart, Bobbi-Lee	RE	Sociology	1BM	53.29
Smith, Neal	RE	Accounting/Finance	6BM	67.49
Wilson, Demetrius	RE	Business Administration	3AM	59.58
Ysais, Michelle	RE	Sociology	6BD	69.85

II. COMMUNITY, INDUSTRY and TECHNOLOGY EDUCATION

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Takeuchi, Kevin	RE	Preparatory Mathematics	6BM	67.49
Khalil, Ragaa	RE	Occupational Preparation	1AB	51.49
Nunez, Maria	RE	Non-credit ESL	6BM	67.49

III. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Canlas, Pamela	NH	Pharmacy Technology	1AB	51.49
Mendoza, Jesus	NH	Pharmacy Technology	1AB	51.49

IV. LIBERAL ARTS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Cifuntes, Otto	RE	Spanish	4AM	62.71
Gutierrez, Rebekah	NH	Speech	1AM	53.29
Matthews, Nicholas	NH	Speech	1AM	53.29

V. SCIENCE, ENGINEERING AND MATHEMATICS

* NH=New Hire, RE=Reemployed

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Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Flores, Wilfredo	RE	Mathematics	6BM	67.49

VI. SUCCESS CENTER

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Ysais, Rey	RE	Success Center - Math	6BM	67.49

VII. STUDENT SERVICES

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Laird, Tiffanie	NH	DSPS Specialist/Instructor	1AM	53.29
Mucino, Patricia	RE	Counseling	2CM	45.44
O'Neal, Janice	RE	DSPS Counselor	1CM	43.91

* NH=New Hire, RE=Reemployed

***** *NH=New Hire, RE=Reemployed, OL=Full-Time Overload*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th 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

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Department	Name	Status
Adult Education & Diversity Programs	Baylon, JonEvander	RE
Adult Education & Diversity Programs	Perez Juarez, Marcela	RE
Adult Education & Diversity Programs	Garcia, Fatima	RE
Adult Education & Diversity Programs	Fragoso, Manuel	RE
Adult Education & Diversity Programs	Jones, Anthony	RE
Adult Education & Diversity Programs	Valdivia, Luis	RE
Adult Education & Diversity Programs	Edrosa, Ed	RE
Adult Education & Diversity Programs	Samel, Chrysna	RE
Adult Education & Diversity Programs	Garner, Jaqueline	RE
Adult Education & Diversity Programs	Talamontes, Lourdes	RE
Adult Education & Diversity Programs	Bonakdar, Mehrdad	RE
Adult Education & Diversity Programs	Pedroza, Art	RE
Adult Education & Diversity Programs	Ochoa, Lorena	RE
Adult Education & Diversity Programs	Castro, Griselda	RE
Adult Education & Diversity Programs	Nunez, Norberto	RE
Adult Education & Diversity Programs	Chavez de Vasquez, Ana	RE
Adult Education & Diversity Programs	Ramos, Maria	RE
Adult Education & Diversity Programs	Esquer, Jose	RE
Adult Education & Diversity Programs	Lozano, Jorge	RE
Adult Education & Diversity Programs	Mansell, Bonnie	RE
Adult Education & Diversity Programs	Sanchez, Marisol	RE
Adult Education & Diversity Programs	Fiske, Robert	RE
Adult Education & Diversity Programs	Barrera de Contreras, Gabriela	RE
Adult Education & Diversity Programs	Ford, Diane	RE
Adult Education & Diversity Programs	San Nicolas, Kathleen	RE
Adult Education & Diversity Programs	Sanchez, Sandra	RE
Adult Education & Diversity Programs	Tucker, Jazmine	RE
Adult Education & Diversity Programs	Rosales, Israel	NH
Business/Humanities/Social Sciences	Cross, Elliot	RE
Business/Humanities/Social Sciences	Liberio, Lydia	RE
Business/Humanities/Social Sciences	Mirza, Adam	RE
Business/Humanities/Social Sciences	Ambriz, Jr., Larry	RE
Business/Humanities/Social Sciences	Coca, Larry	RE
Business/Humanities/Social Sciences	LeCoz, Rosemarie	RE
Business/Humanities/Social Sciences	Rehfeld, Andrew	RE
Business/Humanities/Social Sciences	Vecchio, Daniel	RE
Business/Humanities/Social Sciences	Youssef, Mariam	RE
Business/Humanities/Social Sciences	Connelly, Gary	RE
Business/Humanities/Social Sciences	Williams-Manser, Danylle	RE
Business/Humanities/Social Sciences	Acosta, Pauline	RE
Business/Humanities/Social Sciences	Acosta, Pauline	RE
Business/Humanities/Social Sciences	Daltro, Marcela	RE
Business/Humanities/Social Sciences	Gray, Gary	RE
Business/Humanities/Social Sciences	Jo, Jeannie	RE
Business/Humanities/Social Sciences	Read, Robert	RE
Business/Humanities/Social Sciences	Wang, Sufen	RE
Business/Humanities/Social Sciences	Deering, Mark	RE
Business/Humanities/Social Sciences	Elarcosa, Jose	RE

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Business/Humanities/Social Sciences	Mosley, Yolanda	RE
Business/Humanities/Social Sciences	Trieu, Tim Nam	RE
Business/Humanities/Social Sciences	Laureano, Bobette	RE
Business/Humanities/Social Sciences	Stewart, Raquishela	RE
Business/Humanities/Social Sciences	Garcia, Santiago	RE
Business/Humanities/Social Sciences	Little, Lisa	RE
Business/Humanities/Social Sciences	Paquette, Ronald	RE
Business/Humanities/Social Sciences	Smith, Stacey	RE
Business/Humanities/Social Sciences	Sauber, David	RE
Business/Humanities/Social Sciences	Ciraulo, John	RE
Business/Humanities/Social Sciences	Titel, Mark	RE
Business/Humanities/Social Sciences	Brown, Scott	RE
Business/Humanities/Social Sciences	De Los Rios, Katya	RE
Business/Humanities/Social Sciences	Ghidella, Richard	RE
Business/Humanities/Social Sciences	Grady, John	RE
Business/Humanities/Social Sciences	Keshishyan, Petros	RE
Business/Humanities/Social Sciences	Stevenson, Kevin	RE
Business/Humanities/Social Sciences	Shopfner, Joyce	RE
Business/Humanities/Social Sciences	Gaffney, Gialisa	RE
Business/Humanities/Social Sciences	Larson, Mary Ann	RE
Business/Humanities/Social Sciences	Waszak, Leon	RE
Business/Humanities/Social Sciences	Acheson, Michael	RE
Business/Humanities/Social Sciences	Anaya, Jose	RE
Business/Humanities/Social Sciences	Baber, James	RE
Business/Humanities/Social Sciences	Beck, Karen	RE
Business/Humanities/Social Sciences	Elam, Christine	RE
Business/Humanities/Social Sciences	Fantroy, Sharon	RE
Business/Humanities/Social Sciences	Garza, Javier	RE
Business/Humanities/Social Sciences	Hall, David	RE
Business/Humanities/Social Sciences	Keenan, Diane	RE
Business/Humanities/Social Sciences	Ramirez, Adriana	RE
Business/Humanities/Social Sciences	Sandoval, Carlos	RE
Business/Humanities/Social Sciences	Wyszpolski, Jon	RE
Business/Humanities/Social Sciences	Sanchez, Veronica	RE
Business/Humanities/Social Sciences	Walquist, Brian	RE
Educational Partnerships & Programs	Rath, Carolyn	RE
Educational Partnerships & Programs	Toumajian, Mary Kay	RE
Educational Partnerships & Programs	Andrade, Olga	OL
Educational Partnerships & Programs	Cheatham, Teresa	OL
Fine Arts	Wahlquist, Lana Joy	RE
Fine Arts	Bersaglieri, Andrea	RE
Fine Arts	Hartl, Forrest	RE
Fine Arts	Simmons, Jim	RE
Fine Arts	Ward, Dave	RE
Fine Arts	Williams, Bradford	RE
Health Occupations	O'Neill, Cindy	RE
Health Occupations	Shah, Saba	RE
Health Occupations	Stewart, Tiesha	RE
Health Occupations	Hurtado, Teresa	RE

Health Occupations	Yu, Jessica	RE
Health Occupations	Diaz, Emma	RE
Health Occupations	Ross, Tracy	RE
Health Occupations	Benson, Marie	RE
Health Occupations	Black, Kathleen	RE
Health Occupations	DiPietro-Fife, DiAnn	RE
Health Occupations	Medina, Ceci	RE
Health Occupations	Nguyen, Ann	RE
Health Occupations	Roberts, Rene	RE
Health Occupations	Pullman, Stephanie	NH
Health Occupations	Robles, Desiree	NH
Liberal Arts	Smith, Sol	RE
Liberal Arts	Cristin, Sara	RE
Liberal Arts	Sadeghipour, Allia	RE
Liberal Arts	Fousek, Stephanie	RE
Liberal Arts	Carrell, Kenneth	RE
Liberal Arts	Teng, Merica	RE
Liberal Arts	Garcia, John	RE
Liberal Arts	Robertson, Steve	RE
Liberal Arts	Williams, Roberta	RE
Liberal Arts	Folayan, Elaine	RE
Liberal Arts	Ary, Nichole	RE
Liberal Arts	Pham, Viethang	RE
Liberal Arts	Chatham, Lynne	RE
Liberal Arts	Hall, Avery	RE
Liberal Arts	Asis, Brian	RE
Liberal Arts	Baker, John	RE
Liberal Arts	Berry, Pat	RE
Liberal Arts	Kane, John	RE
Liberal Arts	Mata, Chimene	RE
Liberal Arts	Rodriguez, Phillip	RE
Liberal Arts	Smith, Harold	RE
Liberal Arts	Yang, Lucy Ruixie	RE
Library/Learning Resource Center	Carrillo, Marco	RE
Library/Learning Resource Center	Daughterty, Heather	RE
Library/Learning Resource Center	Guter, Bruce	RE
Library/Learning Resource Center	Taibjee, Sukena	RE
Library/Learning Resource Center	Schenk, Lauren	RE
Library/Learning Resource Center	Wallace, Mara	RE
Library/Learning Resource Center	Mitchell, Valencia	RE
Library/Learning Resource Center	Owen, Margie	RE
Library/Learning Resource Center	Sampson, Lynda	RE
Library/Learning Resource Center	Vogel, Karen	RE
Physical Education	Bos, Katelyn	RE
Physical Education	Gumuscu, Isin	RE
Physical Education	Rivas, Jonathan	RE
Physical Education	Wagner, Alycia	RE
Physical Education	Gracis-Iris, Holly	RE
Physical Education	O'Connor, Jennifer	RE

Physical Education	Chan, Judy	RE
Physical Education	Jones, Morris	RE
Physical Education	Castro, Maria	RE
Physical Education	Ramos, Bryan	RE
Physical Education	Zamora, Hector	RE
Physical Education	Allen, Michael	RE
Physical Education	Haley Peasley, Denise	RE
Physical Education	Luna, Mercedes	RE
Physical Education	Christou, Dayna	RE
Physical Education	Berney, Daniel	RE
Physical Education	Cable, Brian	RE
Physical Education	Fischer, Jeff	RE
Physical Education	Hammond, Jamie	RE
Physical Education	Murray, Orlin	RE
Physical Education	Nakao, Gary	RE
Physical Education	Prindle, Donna	RE
Physical Education	Prindle, Jeanine	RE
Physical Education	Sweet, Beverly	RE
Physical Education	Thomas, Josh	RE
Physical Education	Velasquez-Ortega, Teresa	RE
Physical Education	Waider, Petja	RE
Physical Education	Marquez, Octavio	RE
SEM	Kennedy, Wentsworth	RE
SEM	Aguiniga, Javier	RE
SEM	Burniston, Mark	RE
SEM	Elgindi, Isaac	RE
SEM	Niu, Jun (Emma)	RE
SEM	Ramirez, Jorge	RE
SEM	Shimazu, Matthew	RE
SEM	Tran, Thien	RE
SEM	Vu, Nam	RE
SEM	Yu, Andy	RE
SEM	Cottrell, Wayne	RE
SEM	Hanley, John	RE
SEM	Cortez, Daniela	RE
SEM	Gutierrez, Claudia	RE
SEM	Mortezavi, Siavash	RE
SEM	McElroy, Douglas	RE
SEM	Cocca, Stephanie	RE
SEM	Lai, Karen	RE
SEM	McNulty, Susan	RE
SEM	Berekian, Beverly	RE
SEM	Tran, Henry	RE
SEM	Bonakdar, Mehrdad	RE
SEM	Yi, Sally	RE
SEM	Bell, Priscilla	RE
SEM	Huang, Fuze	RE
SEM	Hugenberger, Scott	RE
SEM	Okbamichael, Mussie	RE

SEM	Chung, Phoebe	RE
SEM	Dukhovny, Olga	RE
SEM	Ford, Diane	RE
SEM	Ho, Thach	RE
SEM	Hohly, Margaret	RE
SEM	Igolnikov, Mark	RE
SEM	Johnson, John	RE
SEM	Leon, Juan	RE
SEM	Morcos, Tharwat	RE
SEM	Negrete, Terri	RE
SEM	Nguimdjou, Emmanuel	RE
SEM	Ninh, Joseph	RE
SEM	Ortiz, Lorena	RE
SEM	Pallwitz, Karla	RE
SEM	Pham, Ann	RE
SEM	Roque, Tatiana	RE
SEM	Takeuchi, Kevin	RE
SEM	Tamminga, Scott	RE
Student Support Services	Akiyama, Kevin	RE
Student Support Services	Alcala, Sergio	RE
Student Support Services	Alvarado, Joanna	RE
Student Support Services	Cesena, MiaSarah	RE
Student Support Services	Cutkomp, Jeff	RE
Student Support Services	Gambala, Mark	RE
Student Support Services	Munoz, Marta	RE
Student Support Services	Ramirez, Yesenia	RE
Student Support Services	Yang, Jack	RE
Student Support Services	Mahoney, Michelle	RE
Student Support Services	Alcala, Claudia	RE
Student Support Services	Blod, Lisa	RE
Student Support Services	Brooks, Steven Kerry	RE
Student Support Services	Casillas, Veronica Olivia	RE
Student Support Services	Lehmeier, Marisa	RE
Student Support Services	Morgan,Rebecca	RE
Student Support Services	Beckham, Meri	RE
Student Support Services	Miranda, Dora	RE
Student Support Services	Miranda, Rousana	RE
Student Support Services	Tovar, Yajayra	RE
Student Support Services	Young, David A.	RE
Student Support Services	Aguayo, Robert	RE
Student Support Services	Algaze, Susan	RE
Student Support Services	Anang, Yuhaniz	RE
Student Support Services	Boudreau, Debbie	RE
Student Support Services	Chaney, Marcia	RE
Student Support Services	Gaines, Ken	RE
Student Support Services	Loera, Claudia	RE
Student Support Services	Macias, Dora	RE
Student Support Services	Pizer, Janis	RE
Student Support Services	Toumajian, Mary Kay	RE

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Success Center	Farol, Ronald	RE
Success Center	Koukabi, Elham	RE
Success Center	Havrilla, Lori	RE
Success Center	DiGiovanni, Sybil	RE
Success Center	Evans, Max	RE
Success Center	Flores, Wilfredo	RE
Success Center	Klein, Ben	RE
Technology	Arias, Rogelio	RE
Technology	Gallagher, Peter	RE
Technology	Loucks, Eric	RE
Technology	Van, Holly	RE
Technology	Gonzalez, Jaime	RE
Technology	Nguyen, Trinity	RE
Technology	Chiros, Scarlett	RE
Technology	Nunez, Johnny	RE
Technology	O'Dell, Jeff	RE
Technology	Jamka, Alan	RE
Technology	Smith, Rochelle	RE
Technology	Smith, Lynda	RE
Technology	Bowen, Keshia	RE
Technology	Stever, Eugene	RE
Technology	Aguirre, Anna	RE
Technology	Barnes, James	RE
Technology	Gonzalez, Juan	RE
Technology	Hutchison, Phil	RE
Technology	Jacobo, Cesar	RE
Technology	Krause, Peter	RE
Technology	Moreland, Ed	RE
Technology	Sanchez, Carlos	RE
Technology	Supple, Marty	RE
Technology	Thornbury, Robert	RE
Technology	Vasilik, Richard	RE
Technology	Aragon, Richard	RE
Technology	Ouwehand, Michael Todd	RE
Technology	Jackson, Lee	RE
Technology	O'Farrell, Fergus	RE
Technology	Spaziano, Michael	RE

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Discipline	Placem	Rate
Apprenticeship	1AB	51.49
English as a Second Language	1AB	51.49
GED Preparation	1AM	53.29
English as a Second Language	1BB	51.49
Apprenticeship	1BB	51.49
Apprenticeship	1BB	51.49
Apprenticeship	2AM	56.44
Preparation Mathematics	2AM	56.44
Adult Education Counseling	2CM	45.44
Adult Education Counseling	2CM	45.44
Preparation Mathematics	4AM	62.71
Apprenticeship	4BM	62.71
Adult Education Counseling	4CM	48.67
Adult Education Counseling	4DM	48.67
English as a Second Language	5AB	63.62
GED Preparation	5AM	65.84
GED Preparation	5AM	65.84
Apprenticeship	6BB	65.20
English as a Second Language	6BB	65.20
Occupational Preparation	6BB	65.20
Assessment Preparation	6BB	65.20
Occupational Preparation	6BD	69.85
Preparation Mathematics	6BM	67.49
Preparation Mathematics	6BM	67.49
GED Preparation	6BM	67.49
English as a Second Language	6BM	67.49
English as a Second Language	6BM	67.49
Occupational Preparation	1AB	51.49
Philosophy	1AD	55.15
Business Administration	1AD	55.15
Accounting/Finance	1AD	55.15
Accounting/Finance	1AM	53.29
Accounting/Finance	1AM	53.29
Accounting/Finance	1AM	53.29
Philosophy	1AM	53.29
Philosophy	1AM	53.29
Women's Studies	1AM	53.29
Business Administration	1BM	53.29
Polical Science	1BM	53.29
Sociology	2AD	58.41
Women's Studies	2AD	58.41
Business Administration	2AM	56.44
Business Administration	2AM	56.44
Business Administration	2AM	56.44
History	2AM	56.44
Accounting/Finance	2AM	56.44
Philosophy	3AM	59.58
Business Administration	3AM	59.58

Polical Science	3AM	59.58
Business Administration	3AM	59.58
Business Administration	3BM	59.58
Business Administration	4AD	64.90
Anthropology	4AM	62.71
Anthropology	4AM	62.71
Business Administration	4AM	62.71
Economics	4AM	62.71
Paralegal	4BD	64.90
Business Administration	5AM	65.84
Business Administration	5AM	65.84
Business Administration	6AM	67.49
Economics	6AM	67.49
Business Administration	6AM	67.49
Business Administration	6AM	67.49
Business Administration	6AM	67.49
Business Administration	6AM	67.49
Business Computerized Office Technologies	6BB	65.20
Polical Science	6BD	69.85
Psychology	6BD	69.85
History	6BD	69.85
Business Administration	6BM	67.49
Business Administration	6BM	67.49
Business Administration	6BM	67.49
Psychology	6BM	67.49
Business Administration	6BM	67.49
Business Administration	6BM	67.49
Business Administration	6BM	67.49
History	6BM	67.49
Economics	6BM	67.49
History	6BM	67.49
Psychology	6BM	67.49
Business Computerized Office Technologies	6BM	67.49
Psychology	3AD	61.67
Administration of Justice	3AM	59.58
Educational Partnerships & Programs	3AM	59.58
Educational Partnerships Counselor	4DM	48.67
Educational Partnerships & Programs	E13	95.94
Educational Partnerships & Programs	C9	78.78
Theatre	3AM	59.58
Art & Design	6BM	67.49
Theatre	6BM	67.49
Music	6BM	67.49
Theatre	6BM	67.49
Theatre	6BM	67.49
Child Development	1AM	53.29
Child Development	1AM	53.29
Child Development	1AM	53.29
Dental Assisting	1BB	51.49

Culinary Arts	1BM	53.29
Pharmacy Technician	2BM	56.44
Dental Hygiene	3AB	57.57
Dental Hygiene	3AM	59.58
Child Development	3AM	59.58
Dental Hygiene	6AB	65.20
Child Development	6BM	67.49
Dental Hygiene	6BM	67.49
Child Development	6BM	67.49
Child Development	1AM	53.29
Child Development	1AM	53.29
English	1AD	55.15
English	1AM	53.29
English	1AM	53.29
English	2AD	58.41
Speech	2AM	56.44
English	2AM	56.44
English	3AM	59.58
Speech	3AM	59.58
Reading	3BM	59.58
English	4AD	64.90
Speech	5AM	65.84
English	6AD	69.85
English	6AM	67.49
Reading	6BD	69.85
English	6BM	67.49
English	6BM	67.49
English as a Second Language	6BM	67.49
Reading	6BM	67.49
English	6BM	67.49
English	6BM	67.49
Reading	6BM	67.49
Reading	6BM	67.49
Librarian	1DM	43.91
Librarian	1DM	43.91
Librarian	1DM	43.91
Librarian	1DM	43.91
Librarian	3CM	47.03
Librarian	3CM	47.03
Librarian	4DM	48.67
Librarian	4DM	48.67
Librarian	4DM	48.67
Librarian	4DM	48.67
Physical Education; Health; Kinesiology	1AB	51.49
Coaching	1AB	51.49
Coaching	1AB	51.49
Physical Education; Coaching	1AB	51.49
Physical Education; Health	1AM	53.29
Physical Education	1AM	53.29

Physical Education	1BB	51.49
Coaching	1BM	53.29
Physical Education; Health	2AM	56.44
Physical Education; Health; Kinesiology	2AM	56.44
Physical Education; Kinesiology; Health	2AM	56.44
Physical Education; Coaching	3AM	59.58
Physical Education; Kinesiology	3AM	59.58
Physical Education; Health	3AM	59.58
Physical Education	6AM	67.49
Dance	6BM	67.49
Physical Education; Health	6BM	67.49
Physical Education; Health	6BM	67.49
Physical Education	6BM	67.49
Physical Education	6BM	67.49
Physical Education	6BM	67.49
Physical Education	6BM	67.49
Physical Education	6BM	67.49
Health	6BM	67.49
Physical Education; Health; Kinesiology	6BM	67.49
Physical Education	6BM	67.49
Physical Education; Kinesiology	6BM	67.49
Physical Education	2BB	54.52
Biology	1AD	55.15
Mathematics	1AM	53.29
Mathematics	1AM	53.29
Mathematics	1AM	53.29
Mathematics	1AM	53.29
Mathematics	1AM	53.29
Chemistry	1AM	53.29
Mathematics	1AM	53.29
Biology	1AM	53.29
Mathematics	1AM	53.29
Engineering	1BD	55.15
Chemistry	1BD	55.15
Mathematics	1BM	53.29
Mathematics	1BM	53.29
Mathematics	1BM	53.29
Astronomy	2AD	58.41
Biology	2AM	56.44
Mathematics	2AM	56.44
Biology	3AD	61.67
Earth Science	3AM	59.58
Computer Information Sciences	3AM	59.58
Mathematics	4AM	62.71
Mathematics	4AM	62.71
Chemistry	6BD	69.85
Mathematics	6BD	69.85
Astronomy	6BD	69.85
Earth Science	6BD	69.85

Mathematics	6BM	67.49
Chemistry	6BM	67.49
Mathematics	6BM	67.49
Chemistry	6BM	67.49
Computer Information Sciences	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Computer Information Sciences	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Mathematics	6BM	67.49
Biology	6BM	67.49
Counseling	1CM	43.91
CalWORKs Counseling	1CM	43.91
CalWORKs Counseling	1CM	43.91
Counseling-C2C	1CM	43.91
Counseling	1CM	43.91
Counseling-C2C	1CM	43.91
CalWORKs Counseling	1CM	43.91
CalWORKs Counseling	1CM	43.91
International Student Services Counseling	1CM	43.91
Counseling	2CD	47.03
CalWORKs Counseling	2CM	45.44
CalWORKs Counseling	2CM	45.44
Financial Aid; EOPS Counseling	2CM	45.44
Financial Aid; EOPS Counseling	2CM	45.44
CalWORKs Counseling	2CM	45.44
Counseling-VRC	2DD	47.03
Counseling	3CD	48.67
Financial Aid Counseling	3CM	47.03
Financial Aid; EOPS Counseling	3CM	47.03
Financial Aid Counseling	3CM	47.03
Career Services Counseling	4CD	50.38
Counseling; Financial Aid Counseling	4DM	48.67
DSPS Counseling	4DM	48.67
Counseling	4DM	48.67
Counseling	4DM	48.67
Financial Aid Counseling	4DM	48.67
Financial Aid Counseling	4DM	48.67
Counseling	4DM	48.67
International Student Services Counseling	4DM	48.67
CalWORKs Counseling	4DM	48.67
Counseling	4DM	48.67

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Success Center - Language	1AM	53.29
Success Center - Language	1AM	53.29
Success Center - Language	4AM	62.71
Success Center - Language	6BM	67.49
Success Center - Language	6BM	67.49
Success Center - Mathematics	6BM	67.49
Success Center - Language	6BM	67.49
Machine Tool Technology	1AB	51.49
Automotive Mechanical Repair	1AB	51.49
Woodworking Manufacturing Technologies	1AB	51.49
Architecture	1BM	53.29
Automotive Mechanical Repair	2AB	54.52
Cosmetology	3AB	57.57
Cosmetology	3AM	59.58
Welding	4AB	60.59
Woodworking Manufacturing Technologies	4AB	60.59
Engineering Technology	4AM	62.71
Cosmetology	4BB	60.59
Cosmetology	5AB	63.62
Cosmetology	5AM	65.84
Engineering Design Technology	5BB	63.62
Cosmetology	6BB	65.20
Machine Tool Technology	6BB	65.20
Automotive Mechanical Repair	6BB	65.20
Automotive Collision Repair	6BB	65.20
Automotive Mechanical Repair	6BB	65.20
Woodworking Manufacturing Technologies	6BB	65.20
Automotive Mechanical Repair	6BB	65.20
Woodworking Manufacturing Technologies	6BB	65.20
Automotive Mechanical Repair	6BB	65.20
Woodworking Manufacturing Technologies	6BB	65.20
Automotive Mechanical Repair	6BB	65.20
Automotive Mechanical Repair	6BM	67.49
Woodworking Manufacturing Technologies	6BM	67.49
Machine Tool Technology	6BB	65.20
Plastics & Composites	6BB	65.20
Plastics & Composites	2BB	54.52

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 48

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

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

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

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

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

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

ATTACHMENT(S)
Employment of Faculty, Temporary Part-Time 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Barcena, Fabiola	RE	Occupational Preparation	1BM	53.29
Baylon, JonEvander	RE	Apprenticeship	1BB	51.49
Bonakdar, Mehrdad	RE	Preparatory Mathematics	5AM	65.84
Cardona, Rudy	RE	Citizenship Preparation	6BD	69.85
Castro, Griselda	RE	Adult Education Counseling	4DM	48.67
Chavez De Vasquez, Ana	RE	GED Preparation	6AM	67.49
Correa, Rosario	RE	GED; Occupational Prep.	2AM	56.44
DeJong, Henrietta	RE	Older Wiser Learner	6BM	67.49
Edrosa, Ed	RE	Apprenticeship	2AM	56.44
Esquer, Joe	RE	Apprenticeship	6BB	65.20
Esquerra, Robert	RE	Apprenticeship	1AB	51.49
Fiske, Robert	RE	Occupational Preparation	6BD	69.85
Ford, Diane	RE	Preparatory Mathematics	6BM	67.49
Fragoso, Manuel	RE	Occupational Preparation	2AB	54.52
Garcia, Fatima	RE	GED Prep; ESL	2AM	56.44
Garner, Jacqueline	RE	Adult Education Counseling	3CM	47.03
Huang, Fuze	RE	Preparatory Mathematics	6BD	69.85
Jackson, Michael	RE	Older Wiser Learner	6BB	65.20
Jones, Anthony	RE	Apprenticeship	1BM	53.29
Khalil, Ragaa	RE	Occupational Preparation	2AB	54.52
Layne, Jonathan	RE	Older Wiser Learner	1BB	51.49
Leguizamon-Tunnell, Claudia	RE	Adult Education ESL	6AB	65.20
Levy, Elijah	RE	Older Wiser Learner	6BD	69.85
Lopez, Alejandro	RE	Occupational Preparation	6BB	65.20
Lozano, Jorge	RE	Older Wiser Learner	6BB	65.20
Lucas, Scott	RE	Apprenticeship	1AB	51.49
Mansell, Bonnie	RE	ESL; OWL; Occ. Prep	6BB	65.20
Mondaca, Frances	RE	Adult Education ESL	6BM	67.49
Morcos, Tharwat	RE	Non-credit Mathematics	6BM	67.49
Morrison, Anna	RE	College English Skills	4AM	62.71
Nunez, Maria	RE	Adult Education ESL	6BM	67.49
Nunez, Norberto	RE	Prep. Math.; AssesS. Prep, ESL	6AB	65.20
Ochoa, Lorena	RE	Adult Education Counseling	4DM	48.67
Ortiz, Lorena	RE	Preparatory Mathematics	6BM	67.49
Pedroza, Art	RE	Apprenticeship	4BM	62.71
Perez Juarez, Marcela	RE	Vocational ESL	1BB	51.49
Perez, Carlos	RE	Adult Education ESL	4BD	64.90
Ramos, Maria	RE	GED; VESL Preparation	6AM	67.49
Reynolds, Cathy	RE	Older Wiser Learner	2BM	56.44
Rosales, Israel	RE	Occupational Preparation	1AB	51.49
Russett, John	RE	College English Skills	4AM	62.71

* NH=New Hire, RE=Reemployed

Samel, Chrysna	RE	Preparatory Mathematics	3AM	59.58
San Nicolas, Kathleen	RE	Adult Education ESL	6BB	65.20
Sanchez, Marisol	RE	Assessment Prep.; ESL	6BB	65.20
Sanchez, Sandra	RE	Adult Education ESL	6BM	67.49
Stasiuk, Pedro	RE	Adult Education ESL	1BM	53.29
Takeuchi, Kevin	RE	Preparatory Mathematics	6BM	67.49
Talamantes, Lourdes	RE	Adult Education Counseling	3CM	47.03
Tucker, Jazmine	RE	Adult Education ESL	6BM	67.49
Valdivia, Luis	RE	Apprenticeship	1BB	51.49
Van Herk, Tracy	RE	Older Wiser Learner	6BM	67.49
Vergara, Carolyne	NH	GED Preparation	1AB	51.49

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Acuna, Robert	RE	Art & Design	2AM	56.44
Bersaglieri, Andrea	RE	Art & Design	6BM	67.49
Briones, Michael	RE	Music	1BM	53.29
Carroll, Don	RE	Music	6BD	69.85
Chen, Johanna	RE	Music	6BM	67.49
Cramer, Joe	RE	Ceramics	2AM	56.44
Crone, Cameron	RE	Art & Design	4AM	62.71
Da Silva, Paul	RE	Music	6BM	67.49
Dillon, Rhonda	RE	Music	6BM	67.49
Dimond, Theresa	RE	Music	6BM	67.49
Dormitorio, Mark	RE	Film	2AM	56.44
Edquist, Alicia	RE	Journalism	2AM	56.44
Emmet, Karen	RE	Photography	6BM	67.49
Flanders, Mark	RE	Photography	6BM	67.49
Ghuloum, Rema	RE	Art & Design	3AM	59.58
Gresham, Ann	RE	Music	6BB	65.20
Hallback, Allen	RE	Music	6BM	67.49
Hartl, Forrest	RE	Theatre	6BM	67.49
Higgins, Michael	RE	Music	2BM	56.44
Immel, Ralph Conrad	RE	Music	6BM	67.49
Inouye, Fang-Fang	RE	Music	6BD	69.85
Isaacs, David	RE	Music	6BM	67.49
Karshmer, Avraham	RE	Film	1BM	53.29
Kuo, Alison	RE	Art & Design	2AM	56.44
Lee, Sung Ae	RE	Music	6BD	69.85
Lock, Bradley	RE	Theatre	5AM	65.84
Low, Sheree	RE	Art & Design	6BB	65.20
Martinez, Efrain	RE	Art & Design	2AM	56.44
Piotrowski, Casey	RE	Theatre	6BB	65.20
Sanchez, Alejandro	RE	Photography	4AM	62.71
Schreiner, Gregory	RE	Music	6BM	67.49
Schweitzer, Karen	RE	Photography	3AD	61.67

* NH=New Hire, RE=Reemployed

Schwenkmeyer,Karen	RE	Music	6BM	67.49
Simmons, Jim	RE	Music	6BM	67.49
Slay, Kevin	RE	Theatre	5AM	65.84
Sneed, Holly	RE	Theatre	5AM	65.84
Stahl, Christine	RE	Theatre	6BM	67.49
Stone, Cathy	RE	Art & Design	2AM	56.44
Sudd, Emily	NH	Ceramics	1AM	53.29
Tindell, Walter Bo	RE	Theatre	1AM	53.29
Torres, Martin	RE	Music	6BM	67.49
Tran, Biddy	RE	Art & Design	2AM	56.44
Tsai, Si-Ting Tammy	RE	Music	6BM	67.49
Wahlquist, Lana	RE	Theatre	4AM	62.71
Walker, Cheryl	RE	Art & Design	2AM	56.44
Walton, Etta	RE	Theatre	6BM	67.49
Ward, David	RE	Theatre	6BM	67.49
Weiss, Tracey	RE	Ceramics	6BM	67.49
Widner, Sarah	RE	Music	1BM	53.29
Williams, Bradford	RE	Communications	6BM	67.49

III. PHYSICAL EDUCATION

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Allen, Michael	RE	Physical Education	4AM	62.71
Arnold, Charlan	RE	Physical Education	4AM	62.71
Berman, Lester	RE	Physical Education	1BM	53.29
Berney, Daniel	RE	Physical Education	6BM	67.49
Bos, Katelyn	RE	Physical Education	2AM	56.44
Brokenbough, Gerald	RE	Physical Education	6BM	67.49
Cabag, Valerie	RE	Physical Education	6AM	67.49
Cable, Brian	RE	Physical Education	6BM	67.49
Cardona, Michael	RE	Physical Education	1BM	53.29
Castro, Maria	RE	Physical Education	3AM	59.58
Chan, Judy	RE	Physical Education	6BB	65.20
Choi, Gene	RE	Physical Education	1BB	51.49
Christou, Dayna	RE	Physical Education	6BM	67.49
Cole, Pheonix	RE	Physical Education	6BM	67.49
Coliflores, Vicmar	RE	Physical Education	6BM	67.49
Fischer, Jeffrey	RE	Physical Education	4AM	62.71
Fritzler, Amythyst	RE	Physical Education	3AM	59.58
Gallo, Samantha	RE	Physical Education	3AM	59.58
Gerena, Christine	RE	Physical Education	1BM	53.29
Gonzalez, Ben	RE	Physical Education	1AB	51.49
Gonzalez, Guillermo	RE	Physical Education	1AB	51.49
Gould, Eric	RE	Physical Education	6BM	67.49
Gracia Iris, Holly	RE	Physical Education	1BM	53.29
Guadagno, Jenel	RE	Physical Education	1BB	51.49
Gumuscu, Isin	RE	Physical Education	1BB	51.49

* NH=New Hire, RE=Reemployed

Haley Peaslee, Denise	RE	Physical Education	4AM	62.71
Hammond, Jamie	RE	Physical Education	6BM	67.49
Hendrix, Jeffrey	RE	Physical Education	3AM	59.58
Hicks, Rebecca	RE	Physical Education	1AB	51.49
Johnson, Jazzi	RE	Physical Education	1AB	51.49
Jones, Morris	RE	Physical Education	1BM	53.29
Kim, Alvin	RE	Physical Education	6BM	67.49
Kraft, Kaeden	RE	Physical Education	1AB	51.49
La Curan, Jennifer	RE	Physical Education	1BM	53.29
Luna, Mercedes	RE	Physical Education	3BM	59.58
Marquez, Octavio	RE	Physical Education	2BB	54.52
Mc Whinney, Martin	RE	Physical Education	6BM	67.49
Montera, Frank	RE	Physical Education	6BM	67.49
Moore, Jonathan	RE	Physical Education	1AB	51.49
Murray, Orlin	RE	Physical Education	6BM	67.49
Myer, Glen	RE	Physical Education	6BM	67.49
Nakao, Gary	RE	Physical Education	6BM	67.49
Ortiz, Tito	RE	Physical Education	6BM	67.49
Porch, Lou	RE	Physical Education	1BM	53.29
Prindle, Donna	RE	Physical Education	6BM	67.49
Prindle, Jeanine	RE	Physical Education	6BM	67.49
Ramos, Bryan	RE	Physical Education	3AM	59.58
Rawles, Dennis	RE	Physical Education	6BB	65.20
Reyes, Jose	RE	Physical Education	1AB	51.49
Rivas, Jonahtan	RE	Physical Education	1BB	51.49
Roman, Dorcas	RE	Physical Education	2AM	56.44
Rosa, Steve	RE	Physical Education	2AM	56.44
Sweet, Beverly	RE	Physical Education	6BM	67.49
Thomas, Josh	RE	Physical Education	3AM	59.58
Velasquez-Ortega, Teresa	RE	Physical Education	6BM	67.49
Wagner, Alycia	RE	Physical Education	1BM	53.29
Waider, Petja	RE	Physical Education	6BM	67.49
Whitfield, Brent	RE	Physical Education	1AB	51.49
Wikert Hoag, Rhonda	RE	Physical Education	6BM	67.49
Zamora, Hector	RE	Physical Education	3AM	59.58

IV. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Alavian, Masoud	RE	Computer Information Systems	6BM	67.49
Barajas, Daniela	RE	Geography	2AM	56.44
Bateman, Michael	RE	Mathematics	6BM	67.49
Bell, Priscilla	RE	Chemistry	6BD	69.85
Bonakdar, Mehrdad	RE	Mathematics	5AM	65.84
Burniston, Mark	RE	Mathematics	2AM	56.44
Chamras, Sevada	RE	Chemistry	6BB	65.20
Cheung, Kwun	RE	Physics	2BM	56.44

* NH=New Hire, RE=Reemployed

Chrispens, Adriana	RE	Mathematics	2AM	56.44
Christov, Romy	RE	Geography	4AM	62.71
Chung, Phoebe	RE	Mathematics	6BM	67.49
Cocca, Stephanie	RE	Biological Sciences	3AM	59.58
Cottrell, Wayne	RE	Engineering	1BD	55.15
Dahl, Michael	RE	Chemistry	2AM	56.44
Daigle, Maurice	RE	Mathematics	6BM	67.49
Davis, Richard	RE	Computer Information Systems	6BB	65.20
Dukhovny, Olga	RE	Chemistry	6BM	67.49
El-Abyad, Abdelwahab	RE	Mathematics	6BD	69.85
Flores, Wilfredo	RE	Mathematics	6BM	67.49
Ford, Bradley	RE	Computer Information Systems	6BM	67.49
Ford, Diane	RE	Mathematics	6BM	67.49
Gillotte, Christopher	RE	Mathematics	2AM	56.44
Godwin, Susan	RE	Mathematics	6BM	67.49
Goode, Ryan	RE	Geography	4AD	64.90
Gorcik, Robert	RE	Geology	1BM	53.29
Ho, Thach	RE	Chemistry	6BM	67.49
Hohly, Margaret	RE	Computer Information Systems	6BM	67.49
Hovelsen, Chad	RE	Chemistry	2BM	56.44
Huang, Fuze	RE	Mathematics	6BD	69.85
Hugenberger, Scott	RE	Astronomy	6BD	69.85
Igolnikov, Mark	RE	Mathematics	6BM	67.49
James, Jolene	RE	Computer Information Systems	3AM	59.58
Johnpeer, Gary	RE	Earth Science	6BM	67.49
Johnson, John	RE	Mathematics	6BM	67.49
Johnson, Wayne	RE	Biological Sciences	6BM	67.49
Kennedy, Wentsworth	RE	Biological Sciences	2AD	58.41
Kuo, Yufu	RE	Biological Sciences	1BD	55.15
Lai, Karen	RE	Mathematics	2BM	56.44
Laredo, Nora	RE	Computer Information Systems	6BB	65.20
Majewski, Adam	RE	Biological Sciences	2AM	56.44
Martinez, Ivann	RE	Biological Sciences	1BD	55.15
Mastro, Edwin	RE	Biological Sciences	6BM	67.49
McElroy, Douglas	RE	Astronomy	3AD	61.67
McNulty, Susan	RE	Biological Sciences	4AD	64.90
Morales, Gilbert	RE	Biological Sciences	6BM	67.49
Morcos, Tharwat	RE	Mathematics	6BM	67.49
Murugiah, Yarlmoli	RE	Mathematics	2AM	56.44
Nance, Wesley	RE	Computer Information Systems	6BM	67.49
Negrete, Terri	RE	Computer Information Systems	6BM	67.49
Ngo, Hai	RE	Mathematics	4AM	62.71
Nguimdjou, Emmanuel	RE	Mathematics	6BM	67.49
Ninh, Joseph	RE	Mathematics	6BM	67.49
Niu, Kun	RE	Mathematics	1BM	53.29
Okbamichael, Mussie	RE	Earth Science	6BD	69.85
Ortiz, Lorena	RE	Mathematics	6BM	67.49
Pallwitz, Karla	RE	Mathematics	6BM	67.49
Palmier, Christine	RE	Biological Sciences	6BD	69.85

* NH=New Hire, RE=Reemployed

Pham, Ann	RE	Mathematics	6BM	67.49
Pham, Mai-Anh	RE	Mathematics	6BM	67.49
Phan, Henry	RE	Mathematics	6BM	67.49
Ramirez, Jorge	RE	Mathematics	2AM	56.44
Rath, Carolyn	RE	Geology	4AM	62.71
Roque, Tatiana	RE	Mathematics	6BM	67.49
Sarvi, Kayvon	RE	Mathematics	2AM	56.44
Seres, Frank	RE	Mathematics	6BM	67.49
Shimazu, Matthew	RE	Chemistry	2AM	56.44
Surfas, Lesley	RE	Geography	6BM	67.49
Takahashi, Gloria	RE	Biological Sciences	6BM	67.49
Takeuchi, Kevin	RE	Mathematics	6BM	67.49
Tamminga, Scott	RE	Biological Sciences	6BM	67.49
Taylor, Thomas	RE	Biological Sciences	6BM	67.49
Tran, Henry	RE	Computer Information Systems	4AM	62.71
Tran, Le	RE	Mathematics	6AM	67.49
Tran, Thien	RE	Mathematics	2AM	56.44
Valencia, Marie	RE	Mathematics	2AM	56.44
Vu, Nam	RE	Biological Sciences	2AM	56.44
Whitney, Donald	RE	Computer Information Systems	6BB	65.20
Woolever, James	RE	Computer Information Systems	6BM	67.49
Yi, Paul	RE	Mathematics	3AM	59.58
Yi, Sally	RE	Mathematics	5AM	65.84
Ysais, Rey	RE	Mathematics	6BM	67.49
Yu, Andy	RE	Mathematics	2AM	56.44

V. LIBRARY/LEARNING RESOURCE CENTER

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Bertea, Cynthia	RE	Success Center	3AM	59.58
Carrillo, Marco	RE	Librarian	2CM	45.44
Daugherty, Heather	RE	Librarian	2CM	45.44
DiGiovanni, Sybil	RE	Success Center	6BM	67.49
Evans, Max	RE	Success Center	6BM	67.49
Guter, Bruce	RE	Librarian	2CM	45.44
Havrilla, Lri	RE	Success Center	5AM	65.84
Koukabi, Elham	RE	Success Center	2AM	56.44
Mitchell, Valencia	RE	Librarian	4DM	48.67
Owen, Margaret	RE	Librarian	4DM	48.67
Russell, Bruce	RE	Librarian	4DM	48.67
Sampson, Lynda	RE	Librarian	4DM	48.67
Schenk, Lauren	RE	Librarian	4CM	48.67
Taibjee, Sukena	RE	Librarian	2CM	45.44
Vogel, Karen	RE	Librarian	4DM	48.67
Wallace, Mara	RE	Librarian	4CM	48.67

* NH=New Hire, RE=Reemployed

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VII. STUDENT SERVICES - COUNSELING

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Toumajian, Mary Kay	RE	Learning Commun.Counseling	4DM	48.67
Aguayo, Robert	RE	Financial Aid; Counseling	4DM	48.67
Akiyama, Kevin	RE	Counseling	1DM	43.91
Alcala, Claudia	RE	CalWORKs	3CM	47.03
Alcala, Sergio	RE	CalWORKs	1DM	43.91
Algaze, Susan	RE	DSPS	4DM	48.67
Alvarado, Joanna	RE	CalWORKs	1DM	43.91
Anang, Yuhaniz	RE	Counseling	4DM	48.67
Beckham, Meri	RE	Counseling	4CD	50.38
Blod, Lisa	RE	CalWORKs	3CM	47.03
Boudreau, Debbie	RE	Counseling	4DM	48.67
Brooks, Kerry Steven	RE	Financial Aid; EOPS Counseling	3CM	47.03
Casillas, Veronica	RE	Financial Aid; EOPS Counseling	3CM	47.03
Cesena, MiaSarah	RE	Counseling	1DM	43.91
Chaney, Marcia	RE	Financial Aid	4DM	48.67
Cutkomp, Jeff	RE	Counseling	1DM	43.91
Gaines, Kenneth	RE	Financial Aid	4DM	48.67
Gambala, Mark	RE	Counseling	1DM	43.91
Gutierrez, Jose	RE	Counseling	1DM	43.91
Lehmeier, Marisa	RE	CalWORKs	3CM	47.03
Loera, Claudia	RE	Counseling	4DM	48.67
Macias, Dora	RE	International Counseling	4DM	48.67
Mahoney, Michelle	RE	Counseling Instructor	3AD	61.67
Mahoney, Michelle	RE	Counseling	3CD	48.67
Miranda, Dora	RE	Financial Aid	4CM	48.67
Miranda, Rousana	RE	Financial Aid; EOPS Counseling	4CM	48.67
Morgan, Rebecca	RE	Counseling-VRC	3CD	48.67
Munoz, Marta	RE	CalWORKs	1DM	43.91
Pizer, Janis	RE	CalWORKs	4DM	48.67
Ramirez, Yesenia	RE	CalWORKs	1DM	43.91
Segura, Aurora	RE	DSPS	4DM	48.67
Toumajian, Mary Kay	RE	Counseling	4DM	48.67
Tovar, Yajayra	RE	Financial Aid	4CM	48.67
Yang, Jack	RE	International Counseling	1DM	43.91
Young, David A.	RE	Career Services	4DD	50.38

* NH=New Hire, RE=Reemployed

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 49

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director, Human Resources/Risk
Management

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

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

FISCAL IMPACT
No fiscal impact.

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

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

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

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EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Blandford, Amy	Child Development Center	CDC Lead Teacher	7/5/2016
2)	Cardenas, Natalie	Child Development Center	CDC Instructional Associate	7/5/2016
3)	Contreras, Gilbert	Student Services	Dean of Student Services	6/30/2016
4)	Cortez, Jose	Operations/Custodial	Custodian	7/30/2016
5)	Navarro, Joseph	Adult Education	Program Facilitator	6/30/2016
6)	Ocean, Brisa	Child Development Center	CDC Instructional Associate	7/5/2016
7)	Pakula, Jennifer	Business, Humanities, Social Sciences/Economics	Instructor	8/15/2016
8)	Pintado, Crystal	Child Development Center	CDC Instructional Associate	7/5/2016
9)	Pirtle, Dianne	Business, Humanities, Social Sciences/Sociology	Assistant Professor	6/1/2016 (Revised Date)
10)	Ramirez, Emma	Child Development Center	CDC Instructional Associate	7/5/2016
11)	Serafin, Kimberly	Child Development Center	CDC Instructional Associate	6/30/2016

Presented to the Board of Trustees: July 20, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 54

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Request for Unpaid Leave of Absence: Dr. David Betancourt, Professor (Music Department)

ACTION
It is recommended that the Board of Trustees approve Dr. David Betancourt's request for a 100% unpaid leave of absence due to personal reasons for the period of September 12, through September 30, 2016.

FISCAL IMPACT
Replacement cost may or may not have a financial impact depending on substitute's salary rate.

REPORT SUMMARY
According to the provisions of Article 21 of the Cerritos College Faculty Federation, Local 6215, Collective Bargaining Agreement, a full-time faculty unit member may request an unpaid leave of absence for personal reasons. Requests for unpaid leave of absence for more than five days but less than one calendar year must be placed on the Board agenda for consideration of approval by the Board of Trustees. Dr. Betancourt submitted a request for an unpaid leave of absence due to personal reasons for the period of September 12, 2016 through September 30, 2016. The immediate supervisor, Dr. Gary Pritchard, Instructional Dean of Fine Arts/Communications, and Mr. Rick Miranda, Acting Vice President of Academic Affairs, reviewed and recommended approval of Dr. Betancourt's unpaid leave request.

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: **July 25, 2016**
Agenda Item No. 55

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Request for Unpaid Leave of Absence: Ms. Pamela Lewandowski, Assistant Professor (Mathematics Department)

ACTION
It is recommended that the Board of Trustees approve Ms. Pamela Lewandowski's request for a 100% unpaid leave of absence from November 5, 2016 through December 16, 2016. Ms. Lewandowski is eligible and will be on child bonding leave from August 15, 2016 through November 4, 2016. This unpaid leave request is to extend her absence through the end of the fall 2016 semester.

FISCAL IMPACT
Replacement cost may or may not have a financial impact depending on substitute's salary rate.

REPORT SUMMARY
The California Family Rights Act (CFRA) provides up to 12 weeks of unpaid, job/benefits-protected leave to eligible employees to bond with a newborn. Ms. Lewandowski is eligible and entitled to child bonding leave from August 15, 2016 through November 4, 2016. Ms. Lewandowski is requesting an unpaid leave of absence right after exhaustion of her CFRA leave to continue to be off through the end of the fall 2016 semester.

According to the provisions of Article 21 of the Cerritos College Faculty Federation, Local 6215, Collective Bargaining Agreement, a full-time faculty unit member may request an unpaid leave of absence for personal reasons. Requests for unpaid leave of absence for more than five days but less than one calendar year must be placed on the Board agenda for consideration of approval by the Board of Trustees. Ms. Lewandowski is requesting an unpaid leave right after exhaustion of her CFRA leave from November 5, 2016 through December 16, 2016. The immediate supervisor, Ms. Connie Boardman, Instructional Dean of Science, Engineering, Mathematics, and Mr. Rick Miranda, Acting Vice President of Academic Affairs, reviewed and recommended approval of Ms. Lewandowski's unpaid leave request.

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: **July 25, 2016**
Agenda Item No. 56

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of
Human Resources

SUBJECT: Consideration of Approval of the Reorganization of the Child Development Center, new Salary Schedule, and new Child Development Center Job Descriptions

ACTION
It is recommended that the Board of Trustees approve the reorganization of the Child Development Center, new Salary Schedule and new Child Development Center job descriptions, effective August 15, 2016.

FISCAL IMPACT
There will be no financial effect on the General Fund. This is budgeted through the following funding:

- State Department of Education Funding Contracts
- LAUP QRIS Contract
- Parent Fees
- Student Equity Funds
- Child Care and Adult Food Program – CACFP

The annual operating costs for the 2016-2017 fiscal year are projected to be $1,339,108.00.

REPORT SUMMARY
Due to new requirements, regulations, funding, and evening care service, a reorganization of the Child Development Center program is necessary. The proposed reorganization and new job descriptions will allow for the proper restructuring necessary to adhere to the new laws governing quality, staff requirements, licensing, and the new health requirements for staff and evening care.

The reorganization and new job descriptions are required in order to meet the new state mandates. This reorganization will:

- Create a full-time Early Childhood Education (ECE) Program Specialist classification to engage with Center staff to support curriculum, the monitoring of QRIS requirements, and support the linkage between the instructional components of the Child Development Center and the Child Development Instruction Program. Considering the advanced skills required of the ECE Program Specialist, this position will serve as the designated person in charge in the Center Director's absence, as required by Title 22 Regulations and as a substitute teacher as necessary;

- Create a part-time Outdoor Classroom Coordinator classification to maintain and support teachers, students, and food service staff in utilizing the outdoor gardens and collaborate curriculum for the

outdoor classroom, be a resource for teachers as they plan and implement cross-curricular lessons; and serve as a substitute teacher as necessary;

- Eliminate the two full-time Lead Teacher positions and the part-time and full-time Instructional Associate positions;

- Employ two full-time Child Development Center teachers in each classroom and two part-time Child Development Center teachers in each classroom area, one in the morning and one in the afternoon to meet staffing rations. Create new job descriptions to adhere to the requirements of QRIS and align with the Child Development Department Technical Standards of knowledge and abilities, as well as the Child Development Permit Matrix;

- Reclassify the part-time teacher and create a classification to align with the job responsibilities and duties to be performed as the Art Studio Teacher/Atelierista. This position will also serve as a substitute teacher as necessary;

- Create a full-time Early Childhood Education (ECE) Office Specialist classification in place of the currant vacant Intermediate Clerk position. This classification's job responsibilities will be to focus on the required reports, mandated by the various funding sources, enrollment of families, maintain records, and serving the office for part of the evening program;

- Create a full-time Food Service Worker classification to assist the Food Service Specialist in the afternoon hours and then be available to provide dinner or snack service for the evening care program;

- Create a part-time Evening Lead Teacher classification to oversee and supervise children in the evening care drop-in program as required by Title 22 Regulations.

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

ATTACHMENT(S)
New Child Development Center Salary Schedule, Effective August 5, 2016.
New Child Development Center Job Descriptions.
Child Development Center 2016-2017 Salary and Fringe Benefits Estimate

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center
Atelierista/Art Studio Teacher

DATE APPROVED:

GRADE: 2

DEFINITION

Under general supervision of the Director, Child Development Center, this position assumes responsibility in addition to the role of teacher, the Atelierista/Art Teacher promotes the role of fine art as an integral and vital component of an exemplary inspired Reggio Emilia education. Will support and guide the teachers in supporting children's creativity and learning through the various one hundred languages of children, such as clay, wire, paint, dance, music, etc.; working with children alongside staff in rooms and specifically in the Atelier, to provide experiences and provocations for the children and to observe and document the learning process in detail.

The person in this position is fully aware of the operating procedures and policies of the Child Development Center and are expected to perform duties with minimal direction.

EXAMPLES OF DUTIES

1. Plan, prepare, and implement experiences in support of the curriculum according to the specific age and development of each individual child; support the teachers plan of possibilities that outlines the child's interest and learning activities.

2. Co-teach with the classroom teachers to develop lessons that support classroom teaching in a range of curriculum areas (science, mathematics, world language, history, language arts, etc.).

3. Coordinate the arts curriculum with Music, Theatre, Art, and Woodworking; collaborate with departments on campus to provide resources and guest artist.

4. Responsible for the operation of the outdoor Atelier/Art Studio working directly with children and ensuring that there is a broad range of creative experiences available for the children at all times.

5. Provide a stimulating environment for children and staff to work on long-term projects and provide a wide range of "intelligent" materials giving children the opportunity to express themselves through as many "languages" as possible.

6. Develop staff awareness of working with children to encourage their learning through creative expression, individually and as part of a group.

7. Develop staff understanding of the documentation process; provide training for other staff and monitoring their progress on an ongoing basis.

8. Work with children on creative experiences using a wide variety of media to encourage ideas, exploration, and questions.

9. Teach new skills to staff and children; Help children express themselves in as many ways possible.

10. Collaborate with staff to interpret children's work.

11. Introduce materials into the classroom Atelier and provide training on how to use them.

12. In conjunction with consultants provide in-house training on the Reggio approach about how to provide creative experiences.

13. Produce along with the CDC Program Specialist and the Director, Child Development Center, displays, documentation, booklets and videos on projects, and learning experiences for the annual event “Children’s Voices”.

14. Create an aesthetic environment in the outdoor Atelier and influences the aesthetic environment in the classroom.

15. Collect images, books, interesting objects, intelligent materials for the outdoor and classroom Ateliers.

16. Ensure your own continued professional development, with support as required.

17. Observe and document each individual child’s growth and development on a continuous basis; document each child’s growth and development through pictures, anecdotal notes, and sample work.

18. Maintain complete attendance reports; monitors, oversee practicum student’s sign-in and sign-out sheets, and mentor practicum student experiences with children.

19. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in the field of early childhood education; incorporate new developments as appropriate.

20. Participate in monthly staff meetings and weekly documentation meetings; act as a member of a team during any Child Development Department or Center special event.

21. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience - *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Option 1: 24 units of Early Childhood Education/Child Development (including core courses) and 16 general education units or 24 units of ECE/D (including core courses) and 16 general education units and 6 specialized units and 2 units of adult supervision or an Associate’s degree or 60 units with 24 units of ECE/CD units (including core courses) and 3 units of ECE Administration.

Option 2: Bachelor of Arts/Science in Fine Arts, or related field and 12 units in ECE/CD, plus 3 units supervised field experience in ECE/CD setting.

Experience:

Three years experience working in a licensed child development program as a teacher of infants or preschool age children and a minimum of two years experience working in a child development program inspired by the Reggio Emilia Approach.

License or Certificate:

Possession of a Child Development Master Teacher Permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Health Requirements:

TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Concepts in early childhood education;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Philosophy;
- Basic child psychology and development;
- Principles and practices of curriculum planning in art; such as drawing, clay, wire, and painting;
- Age appropriate methods and techniques of constructivist instruction;
- Methods and strategies of the project and emergent curriculum approach;
- Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically;
- Socialization techniques;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions, and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Child development assessment techniques;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Principles and procedures of record keeping;
- Federal, state and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;
- Basic principles of report preparation.

Ability to:

- Plan, prepare, and implement daily, weekly, and monthly curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement instructional and recreational activities according to the needs of the children and Child Development Center policy;
- Instruct and supervise children of various ages involved in Child Development Center activities;
- Develop and maintain effective relationships with preschool aged children, practicum students, parents, and staff;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Observe, evaluate, and record child development;
- Recognize and define any potential behavioral and learning problems of children;
- Apply appropriate conflict resolution strategies for children;
- Maintain records and prepare reports;
- Serve as a mentor teacher to students enrolled in the Early Childhood Development program;

- Demonstrate an awareness and appreciation of the cultural diversity of the community;
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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Cerritos Community College District

Child Development Center Salary Schedule

Effective August 15, 2016

Grade	Step 1		Step 2		Step 3		Step 4		Step 5	
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
1	5,720	33.00	5,995	34.59	6,275	36.20	6,500	37.50	6,775	39.09
2	4,250	24.52	4,450	25.67	4,655	26.86	4,870	28.10	5,100	29.42
3	3,550	20.48	3,720	21.46	3,890	22.44	4,075	23.51	4,265	24.61
4	2,550	14.71	2,675	15.43	2,790	16.10	2,920	16.85	3,070	17.71
5	2,295	13.24	2,395	13.82	2,515	14.51	2,650	15.29	2,755	15.89

Longevity Steps

Grade	Step L1		Step L2		Step L3		Step L4		Step L5	
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour
01L	7,150	41.25	7,494	43.23	7,844	45.25	8,125	46.88	8,469	48.86
02L	5,350	30.87	5,620	32.42	5,900	34.04	6,200	35.77	6,510	37.56
03L	4,475	25.82	4,695	27.09	4,930	28.44	5,180	29.88	5,440	31.38
04L	3,210	18.52	3,270	18.87	3,540	20.42	3,715	21.43	3,900	22.50
05L	2,890	16.48	3,030	17.48	3,190	18.40	3,350	19.33	3,515	20.28

Child Development Center Classifications and Salary Grade Placement

Job Class Code	Job Classification	Grade
003381	Child Development Program Specialist	1
003382	Outdoor Classroom Coordinator	1
002047	Child Development Center Evening Supervisor – Lead Teacher	2
002046	Art Studio (Atelierista) Teach	2
002044	Child Development Center Teacher	3
003380	Child Development Center Office Specialist	4
003237	Child Development Center Food Service Specialist	5

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Food Service Specialist

DATE APPROVED:

GRADE: 5

DEFINITION

Under general supervision of the Center Director, this position performs a variety of duties related to the food service operations of the Child Development Center including menu preparation, food delivery, and kitchen clean-up. Oversees staff assisting with food service.

EXAMPLES OF DUTIES

1. Prepare, cook, and/or direct preparation of food served using established Child Care and Adult Food Program (CACFP) production procedures and systems.
2. Determine amount and type of food and supplies required using the CACFP Meal Pattern for Older Children Guidelines.
3. Ensure availability of supplies and food or approved substitutions in adequate time for preparation.
4. Comply with established sanitation standards, personal hygiene, and health standards. Observe proper food preparation and handling techniques.
5. Store food properly and safely, marking the date and item.
6. Correctly prepare all food served following standard recipes from the Food Buying guide and any special diet orders.
7. Apportion food for serving to the children based on the required portions given by the CACFP Meal Pattern for Older Children Guidelines.
8. Maintain daily production records.
9. Keep work area neat and clean at all times; clean and maintain equipment used in food preparation.
10. Conduct food temperature check before food service.
11. Perform related duties as required.

EMPLOYMENT STANDARDS

Education and Experience - *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Completion of the twelfth grade or the equivalent.

Experience:

One year of experience in food preparation and/or food service.

License or Certificate:

Possession of, or ability to obtain, valid Food Handlers permit. Possession of an appropriate, valid driver's license and driving record which meets District standards.

Health Requirements:

TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operations, services, and activities of a CACFP food service program;
- Meal production planning principles and practices;
- Methods of assembling, preparing, and serving foods in large quantities;
- Standard kitchen utensils, equipment, and appliances;
- Occupational hazards and standard safety practices;
- Principles and procedures of record keeping and filing;
- Principles of basic report preparation;
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Basic bookkeeping and inventory control.

Ability to:

- Perform a variety of tasks involved in the efficient operation of the Child Development Center food service program including food preparation, food delivery, and kitchen clean-up services and activities;
- Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures;
- Read, write, and calculate recipes;
- Operate and clean food service utensils and equipment in a safe and efficient manner;
- Inventory and order products;
- Plan and organize work to meet changing priorities and deadlines;
- Work effectively under rush conditions;
- Assemble, prepare, and serve a variety of food items in large quantities in a sanitary manner;
- Perform routine arithmetical calculations;
- Meet the physical requirements necessary to safely and effectively perform the assigned duties;
- Perform light manual work;
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a kitchen or cafeteria setting; exposure to sharp knives and slicers and other food service equipment and machinery; exposure to heat and hot surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in a kitchen or cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Office Specialist **DATE APPROVED:**

GRADE: 4

DEFINITION

Under the direction of the Director, Child Development Center, maintain responsibility for enrollment operations of the office of the Child Development Center; perform responsible and specialized secretarial and clerical support and administrative assistance duties necessary to operate the Child Development Center in the absence of the Center Director.

The person in this position is fully aware of the operating procedures and policies of the Child Development Center, and State Department of Education funding requirements; is expected to perform duties with minimal direction.

EXAMPLES OF DUTIES

1. Coordinate Child Development Center operations by providing administrative assistance in researching technical subjects, compiling reports and provide accurate and timely information as requested; interpret and explain applicable legislation, education code pertaining to child development contracts, policies and procedures to program staff and others according to the established guidelines.

2. Collaborate with the Center Director to update and maintain the Parent Handbook and any policy and procedures for families enrolled at the Center.

3. Provide information concerning program activities, special events, policies and procedures; establish and maintain positive staff and public relations; insure appropriate liaison with related community agencies.

4. Prioritize and organize work load to perform duties in the most timely and efficient manner; arrange and schedule a variety of meetings and conferences; establish and maintain filing systems.

5. Assist Center Director with special projects and events, including campus and community activities, as required; represent Center Director at District, community, regional and state functions as requested.

6. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; revise schedules, reports, records, and other information as necessary; use computer systems to prepare reports, correspondence or records using a high degree of independent judgment.

7. Communicate with District personnel and outside sources to resolve problems, schedule meetings, provide or receive information, and maintain the confidentiality of sensitive information.

8. Maintain billing and receiving system of Child Development Center as required; prepare and send statements to participating families using the established account system called

Pro Care Office Solutions; review accounts and follow up on discrepancies; implement established procedures to assure payments are made in a timely manner.

9. Keep abreast of updated information regarding government funding terms and conditions for General Child Care and the California State Preschool program contracts.

10. The ability to assist in a classroom setting when a teacher is absent and or, providing for breaks and lunches when requested by the Center Director.

11. Maintain files for all children enrolled; and maintain a waiting list for all potential enrollment.

12. Assist the Center Director and preschool staff in complying with state and local government licensing standards and regulations.

13. Post payments against receivables and/or record other program related revenues to family ledger accounts.

14. Prepare payments received worksheet and submit to the Center Director on a monthly basis.

15. Maintain the Pro Care database of accounting ledgers for all families.

16. Generate attendance lists for all class groups and special programs.

17. Collaborate with the Center Director in organizing the enrollment registration process for all the preschool programs, including preparing all necessary forms and information for parents.

18. Communicating effectively and respectfully with the Center Director, teachers, preschool staff, and parents.

19. Maintain confidentiality of the Child Development Center records, including children and family information and any administrative information.

20. Participate in professional development training as it relates to job responsibilities in the areas of computer knowledge, software, and any State Department of Education trainings related to our funding contracts.

21. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience - *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's Degree in Child Development or a related field, including a 3 unit business class related to Management Information Systems. Be highly proficient with Microsoft Office Suite (Word, Excel, Outlook, etc.) and all preschool office equipment and technology.

Experience:

Two years experience working as a teacher assistant, teacher, or office clerk in a licensed child care program serving infants, toddlers, preschoolers or school age children.

License or Certificate:

Possession of a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Health Requirements:

TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organization, policies, and rules of assigned program;
- District organization, operations, policies and objectives;
- Modern office practices, procedures and equipment including advanced operations and techniques of word processing, and computer programs;
- Research methods, report writing, and record-keeping techniques;
- Oral and written communication skills;
- Applicable sections of State Education Code, Title 5 and Title 22 regulations, and other applicable laws and regulations;
- A declared passion for children and a willingness to help provide quality early learning experiences for young children to promote their overall developmental wellbeing;
- Active listening skills;
- Relationship management skills - ability to communicate effectively with various constituencies associated with the Center;
- Team player - able to work effectively and harmoniously with all constituencies associated with the Center;
- Creative problem solving - able to look creatively at problems and opportunities with a fresh perspective and suggest paths to success for the Center;
- Interpersonal communication skills - clarifying concerns, managing differences, giving balanced feedback, and dealing effectively with conflict;
- Organizational skills – demonstrates ability to set priorities, focus on the most important, and multi-task when needed;
- Time management skills - set a project schedule, meet all project/program deadlines;
- Computer proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.);
- Physical ability – able to lift up to 45 lbs.

Ability to:

- Assist Center Director with full range of activities which may include state, community or District committees, special events or projects, and community and campus cultural activities;
- Learn, understand, and apply the terminology, technical subject matter, objectives, goals, and precedent of the Child Development Center operation;
- Communicate effectively with students, staff, faculty, administrators, parents, community members, and state representatives, both orally and in writing;
- Learn to interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action;
- Operate a variety of office equipment including word processor, typewriter and computer terminals; use a variety of computer software to perform complex reporting, secretarial and data entry tasks;
- Understand and follow oral and written directions; meet schedules and timelines;

- Establish and maintain cooperative and effective working relationships with others;
- Plan and organize work with constant interruptions; train and provide work direction to others;
- Maintain records and prepare reports; make arithmetic calculations quickly and accurately;
- Work independently and confidentially with discretion.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Outdoor Classroom Coordinator

DATE APPROVED:

GRADE: 1

DEFINITION

Under general supervision from the Center Director, the Outdoor Classroom Coordinator is a position that supports the Child Development Center teachers, practicum students, interns, volunteers, and food service staff in planning outdoor curriculum and executing provocations carefully to provide meaningful experiences. Responsible for the development and maintenance of the children's garden, be a resource for teachers as they plan and implement cross-curricular lessons in the outdoor classroom, and assist in scaffolding children's learning through the use of the materials in the outdoor classroom environment. Using the pedagogy of constructivism and the principles of the Reggio Emilia Approach will assist the teachers in their planning for short and long term projects for assigned groups of children ages 2 to 5 years.

EXAMPLES OF DUTIES

1. Plan, collaborate, prepare, and monitor outdoor classroom curriculum according to the specific age and development of each individual child; assist teachers in preparing daily lesson plans using the designated "Plan of Possibilities Form" that outlines the child's interest and learning experiences, goals, and the Desired Results Developmental Profile (DRDP) Measures and Domains.

2. Arrange in collaboration with other staff members to create outdoor provocations that are inviting, attractive, organized, functional, healthy, and safe in line with Reggio-Inspired principles and practices.

3. Modify the outdoor classroom environment, in order to meet the needs of individual children with concern for their interests, and long term projects. Will collaboratively discuss those modifications with the other staff members and maintain final approval from the Center Director.

4. Develop and maintain the gardens and outdoor learning areas with children and teachers, including use of organic practices for the development of new crop beds as needed, soil preparation, crop planning for classroom and food service needs, planting, tending, and harvesting.

5. Meet weekly with teachers to develop lessons that support classroom teaching in a range of areas suggested by the Desired Results Developmental Profile (DRDP) Measures and Domains.

6. Collaborate with Food Service Specialist and staff to ensure all food production and preparation is safe and in compliance with all food safety regulations.

7. Identify ways to incorporate garden produce into the menus; provide assistance and training for staff, or coordinate trainings for the outdoor classroom and food safety for staff.

8. Meet monthly to collaborate with the ECE Program Specialist to create on-going documentation to make the children's learning and thinking visible in the classroom; create a documentation notebook as a resource for practicum students, interns, volunteers, and parents.

9. Establish a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; assist with performing, but not limited to, putting materials and supplies away in the outdoor classroom.

10. Take the lead and coordinate the special events with the Center Director and the Atelierista for the "Harvest Festival", "A Snowy Day", "Week of the Young Child" and "Literacy Day"; implement an Earth Day Center event with the college campus.

11. Promote conservation practices; including preparing and distributing newsletters, articles, and informative brochures, assist the Center Director with developing displays and exhibits.

12. Participate in bi-monthly staff meetings with the Center Director. Lead daily group documentation/co-inquiry meetings in collaboration with the ECE Program Specialist; act as member of a team, available on occasion for night and weekend events, meetings or gatherings for any Child Development Department or any Center program events, roundtables, and meetings.

13. Submit requests for instructional supplies to the Atelierista; keep an inventory of instructional supplies for the use of the Outdoor classroom; store additional items for future use in an organized manner.

14. Provide coaching and mentoring to practicum students, student workers, short-term temporary employees, parents, and volunteers assigned to the Center. Assist the Center Director and ECE Program Specialist in conducting training for other teachers, students and volunteers; available to conduct and plan roundtable discussions with students and the community at large.

15. Assist the Center Director in preparing Outdoor Classroom recertification and grant proposals for the outdoor classroom.

16. Attend and participate in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments.

17. Complete the required 21 clock hours of continuing professional development every year.

18. Performs related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:
Bachelor's Degree in Education, Early Childhood Education, Child Development, Health Science, or related and equivalent field with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/Child Development setting.

Experience:
Minimum of 3 years of experience as a teacher working with children of preschool or school-age years.

License or Certificate (at employee's own expense):
Eligible to obtain a Child Development Teacher Permit or above, issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. and First Aid Certificate. Once employed, must obtain an Outdoor Specialist Certification offered through the Outdoor Classroom Project.

Health Requirements:
TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Concepts in early childhood education;
- Principles and applications of science theories and gardening;
- Principles and applications of the Reggio Emilia Approach and constructivism;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Methods and techniques of instructional program development;
- Setting up provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential;
- Socialization techniques;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording keeping;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;
- Work organization principles and practices;
- Principles of supervision and training.

Cognitive Abilities:

- Plan an intentional curriculum based on developmentally appropriate practices;
- Exhibit critical thinking skills to respond to unexpected events and to solve problems efficiently;
- Integrate appropriate assessment techniques to evaluate children's progress and use data to plan effective and meaningful activities;
- Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe judgments and decisions that promote positive learning outcomes and professional behavior;
- Awareness of, and the ability to work with, diverse learners;
- Reflect on own practice and seek opportunities for professional growth;
- Function effectively under stress and time constraints;
- Follow policies and procedures required by employers and academic settings;
- Respond appropriately to emergencies.

Communication Abilities:

- Speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, children, and families;
- Adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse children, families, and colleagues;
- Provide accurate verbal and non-verbal models of the English language;
- Demonstrate communication abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form;
- Demonstrate body language exhibiting a disposition commiserate with working with linguistically diverse children and families.

Interpersonal/Intrapersonal Skills and Behavior Abilities:

- Demonstrate emotional stability to cultivate and maintain positive relationships with children and adults;
- Demonstrate emotional and psychological stability sufficient to function under stress and to adapt to ever-changing situations;
- Awareness of others' reactions and understanding of why they react the way they do;
- Able to identify the nature of problems and conflicts;
- Identify and practice problem-solving processes to deal with challenging behaviors and emergencies;
- Behave in a professional manner and follow the NAEYC code of ethics;
- Show evidence of cross-cultural competence;
- Compliance with HIPAA Regulations.

Visual Ability:

- Demonstrate visual acuity sufficient for the observing, monitoring, and assessing of children's safety, learning, and development;
- Arrange safe and effective environments that facilitate the easy supervision and care of all children in the environment;
- Visually discriminate by color, shape, and size;
- Demonstrate vision acuity sufficient for safe child care, including: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Auditory Ability:

- Sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies.

Tactile Ability:

- Tactile ability sufficient for physical assessment and intervention.

Olfactory Ability:

- Olfactory ability sufficient to detect unusual odors/smells in the environment and on individual children.

Strength and Mobility:

- Strength and mobility sufficient to supervise and meet the needs of young children;
- Energy and vitality to interact with young children and to help them accomplish their tasks;
- Strength and mobility abilities required to manipulate and utilize equipment, materials and supplies in the classroom, staff room, and front office.

Motor Skills:

- Gross and fine motor abilities sufficient for providing safe and effective environments and responding to unexpected situations in a timely manner;
- Physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).

Physical Endurance:

- Sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks; for the care and education of young children;
- Attend and participate in workshops, trainings, small and large group discussions, group activities and experiences, projects, and observations of children in the outdoor and indoor classroom.

Environmental Tolerance:

- Function in a healthy and safe manner, in an inclusive classroom environment (a classroom that includes children with special needs);
- Ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, congested workplace, and bodily fluids;
- Awareness that the classroom environment may contain latex and other allergens, including but not limited to chemical and mundane; tolerance of such allergens in the work place must also be demonstrated.

Ability to:

- Plan, prepare, and implement daily, weekly, and monthly emergent curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement developmentally appropriate practices according to the needs of the children and Center policy;
- Instruct and supervise children of various ages involved in Child Development Center activities;
- Develop and maintain effective relationships with children, students, parents, and staff;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Maintain records and prepare reports;
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Lead, organize, and review the work of other adults;
- Interpret, explain, and enforce Center policies and procedures;
- Apply and ensure adherence to pertinent rules and regulations governing the operation of a child development center.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center and the outdoor classroom; exposure to communicable diseases; subject to noise from children and small equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Program Specialist **DATE APPROVED:**

GRADE: 1

DEFINITION

Under the direction of the Director, Child Development Center, assist in the supervision of Reggio Emilia inspired classroom instruction and collaborate with the Center Director in the designing of the classrooms; coordinate program services, and conduct training to all staff in the Child Development Center Laboratory School serving children ages 2-5 in the principles and practices of the Reggio Emilia Approach. Provide curriculum resources to teachers, the evening lead teacher, practicum students, student interns, student workers, parents, volunteers, and community members; assist in the implementation of documentation in the classrooms and creating documentation panels.

This position supports the linkage between the instructional components of the Child Development Center and the Child Development Program. Assist the Director, Child Development Center with the administration components to ensure that Title 5 and Title 22 Regulations are followed; QRIS standards are maintained and assumes responsibility for the Center in the absence of the Director.

EXAMPLES OF DUTIES

1. Assist in the supervision of teachers, practicum students, interns, and observers to ensure the program adheres to the adopted pedagogy of constructivism inspired by the Reggio Emilia Approach.

2. Conduct training and provide mentorship based on constructivism and the Reggio Emilia Approach.

3. Serve as a role model, demonstrating developmentally appropriate methods to use with young children for teachers, practicum students, interns, observers, student workers, and other college student participants; serves as a resource.

4. Work collaboratively with Center staff concerning work assignments, scheduling, substitutions, long and short term projects, curriculum design and implementation, home/school events and communications and solutions to various Center concerns, and make decisions in these areas.

5. Monitor compliance with and coordinate the implementation of all aspects of licensing regulations (both Title 5 and Title 22) pertaining to the daily operational needs of Center children, families, staff, and students.

6. Assist in the planning, design and implementation of developmentally appropriate learning environments and a daily schedule of provocations for young children that include attention to emotional development and multicultural experiences.

7. Assist in the design, preparation, implementation, and evaluation of classroom and instructional materials appropriate for learning activities of both young children and their families.

8. Monitor the written assessment and evaluation of children's growth and development, as well as the planning and scheduling of parent-teacher conferences with teachers and home/school communication.

9. Monitor the assessment of parent concerns and assist with parent orientations to ensure effective understanding of and involvement in Center policies and procedures; assist in ongoing parent education events and experiences.

10. Assist in planning and delivering a developmentally appropriate professional development model; promote reflective practices and provide daily onsite instructional support with teachers written "Daily Reflections".

11. Model successful early childhood teaching strategies and techniques using the CLASS tool as a guide to help teachers with quality child to teacher interactions.

12. Conduct Classroom Assessment Scoring Systems (CLASS) and/or Environmental Rating Scale Assessments (ERSA) and analyze results with the Center Director to create and implement action plans for individualized program goals.

13. Promote safety standards; assess and evaluate children's developmental needs; refer children for further evaluation as needed; assist with identifying appropriate interventions.

14. Assist in the development and implementation of program goals, collaborates with the teachers to conduct co-inquiry meetings.

15. Create documentation for the classrooms with the teachers; assist the Center Director with creating documentation panels; take the lead for the 'Children's Voices Exhibit" on the college campus.

16. Meet weekly with teachers to create on-going documentation panels to make the children's learning and thinking visible in the classroom; assist teacher with photographs of children's engagement and learning and assist in maintaining documentation notebooks to be displayed in the areas of each learning center.

17. Participate in weekly staff meetings with the Center Director. Participate in the daily group documentation/co-inquiry meetings in collaboration with teachers; act as a member of a team, available on occasion for night and weekend events, meetings or gatherings for any Child Development Department or any Center program events, or roundtable meetings.

18. Provide coaching and mentoring to practicum students, student workers, short-term employees, parents, and volunteers assigned to the Center; organize and plan roundtable discussions with students and the community at large.

19. Serve as a liaison to the Child Development Center and conduct tours for the Child Development Program and the community at large.

20. Attend and participate in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; communicate to the Center Director any new developments.

21. Perform related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Master's Degree in Child Development, Early Childhood Education, Human Development, Education Social Work, or a field related to the knowledge and abilities required.

Desirable Qualifications:

Training or teaching in an ECE/CD campus laboratory school setting. Verification of Specialized trainings related to the inspired Reggio Emilia Approach; and/or emergent learning or the constructivist pedagogy.

Experience:

Minimum five years of experience designing, coordinating, and overseeing the implementation of child development programming for preschool children ages 2-5 years. Minimum of one year of experience working in a Reggio-Inspired program or, a constructivist or emergent pedagogy.

License or Certificate (at employee's own expense):

Possession of or eligible to obtain a Site Supervisor permit or Program Director permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. and First Aid Certificate. Possession of a Child Abuse Reporter Certificate of Training.

Health Requirements:

TB Clearance, record of flu shots, and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Concepts in early childhood education;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Approach;
- Specialized current instructional strategies. Methods and techniques of instructional program development;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Appropriate provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential
- Socialization techniques;
- Assessment tools - DRDP, ECER′s Revised, CLASS, and Ages and Stages;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Principles and procedures of record keeping;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;

- Operations, services, and activities of a child development center;
- Basic early childhood center management principles and practices;
- Work organization principles and practices;
- Principles of supervision and training;
- Effectively work in a team environment; provide quality customer service.

Cognitive Abilities:

- Plan an intentional curriculum based on developmentally appropriate practices;
- Exhibit critical thinking skills to respond to unexpected events and to solve problems efficiently;
- Integrate appropriate assessment techniques to evaluate children's progress and use data to plan effective and meaningful activities;
- Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe judgments and decisions that promote positive learning outcomes and professional behavior;
- Awareness of, and the ability to work with, diverse learners;
- Reflect on own practice and seek opportunities for professional growth;
- Function effectively under stress and time constraints;
- Follow policies and procedures required by employers and academic settings;
- Respond appropriately to emergencies.

Communication Abilities:

- Speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, children, and families;
- Adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse children, families, and colleagues;
- Provide accurate verbal and non-verbal models of the English language;
- Demonstrate communication abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form;
- Demonstrate body language exhibiting a disposition commiserate with working with linguistically diverse children and families.

Interpersonal/Intrapersonal Skills and Behavior Abilities:

- Demonstrate emotional stability to cultivate and maintain positive relationships with children and adults;
- Demonstrate emotional and psychological stability sufficient to function under stress and to adapt to ever-changing situations;
- Awareness of others' reactions and understanding of why they react the way they do;
- Able to identify the nature of problems and conflicts;
- Identify and practice problem-solving processes to deal with challenging behaviors and emergencies;
- Behave in a professional manner and follow the NAEYC code of ethics;
- Show evidence of cross-cultural competence;
- Compliance with HIPAA Regulations.

Visual Ability:

- Demonstrate visual acuity sufficient for the observing, monitoring, and assessing of children's safety, learning, and development;
- Arrange safe and effective environments that facilitate the easy supervision and care of all children in the environment;
- Visually discriminate by color, shape, and size;
- Demonstrate vision acuity sufficient for safe child care, including: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus;
- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Auditory Ability:
- Sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies;
- Hear in the normal audio range with or without correction.

Tactile Ability:
- Tactile ability sufficient for physical assessment and intervention.

Olfactory Ability:
- Olfactory ability sufficient to detect unusual odors/smells in the environment and on individual children.

Strength and Mobility:
- Strength and mobility sufficient to supervise and meet the needs of young children;
- Energy and vitality to interact with young children and to help them accomplish their tasks;
- Strength and mobility abilities required to manipulate and utilize equipment, materials, and supplies in the classroom, staff room, and front office.

Motor Skills:
- Gross and fine motor abilities sufficient for providing safe and effective environments and responding to unexpected situations in a timely manner;
- Physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).

Physical Endurance:
- Sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks; for the care and education of young children;
- Attend and participate in workshops, trainings, small and large group discussions, group activities and experiences, projects, and observations of children in the outdoor and indoor classroom.

Environmental Tolerance:
- Function in a healthy and safe manner, in an inclusive classroom environment (a classroom that includes children with special needs);
- Ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, congested workplace, and bodily fluids;
- Awareness that the classroom environment may contain latex and other allergens, including but not limited to chemical and mundane; tolerance of such allergens in the work place must also be demonstrated.

Ability to:
- Plan, prepare, and implement daily, weekly, and monthly emergent curriculum;
- Define and interpret curriculum goals and objectives;
- Develop and implement developmentally appropriate practices according to the needs of the children and Center policy;
- Develop and maintain effective relationships with preschool and, students, parents, and staff;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Observe, evaluate, and record child development;
- Recognize and define present and potential behavioral and learning problems of children;
- Apply appropriate disciplinary action;
- Maintain records and prepare reports;

- Serve as a mentor teacher to students enrolled in the Early Childhood Development program;
- Demonstrate an awareness and appreciation of the cultural diversity of the community;
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Lead, organize, and review the work of other adults;
- Interpret, explain, and enforce Center policies and procedures;
- Apply and ensure adherence to pertinent rules and regulations governing the operation of a child development center.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center Teacher **DATE APPROVED:**

GRADE: 3

DEFINITION

Under general supervision from the Center Director, will be responsible for planning, observing, and listening carefully to children to provide meaningful experiences, create engaging learning provocations, and scaffold children's learning through the use of the outdoor and indoor classroom environments. Using the pedagogy of constructivism and the principles of the Reggio Emilia Approach will facilitate short and long term projects for assigned groups of children ages 2 to 5 years that focuses on their interest which will promote scientific inquiry, communication, literacy, social-emotional, cognitive, and creative development.

Positions at this level are distinguished by the level of collaboration assumed with others to manage the flow of the day, document the child's learning, coach and mentor students, manage the teacher to child ratios and to facilitate co-inquiry meetings and round-table discussions.

EXAMPLES OF DUTIES

1. Plan, collaborate, prepare, and facilitate an emergent curriculum according to the specific age and development of each individual child; prepare a daily lesson plan using the designated "Plan of Possibilities Form" that outlines the child's interest and learning experiences, goals, and the Desired Results Developmental Profile (DRDP) Measures and Domains.

2. Arrange and design the classroom in collaboration with other staff members to create an inviting, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environment in line with Reggio-Inspired principles and practices; using the Early Childhood Environmental Rating Scale (ECERS) as a guide and the final approval from the Center Director.

3. Modify the indoor and outdoor classroom environment, in order to meet the needs of individual children with concern for their interests and long term projects. Collaboratively discuss those modifications with the other teachers, the ECE Program Specialist, Atelierista, and the Outdoor Classroom Coordinator and for final approval, the Center Director.

4. Create, facilitate, and supervise planned provocations intended for the indoor and outdoor classroom; schedule and plan for outdoor provocations with the Outdoor Classroom Coordinator; work with groups of children in a variety of experiences in a warm and positive manner while maintaining order and positive guidance.

5. Adapt the classroom to the cultural needs of the children incorporating an anti-bias curriculum into the one hundred languages of children.

6. Collaborate with Food Service staff, record and maintain the meal counts as required by the Child Care and Adult Care Food Program (CACFP). Sit with a group of children and supervise the family style meals provided for breakfast, lunch, and snack. Ensure that the dining area is set-up by a group of children assigned and properly cleaned up after each meal.

7. Responsible to design a quiet and peaceful atmosphere for children to nap. Ensure bedding and cots are cleaned weekly and properly maintained. Will remain in the classroom to supervise children napping when needed.

8. Meet weekly to collaborate with the ECE Program Specialist to create on-going documentation panels to make the children's learning and thinking visible in the classroom; record children's words, photograph children's engagement, and learning. Create a documentation notebook to be displayed in the areas of each learning center on a daily basis.

9. Create a "Daily Reflection" document that relates to their group of children's experiences and projects using the required format; confer with the ECE Program Specialist and submit the reflections twice a week to the Center Director to be posted and sent to parents via email.

10. Establish a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; assist with performing, but not limited to, the following examples; clean tables before and after provocations, remove nap bedding for laundering, make beds, put materials and supplies away in the indoor and outdoor classroom.

11. Assist with the general hygiene of the children including, but not limited to; toilet training, diaper changing, washing hands, brushing teeth, cleaning mud or sand off of children, and helping with other activities that may require contact with bodily fluids.

12. Responsible for the health, safety, and welfare of all children; according to Title 5 and Title 22 Regulations, including but not limited to; helping children stay warm and dry in poor weather, managing risk in an outdoor setting, and addressing conflict resolution strategies for children.

13. Observe and document each individual child's growth and development on a continuous basis using journal books and IPads provided; document each child's growth and development through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child using the required program on the IPad.

14. Maintain appropriate records and complete assigned paperwork and reports in an accurate and timely manner; complete a "Daily Health Check" report to record children's attendance.

15. Mentor, coach, and supervise the practicum student's experiences with children at the Child Development Center, and is responsible for verification of observation hours and signing practicum, intern/volunteer students sign-in and sign-out sheets. Give input to Child Development Department Faculty regarding the evaluation of the student performance.

16. Confer with the Center Director and the ECE Program Specialist in preparation for parent/teacher communication and conferences of a delicate manner.

17. Communicate with parents and staff to develop positive, reciprocal relationships; conduct formal parent/teacher conferences twice a year to discuss assessments; conduct other conferences as needed with the Center Director.

18. Participate in bi-monthly staff meetings with the Center Director. Lead daily group documentation/co-inquiry meetings in collaboration with the ECE Program Specialist; act as a member of a team, available on occasion for night and weekend events, meetings or gatherings for any Child Development Department or any Center program events, roundtables, and meetings.

19. Assess children using the designated assessment tool, "Ages and Stages"; identify and refer children to the Child Development Center Director for possible implementation of an individualized education plan, (IEP) in collaboration with the parent and the teacher.

20. Submit requests for instructional supplies to the Atelierista; keep an inventory of instructional supplies received in classroom; distribute supplies in the classroom, store additional items for future use in an organized manner in the classroom cabinets.

21. Provide coaching and mentoring to practicum students, student workers, short-term temporary employees, parents, and volunteers assigned to the Center. Assist the Center Director and ECE Program Specialist in conducting training for other teachers, students, and volunteers; available to conduct and plan roundtable discussions with students and the community at large.

22. Serve as a liaison to the Child Development Center and ECE Program Specialist; convey concerns about practicum students, interns, volunteers, and parents to the Center Director.

23. Carry out the required funding conditions of the grants awarded by the State Department of Education; NAEYC Accreditation and the California Quality Rating and Improvement System (QRIS), including the CLASS assessment requirements.

24. Attend and participate in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; communicate to the Center Director and ECE Program Specialist any new developments. Changes to the curriculum or systems established must be approved by the Center Director.

25. Maintain and upgrade the Child Development Permit; Complete the required 105 clock hours of continuing professional development every 5 years, or 21 clock hours per year, as required by the Commission on Teacher Credentialing and QRIS requirements.

26. Perform related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Option 1: 24 units in ECE/CD (including core courses) plus 16 GE units and 6 units of specialization, plus 2 Adult Supervision units; or Associate's Degree which includes 24 units in ECE/CD (including core courses) plus 16 GE units and 6 units of specialization, plus 2 Adult Supervision units OR
Option 2 (preferred): Bachelor's Degree or higher (does not have to be in ECE/CD), preferred Bachelor's Degree to be in Child Development, Early Childhood Education, Human Development, plus 12 units in ECE/CD.

Experience:

Minimum of 2 years of experience as a teacher working with children from ages 2-5 years and 1 year of experience working in an inspired Reggio Emilia, constructivist or emergent curriculum approach.

License or Certificate (at employee's own expense):

Possession of, or eligible to obtain a Child Development Master Teacher Permit or Site Supervisor Permit issued by the California Commission on Teacher Credentialing. Possession of a current pediatric C.P.R. and First Aid Certificate.

Health Requirements:
TB Clearance, record of flu shots, and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Concepts in early childhood education;
- Principles and applications of child development theory;
- Principles and applications of the Reggio Emilia Approach;
- Basic child psychology and development;
- Principles and practices of curriculum planning;
- Age appropriate experiences, emergent curriculum, and the project approach;
- Methods and techniques of instructional program development;
- Appropriate provocations for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential;
- Socialization techniques;
- Assessment tools - DRDP, ECER's Revised, CLASS, and Ages and Stages;
- Health and safety requirements of children;
- Potential safety issues within a group care setting; appropriate safety precautions and procedures;
- Methods of observing, evaluating, and recording child behavior;
- Child development assessment techniques;
- Principles of basic first aid and CPR;
- Basic nutritional requirements for young children;
- Principles and procedures of record keeping;
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center;
- English usage, grammar, spelling, punctuation, and vocabulary;
- Operations, services, and activities of a child development center;
- Basic early childhood center management principles and practices;
- Work organization principles and practices;
- Principles of supervision and training;
- Instructing and supervising children of various ages involved in child development center activities;
- Development of effective relationships with preschool students, parents, and staff;
- Observe, evaluate, and document children's learning;
- Recognize and define present and potential behavioral and learning problems of children;
- Appropriate conflict resolution strategies;
- Maintaining records and preparing reports;
- Conducting parent conferences;
- Awareness and appreciation of the cultural diversity of the community;
- Communication clearly and concisely, both orally and in writing;
- Mentoring, Leading, and review the work of other adults;
- Center policies and procedures.

Cognitive Abilities:
- Plan an intentional curriculum based on developmentally appropriate practices;
- Exhibit critical thinking skills to respond to unexpected events and to solve problems efficiently;
- Integrate appropriate assessment techniques to evaluate children's progress and use data to plan effective and meaningful activities;

- Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe judgments and decisions that promote positive learning outcomes and professional behavior;
- Awareness of, and the ability, to work with diverse learners;
- Reflect on own practice and seek opportunities for professional growth;
- Function effectively under stress and time constraints;
- Follow policies and procedures required by employers and academic settings;
- Respond appropriately to emergencies.

Communication Abilities:

- Speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, children, and families;
- Adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse children, families, and colleagues;
- Provide accurate verbal and non-verbal models of the English language;
- Demonstrate communication abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form;
- Demonstrate body language exhibiting a disposition commiserate with working with linguistically diverse children and families.

Interpersonal/Intrapersonal Skills and Behavior Abilities:

- Demonstrate emotional stability to cultivate and maintain positive relationships with children and adults;
- Demonstrate emotional and psychological stability sufficient to function under stress and to adapt to ever-changing situations;
- Awareness of others' reactions and understanding of why they react the way they do;
- Able to identify the nature of problems and conflicts;
- Identify and practice problem-solving processes to deal with challenging behaviors and emergencies;
- Behave in a professional manner and follow the NAEYC code of ethics;
- Show evidence of cross-cultural competence;
- Compliance with HIPAA Regulations.

Visual Ability:

- Demonstrate visual acuity sufficient for the observing, monitoring, and assessing of children's safety, learning, and development;
- Arrange safe and effective environments that facilitate the easy supervision and care of all children in the environment;
- Visually discriminate by color, shape, and size;
- Demonstrate vision acuity sufficient for safe child care, including: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus;
- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Auditory Ability:

- Sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies;
- Hear in the normal audio range with or without correction.

Tactile Ability:

- Tactile ability sufficient for physical assessment and intervention.

Olfactory Ability:

- Olfactory ability sufficient to detect unusual odors/smells in the environment and on individual children.

Strength and Mobility:

- Strength and mobility sufficient to supervise and meet the needs of young children;
- Energy and vitality to interact with young children and to help them accomplish their tasks;
- Strength and mobility abilities required to manipulate and utilize equipment, materials, and supplies in the classroom, staff room, and front office.

Motor Skills:

- Gross and fine motor abilities sufficient for providing safe and effective environments and responding to unexpected situations in a timely manner;
- Physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).

Physical Endurance:

- Sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks; for the care and education of young children;
- Attend and participate in workshops, trainings, small and large group discussions, group activities and experiences, projects, and observations of children in the outdoor and indoor classroom.

Environmental Tolerance:

- Function in a healthy and safe manner, in an inclusive classroom environment (a classroom that includes children with special needs);
- Ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust, and odors, residue from cleaning products, noise, congested workplace, and bodily fluids;
- Awareness that the classroom environment may contain latex and other allergens, including but not limited to, chemical and mundane; tolerance of such allergens in the work place must also be demonstrated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

CERRITOS COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Child Development Center
Evening Site Supervisor/Lead Teacher

DATE APPROVED:

GRADE: 2

DEFINITION

Under the supervision of the Director, Child Development Center, assist in the planning and monitoring of an evening childcare program for students at the Cerritos College campus. Oversees the development of goals and objectives for college student needs; initiates communication with the school community and related agencies as needed, and serve as an onsite lead teacher to assist evening staff with curriculum and supervision of children.

EXAMPLES OF DUTIES

1. Plan, organize and implement approved curriculum for the development of children enrolled in the Child Development Center evening program; collaboration with the Center Director to develop goals and objectives consistent with student needs.

2. Observe children during classroom activities; document and record individual and group observations; maintain child observation records according to established guidelines.

3. Attend appropriate licensing training and ensure that site complies with licensing requirements.

4. Facilitate student enrollment in accordance with Title 22 regulations.

5. Assist in recruiting students to participate in the evening program; facilitate the maintenance of classrooms and playgrounds.

6. Develop lesson plans in accordance with established policies; set up and prepare materials to promote student engagement.

7. Assist in coordination of curriculum for school-age children attending; set-up tutoring program with students on campus; and participate in staff development training.

8. Participate in program evaluation through analysis of student assessment, individual classroom environment assessment, and parent survey results.

9. Perform duties that promote student learning and enables the program to function safely.

10. Communicate effectively with District personnel and Child Development Center personnel.

11. Serve as an on-site lead teacher to assist teacher(s) and aides as required.

12. Assist preschool staff to plan, organize, and implement approved curriculum for the development of children enrolled in the College program.

13. Involve parents and families in student activities; participate in parent conferences when needed.

14. Attend meetings and participate in training workshops, conferences, courses, and a variety of professional growth activities as required.

15. Provide training and work direction to the other teachers and assistants caring for children in the evening.

16. Collaborate with food service staff, record and maintain the meal counts as required by the Child Care and Adult Care Food Program (CACFP). Sit with a group of children and supervise the family style meals provided for dinner. Ensure that the dining area is set-up by a group of children assigned and properly cleaned up after the meal.

17. Responsible to design a quiet and peaceful atmosphere for children to nap. Ensure bedding and cots are cleaned weekly and properly maintained. Will remain in the classroom to supervise children napping when needed.

18. Mentor, coach, and supervise the practicum student's experiences with children at the Child Development Center, and is responsible for verification of observation hours and signing practicum, intern/volunteer students sign-in and sign-out sheets. Give input to Child Development Department Faculty regarding the evaluation of the student performance.

19. Maintain and upgrade the Child Development Permit; Complete the required 105 clock hours of continuing professional development every 5 years, or 21 clock hours per year, as required by the Commission on Teacher Credentialing and QRIS requirements.

20. Perform related duties as required and assigned by the Center Director.

EMPLOYMENT STANDARDS

Education and Experience: *Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be:*

Education/Training:
Bachelor's Degree with 24 units in ECE/CD (including core courses) and 3 units of Administration or Bachelor's Degree or Master's Degree with 24 units in ECE/CD (including core courses) and 6 units of Administration and 2 units of Adult Supervision.

Experience:
Two years of experience working as a teacher in a licensed child care program with infants/toddlers or preschool age children.

License or Certificate:
Possession of a current pediatric C.P.R. Certificate and First Aid Certificate. Possession of a Mandated Child Abuse Reporter Certificate

Health Requirements:
TB Clearance, record of flu shot and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Current licensing requirements for preschool and school age children;
- Techniques required to be an effective teacher leader;
- Concepts of child growth, development and behavior characteristics of preschool-age children;
- Early childhood curriculum areas and appropriate methods for implementation and assessment;
- Methods of instruction;
- Methods of observing, evaluating, and recording child behavior;
- Safe practices in classroom activities;

- Requirements of maintaining a children's center in a safe, clean, and orderly condition;
- Cross-cultural issues;
- Policies and objectives of assigned program and activities;
- Record-keeping and report preparation techniques;
- Oral and written communication skills;
- Applicable laws, codes, rules, and regulations;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Health and safety regulations;
- Principles and practices of training and providing work direction to others;
- Operation of a variety of audio-visual, office and instructional equipment;

Ability to:

- Independently carry out assigned administrative tasks;
- Be able to communicate and take directions, both orally and in written form;
- Coordinate curriculum and staff development;
- Meet the educational needs of all types of learners, both children and adults;
- Establish and maintain effective relationships with staff, community and children;
- Speak Spanish (desirable);
- Communicate professionally both orally and in written form and serve as an appropriate language model.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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Child Development Center
2016-17 Salary and Fringe Benefits Estimate
Revenue & Expenses from Various Sources

State Dept. Of Education Contracts:	CCTR	$	164,683
	CSPP	$	534,646
	CSPP Expansion	$	260,688
	CSPK	$	2,500
Student Equity Funds		$	150,000
Child Care Food Program		$	86,591
Parent Fees		$	100,000
LAUP QRIS		$	40,000
		$	**1,339,108**
Salary Expenses from CCTR/CSPP		$	841,827
Salary Expenses from Evening Care		$	135,263
Salary Expenses from Food Service		$	66,591
		$	**1,043,681**
Income - Expenses:		$	295,427
To be used for Director Salary, Adminstrative Clerk 1, and program supplies			

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Child Development Center
2016-17 Salary and Fringe Benefits Estimate
Funding Allocation from CCTR and CSPP

Job Classification	Grade	Step	# of Months	# of Employees	Retir Plan	Salary	Benefits	Total
CD Specialist	1	1	11	1	STRS	$ 62,920	$ 32,175	$ 95,095
Outdoor Coord.	1	1	12	1	N/A	$ 34,320	$ -	$ 34,320
Art Studio Lead PT	2	1	11	1	N/A	$ 23,375	$ -	$ 23,375
CD Teacher PT AM	3	1	12	3	N/A	$ 63,900	$ -	$ 63,900
CD Teacher PT AM	3	1	10	1	N/A	$ 17,750	$	$ 17,750
CD Teacher PT PM	3	1	10	4	N/A	$ 71,000	$ -	$ 71,000
CD Teacher FT	3	1	12	4	STRS	$ 170,400	$ 113,993	$ 284,393
CD Teacher FT	3	1	10	4	STRS	$ 142,000	$ 109,994	$ 251,994
				Total Salary Expenses		**$ 585,665**	**$ 256,162**	**$ 841,827**
				Other Program Expenses				**$ 260,690**
				Total Expenses				**$ 1,102,517**

State Dept of Education Funding Contracts:	General Child Care -CCTR	$	164,683
	Ca. State Preschool Program -CSPP	$	534,646
	Ca. State Preschool Expansion	$	260,688
	Ca. State Preschool Supplies-CSPK	$	2,500
LAUP Contract:	Quality Rating & Improvement System- QRIS	$	40,000
Parent Fees:	Parent Fees	$	100,000
Total Income		**$**	**1,102,517**

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2016-17 Salary and Fringe Benefits Estimate

Funding Allocation from Student Equity Funds

Job Classification	Grade	Step	# of Months	# of Employees	Retir Plan	Salary	Benefits	Total
CD Evening Lead T	2	1	12	1	N/A	25,500	-	$ 25,500.00
Food Service Worker	5	1	12	1	N/A	13,770	-	$ 13,770.00
Student Workers/ Adult Hourly's			12	4	N/A	36,288	-	$ 36,288.00
CD Office Specialist FT	4	1	12	1	PERS	30,600,	29,105	$ 59,705.00
				Total Salary Expenses		**75,558**	**29,105**	**$ 135,263.00**
				Other Program Expenses				**$ 14,737.00**
				Total Expenses				**$ 150,000.00**

Funding Source	Student Equity Contract	$ 150,000.00
Total Income		**$ 150,000.00**

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2016-17 Salary and Fringe Benefits Estimate

Funding Allocation from Child Care Food Program

Job Classification	Grade	Step	# of Months	# of Employees	Retir Plan	Salary	Benefits		Total
Food Service Specialist	5	1	12	1	STRS	25,500	26,091	$	51,591.00
Support Service Worker	A Hrlys		12	1	N/A	15,000	-	$	15,000.00
					Total Salary Expense	**40,500**	**26,091**	**$**	**66,591.00**
					Other Program Expenses			**$**	**20,000.00**
					Total Expenses			**$**	**86,591.00**

Funding Contract Sources	Child Care & Adult Food Program- CACFP	$	86,591
Total Income		**$**	**86,591**

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **July 25, 2016**
Agenda Item No. 57

FROM:
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY:
Dr. Stephen Johnson
Vice President of Student Services/ Assistant Superintendent

SUBJECT: Consideration of Approval of New Administrator Job Classification and Description for the Position of Assistant Director of Admissions and Records

ACTION
It is recommended that the Board of Trustees approve the establishment of the management job classification and description for the position of Assistant Director of Admissions and Records (Grade 32, $8,226 - $10,347 per month).

FISCAL IMPACT
The position is to be funded 100% by the district 01.0 general fund, pursuant to Annual Resource Allocation Process decisions effective for 2015-16.

REPORT SUMMARY
The establishment of this position is to plan, organize and coordinate the activities of admissions, enrollment, and records for the college; supervise the process for transcript issuances, enrollment certifications, residency determination; coordinate application and student records procedures and processes; supervise office staff and functions. This position is responsible for the supervision of activities and operations of assigned functions within the Admissions and Records office; assist the Dean on planning and implementing departmental procedures; serve as the department administrator in the absence of or in coordination with the Dean, Admissions, Records and Services. It includes key enrollment management support functions of the preparation of application and enrollment data; preparing and distributing comparison reports reflecting application, records, and student enrollment statistics and other related reports as required. This position reports to and provides complex administrative support to the Dean of Admissions, Records, and Services.

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

ATTACHMENT(S)
Assistant Director, Admissions and Records job description.

Cerritos College Job Description

Position: Admissions and Records Assistant Director

Summary

Plan, organize and coordinate the activities of admissions, enrollment, and records for the college; supervise the process for transcript issuances, enrollment certifications, residency determination; coordinate application and student records procedures and processes; supervise office staff and functions.

Distinguishing Career Features

The Admissions and Records Assistant Director reports to the Dean, Admissions, Records and Services and is responsible for the supervision of activities and operations of assigned functions within the Admissions and Records office; assist the Dean on planning and implementing departmental procedures; serve as the department administrator in the absence of or in coordination with the Dean, Admissions, Records and Services.

Essential Duties and Responsibilities:

- Plan, coordinate and supervise the activities of admissions, records, and enrollment, including the processes for determining residency, evaluation and issuance of transcripts and enrollment certifications, and review of student petitions and waivers.

- Develop, plan and coordinate the application and enrollment procedures for the District, including the preparation of application and enrollment data; prepare and distribute comparison reports reflecting application, records, and student enrollment statistics and other related reports as required.

- Maintain the on-line application, the on-line enrollment and student records files; maintain liaison with technical computer services staff regarding new and/or modified programs and services; coordinate data processing requests and deliveries.

- Develop and coordinate the admissions, records, and related sections of college publications including college catalog, class schedules, and home page.

- Develop counter and telephone schedules to ensure effective coverage; implement, supervise and maintain a complex telephone and in-person systems of application and enrollment.

- Supervise the storage of student records; oversee the development and collection of attendance and grade rosters.

- Interpret and apply State, Federal, and Local-mandated guidelines; recommend policies and procedures and guidelines.

- Assist with reporting the evaluation of student records for meeting Associate Degree and Certification program changes, credit by exam, independent study, changing grades, etc.

- Coordinate and handle the receipt of subpoenas of student records. Supervise the verification process of student records for eligibility requirements of external organizations' benefits or proceedings, including Veterans Administration, courts, and other governmental agencies as required.

- Hire, train, and supervise hourly staff to ensure adequate coverage during peak periods.

- Assist with development and implementation of goals, objectives, policies and priorities for Admission & Records functions and processes.

- Assist with development and preparation of the department budget.

- Compose important, often sensitive and confidential reports and letters, memoranda and bulletins, requiring considerable independent judgement and discretion.

- Administer provisions of collective bargaining agreements and manage in compliance with Board policies and administrative procedures.

- Maintain currency of knowledge and skills related to job duties and responsibilities.

- Anticipate, prevent, and resolve problems and conflicts under area of supervision.

- Maintain communication with faculty, staff and other departments of the college and district in areas related to department functions.

- Perform other related job duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience:
Master of Arts degree in a related field and at least four years progressive, responsible work experience in the area of student related services in an educational institution, including at least one year of supervisory or oversight experience; OR a Bachelor's degree in a related field with at least five years of experience as defined above, including at least one year of supervisory or oversight experience.

Knowledge and Skills
The position requires professional knowledge of:

- General regulations, laws and policies pertaining to California Community College admissions, registration and student records activities at Local, State, and Federal levels.
- Computerized student enrollment and student record files system.
- Policies and legal issues related to admission and attendance of students.
- English usage, spelling, grammar and punctuation.

- Administrative survey and reporting techniques.
- Principles of supervision and training.
- Budgetary methods and procedures.
- Electronic data processing and records management systems, including but not limited to imaging systems, degree audits and voice response systems.
- Modern office equipment and procedures; use of personal computers for typical office applications, such as word processing, spreadsheets and data base management.

The position requires demonstrated skill in:

- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

Abilities

The position requires the ability to:

- Supervise the admissions, records, and registration processes for a community college in an effective manner.
- Establish and coordinate an effective enrollment appointment calendar and schedule.
- Interpret college procedures and procedures related to admissions, records application and enrollment issues.
- Assist students in resolving admissions, records, and enrollment problems such as schedule conflicts, program changes, prerequisite clearances credit by exam, individualized study and changing needs.
- Communicate effectively both orally and in writing.
- Oversee and maintain a enrollment and student record process including a voice response system.
- Plan, organize and complete assignments with a minimal amount of detailed instructions.
- Recommend and draft policies, regulations, rules, contracts, directives and technical materials.
- Read analyze and apply complex written materials.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contracted in the course of work.
- Work either morning or evening shift.

Physical Abilities

The position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the

phone and in person.

- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include morning or evening shift.

License and Certificates
May require a valid driver's license.

Working Conditions
Work is performed indoors where minimal safety considerations exist.

Presented to the Board on July 20, 2016.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **April 20, 2016**
Agenda Item No. 58

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Dr. Stephen Johnson
Vice President of Student Services/
Assistant Superintendent

SUBJECT: Consideration of Student Equity Project Stipends to Faculty- Faculty Inquiry Group (FIG) on Closing the Achievement Gap

ACTION
It is recommended that the Board of Trustees consider approval of payment of stipends to faculty upon completion of the Student Equity project Faculty Inquiry Group (FIG) on Literature, not to exceed $400.00.

FISCAL IMPACT
Categorical funds in the amount of $400.00 have been allocated from Student Equity funds for this purpose.

REPORT SUMMARY
Project Description: The *Student Equity FIG (Faculty Inquiry Group)—Closing the Achievement Gap* is designed to expand our culturally sensitive teaching and counseling through knowledge of authors and their works that reflect the concerns of under-represented groups on our campus, as provided by the disaggregated student group data in the college's Student Equity Plan. Faculty involved are from the English, counseling, and business administration disciplines. These participants will produce reflections and action plans. Action plans will include specific recommendations for curriculum and pedagogy development or modification.

Student Equity Plan Indicators addressed: *C2—Basic Skills-English* and *E—Transfer Velocity*
Student Equity Plan Student Groupings addressed: *Race & Ethnicity - Hispanic*

Participating Faculty (payable upon completion of tasks in proposal and in the Project Description above):

~~**Sylvia Bello-Gardner**~~	~~**Counseling Department**~~ (was approved at the April 20 board meeting but faculty member is not participating)	~~**$ 400.00**~~
Kimberly Rosenfeld	**Speech Department**	**$ 400.00**

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

ATTACHMENT(S)
None.

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, August 17, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Marisa Perez, Board Vice President (Trustee Area 4), Zurich Lewis, Board Secretary (Trustee Area 7), Bob Arthur (Trustee Area 1), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Rick Miranda, Acting Vice President of Academic Affairs, Ali Delawalla, Acting Vice President of Business Services, Harry Joel, Interim Vice President of Human Resources, Dr. Stephen Johnson, Vice President of Student Services, and Lynn Laughon, CSEA President. Carmen Avalos (Trustee Area 2) was not present.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

Patricia Salas, former labor representative at Cerritos College requested that the Board and administration look for an equitable transfer for Barbara Young and asked that the board adopt the decision for a suspension.

Anthony Goodin, CSEA Labor Representative, stated that CSEA would like to express their concerns if the board goes against the recommendation of a Hearing Officer in arbitration.

CLOSED SESSION

1. President/Superintendent's 2016-17 Goals

2. Employee Discipline/Dismissal/Release (One Employee) (GC# 54957)

3. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Mr. Harry Joel and Mr. Steven Andelson
   B. Employee Organizations:
   Cerritos College Faculty Federation (CCFF)

4. The board reconvened at 7:30 p.m.

   It was reported that in closed session the Board of Trustees took action to approve the decision of the hearing officer to suspend classified employee #1011331 for two days without pay. The Board of Trustees has authorized the Vice President of Human Resources/Assistant Superintendent to provide the appropriate notice. The motion was approved through a roll call vote [6 ayes, 0 noes, 0 abstentions, 1 absent (Avalos)] (student advisory vote: aye).

5. Invocation: Erick Edquist

6. Pledge of Allegiance: Bob Arthur

7. Roll Call

AGENDA ORGANIZATION

There were no changes to the agenda organization.

COMMENTS FROM THE AUDIENCE

There were no comments.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

There were no reports.

OPEN SESSION AGENDA

8. Anthony Fortner, Woodworking instructor, introduced woodworking students who recently completed projects in the board room.

9. The Board of Trustees recognized Kimberly Applebury, Administrative Secretary II, as Classified Employee of the Month for July 2016.

10. The Board of Trustees recognized Patrick O'Donnell, Outstanding Classified Manager and Sue Parsons, Outstanding Academic Manager.

11. Mr. Lewis opened the Public Hearing for Presentation of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for July 1, 2016 - June 30, 2017, and Public Comment. There were no comments.

12. The Board of Trustees received a summary of Board advisory committee activities from the Bond Construction Advisory Committee.

CONSENT CALENDAR ITEMS

It was moved by Mr. Drayer and seconded by Mr. Lewis to approve Consent Agenda Items 13 through 32. Items 22 and 23 were considered separately. The motion was approved through a roll call vote [6 ayes, 0 noes, 0 abstentions, 1 absent (Avalos)] (student advisory vote: aye):

13. Minutes of the regular meeting of June 15, 2016.

14. Minutes of the special meeting of June 28, 2016.

15. Notice of Completion for Bid No. 14P019, Category 02, Campus Electrical and Chilled Water Upgrade

16. Notice of Completion for Bid No. 13P024, Category 05, Culinary Arts Renovation

17. Change Order No. 1 [Deductive Credit], (Bid No. 15P002), Dalke & Sons Construction, Inc., Gym Team Room Additions Project

18. Change Orders No. 4 and 5 [Design Errors/Omissions], (Bid No. 13P032, Category 04), Rocky Coast Builders, Inc., Fine Arts-CIS/Math Building

19. Contracts under $25,000 for the Month of June 2016

20. Purchase Orders for the Month of June 2016

21. Contract with the Foundation for California Community Colleges (FCCC) for the Annual License Renewal for the Microsoft Campus Agreement

22. Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the Health & Wellness Complex (Phase 1 & Phase 2)

23. Award Master Independent Consultant Agreement for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the District's Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services

24. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2015-2016 and 2016-2017 Academic Year

    Added by revision:

    Library Technical Specialist (Library), Classified Salary Schedule: Grade 29L, Step 2 ($4,831.16/month), promotion effective: August 18, 2016: Daisy Valdivia

25. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

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

27. Employment of Full-Time, First-Year Contract (Probationary)

    Added by revision:

    Quilizapa, Claudia, Counselor (Counseling & Guidance), Column B, Step 3, Faculty Salary Schedule ($70,508.40/annual), 12-School Month Contract, effective August 23, 2016

28. Employment of Temporary Full-Time Faculty Employee

Gomez, Barbara, Instructor (American Sign Language), at Column A, Step 3, Faculty Salary Schedule ($5,589.60/Month), 5-School Month Contract, from August 15 to December 16, 2016

29. This item was pulled from the agenda.

30. Employment of Interim Management Employee:

Frances A. Gusman, Interim Dean of Student Services, Grade 42, Step 6 ($13,754/month), effective August 15, 2016 through November 15, 2016

31. Classified Reclassification in Accordance with the Provisions of the Classified Collective Bargaining Agreement, as revised.

32. New Classified Job Classifications and Descriptions (CSEA), as revised.

INFORMATION ITEMS

33. The Board of Trustees acknowledged receipt of the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2016 - June 30, 2017. The financial implications are contingent on the results of negotiations.

ADMINISTRATIVE MATTERS

34. It was moved Mr. Arthur and seconded by Ms. Perez to approve Estoppel and Consent of Third Party Transfer of Senior Housing Facility. After a presentation and discussion, the motion was approved through a roll call vote [5 ayes, 1 no (Salazar), 0 abstentions, 1 absent (Avalos)] (student advisory vote: aye).

35. It was moved by Ms. Perez and seconded by Mr. Arthur to approve Board Resolution No. 16-0817A Accepting the Report and Recommendations of the Ad Hoc Committee Regarding the Complaints of Trustees Arthur and Drayer and Resolving to Reprimand Trustee Drayer for Violating Board Policy 2715.9.C. And 2715.10. Mr. Drayer read a prepared statement and left the room thereafter. After discussion, Ms. Perez requested to amend the motion so that Mr. Drayer be censured rather than reprimanded.

The motion was approved through a roll call vote [4 ayes, 1 no (Salazar), 0 abstentions, 2 absent (Avalos, Drayer)] (student advisory vote: abstain).

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Ms. Perez:

- welcomed everyone back to the college;
- thanked Miya Walker and others who hosted a booth at the Lakewood Annual Car Show;
- attended Congresswoman Linda Sanchez's Senior Fair;
- attend the K-16 BRIDGE reception and the International Students Reception; and
- attended Congresswoman's Sanchez's State of the Nation.

Mr. Arthur:

- shared a summary of events he attended on campus and in the community.

Mr. Lewis:

- welcomed students to a new semester;
- attended the Cerritos College golf tournament and congratulated everyone for a successful event;
- attended the La Mirada Chamber of Commerce meeting;
- attended the National Night Out in La Mirada;
- attended the K-16 BRIDGE reception;
- went to the Norwalk Lion's Club pizza fundraiser; and
- attended was the International Student reception.

Dr. Fierro:

- recognized Ms. Patron's leadership; and
- provided an update regarding Cerritos Complete.

36. The meeting was adjourned at 9:15 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 9

FROM:
Dr. Jose Fierro
President/Superintendent

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

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

ACTION
The Board of Trustees will honor Kimberly Applebury, Administrative Secretary II in the Counseling Department, as Outstanding Classified/Confidential Employee of the Month for July 2016.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
The Outstanding Classified/Confidential Employee Selection Committee named Kimberly Applebury as the recipient of the Outstanding Classified/Confidential Employee of the Month Award for July 2016.

Kimberly began her career at Cerritos College in 1985 as a Peer Counselor. She was hired full time in 1988 as an Intermediate Typist Clerk, in 2000 she was promoted to Administrative Secretary II for the Counseling Department. This is Kimberly's fourth award as Outstanding Classified/Confidential Employee of the Month because of her dedication to the students and staff at the District

This recent award is being presented to her because of the lead role she took in the remodel of the Counseling Department. Kimberly coordinated, directed, and supervised many different areas, such as Information Technology, Facilities, the general contractor, cable company, furniture company and many others. She was very well organized, sent out emails to everyone involved, answered questions, and solved problems all while continuing her regular duties. The remodel of the department would not have been such a success without Kimberly's willingness, dedication, and non-stop energy.

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

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

ATTACHMENT(S)
None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 15

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P019, Category 02, Campus Electrical and Chilled Water Upgrade

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Bon Air, Inc. of Los Angeles, California for the Campus Electrical and Chilled Water Upgrade project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $252,415 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Bon Air, Inc. on August 19, 2015. 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 March 31, 2016. 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 – Bon Air, 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: **Campus Electrical and Chilled Water Upgrade, Bid No. 14P019, Category 02** contract for the doing of which was heretofore entered into on the **19th of August, 2015** which contract was made with **Bon Air, Inc.**, contract number **14P019-02**, as contractor; that said improvements were completed on the **31st of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **17th of August, 2016**; 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 **Developers Surety and Indemnity 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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 16

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 13P024, Category 05, Culinary Arts Renovation

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Avi-Con, Inc. dba CA Construction Inc. of Riverside, California for the Culinary Arts Renovation project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $1,498,553 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Avi-Con, Inc. dba CA Construction on July 16, 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 July 15, 2015. 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 – Avi-Con, Inc. dba CA Construction

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: **Culinary Arts Renovation, Bid No. 13P024, Category 05** contract for the doing of which was heretofore entered into on the **16th of July, 2014** which contract was made with **Avi-Con, Inc. dba CA Construction**, contract number **13P024-05**, as contractor; that said improvements were completed on the **15th of July, 2015**, and accepted by formal action of the governing board of said DISTRICT on the **17th of August, 2016**; 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 **Ohio Casualty Insurance Company.**

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 17

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Change Order No. 1 [Deductive Credit], (Bid No. 15P002), Dalke & Sons Construction, Inc., Gym Team Room Additions Project

ACTION
It is recommended that the Board of Trustees approve Change Order No. 1 [Deductive Credit] in the deductive amount of $12,146 for the Gym Team Room Additions project.

FISCAL IMPACT
The deductive amount from Change Order No. 1 will be $12,146, decreasing the contract amount to $457,634. Funding will be reallocated to the GO Bond.

REPORT SUMMARY
On January 20, 2016, the Board awarded a contract to Dalke & Sons Construction, Inc. of Riverside, California for the Gym Team Room Additions project. The project was bid using a traditional single-prime/general contractor project delivery method requiring a pre-qualified contractor from Cerritos College's pre-qualified contractor's list. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $12,146. The original contract amount approved by the Board was $469,780. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to a reduction in the scope of work. The concrete demolition and replacement adjacent to the Fire Lane was not required; the ceiling tile replacement in the existing Women's Team Room was also not required. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	August 17, 2016	($12,146)	- 2.59%

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

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

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

ATTACHMENT(S)
Change Order No. 1 to Contract No. 15P002 – Dalke & Sons Construction, Inc.
Contract No. 15P002 – Dalke & Sons Construction, Inc.

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Project: Cerritos College
Gym Team Room Additions

Change Order Number: 01
Contract # 15P002

To: Dalke and Sons Construction, Inc
4585 Allstate Drive
Riverside, CA 92501-1701

Date: July 7, 2016

Board Action: Approval

SUMMARY OF CHANGES:

Item 1.01

Description: Reduced concrete demo and replacement adjacent to the fire lane.
Reason: An area of the concrete accounted for being removed and replaced, was not necessary and not provided.
Benefit: Cost savings to the District by issuing this credit.
Requested by: Owner
Change Order Type: Deductive Credit
Change Amount: $ (11,042.00)
Time Extension: 0

Item 1.02

Description: Reduced ceiling tile replacement in the existing Women's Team Room.
Reason: New/existing ceiling tile replacement accounted for at the Women's Team Room was not necessary and not provided.
Benefit: Cost savings to the District by issuing this credit.
Requested by: Owner
Change Order Type: Deductive Credit
Change Amount: $ (1,104.00)
Time Extension: 0

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER ..... $(12,146.00)
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	469,780.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	469,780.00
Amount of Change Order No. 1	$	(12,146.00)
New Contract Sum	$	457,634.00
Percentage of Change to Contract		-2.59%

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

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

Requested By:

7/11/16
(SIGNATURE & DATE)
DALKE & SONS CONSTRUCTION, INC.
KENNETH MCMANAWAY
4585 Allstate Drive
Riverside, CA 92501-1701

Approved By:

_____
(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VICE PRESIDENT BUSINESS SERVICES

Reviewed By:

7/14/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

_____
(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK LOGAN
DIRECTOR OF PURCHASING

Reviewed By:

7/11/2016
(SIGNATURE & DATE)
tBP/ARCHITECTURE
WILLIS FISHER
ARCHITECT

Reviewed By:

7/11/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
KEVIN JONES
PROJECT MANAGER

Reviewed By:

07/12/16
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 18

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Change Orders No. 4 and 5 [Design Errors/Omissions], (Bid No. 13P032, Category 04), Rocky Coast Builders, Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees ratify Change Orders No. 4 and 5 [Design Errors/Omissions] in the total combined amount of $148,889 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The combined amount from Change Orders No. 4 and 5 will be $148,889, increasing the total contract amount to $7,401,851; Change Order 4 is in the amount of $87,893, and Change Order 5 is in the amount of $60,996. Funding will be allocated from the GO Bond.

Original Contract Amount		$7,187,571
Fine Arts Portion of Project (FA)	$4,681,319	
CIS/Math Portion of Project (CIS/M)	$2,506,252	
Previously Approved Change Orders		$65,391
Amount of Change Order 4 (FA)		$87,893
Amount of Change Order 5 (CIS/M)		$60,996
New Contract Sum		$7,401,851

REPORT SUMMARY
On October 1, 2014, the Board awarded a contract to Rocky Coast Builders, Inc. of Escondido, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 04 of this project represents the Structural and Site Concrete element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached items in Change Orders No. 4 and 5 is $148,889. The original full contract amount approved by the Board was $7,187,571. Therefore, Change Orders No. 4 and 5 are in compliance with Public Contract Code Section 20659. Change Orders No. 4 and 5 are due to the addition of post shoring/bracing to provide temporary structural support for a total of 39 cast-in concrete shearwalls until the structural diaphragms of both buildings were complete. Change Orders No. 4 and 5 have been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Orders No. 4 and 5.

	Change Order	Date	Amount	Percentage of Change
Pending	4, 5	August 17, 2016	$148,889	5.1%

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

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

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

ATTACHMENT(S)
Change Order No. 5 to Contract No. 13P032-04 (CIS/Math Building portion) – Rocky Coast Builders, Inc.
Change Order No. 4 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Change Order No. 3 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Change Order No. 2 to Contract No. 13P032-04 (CIS/Math Building portion) – Rocky Coast Builders, Inc.
Change Order No. 1 to Contract No. 13P032-04 (Fine Arts Building portion) – Rocky Coast Builders, Inc.
Contract No. 13P032-04 – Rocky Coast Builders, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 05

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: July 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 5.01

Building: CIS/ Mathematics

Description: Provide post shoring/bracing to provide temporary structural support for all cast-in place concrete shearwalls (total of 16) located at the new CIS/Mathematics building.

Reason: Upon review during construction, it was determined that post shoring/bracing was required to provide temporary structural support at each concrete shearwall until the structural diaphragm of the building was completed.

Benefit: The temporary shoring provided sufficient structural support of each wall, as well as continued safety, during the course of construction.

Requested by: HPI Architecture

CO Type: Design Errors/Omissions

Change Amount: ..... $ 60,996.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$60,996.00**
TOTAL ADDITIONAL WORKING DAYS.....**Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	153,284.00
Net sum prior to this Change Order	$	7,340,855.00
Amount of Change Order No. 5	$	60,996.00
New Contract Sum	$	7,401,851.00

Percentage of Change to Contract 3.0%

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

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

Requested By:

7.11.16
(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
COREY ARNOLD
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

7/14/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

07.12.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

7/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

07/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 04

Contract # 13P032-04

To: Rocky Coast Builders, Inc.
135 South Market Place
Escondido, CA 92029
Phone: 760-489-7770
Fax: 760-489-7771

Date: July 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 4.01

Building: Fine Arts

Description: Provide post shoring/bracing to provide temporary structural support for all cast-in place concrete shearwalls (total of 23) located at the new Fine Arts and Film buildings.

Reason: Upon review during construction, it was determined that post shoring/bracing was required to provide temporary structural support at each concrete shearwall until the structural diaphragm of the building was completed.

Benefit: The temporary shoring provided sufficient structural support of each wall, as well as continued safety, during the course of construction.

Requested by: HPI Architecture

CO Type: Design Errors/Omissions

Change Amount: ..... $ 87,893.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$87,893.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	7,187,571.00
Net change by previous Change Order	$	65,391.00
Net sum prior to this Change Order	$	7,252,962.00
Amount of Change Order No. 4	$	87,893.00
New Contract Sum	$	7,340,855.00

Percentage of Change to Contract 2.1%

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

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

Requested By:

7.11.16
(SIGNATURE & DATE)
ROCKY COAST BUILDERS, INC.
COREY ARNOLD
135 South Market Place
Escondido, CA 92029

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

7/14/2016
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

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

Reviewed By:

07.12.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

7/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

07/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 19

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President
of Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of June 2016

ACTION
It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of June 2016.

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

REPORT SUMMARY
This report of Contracts Under $25,000 that were processed during the month of June 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

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

ATTACHMENT(S)
June 2016 – Contracts Under $25,000

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New/Amended Contracts Under $25,000
for the Month of June 2016

NEW CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
15C0249	Nancy Manriques-Dowell	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in two (2) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	04/27/2016	06/15/2016	$ 150.00	Teacher Trac
15C0250	CTOA Physical Therapy	Contractor to provide clinical/practicum experiences for students enrolled in the PTA program	05/26/2016	05/25/2021	No Cost	Health Occupations
15C0251	Dynamix Physical Therapy	Contractor to provide clinical/practicum experiences for students enrolled in the PTA program	05/13/2016	05/12/2021	No Cost	Health Occupations
15C0252	Los Robles Hospital & Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the PTA program	04/08/2016	04/08/2021	No Cost	Health Occupations
15C0253	Gary Andary	Contractor to provide consultant services to the Child Development Center in the areas of staffing and all aspects of licensing requirements.	04/28/2016	06/30/2016	$ 3,000.00	Health Occupations
15C0254	Michael Peth	Contractor to provide evaluation, recommendations, and implementation assistance for the development of an E&IT Procurement Process Plan that supports compliance with Section 508.	05/15/2016	06/30/2017	$ 10,000.00	508 Task Force
15C0255	Michael Peth	Contractor to provide evaluation for software for compliance to Federal standards Section 508 of the Rehabilitation Act of 1973.	05/25/2016	06/30/2017	$ 10,000.00	508 Task Force
15C0256	Radisson Hotel Whittier	DSPS Staff Retreat on June 23, 2016.	06/23/2016	06/23/2016	$ 577.56	DSPS/MAA
16C0008	Dr. Laura Luna	Contractor to provide not-for-credit, fee-based workshops in the area of Energy Work & Complementary Therapy classes on an as needed basis.	07/22/2016	07/15/2021	$ 2,000.00	Community Education
16C0009	Norwalk-La Mirada Unified School District	Contractor to provide finger printing for Cerritos College Federal Work Study students working at Norwalk-La Mirada Unified School District.	07/01/2016	06/30/2017	$ 3,000.00	Financial Aid
16C0010	CA Department of Education	District to receive and amount not-to-exceed $2,500 to be used to support and promote interactive literacy activities for children and familes enrolled in the Prekindergarten and Family Literacy program.	07/01/2016	06/01/3017	Income	Child Development Center
16C0011****						
16C0012****						
16C0013****						
16C0014*	LACOE					
16C0015*	CA Department of Education					
16C0016*	CA Department of Education					
16C0017	Credentials, Inc.	Contractor to provide the processing of parking permits for Campus Police.	07/01/2016	06/30/2021	No Cost	Campus Police
16C0018	Nickolas H. Xiros II	Contractor to provide not-for-credit, fee-based workshops in the area of Enrichment & Interests on an as needed basis.	09/20/2016	09/01/2021	$ 2,000.00	Community Education
16C0019*	Phytorion, Inc.					
					$ 30,727.56	

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ew/Amended Contracts Under $25,000
for the Month of June 2016

AMENDED CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE		COST	REQUESTOR
15C0029	Rudd, James	Amendment No. 1 issued to increase the contract amount by an additional $1,908.	07/01/2015	06/30/2016	$	11,908.00	Center for Adv Trans
15C0002*	CA Department of Education						
13C0102	NCS Pearson	Amendment No. 3 issued to renew the agreement for an additional year and thereby extend the contract end date to July 31, 2017.	08/01/2016	07/31/2017	$	11,250.00	Student Success
					$	*23,158.00*	

* Contract was submitted as a separate board item due to dollar amount and has already been approved

** No contract was issued under this contract number

*** Pending

**** For tracking purposes only

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 20

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Purchase Orders for the Month of June 2016

ACTION
It is recommended that the Board of Trustees approve the purchase orders processed during the month of June 2016.

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

REPORT SUMMARY
This report of purchase orders processed during the month of June 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

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

ATTACHMENT(S)
June 2016 – Purchase Order Report

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 21

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Contract with the Foundation for California Community Colleges (FCCC) for the Annual License Renewal for the Microsoft Campus Agreement

ACTION
It is recommended that the Board of Trustees approve the contract with the Foundation for California Community Colleges (FCCC) for the annual license renewal for the Microsoft Campus Agreement.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $76,440; funding for this contract will be allocated from the Information Technology budget.

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

SERVICES – NEW
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)
ANNUAL LICENSE RENEWAL FOR THE MICROSOFT CAMPUS AGREEMENT
Requested by: Mr. Patrick O'Donnell, Director of Information Technology

Purpose: On or around July 1, 1999, Cerritos College entered into an agreement with the Foundation for California Community Colleges (FCCC) to provide annual licensing for the major Microsoft products such as: Office for PC and Mac (Word, Outlook, Excel, Access and PowerPoint) including Visual Studio Professional, Windows Operating System, and SQL Server CAL (client access licenses) and several other licenses. The renewal agreement will cover all machines on campus, including the machines added during the agreement period. The renewal agreement also allows all students to purchase one set of discounted Microsoft software for use at home through the FCCC. The renewal agreement includes access to Office 365 and the ability in install Microsoft Office on up to five devices for all full-time and part-time faculty and staff. This renewal is for the third year of a three (3) year agreement.

Period: The time period will be from October 1, 2016 through September 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0026 – FCCC – Microsoft Campus Agreement

16C0026

ComputerLand Silicon Valley

DRAFT PRINT

Renewal Worksheet of Cerritos College

RENEWAL DUE DATE: **Friday • 16-Sep-2016**
WORKSHEET NUMBER: **1984-3093-12561-8**
DATE CREATED: **11-Jul-2016**
LAST UPDATED: **12-Jul-2016**

CURRENT STATUS: _ **Un-submitted** ✓ **Under Review** _ **Validated**
DATE SUBMITTED: **12-Jul-2016**
DATE VALIDATED: - n/a -

Renewal Worksheet for Campus Agreement Licensing

Cerritos College
Foundation for California Community Colleges (FCCC)
Microsoft Campus Agreement 2016 (Year 3 of 3)

Questions? Please contact us at 800-639-1319 or by e-mail

Sheri York syork@cland.com
or
edusales@cland.com syork@cland.com

Please use this form to choose your Campus Agreement licensing and submit the completed form for review by Jeff or Sheri before generating your PO.

Once your licensing mix has been validated, please use this worksheet to generate and submit your PO no later than **Friday, 16-Sep-2016** to insure a timely renewal for everyone.

Purchase Order to be made payable to:

ComputerLand Silicon Valley
482 West San Carlos Str.
San Jose, CA 95110
Federal Tax ID 77-0269631

Submit Purchase Order by fax or e-mail:

by FAX: **408-519-3260**
by E-mail: **syork@cland.com**

NOTES FROM COMPUTERLAND:

NOTES (optional):

1. Contact Information

Institution Name:	**Cerritos College**
Primary Contact Name: (This person will receive all notifications from Microsoft regarding the agreement.)	**Patrick ODonnell**
Primary Contact Phone:	562-860-2451-2171
Primary Contact E-mail:	podonnell@cerritos.edu

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E-Signer Name: (This person will be sent the enrollment for online signature.)	**Noorali Delawalla**
E-Signer Phone:	562-860-2451-2266
E-Signer E-mail:	ndelawalla@Cerritos.edu
Online Services Manager: (This person will be sent notices/invitations to administer Office 365 and other online services. If you already use Office 365 products, please make sure this is the person with CURRENT access to your Office 365 portal.)	**Patrick ODonnell**
Online Services Manager Phone:	562-860-2451-2171
Online Services Manager E-mail:	podonnell@cerritos.edu

2. Faculty and Staff FTE Count

868 *(From Office of the Chancellor.)*

3. Choose a Desktop Bundle for Faculty and Staff

New Azure Offer: Any college that orders a minimum of 1 unit of Azure Services Monetary Commitment (which can be used for a variety of Azure Services) will receive discounted pricing on the Desktop for Education Bundle. Discounted pricing on the Desktop Bundles will be reflected once "Save and Calculate" is clicked.

	Desktop Bundle for Faculty & Staff		Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	**Desktop for Education with Core CALs consisting of:** • Office Pro Plus for Windows and Office for Mac • Windows Education Upgrade • Core CALs which include: * Windows Server CALs * Exchange Server Std CALs * SharePoint Server Std CALs * Skype for Business Std CALs * System Center Configuration Manager Client MLs * System Center Endpoint Protection Client MLs * Microsoft Desktop Optimization Pack (MDOP)	p/n **2UJ-00001CF**	~~$48.50~~ **$47.00**			
	OR					
2.	**Desktop for Education with Enterprise CALs consisting of:** • Office Pro Plus for Windows and Office for Mac • Windows Education Upgrade	p/n **2UJ-00003CF**	~~$59.50~~ **$57.50**	✓	**868**	**$49,910.00**

- Core CALs
- Enterprise CALs which include:
  * Exchange Server Enterprise CAL
  * SharePoint Server Enterprise CAL
  * Skype for Business Enterprise CAL
  * Advanced Threat Analytics CML
  * Enterprise CAL Services (order free ECAL Services part for number of users):
    - Exchange Online Archiving
    - Exchange Online Protection
    - Data Loss Prevention
  * Microsoft Desktop Optimization Pack (MDOP)

4. Choose Optional Products Licensed Organization-Wide for Faculty/Staff

	Optional Products Licensed Organization-Wide	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	Advanced Threat Analytics CML	**NH3-00119CF**	$7.00			
2.	Exchange Enterprise CALs with Services (order services part below under "Optional Products Licensed per User or Device for Faculty/Staff" for number of accounts needed)	**PGI-00267CF**	$6.00			
3.	Project Pro	**H30-00237CF**	$7.00			
4.	SQL Server CAL	**359-00765CF**	$7.00			
5.	Visio Professional	**D87-01057CF**	$6.00			
6.	Windows MultiPoint Server CAL	**EJF-00358CF**	$6.00			
7.	Windows Remote Desktop Services CAL (formerly Terminal Svs CAL)	**6VC-01251CF**	$7.00			

5. Choose Optional Products Licensed per User or Device for Faculty/Staff

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Azure Active Directory Basic per fac/staff user	**965-00002CFU**	$0.00		
2.	Azure Active Directory Premium per faculty/staff user	**3R3-00001CFU**	$6.60		
3.	Azure Rights Management Service (RMS) add-on to Office 365 Education	**G3U-00004CFU**	$0.00		
4.	Azure Rights Management Services (RMS) Premium per fac/staff user	**QC9-00001CFU**	$6.60		

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5.	Dynamics CRM Basic CAL licensed per device	**QZA-00016CFU**	$21.00		
6.	Dynamics CRM Essential CAL licensed per device	**3CJ-00159CFU**	$7.00		
7.	Dynamics CRM Pro CAL licensed per device	**ZFA-00245CFU**	$68.00		
8.	Enterprise CAL Services Order this part for the number of accounts needed if you have ordered ECALs AND need any of these included services: EOA = Exchange Online Archiving: Is a cloud-based, enterprise-class online archiving solution for your Exchange Server 2010 or later on-premises deployment. EOP = Exchange Online Protection: Is an online email filtering service providing protection for your Exchange Server on-premises deployment. EOP has replaced FOPE (Forefront Online Protection for Exchange). DLP = Data Loss Prevention: DLP helps keep your organization safe from users mistakenly sending sensitive information to unauthorized people. DLP helps you identify, monitor, and protect sensitive data through deep content analysis	**6QV-00003CFU**	$0.00		
9.	Enterprise Mobility Suite add-on to CoreCAL/ECAL per faculty/staff user - includes Azure Active Directory Premium, Intune and Azure Rights Management	**AAA-12531CFU**	$12.84		
10.	Exchange Enterprise CAL Services Order this part for the number of accounts needed if you have ordered Exchange Enterprise CALs AND need either of these included services: EOP = Exchange Online Protection: Is an online email filtering service providing protection for your Exchange Server on-premises deployment. EOP has replaced FOPE (Forefront Online Protection for Exchange). DLP = Data Loss Prevention: DLP helps keep your organization safe from users mistakenly sending sensitive information to unauthorized people. DLP helps you identify, monitor, and protect sensitive data through deep content analysis	**6MV-00003CFU**	$0.00		
11.	Exchange Online Archiving for on-premise Exchange Server per user	**9KS-00001CFU**	$12.00		
12.	Identity Manager per device CAL	**NK7-00064CFU**	$2.00		
13.	InTune USL Add-on to Core CALs per faculty/staff user	**U7U-00001CFU**	$5.40		

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14.	Office 365 Education - per fac/staff user, includes: * Exchange Online Plan 2 (email, unlimited storage, calendar AV/AS, advanced archiving, hosted vmail) * SharePoint Online Plan 2 (online collaboration, Access and Excel Forms, Visio Services) * Skype for Business Online (IM, presence, conferencing) * 1 TB OneDrive for Business storage * Yammer (private social network) * Video (intranet video website portal) * Office Online (web apps)	**M6K-00001CFU**	$0.00		
15.	Office 365 Pro Plus add-on for faculty/staff (free with subscription to Office Pro Plus for all faculty/staff)	**5XS-00003CFU**	$0.00		
16.	Power BI Pro for O365 EDU per fac/staff user	**NK5-00001CFU**	$25.20		
17.	Project Online per faculty/staff user	**4ZT-00001CFU**	$0.00		
18.	Project Pro for Office 365 per fac/staff user	**4TT-00001CFU**	$27.00		
19.	Project Professional per device	**H30-00237CFU**	$64.00		
20.	Skype for Business (formerly Lync) Server Plus CAL (additive to Core CAL) per device	**YEG-00396CFU**	$11.00		
21.	Skype for Business (formerly Lync) Server Plus CAL for ECAL (additive to ECAL suite) per device	**YEG-00631CFU**	$9.00		
22.	Skype for Business Online Plan 3 - Enterprise Voice features (online version of the Skype for Business Plus CAL)	**5VS-00001CFU**	$24.00		
23.	SQL CAL per device	**359-00765CFU**	$20.00		
24.	Visio Pro for Office 365 per fac/staff user	**P4U-00001CFU**	$27.00		
25.	Visio Pro per device	**D87-01057CFU**	$55.00	**3**	**$165.00**
26.	Visual Studio Enterprise w/MSDN per user promo price (renewals only)	**MX3-00251CFU**	$299.00		
27.	Visual Studio Pro w/MSDN per user	**77D-00110CFU**	$64.00		
28.	Visual Studio Team Foundation Svr CAL per device	**126-00156CFU**	$38.00		
29.	Visual Studio Test Pro w/MSDN per user	**L5D-00161CFU**	$106.00		
30.	Windows Enterprise SA per User Add-on to Win	**AAA-**	$6.00		

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	Ent Allows the primary user of the licensed institutional device to install Win Ent locally on any Windows 7/8/8.1 device or Windows tablet smaller than 10.1 inches and access via VDI on any device (replaces Companion SL).	**10744CFU**			
31.	Windows MultiPoint Server CAL per device	**EJF-00358CFU**	$9.00	**20**	**$180.00**
32.	Windows Remote Desktop Services (RDS) CAL per device	**6VC-01251CFU**	$10.00		
33.	Windows VDA per device (Windows Virtual Desktop Access for machines with no OS, e.g. thin clients)	**4ZF-00019CFU**	$30.00		

6. Choose Optional Products Licensed per User or Device for Students

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Azure Active Directory Basic per student user	**965-00002CSU**	$0.00		
2.	Azure Active Directory Premium (AADP) per student user	**3R3-00001CSU**	$2.60		
3.	Azure Rights Management Services (RMS) Premium per student user	**QC9-00001CSU**	$6.60		
4.	Enterprise CAL Services Order this part for the number of accounts needed if you have ordered ECALs AND need any of these included services for students: EOA = Exchange Online Archiving: Is a cloud-based, enterprise-class online archiving solution for your Exchange Server 2010 or later on-premises deployment. EOP = Exchange Online Protection: Is an online email filtering service providing protection for your Exchange Server on-premises deployment. EOP has replaced FOPE (Forefront Online Protection for Exchange). DLP = Data Loss Prevention: DLP helps keep your organization safe from users mistakenly sending sensitive information to unauthorized people. DLP helps you identify, monitor, and protect sensitive data through deep content analysis	**6QV-00003CSU**	$0.00		
5.	Enterprise Mobility Suite add-on to CoreCAL per student user	**AAA-12531CSU**	$13.20		
6.	Exchange Online Plan 1 for alumni per user	**5RS-00002CSU**	$0.00		

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7.	InTune for Students licensed per user (full - not add on to Core CALs)	**U5U-00001CSU**	$6.60		
8.	InTune per student user when ALL fac/staff is licensed for Intune or Enterprise Mobility Suite.	**U5U-00011CSU**	$0.00		
9.	Office 365 Education - per student user, includes: * Exchange Online Plan 2 (email, unlimited storage, calendar AV/AS, advanced archiving, hosted vmail) * SharePoint Online Plan 2 (online collaboration, Access and Excel Forms, Visio Services) * Skype for Business Online (IM, presence, conferencing) * 1 TB OneDrive for Business storage * Yammer (private social network) * Video (intranet video website portal) * Office Online (web apps)	**M6K-00001CSU**	$0.00		
10.	Office 365 ProPlus for Students (free with subscription to Office Pro Plus for all faculty/staff)	**5XS-00002CSU**	$0.00		

7. Subscription Programs

	Optional Subscriptions	Part Number	Item Price	Select	Ext. Price
1.	Microsoft Premier Support - Enhanced - new subscribers only • Support Account Management (SAM) Hours – 36 • Support Assist (SA) Hours – 12 • Problem Resolution Support (PRS) Hours – 20 • Technical Pooled Resource • Unlimited User Access to Premier Online Website • Support Concierge - quick answers at no hour cost or appropriate escalation to the right resource • Note: SA and PRS hours are interchangeable and additional hours can be added as needed (up to two 10 hour packs)	**Premier-1Enhanced**	$15,669.00		
2.	Microsoft Premier Support - Core • Support Account Management Hours – 45 • Support Assist Hours – 10 • Problem Resolution Hours – 40 • Technical Pooled Resource • Unlimited User Access to Premier Online Website • Support Concierge - quick answers at no hour cost or appropriate escalation to the right resource • Note: SA and PRS hours are interchangeable and additional hours can be added as needed	**Premier-Core**	$21,770.00		

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3.	Microsoft Premier Support - Foundation • Support Account Management Hours – 80 • Support Assist Hours (Proactive) + Problem Resolution Hours (Reactive) – 40 • Designated Technical Resource • Two-day Customer Proactive Onsite • One Workshop Library On Demand (WLOD) subscription • One Health Check (Options include Exchange, AD, SQL, IIS, SMS or Security) w/RaaS Plus • Unlimited User Access to Premier Online Website • Note: SA and PRS hours are interchangeable and additional hours can be added as needed	**Premier-Foundation**	$46,465.00		
4.	Microsoft Premier Support - Standard • Support Account Management Hours – 120 (Named Technical Account Manager included) • Support Assist Hours (Proactive) – 40 • Problem Resolution Hours (Reactive) – 120 • 1 TAM Onsite Visit (may incur additional travel expenses) • Unlimited User Access to Premier Online Website • Note: SA and PRS hours are interchangeable and additional hours can be added as needed	**Premier-Standard**	$64,204.00		

8. Server License Options

Indicate the quantity of optional server licenses you wish to purchase under the Microsoft Campus Agreement. Most servers require client licensing (CALs), some of which are covered by your Campus Agreement desktop bundle. Please call if you have questions on the licensing needed for your deployment.

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Azure Monetary Commitment for usage - use for a variety of Azure services including spinning up VMs, storage, data transfer, etc.	**6QK-00001CF**	$1,320.00	**1**	**$1,320.00**
2.	Azure Support Standard for Azure Monetary Commitment (24/7 break fix support, <2hr response time)	**W6T-00003CF**	$3,900.00		
3.	BizTalk Server Branch Edition - 2 core pack (minimum 4 cores per processor or Virtual OSE required)	**HJA-00774CF**	$97.00		
4.	BizTalk Server Enterprise - 2 core pack (minimum 4 cores per processor or Virtual OSE required)	**F52-02144CF**	$1,888.00		
5.	BizTalk Server Standard 2 core pack (minimum 4 cores per processor or Virtual OSE required)	**D75-01979CF**	$458.00		
6.	Core Infrastructure Svr Suite Datacenter - Combines Windows Server Datacenter and	**FUD-00936CF**	$516.00		

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	System Center Data Center Licenses. 1 license covers 2 physical processors and unlimited OSEs/VMs on the licensed physical machine.				
7.	Core Infrastructure Svr Suite Standard - Combines Windows Server Standard and System Center Standard Licenses. 1 license covers 2 physical processors and 2 OSEs/VMs on the licensed physical machine.	**YJD-01075CF**	$130.00		
8.	Dynamics CRM Server	**N9J-00523CF**	$375.00		
9.	Exchange Server Enterprise	**395-02412CF**	$394.00		
10.	Exchange Server Standard	**312-02177CF**	$69.00	**1**	**$69.00**
11.	Forefront Identity Mgr Server Live Edition - (for Live@Edu deployment only - requires Win Svr Ext Connector & SQL per Core licensing)	**7VC-00137CF**	$196.00		
12.	Identity Manager External Connector (requires Win Svr Ext Connector)	**PL7-00058CF**	$1,777.00		
13.	Imagine Academy Subscription (formerly IT Academy)	**54R-00098CF**	$1,555.00		
14.	MICROSOFT 5 PACK OF IT PRO ANNUAL PHONE SUPPORT	**MS-PROSUPP-5PK**	$2,098.00		
15.	Project Server (requires CALs contained in Project Pro)	**H22-00479CF**	$46.00		
16.	SharePoint Server (requires SQL Svr)	**H04-00232CF**	$526.00	**1**	**$526.00**
17.	Skype for Business Server (formerly Lync Svr - CALs included in Desktop bundle)	**5HU-00215CF**	$354.00		
18.	SQL Server Business Intelligence Edition - (requires SQL CALs for all clients)	**D2M-00366CF**	$834.00		
19.	SQL Server Enterprise Core - 2 Core license pack. You must license 4 cores minimum per physical processor on a standalone machine or 4 virtual cores minimum on a VM. License all physical cores to achieve maximum virtualization on the licensed machine, allowing unlimited VMs to run SQL. No SQL CALs needed.	**7JQ-00341CF**	$1,335.00	**8**	**$10,680.00**
20.	SQL Server Standard Core - 2 Core License pack. You must license 4 cores minimum per physical processor on a standalone machine or 4 virtual cores minimum on a VM. No SQL CALs needed.	**7NQ-00302CF**	$348.00	**20**	**$6,960.00**
21.	SQL Server Standard per Server (requires SQL CALs for all clients)	**228-04437CF**	$88.00		
22.	System Center Datacenter 2 Processor license - Covers unlimited VM's on the licensed	**T6L-00237CF**	$234.00		

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	physical machine. Only need to license the server machines managed BY a System Center Server (endpoints). Includes: - Operations Manager - Configuration Manager - Data Protection Manager - Service Manager - Virtual Machine Manager - Endpoint Protection - Orchestrator - App Controller				
23.	System Center Standard 2 Processor license - Covers 2 processors and up to 2 VMs. Only need to license the server machines managed BY a System Center Server (endpoints). Includes: - Operations Manager - Configuration Manager - Data Protection Manager - Service Manager - Virtual Machine Manager - Endpoint Protection - Orchestrator - App Controller	**T9L-00222CF**	$86.00		
24.	Visual Studio Team Foundation Svr	**125-00110CF**	$38.00		
25.	Windows MultiPoint Server Premium	**V7J-00430CF**	$43.00	**3**	**$129.00**
26.	Windows Remote Desktop Services External Connector (formerly Terminal Svs Ext Conn)	**6XC-00298CF**	$988.00		
27.	Windows Server Datacenter - 2 processor (unlimited virtualization)	**P71-07280CF**	$308.00	**12**	**$3,696.00**
28.	Windows Server External Connector - per physical host (needed for all Windows servers facing the internet OR, if student Windows Server CALs are not subscribed, needed for servers accessed by students off-campus or authenticating students on-campus or off-campus)	**R39-00374CF**	$196.00		
29.	Windows Server Standard - 2 processor (up to 2 processors and 2 virtual machines per license)	**P73-05897CF**	$51.00	**55**	**$2,805.00**

TOTAL $76,440.00

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Approval of Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the Health & Wellness Complex (Phase 1 & Phase 2)**

ACTION
It is recommended that the Board of Trustees approve and authorize the District to negotiate and enter into Project Assignment Agreement No. 1 to the Master Independent Consultant Agreement ("Master Agreement") for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the Health & Wellness Complex (Phase 1 & Phase 2), contingent upon approval of the Master Agreement.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $130,550; this amount will be funded from the GO Bond. TSG Enterprises, Inc. dba The Solis Group is headquartered in Pasadena, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 1 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES FOR THE HEALTH & WELLNESS COMPLEX (PHASE 1 & PHASE 2)
TSG ENTERPRISES, INC. DBA THE SOLIS GROUP
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: The District is pending approval from the Board of Trustees during the August 17, 2016 Board meeting for Cerritos College to enter into a Master Independent Consultant Agreement ("Master Agreement") for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the purpose of providing consulting services pursuant to Request for Proposals (RFP) No. 15P010, Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services. The intent of the Master Agreement is 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 consultant, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 1 arises out of Cerritos College's desire to obtain the necessary project labor agreement consulting services, inclusive of labor compliance program services, for the completion of the Health & Wellness Complex (Phase 1 & Phase 2) project funded by GO Bond allocations. TSG Enterprises, Inc. dba The Solis Group's services includes, but is not limited to, the application and enforcement of the project labor agreement to ensure that it is adhered to by trade contractors and to promote the exchange of information between the unions and the contractors, assist in the facilitation of pre-bid and pre-construction meetings, support any dispute resolutions, and otherwise maximize labor stability throughout the duration of the projects, inclusive of labor compliance program services to ensure that prevailing wages are paid to all workers performing services for the Health & Wellness Center project.

Period: The time period will be from August 22, 2016 through project completion.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 1 to Contract No. 15P010 – TSG Enterprises, Inc. dba The Solis Group
Draft of Contract No. 15P010, Master Independent Consultant Agreement for Professional Services, TSG Enterprises, Inc. dba The Solis Group

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 1

TO

MASTER INDEPENDENT CONSULTANT AGREEMENT

CONTRACT NO. 15P010

BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT

AND

TSG ENTERPRISES, INC. DBA THE SOLIS GROUP

DATED AUGUST 18, 2016

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **18th** day of **August**, **2016**, 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 **TSG Enterprises, Inc. DBA The Solis Group** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 131 N. El Molino Ave., Suite 100, Pasadena, CA 91101. 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 **August 18, 2016**, entitled "Master Independent Consultant Agreement for Professional Services", Contract No. **15P010** ("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 – **Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services** 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. Health & Wellness Complex (Phase 1 and Phase 2)

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 **August 22**, **2016**, and will diligently perform as required and complete performance through project completion, which will be on or around **December 31**, **2019**, 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 *(if applicable)*
X	Signed Master Agreement *(if not previously provided)*
X	Workers' Compensation Certification *(if not previously provided)*
X	Insurance Certificates and Endorsements *(if not previously provided)*
X	W-9 Form *(if not previously provided)*
	Other: _____

6. **Consultant's Compensation**. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **One Hundred Thirty Thousand Five Hundred Fifty and 00/100 Dollars** (**$130,550.00**). 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.

   B. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit "B"** of the Master Agreement. If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this PAA.

   C. If Consultant works at more than one site, Consultant shall invoice for each site separately.

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. Not Used.

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. Not Used.

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

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

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**TSG Enterprises, Inc. DBA The Solis Group**
By: _____	By: _____
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

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Information regarding Consultant:

License No.: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

E-Mail: _____

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

_____:
Employer Identification and/or
Social Security Number

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

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EXHIBIT "A"
DESCRIPTION OF CONSULTANT SERVICES

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

1. Reference the Master Agreement, and those documents incorporated into the Master Agreement: the District's RFP No. 15P010, Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services dated April 12, 2016, Addendum No. 1 dated May 19, 2016, and Consultant's written responses thereto, inclusive of Consultant's Best and Final Offer (BAFO) dated July 19, 2016.
2. Providing and adhering to all of the terms and conditions (intended to be provided by or identified to be provided by the PLA/LCP Administrator) of the Project Labor Agreement (PLA) as executed by the Cerritos Community College District and the Building Trade Councils with the effective date of December 9, 2015.
3. Providing Outreach Program and or Services as required by the above referenced PLA.

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Cerritos College

Contract No. 15P010

MASTER INDEPENDENT CONSULTANT AGREEMENT

FOR PROFESSIONAL SERVICES

(PROJECT LABOR AGREEMENT & LABOR COMPLIANCE PROGRAM ADMINISTRATIVE SERVICES)

This Master Independent Consultant Agreement for Professional Services ("Master Agreement") is made and entered into as of the **18th** day of **August**, **2016**, 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 **TSG Enterprises, Inc. dba The Solis Group** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 131 N. El Molino Ave., Suite 100, Pasadena, CA 91101. District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

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 documents forming a part of the Master Agreement consist of the following, all of which are component parts of the Master Agreement and incorporated into the Master Agreement by this reference: this Master Agreement, the District's RFP No. 15P010, Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services dated April 12, 2016, Addendum No. 1 dated May 19, 2016, and Consultant's written responses thereto, inclusive of Consultant's Best and Final Offer (BAFO) dated July 19, 2016.

WHEREAS, the District desires to obtain an independent consultant for professional services for **Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services** for various 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.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide **Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services** as further described in **Exhibit "A"**, attached hereto and incorporated herein by this reference ("Services").

2. Term. Consultant shall commence providing Services under this Master Agreement on **August 25**, **2016**, and will diligently perform as required and complete performance by **August 24**, **2019**, unless this Master Agreement is terminated and/or otherwise cancelled prior to that time. At its sole discretion, the District may amend the Master Agreement for two (2) one-year (1) additional terms.

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:

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

4. Compensation. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this Master Agreement a total fee as detailed in 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. Services billed as a labor hour rate shall be performed at the hourly billing rates and/or unit prices included in **Exhibit "B."** If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Master Agreement.

4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.

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, or as detailed in each PAA, 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. **For Convenience by Consultant**. Consultant may, upon one hundred and eighty (180) days' notice, with or without reason, terminate this Master Agreement. Upon this termination, District shall only be obligated to compensate Consultant for Services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of Services to District. Consultant acknowledges that this one hundred and eighty (180) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **For Cause by District**. District may terminate this 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	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 2,000,000
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.

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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:

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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:

TSG Enterprises, Inc. dba The Solis Group

ATTN: _____

Address: _____

_____

Phone: _____

Fax: _____

Email: _____

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]

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

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**TSG Enterprises, Inc. dba The Solis Group**
By: _____	By: _____
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

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Information regarding Consultant:

License No.: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

E-Mail: _____

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

_____:
Employer Identification and/or
Social Security Number

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

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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.)

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EXHIBIT "A"

STATEMENT OF WORK AND TECHNICAL SPECIFICATIONS

PROJECT LABOR AGREEMENT (PLA) MONITORING SERVICES

1. **Introduction and General Information.** The role of the PLA Administrator is to ensure that standard application and enforcement of the Project Labor Agreement is followed by trade contractors for specified projects and to promote the exchange of information between the unions and the contractors, facilitate pre-bid and pre-construction meetings, support the dispute resolution, and otherwise maximize labor harmony and stability throughout the duration of the projects. The PLA Administrator will advise both unions and contractors as to the appropriate manner for each party's implementation of the Project Labor Agreement. Outlined below are the required steps/activities required for the services of monitoring the Project Labor Agreements:

2. **Task Description.** The firms services for PLA monitoring includes, but are not limited to the following:

    a. Develop Project Labor Agreement Monitoring Administrative Structure.
        i. Prepare and Issue Labor Relations Guidelines:
            1. Manual on interpretation and application of the PLA for Contractors to use as a guide.
            2. Brief synopsis and major components of PLA.
        ii. Establish reporting communication lines for the program with District:
            1. Pre-bid and pre-construction meetings held with District project staff and bidding contractors.
            2. Assist District with contract language relating to the PLA (as-needed).
            3. Status on routine labor relations issues; grievances, safety issues, manning, etc.

    b. Establish reporting communication lines for the program with Contractors:
        i. PLA interpretations relevant to jobsite operations at bidders conference.
        ii. Questions and answers to issues arising on the jobsite.
        iii. Establish pre-job conference with unions.
        iv. Prepare PLA materials for bid packages and pre-bid meetings.
        v. Structure for contractors to obtain answers to "Frequently-Asked Questions".
        vi. Attend pre-bid meetings to receive questions, provide overview of PLA and issue a handout.
        vii. Issue PLA contract interpretations and clarifications.
        viii. Maintain log of PLA interpretations and clarifications.
        ix. Maintain grievance log and status.
        x. Provide advice to contractors on how the PLA applies to particular facts as situations arise.

    c. Establish reporting communication lines for the program with Unions:
        i. Establish initial meetings with building and construction trades councils, as appropriate, for outreach and educational initiatives
        ii. Set schedule and agenda for monthly Labor-Management meetings.
        iii. Attend building trades council meetings as required to discuss any safety issues or labor-management developments.
        iv. Establish pre-job conferences with contractors.

    d. Implement Project Labor Agreement Administration
        i. Provide guidance to contractors on the PLA and its operation; assure contractor compliance with obligations under the PLA.
        ii. Establish monthly labor-management meetings.
        iii. Communicate with the unions on interpretation issues and field questions concerning jobsite issues.

e. Oversee grievance activity. Serve as advisor to contractors in responding to grievances, jurisdictional disputes, or jobsite controversies.

f. District Interface and Reporting
   i. Provide reports to District on issues and developments under the PLA (as requested). Address issues that have been raised by the unions.
   ii. Provide any other information or communications on progress under the PLA to District.
   iii. All reports will be reviewed with the Contractor to assure complete District requirements.
   iv. Attend District management meetings as directed.

g. Daily Construction Site Labor Relations Activities
   i. Initial briefing and coordination with contractors.
      1. Initial briefing and coordination with contractors.
      2. Perform daily jobsite reviews.
         a. Monitor union and contractor relationships, working conditions and contractor practices.
         b. Escort union representatives during the on-site visits.
         c. Confer with contractors.
         d. Anticipate needs and issues, e.g., manpower, jurisdictional assignments, disputes, and referral questions, etc.

h. Monitor Safety Issues on Project and Compliance with Project Labor Agreement.
   i. Interface with safety support on-site (as needed).
   ii. Coordinate safety issues in PLA with District, Contractor and Organized Labor.
   iii. Establish and co-chair the Labor – Management Safety Committee.

i. Work Assignment Issues and Jurisdictional Dispute Processing.
   i. Familiarize contractors with PLA work assignment rules and assure contractor understanding and adherence to appropriate jurisdictional practices and rules.
   ii. Advise contractors on work assignments.
   iii. Assist contractors in meetings with disputing unions. Consult or involve International Union representatives, where necessary and appropriate.
   iv. Assist contractors and participate, where appropriate, in the National Impartial Board hearings or arbitration proceedings.

j. Labor Management Meeting Activities.
   i. Co-Chair Labor– Management meetings.
   ii. Develop meeting agenda with the Union's input.
   iii. Assign or perform necessary follow-up on action items from the meeting.
   iv. Report to District on Labor–Management meeting activities.

k. Work Disruption Response.
   i. Maintain no strike provisions of PLA.
   ii. Maintain lines of communication with unions, international unions, attorneys, and District of any potential work disruption, as appropriate.

l. Miscellaneous Matters.
   i. Prepare reports of activities to District, as requested (cases on Project Labor Agreement's, jurisdictional or grievance decisions, OSHA, inspections, citations, National Labor Relations Board cases, etc.).
   ii. Monitor craft availability and skill levels for forecasting program requirements (as needed).
   iii. Maintain open and regular communications with local union representatives, and regional representatives.

m. Community Outreach.
   i. Assist in establish information/outreach centers.

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ii. Establish coordinating relationship with local public agencies and community base organizations.
iii. Determine resources needed for implementation.
iv. Identify availability of local workers and apprentices.
v. Identify capacity of local community based organizations and technical assistant organizations.
vi. Coordinate with District to size bid packages to match local capacity.
vii. Identify opportunities for Small Business Development Program.
viii. Coordinate with community and Outreach efforts, and their interface with the PLA.
ix. Review craft apprenticeship programs – apprentice levels, training progress, access of community groups, for maximizing the participation to the program of local residents.

n. Main Office Administration. The Contractor's Main Office Labor Relations Support Staff roles and responsibilities are as follows:
i. Primary point of contact for District.
ii. Provide main office technical support, as needed, to the Program.
iii. Overall responsibility for negotiating and administering the PLA.
iv. Establish labor relations procedures and policies for District Construction Projects covered by the Project Labor Agreement.
v. Interface with the National Building Trades Council and the General Presidents of International Unions signatory to the Project Labor Agreement.
vi. Establish and act as direct liaison in all communications with organized labor.
vii. Monitor the contract between the District and Contractor.

3. PROGRAM REPORTING. The Project Labor Agreement Administrator (PLAA) will prepare monthly reports to the District detailing its Project Labor Agreement monitoring and other labor compliance activities. In addition, the PLA Administrator will prepare quarterly reports about apprentice utilization and the training and employment of District service area residents. Finally, the PLA Administrator will prepare all annual and project completion reports required by the DIR.

4. PROJECT SCHEDULE. The initial scope of work schedule for designated projects (four projects total) under the District's PLA is as follows:

Project Name	Estimated Construction Value	Estimated Construction Start Date	Estimated Construction Completion Date
Health Wellness Center	$ 51M	Fall 2016	Summer 2019
Field House Complex	$ 9M	Summer 2017	Summer 2019
Health Science	$ 14M	TBD	TBD

LABOR COMPLIANCE ADMINISTRATION

5. Introduction and General Information. The role of the LCP Administrator will be to monitor and ensure that best efforts are utilized to comply with the California Code of Regulations, Federal and State of California Labor Laws, and Prevailing Wage Laws.

6. Scope Of Required Services. Although the full scope of work shall be negotiated in the Master Agreement for professional services, it will include, but are not limited to the following:

a. Implement and Enforce a LCP.

b. Pre-construction Services

i. Participate in pre-construction meeting for contractors and all subcontractors.

ii. Discuss labor law checklist.

iii. Provide a copy of LCP and related documents to contractor.

iv. Contractor and Labor Compliance Officer (LCO) must sign the labor law checklist.

c. Construction Services

i. Conduct labor law presentation at pre-construction meeting.

ii. Create and upload all PWC-100 forms, and any other forms as required by DIR, for all formal and informal bid projects.

iii. Review of Certified Payroll Reports (CPRs)

1. Ensure CPRs are received from all parties, and uploaded to DIRs website.
2. If payrolls are not received or uploaded, send letter requesting CPRs.
3. Compare rate on CPRs with prevailing wages rates, as determined for each job.
4. Compare employee name and social security number.
5. Send letter to clarify inaccuracies to Contractor by certified mail.

iv. Site Monitoring

1. Obtain work schedules for all construction contracts.
2. Provide site monitors with schedules.
3. Provide site monitors with site interview forms.
4. Conduct random work site interviews (2-3 per subcontractors).
    a. Check for sign-in log (if required to be maintained).
    b. Check for prevailing wage sheets.
    c. Check for daily listing of subcontractors
5. Require site monitors to return site interview forms to LCO.
6. Place site interview forms in a database

v. Investigation

1. If payroll records are not received or uploaded, or no clarification is received from Review of CPRs phase, investigate inaccuracies (including Audit phase).
2. Maintain ongoing communication with workers at sites where there may be possible violations.

vi. Audit

1. Conduct an audit of:
    a. Workers' compensation insurance.
    b. Apprenticeship employment and training.
    c. Apprenticeship training trust contribution.
    d. Illegal taking of wages.
    e. Work hour records.
    f. Payment of prevailing wage rates.

vii. Enforcement

1. Withholding
    a. Calculate withholding amount.
    b. Send Notice of Withholding to Contractor and DIR.
    c. Send Notice of Right to Review.
    d. Withhold contract payments.

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e. Deposit withholding and penalties

viii. Forfeiture
1. Request forfeiture determination from DIR (Notice of Deadline for Forfeiture).
2. Attach the following information to the request:
a. Nonpayment of prevailing wage.
b. Failure to provide complete and accurate payroll records.
c. Apprenticeship wages.
d. Kickbacks.
e. Prohibited registration fees.
f. Overtime pay.
g. Distribute forfeited sums after final order.

ix. DIR Reporting
1. Send Notice of Violation to DIR.
2. Refer Contractor to DIR for debarment.

x. Hearing
1. Send Notice of Right to Review in Formal Hearing.
2. Send Notice of Right to Review Evidence.
3. Represent District at Hearing.
4. Obtain service of process and file necessary documents with Hearing Officer.
5. Conduct settlement meeting, if requested.
6. Work with attorney to issue subpoena, if necessary.
7. Work with attorney to conduct deposition, if necessary.
8. Attend pre-hearing conference, if any.
9. Submit pre-hearing briefs.
10. Request reconsideration of hearing, if necessary.
11. Participate in judicial review.

xi. Annual Reports
1. Create an annual report the DIR and the District, which includes the following information:
a. Number of public works contracts awarded using Bond Act funds.
b. Summary of wages due to workers resulting from failure by contractors to pay prevailing wage, total amount withheld from money due the contractors and the total amount recovered by action in any court of competent jurisdiction.
c. Summary of penalties and forfeitures imposed and withheld or recovered in a court of competent jurisdiction.

7. RECORDKEEPING

a. Archive and store Certified Payroll Records and LCP documentation for the requisite period of time.

b. Give the District progress updates, submitted to the Director of Purchasing, on a monthly basis or as frequently as necessary to keep the District appraised of ongoing or developing LCP issues.

c. Compile a record of LCP activities, which fulfills the annual LCP reporting requirements to the District and DIR, and submit same to the District on or before August 1st each year. Such reports shall follow the District's fiscal year, from July 1 to June 30.

8. PROJECT SCHEDULE. Firm's scope of work related to Labor Compliance Administration services shall be for all General Obligation (GO) bond projects.

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EXHIBIT "B"

CONSULTANT'S PROPOSED RATES

CONSULTANT TYPE	HOURLY RATES 2016-2021
Principal	N/C
VP/Ops	$ 205.00 per hour
Senior Project Manager	$ 165.00 per hour
Project Manager	$ 154.00 per hour
Assistant Project Manager	$ 132.50 per hour
Senior Analyst	$ 106.00 per hour
Analyst	$ 95.50 per hour
Site Interviewer	$ 90.00 per hour
Administrative Assistant	$ 69.00 per hour

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 23

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of Business Services/ Assistant Superintendent

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

SUBJECT: **Consideration of Approval to Award Master Independent Consultant Agreement for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the District's Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services**

ACTION

It is recommended that the Board of Trustees award and authorize the District to negotiate and enter into a Master Independent Consulting Agreement for Professional Services ("Master Agreement") with TSG Enterprises, Inc. dba The Solis Group of Pasadena, California for the purpose of providing consulting services for project labor agreement (PLA) monitoring and labor compliance program (LCP) administration for Cerritos College pursuant to Request for Proposal (RFP) No. 15P010, Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services.

FISCAL IMPACT

There is no fiscal impact to Cerritos College for entering into a Master Independent Consulting Agreement for Professional Service ("Master Agreement"). Individual Project Assignment Agreements will be drafted for each project on an as-needed basis. The Project Assignment Agreements will be governed by the terms and conditions of the Master Agreement. However, each Project Assignment Agreement will include the scope of work, project cost estimates, fee to consulting firm, and conditions specific to the project. As the need for services on a project arises, a Project Assignment Agreement will be brought before the Board of Trustees for approval or ratification detailing fiscal implications. Anticipated projects and estimated costs for consulting services for each PAA are as follows:

PLA Projects			
Project Name	**Estimated Value**	**Duration**	**PAA Cost**
Health & Wellness Center	$51M	35 months	$130,550
Field House Complex	$9M	15 months	$50,085
Health Science	$14M	24 months	$87,648

LCP Projects			
Project Name	**Estimated Value**	**Duration**	**PAA Cost**
Social Science Ext. Elevator	$1M	6 months	$15,416
Performing Arts Center	$54M	24 months	$101,264
Parking Lot Improvements – Phase II	$175K	2 months	$4,143
Parking Lot Improvements – Phase III	$500K	4 months	$8,811
Campus Fiber Infrastructure	$1M	4 months	$9,171
Fire Alarm Upgrades	$300K	4 months	$7,884

REPORT SUMMARY

On April 12, 2016, Cerritos College released Request for Proposals (RFP) No. 15P010, Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services. The purpose of the RFP was to seek proposals to provide consulting services on certain public works projects under the General Obligation bond measure.

The company selected to provide consulting services for Cerritos College's Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services will enter into a contract with Cerritos College through the college's standard Master Independent Consultant Agreement for Professional Services ("Master Agreement"). A Master Agreement was developed by Cerritos College to standardize construction-related contracts and contains the general terms and conditions under which a future Project Assignment Agreement will be executed. The college's intent of the RFP was to award a Master Agreement pursuant to the RFP for three years with two one-year renewal options exercised at the sole option of Cerritos College.

The company selected to provide consulting services for Cerritos College's project labor agreement (PLA) monitoring and labor compliance program (LCP) administration services will provide consulting services on certain public works projects under the General Obligation bond measure. Additionally, California Labor Code requires that contractors on public works projects pay their workers based on prevailing wage rates established and issued by the Department of Industrial Relations (DIR), Division of Labor Statistics and Research. Cerritos College, is required, among other things, to inform contractors about their prevailing wage obligations, monitor compliance by obtaining and reviewing certified payroll reports, investigate complaints and other suspected violations, and take appropriate action when violations are found.

In addition to public advertisement in a newspaper of general circulation and posting on the Purchasing Department's website, Purchasing reached out to fifty-seven (57) companies on Cerritos College's vendor list.

Five companies submitted proposals by the submittal deadline date on June 2, 2016. Upon evaluation of the proposals received, four companies were shortlisted by the technical evaluation committee for Phase II – Short List Presentations. The four shortlisted companies who provided presentations for Phase II include the following:

- CS & Associates, Inc. – 27911 Smyth Drive, Santa Clarita, CA 91355
- Pacifica Services, Inc. – 106 S. Mentor Ave., Suite 200, Pasadena, CA 91106
- Parsons Constructors, Inc. – 100 W. Walnut St., Pasadena, CA 91124
- TSG Enterprises, Inc. dba The Solis Group – 131 N. El Molino Ave., Suite 100, Pasadena, CA 91101

Upon evaluation of the presentations given during Phase II, three companies were shortlisted by the evaluation committee for Phase III – Interviews & Final Selection during the month of July. The three companies who provided presentations for Phase III include the following:

- CS & Associates, Inc. – 27911 Smyth Drive, Santa Clarita, CA 91355
- Parsons Constructors, Inc. – 100 W. Walnut St., Pasadena, CA 91124
- TSG Enterprises, Inc. dba The Solis Group – 131 N. El Molino Ave., Suite 100, Pasadena, CA 91101

The interview evaluation committee determined that the company listed below was the most qualified to provide project labor agreement (PLA) monitoring and labor compliance program (LCP) administrative services for various projects on campus.

- TSG Enterprises, Inc. dba The Solis Group – 131 N. El Molino Ave., Suite 100, Pasadena, CA 91101

Upon completion of Cerritos College's due diligence review, the college finds that contracting with the above-referenced company through a Master Agreement to provide project labor agreement (PLA) monitoring and labor compliance program (LCP) administration services is in the best interest of Cerritos College.

Cerritos College is recommending that the Board of Trustees award and authorize the college to negotiate and enter into a Master Agreement with TSG Enterprises, Inc. dba The Solis Group to provide project labor agreement (PLA) monitoring and labor compliance program (LCP) administration services. A Project Assignment Agreement will be entered into for each project and Project Assignment Agreements will be brought before the Board of Trustees for approval or ratification.

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

ATTACHMENT(S)
Draft of Contract No.15P010, Master Independent Consultant Agreement - TSG Enterprises, Inc. dba The Solis Group
Sample Project Assignment Agreement (PAA) to Master Independent Consultant Agreement

Cerritos College

Contract No. 15P010

MASTER INDEPENDENT CONSULTANT AGREEMENT

FOR PROFESSIONAL SERVICES

(PROJECT LABOR AGREEMENT & LABOR COMPLIANCE PROGRAM ADMINISTRATIVE SERVICES)

This Master Independent Consultant Agreement for Professional Services ("Master Agreement") is made and entered into as of the **18th** day of **August**, **2016**, 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 **TSG Enterprises, Inc. dba The Solis Group** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 131 N. El Molino Ave., Suite 100, Pasadena, CA 91101. District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

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 documents forming a part of the Master Agreement consist of the following, all of which are component parts of the Master Agreement and incorporated into the Master Agreement by this reference: this Master Agreement, the District's RFP No. 15P010, Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services dated April 12, 2016, Addendum No. 1 dated May 19, 2016, and Consultant's written responses thereto, inclusive of Consultant's Best and Final Offer (BAFO) dated July 19, 2016.

WHEREAS, the District desires to obtain an independent consultant for professional services for **Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services** for various 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.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide **Project Labor Agreement (PLA) Monitoring and Labor Compliance Program (LCP) Administration Services** as further described in **Exhibit "A"**, attached hereto and incorporated herein by this reference ("Services").

2. Term. Consultant shall commence providing Services under this Master Agreement on **August 25**, **2016**, and will diligently perform as required and complete performance by **August 24**, **2019**, unless this Master Agreement is terminated and/or otherwise cancelled prior to that time. At its sole discretion, the District may amend the Master Agreement for two (2) one-year (1) additional terms.

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:

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

4. Compensation. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this Master Agreement a total fee as detailed in 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. Services billed as a labor hour rate shall be performed at the hourly billing rates and/or unit prices included in **Exhibit "B."** If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Master Agreement.

4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.

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.

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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, or as detailed in each PAA, 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

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days after the day of mailing, whichever is sooner.

12.2. **For Convenience by Consultant**. Consultant may, upon one hundred and eighty (180) days' notice, with or without reason, terminate this Master Agreement. Upon this termination, District shall only be obligated to compensate Consultant for Services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of Services to District. Consultant acknowledges that this one hundred and eighty (180) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **For Cause by District**. District may terminate this 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	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 2,000,000
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.

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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:

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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:

TSG Enterprises, Inc. dba The Solis Group

ATTN: _____

Address: _____

_____

Phone: _____

Fax: _____

Email: _____

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]

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

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**TSG Enterprises, Inc. dba The Solis Group**
By: _____	By: _____
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

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Information regarding Consultant:

License No.: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

E-Mail: _____

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

_____:
Employer Identification and/or
Social Security Number

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

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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.)

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EXHIBIT "A"

STATEMENT OF WORK AND TECHNICAL SPECIFICATIONS

PROJECT LABOR AGREEMENT (PLA) MONITORING SERVICES

1. **Introduction and General Information.** The role of the PLA Administrator is to ensure that standard application and enforcement of the Project Labor Agreement is followed by trade contractors for specified projects and to promote the exchange of information between the unions and the contractors, facilitate pre-bid and pre-construction meetings, support the dispute resolution, and otherwise maximize labor harmony and stability throughout the duration of the projects. The PLA Administrator will advise both unions and contractors as to the appropriate manner for each party's implementation of the Project Labor Agreement. Outlined below are the required steps/activities required for the services of monitoring the Project Labor Agreements:

2. **Task Description.** The firms services for PLA monitoring includes, but are not limited to the following:

    a. Develop Project Labor Agreement Monitoring Administrative Structure.
        i. Prepare and Issue Labor Relations Guidelines:
            1. Manual on interpretation and application of the PLA for Contractors to use as a guide.
            2. Brief synopsis and major components of PLA.
        ii. Establish reporting communication lines for the program with District:
            1. Pre-bid and pre-construction meetings held with District project staff and bidding contractors.
            2. Assist District with contract language relating to the PLA (as-needed).
            3. Status on routine labor relations issues; grievances, safety issues, manning, etc.

    b. Establish reporting communication lines for the program with Contractors:
        i. PLA interpretations relevant to jobsite operations at bidders conference.
        ii. Questions and answers to issues arising on the jobsite.
        iii. Establish pre-job conference with unions.
        iv. Prepare PLA materials for bid packages and pre-bid meetings.
        v. Structure for contractors to obtain answers to "Frequently-Asked Questions".
        vi. Attend pre-bid meetings to receive questions, provide overview of PLA and issue a handout.
        vii. Issue PLA contract interpretations and clarifications.
        viii. Maintain log of PLA interpretations and clarifications.
        ix. Maintain grievance log and status.
        x. Provide advice to contractors on how the PLA applies to particular facts as situations arise.

    c. Establish reporting communication lines for the program with Unions:
        i. Establish initial meetings with building and construction trades councils, as appropriate, for outreach and educational initiatives
        ii. Set schedule and agenda for monthly Labor-Management meetings.
        iii. Attend building trades council meetings as required to discuss any safety issues or labor-management developments.
        iv. Establish pre-job conferences with contractors.

    d. Implement Project Labor Agreement Administration
        i. Provide guidance to contractors on the PLA and its operation; assure contractor compliance with obligations under the PLA.
        ii. Establish monthly labor-management meetings.
        iii. Communicate with the unions on interpretation issues and field questions concerning jobsite issues.

e. Oversee grievance activity. Serve as advisor to contractors in responding to grievances, jurisdictional disputes, or jobsite controversies.

f. District Interface and Reporting
   i. Provide reports to District on issues and developments under the PLA (as requested). Address issues that have been raised by the unions.
   ii. Provide any other information or communications on progress under the PLA to District.
   iii. All reports will be reviewed with the Contractor to assure complete District requirements.
   iv. Attend District management meetings as directed.

g. Daily Construction Site Labor Relations Activities
   i. Initial briefing and coordination with contractors.
      1. Initial briefing and coordination with contractors.
      2. Perform daily jobsite reviews.
         a. Monitor union and contractor relationships, working conditions and contractor practices.
         b. Escort union representatives during the on-site visits.
         c. Confer with contractors.
         d. Anticipate needs and issues, e.g., manpower, jurisdictional assignments, disputes, and referral questions, etc.

h. Monitor Safety Issues on Project and Compliance with Project Labor Agreement.
   i. Interface with safety support on-site (as needed).
   ii. Coordinate safety issues in PLA with District, Contractor and Organized Labor.
   iii. Establish and co-chair the Labor – Management Safety Committee.

i. Work Assignment Issues and Jurisdictional Dispute Processing.
   i. Familiarize contractors with PLA work assignment rules and assure contractor understanding and adherence to appropriate jurisdictional practices and rules.
   ii. Advise contractors on work assignments.
   iii. Assist contractors in meetings with disputing unions. Consult or involve International Union representatives, where necessary and appropriate.
   iv. Assist contractors and participate, where appropriate, in the National Impartial Board hearings or arbitration proceedings.

j. Labor Management Meeting Activities.
   i. Co-Chair Labor– Management meetings.
   ii. Develop meeting agenda with the Union's input.
   iii. Assign or perform necessary follow-up on action items from the meeting.
   iv. Report to District on Labor–Management meeting activities.

k. Work Disruption Response.
   i. Maintain no strike provisions of PLA.
   ii. Maintain lines of communication with unions, international unions, attorneys, and District of any potential work disruption, as appropriate.

l. Miscellaneous Matters.
   i. Prepare reports of activities to District, as requested (cases on Project Labor Agreement's, jurisdictional or grievance decisions, OSHA, inspections, citations, National Labor Relations Board cases, etc.).
   ii. Monitor craft availability and skill levels for forecasting program requirements (as needed).
   iii. Maintain open and regular communications with local union representatives, and regional representatives.

m. Community Outreach.
   i. Assist in establish information/outreach centers.

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ii. Establish coordinating relationship with local public agencies and community base organizations.
iii. Determine resources needed for implementation.
iv. Identify availability of local workers and apprentices.
v. Identify capacity of local community based organizations and technical assistant organizations.
vi. Coordinate with District to size bid packages to match local capacity.
vii. Identify opportunities for Small Business Development Program.
viii. Coordinate with community and Outreach efforts, and their interface with the PLA.
ix. Review craft apprenticeship programs – apprentice levels, training progress, access of community groups, for maximizing the participation to the program of local residents.

n. Main Office Administration. The Contractor's Main Office Labor Relations Support Staff roles and responsibilities are as follows:
i. Primary point of contact for District.
ii. Provide main office technical support, as needed, to the Program.
iii. Overall responsibility for negotiating and administering the PLA.
iv. Establish labor relations procedures and policies for District Construction Projects covered by the Project Labor Agreement.
v. Interface with the National Building Trades Council and the General Presidents of International Unions signatory to the Project Labor Agreement.
vi. Establish and act as direct liaison in all communications with organized labor.
vii. Monitor the contract between the District and Contractor.

3. PROGRAM REPORTING. The Project Labor Agreement Administrator (PLAA) will prepare monthly reports to the District detailing its Project Labor Agreement monitoring and other labor compliance activities. In addition, the PLA Administrator will prepare quarterly reports about apprentice utilization and the training and employment of District service area residents. Finally, the PLA Administrator will prepare all annual and project completion reports required by the DIR.

4. PROJECT SCHEDULE. The initial scope of work schedule for designated projects (four projects total) under the District's PLA is as follows:

Project Name	Estimated Construction Value	Estimated Construction Start Date	Estimated Construction Completion Date
Health Wellness Center	$ 51M	Fall 2016	Summer 2019
Field House Complex	$ 9M	Summer 2017	Summer 2019
Health Science	$ 14M	TBD	TBD

LABOR COMPLIANCE ADMINISTRATION

5. Introduction and General Information. The role of the LCP Administrator will be to monitor and ensure that best efforts are utilized to comply with the California Code of Regulations, Federal and State of California Labor Laws, and Prevailing Wage Laws.

6. Scope Of Required Services. Although the full scope of work shall be negotiated in the Master Agreement for professional services, it will include, but are not limited to the following:

a. Implement and Enforce a LCP.

b. Pre-construction Services

i. Participate in pre-construction meeting for contractors and all subcontractors.

ii. Discuss labor law checklist.

iii. Provide a copy of LCP and related documents to contractor.

iv. Contractor and Labor Compliance Officer (LCO) must sign the labor law checklist.

c. Construction Services

i. Conduct labor law presentation at pre-construction meeting.

ii. Create and upload all PWC-100 forms, and any other forms as required by DIR, for all formal and informal bid projects.

iii. Review of Certified Payroll Reports (CPRs)

1. Ensure CPRs are received from all parties, and uploaded to DIRs website.
2. If payrolls are not received or uploaded, send letter requesting CPRs.
3. Compare rate on CPRs with prevailing wages rates, as determined for each job.
4. Compare employee name and social security number.
5. Send letter to clarify inaccuracies to Contractor by certified mail.

iv. Site Monitoring

1. Obtain work schedules for all construction contracts.
2. Provide site monitors with schedules.
3. Provide site monitors with site interview forms.
4. Conduct random work site interviews (2-3 per subcontractors).
    a. Check for sign-in log (if required to be maintained).
    b. Check for prevailing wage sheets.
    c. Check for daily listing of subcontractors
5. Require site monitors to return site interview forms to LCO.
6. Place site interview forms in a database

v. Investigation

1. If payroll records are not received or uploaded, or no clarification is received from Review of CPRs phase, investigate inaccuracies (including Audit phase).
2. Maintain ongoing communication with workers at sites where there may be possible violations.

vi. Audit

1. Conduct an audit of:
    a. Workers' compensation insurance.
    b. Apprenticeship employment and training.
    c. Apprenticeship training trust contribution.
    d. Illegal taking of wages.
    e. Work hour records.
    f. Payment of prevailing wage rates.

vii. Enforcement

1. Withholding
    a. Calculate withholding amount.
    b. Send Notice of Withholding to Contractor and DIR.
    c. Send Notice of Right to Review.
    d. Withhold contract payments.

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e. Deposit withholding and penalties

viii. Forfeiture
1. Request forfeiture determination from DIR (Notice of Deadline for Forfeiture).
2. Attach the following information to the request:
a. Nonpayment of prevailing wage.
b. Failure to provide complete and accurate payroll records.
c. Apprenticeship wages.
d. Kickbacks.
e. Prohibited registration fees.
f. Overtime pay.
g. Distribute forfeited sums after final order.

ix. DIR Reporting
1. Send Notice of Violation to DIR.
2. Refer Contractor to DIR for debarment.

x. Hearing
1. Send Notice of Right to Review in Formal Hearing.
2. Send Notice of Right to Review Evidence.
3. Represent District at Hearing.
4. Obtain service of process and file necessary documents with Hearing Officer.
5. Conduct settlement meeting, if requested.
6. Work with attorney to issue subpoena, if necessary.
7. Work with attorney to conduct deposition, if necessary.
8. Attend pre-hearing conference, if any.
9. Submit pre-hearing briefs.
10. Request reconsideration of hearing, if necessary.
11. Participate in judicial review.

xi. Annual Reports
1. Create an annual report the DIR and the District, which includes the following information:
a. Number of public works contracts awarded using Bond Act funds.
b. Summary of wages due to workers resulting from failure by contractors to pay prevailing wage, total amount withheld from money due the contractors and the total amount recovered by action in any court of competent jurisdiction.
c. Summary of penalties and forfeitures imposed and withheld or recovered in a court of competent jurisdiction.

7. RECORDKEEPING

a. Archive and store Certified Payroll Records and LCP documentation for the requisite period of time.

b. Give the District progress updates, submitted to the Director of Purchasing, on a monthly basis or as frequently as necessary to keep the District appraised of ongoing or developing LCP issues.

c. Compile a record of LCP activities, which fulfills the annual LCP reporting requirements to the District and DIR, and submit same to the District on or before August 1st each year. Such reports shall follow the District's fiscal year, from July 1 to June 30.

8. PROJECT SCHEDULE. Firm's scope of work related to Labor Compliance Administration services shall be for all General Obligation (GO) bond projects.

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EXHIBIT "B"

CONSULTANT'S PROPOSED RATES

CONSULTANT TYPE	HOURLY RATES 2016-2021
Principal	N/C
VP/Ops	$ 205.00 per hour
Senior Project Manager	$ 165.00 per hour
Project Manager	$ 154.00 per hour
Assistant Project Manager	$ 132.50 per hour
Senior Analyst	$ 106.00 per hour
Analyst	$ 95.50 per hour
Site Interviewer	$ 90.00 per hour
Administrative Assistant	$ 69.00 per hour

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 24

FROM:
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY:
Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2015-2016 and 2016-2017 Academic Year

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

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

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

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

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

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

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

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

I. Classified Employment

Library Technical Specialist (Library), Classified Salary Schedule: Grade 29, Step 1 ($3,654/month), effective: XXX [Name to be provided on the Revision]

Financial Aid Technician I (Student Support Services/Financial Aid), Classified Salary Schedule: Grade 26, Step 1 ($3,410/month), effective: XXX [Name to be provided on the Revision]

Program Facilitator (Student Support Services/LINC), Classified Salary Schedule: Grade 38, Step 1 ($4,496/month), effective: XXX [Name to be provided on the Revision]

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first

Name	Unit	Classification	Rate	Cleared for Employment
Aguilar, Lanae Nicole	Success Center	Instructional Aide ll	$13.30/hr (1)	07/27/16
Aguilar, Veronica*	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Aguilar, Veronica*	Counseling	Intermediate Typist Clerk	$10.00/hr	08/02/16
Ahumada, Brian**	Community Education	Cont. Ed. Spec. lll/Kids College	$36.35/hr	07/26/16
Alif, Faisal Mahbub	Success Center	Instructional Aide ll	$13.30/hr (1)	07/26/16
Arambula, Michael Joseph	Success Center	Instructional Aide ll	$13.30/hr (1)	07/27/16
Avalos, Anyssa Z.*	Financial Aid	Student Affairs Assistant	$14.32/hr	07/26/16
Avendamo, Guadalupe De Jesus*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Banda Galindo,Oscar Ricardo*	SEM	Instructional Aide ll	$14.67/hr (3)	06/27/16
Barfield, Jessica Rickeytta**	Community Education	Student Activities Clerk	$10.00/hr	07/18/16
Barnes, Jacqueline	Counseling	Intermediate Typist Clerk	$10.00/hr	08/02/16
Barroga, Jurizz*	Counseling	Intermediate Typist Clerk	$10.00/hr	08/03/16

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: August 17, 2016

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Beavers, Leanthony Lovell*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Biroudian, Solmaz*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Burgos, Myriam J.*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Castellanos, Ebenezer**	Economic Development	Project Specialist Technical Level ll	$103.85/hr	07/26/16
Castro, Griselda*	Adult Education	Community Education Specialist	$30.27/hr	07/27/16
Colon, Stephanie S.*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Crable, Kristine*	DSPS	Instructional Aide ll	$13.30/hr	07/26/16
Cravens, Robert Lee	Facilities	Maintenance Mechanic	$12.98/hr	08/02/16
Cuevas, Leslie	Success Center	Instructional Aide I	$10.00/hr (1)	07/21/16
Dharmadhikari, Anita*	DSPS	Aides-Special (Special Education)	$10.00/hr	08/01/16
Diaz Carrillo, Elizabeth*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Diaz Carrilo, Diana*	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Diaz, Erica*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
DiGiovani, Aleisa M.	Success Center	Instructional Aide I	$10.37/hr (2)	07/27/16
Dunn, Paula	Academic Affairs	ASL Interpreter (Instruction Support)	$42.58/hr	07/26/16
Duran, Jose Luis	Success Center	Instructional Aide ll	$13.30/hr (1)	07/26/16
Duran, Paulina M.*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Evans, Cindy Dawn*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Fajardo Perez, Paola*	Financial Aid	Division Clerk	$10.37/hr	07/13/16
Ferruz De Zepeda, Paola*	Student Health Services	Community Education Specialist	$30.27/hr	07/26/16
Flores, Victor Alejandro*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Foreman, Clarise*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Garcia, Alexis	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Gardin, Susan**	Economic Development	Continuing Ed. Specialist/Business Tech.	$52.47/hr	07/28/16
Gaxiola Jr., George Michael	Success Center	Instructional Aide ll	$13.30/hr (1)	07/27/16
Gerdts, Jasmine F.*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Gilreath, Christian	Veterans Center	Recreational Activity Specialist	$14.18/hr	08/03/16
Gomez, Olivia*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Gonzalez, Alejandro Joseph**	HPEDA	Aquatic Specialist	$10.50/hr	07/26/16
Gonzalez, Marysol*	Adult Education	Program Assistant ll	$11.78/hr	07/26/16
Gradin, Susan**	Economic Development	Continuing Ed. Specialist/Business Tech.	$52.47/hr	07/11/16

* Categorically Funded
** Specially Funded

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Guerrero, Anthony Tourn	Student Activities	Recycling Technician	$12.98/hr	07/26/16
Hardrick, Alysha M.*	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Harfield, Linda	Adult Education	Community Education Specialist	$30.27/hr	07/28/16
Hatfield,Tyrone*	Adult Education	Community Education Specialist	$30.27/hr	07/28/16
Hernandez Ramos, Lizbeth*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Hernandez, Delone M.*	DSPS	Instructional Aide I	$10.91/hr (3)	07/26/16
Hernandez, Maria*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Hipolito, Christian	Student Activities	Student Affairs Assistant	$14.32/hr	07/20/16
Howard, Daveon Lee	Facilities	Gardener/Groundskeeper	$10.37/hr	08/01/16
Howard, Shaquille	Facilities	Gardener/Groundskeeper	$10.37/hr	07/26/16
Ikiri, Toshiaki	Technology	Instructional Aide ll	$13.97/hr (2)	08/01/16
Janchoi, Jamie	Academic Affairs	Intermediate Clerk	$10.00/hr	07/26/16
Jaramillo Hernandez, Valeria*	SEM	Instructional Aide I	$10.00/hr (1)	07/26/16
Jiang, Jinhui*	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Jimenez, Jose Valencia	Financial Aid	Instructional Aide ll	$13.30/hr	07/26/16
Jones, Sheila	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Joo, Susie Rana	Success Center	Instructional Aide ll	$13.30/hr (1)	07/26/16
Joson, Joseph**	HPEDA	Continuing Education Specialist/Recreation	$17.49/hr	08/03/16
Juarez, Cindy Julie	Success Center	Instructional Aide ll	$13.30/hr (1)	07/27/16
Kapella, Elizabeth	Academic Affairs	Program Assistant ll	$11.78/hr	07/26/16
Kayise, Mandla*	Adult Education	Continuing Ed. Specialist/Business Tech.	$52.47/hr	07/28/16
Kilis, Jeanette	Success Center	Instructional Aide ll	$14.67/hr (3)	07/27/16
Knox, Lasharee A.*	Financial Aid	Instructional Aide II	$13.30/hr	07/26/16
Kuo, Brian Po Chen	Success Center	Instructional Aide ll	$13.30/hr (1)	07/26/16
Laird, Tiffanie	Academic Affairs	ASL Interpreter (Instruction Support)	$42.58/hr	07/27/16
Lay, Phally	Academic Affairs	Administrative Secretary l	$21.54/hr	07/26/16
Leon, Bianca V.*	Counseling	Intermediate Typist Clerk	$10.00/hr	08/02/16
Lopez, Miguelliza*	Counseling	Intermediate Typist Clerk	$10.00/hr	08/01/16
Lopez, Stephanie Carolina*	Financial Aid	Instructional Aide II	$13.30/hr	07/26/16
Loza, Karina*	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Luma, Lizzeth*	Financial Aid	Secretary Clerk	$10.94/hr	07/27/16

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Maragno, Kathryne	HPEDA	Program Facilitator	$14.32/hr	07/26/16
Marilu, Garcia*	SEM	Special Populations Coordinator	$17.04/hr	07/26/16
Marquez, Mayra*	DSPS	Instructional Aide I	$10.37/hr (2)	07/26/16
Matsumoto, Yukiyo	HPEDA	Athletic Trainer III	$21.76/hr	08/03/16
McKelly, Shauna	DSPS	Aides-Special (Special Education)	$10.00/hr	08/01/16
Medina, Topacio Mary	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Morales, Matthew	Fine Arts	Laboratory Aide	$10.00/hr	07/21/16
Moreno, Yessenia*	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Morga, Brittney A.*	Health Occupations	CDC Substitute Teacher	$20.95/hr	05/24/16
Murase,Tadashi Ron	Technology	Instructional Aide II	$13.30/hr (1)	07/26/16
Murillo, Valerie S.*	Counseling	Intermediate Typist Clerk	$10.00/hr	08/02/16
Nguyen, Chuch Thanh*	Financial Aid	Secretary Clerk	$10.94/hr	07/13/16
Nguyen, Henry Hoang Huy*	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Nieto, Wendy*	Adult Education	Program Assistant II	$11.78/hr	07/07/16
O'Brien-Lux, Colin	Academic Affairs	ASL Interpreter (Instruction Support)	$42.58/hr	07/07/16
Olivares-Molina, Gustavo*	Financial Aid	Campus Security Officer	$10.94/hr	07/13/16
Oramas, Aris M	Success Center	Instructional Aide II	$13.30/hr (1)	07/26/16
Padilla, Robert *	Financial Aid	Division Clerk	$10.37/hr	07/13/16
Palacios, Steven M	Success Center	Instructional Aide II	$13.30/hr (1)	07/27/16
Patel, Nancy R*	Financial Aid	Division Clerk	$10.37/hr	07/26/16
Patino, Morelia Castaneda*	Counseling	Intermediate Typist Clerk	$10.00/hr	08/02/16
Paudel, Sumit	Success Center	Instructional Aide II	$13.30/hr (1)	07/26/16
Payes, Desiree Christine *	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Paz, Eduardo G.	Veteran's Center	Recreational Activity Specialist	$14.18/hr	08/03/16
Pena, Glen*	Veteran's Center	Recreational Activity Specialist	$14.18/hr	08/03/16
Perez Lopez, Anna Marinela *	Financial Aid	Secretary Clerk	$10.94/hr	07/13/16
Perez, Kimberly Johanna*	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Raglin, Myisha *	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Ramirez, Adrian Gustavo*	Veteran's Center	Recreational Activity Specialist	$14.18/hr	08/03/16
Ramirez, Lucio Luis*	Financial Aid	Secretary Clerk	$10.94/hr	07/26/16
Ramos, April Sandy *	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16

* Categorically Funded
** Specially Funded

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Ramos-Ruiz, Edgar*	Veteran's Center	Recreational Activity Specialist	$14.18/hr	08/03/16
Raya, Karla Christina *	Financial Aid	Secretary Clerk	$10.94/hr	07/13/16
Recinos, Genesis Juliett*	Financial Aid	Instructional Aide II	$13.30/hr	07/25/16
Rios Urbina, Luis	Success Center	Instructional Aide II	$14.67/hr (3)	07/26/16
Robinson, Rusha Raleigh*	Financial Aid	Secretary Clerk	$10.94/hr	07/25/16
Rodriguez, Desiree	Success Center	Instructional Aide II	$13.97/hr (2)	07/26/16
Romero, Lucia*	Financial Aid	Instructional Aide II	$13.30/hr	07/25/16
Roque Guadalupe, Ivette*	Health Occupations	CDC Substitute Teacher	$20.95/hr	06/01/16
Rosales Jr., Jesus Evelio*	Financial Aid	Secretary Clerk	$10.94/hr	07/25/16
Salazar, Deanna Lynn*	Financial Aid	Student Affairs Assistant	$14.32/hr	07/25/16
Sanchez, German R	Student Activities	Recycling Technician	$12.98/hr	07/07/16
Sanchez, Monica Marie	Financial Aid	Division Clerk	$10.37/hr	07/25/16
Santos, Justine Mercurio*	Financial Aid	Secretary Clerk	$10.94/hr	07/13/16
Schiaefer, Emily Marie*	DSPS	Instructional Aide I	$10.00/hr (1)	07/26/16
Serrano De Lorenzo, Maria Graciela*	Health Occupations	Instructional Aide II	$13.30/hr (1)	07/26/16
Smith, Kevin Ray *	Financial Aid	Division Clerk	$10.37/hr	07/13/16
Soneriu, Christine Danielle	Student Affairs	Student Affairs Assistant	$14.32/hr	07/26/16
Soto, Valerie *	Adult Education	Program Assistant II	$11.78/hr	07/07/16
Souleret, Renee	Academic Affairs	ASL Interpreter (Instruction Support)	$42.58/hr	07/07/16
Stokes, Tina Marie*	Financial Aid	Division Clerk	$10.37/hr	07/13/16
Talamantes, Lourdes*	Adult Education	Community Education Specialist	$30.27/hr	07/06/16
Tapia, Franklin*	Financial Aid	Division Clerk	$10.37/hr	07/13/16
Tawa, Joshua	Success Center	Instructional Aide II	$13.30/hr	07/27/16
Torres, Diana	Fiscal Services	Intermediate Clerk	$10.00/hr	07/26/16
Torres, Enrique	Success Center	Instructional Aide II	$13.30/hr (1)	07/27/16
Turner, Andrea Marie*	Health Occupations	CDC Substitute Teacher	$20.95/hr	05/24/16
Tyler, Daryl*	DSPS	Instructional Aide II	$13.30/hr	07/27/16
Ubbu, Gurpreet	Academic Affairs	Intermediate Clerk	$10.00/hr	07/07/16
Um, Jun Young	Success Center	Instructional Aide II	$13.30/hr (1)	07/27/16
Umanzor, Jocelyn Ermely*	Financial Aid	Instructional Aide II	$13.30/hr	07/25/16
Varela, Luis*	Adult Education	Special Populations Coordinator	$17.04/hr	07/07/16

* Categorically Funded
** Specially Funded

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Virrueta-Aguirre Maria *	Financial Aid	Instructional Aide II	$13.30/hr	07/25/16
Wade, Nija	Information Technology	Program Assistant II	$11.78/hr	07/26/16
Wagner, Alycia**	Community Education	Music Conservatory Specialist	$25.21/hr	07/18/16
White, Darleen*	Financial Aid	Instructional Aide II	$13.30/hr	07/13/16
Ybarra, Casondra Jessie*	Adult Education	Special Populations Coordinator	$17.04/hr	08/03/16
Zendejas Sevilla, Daissy*	Health Occupations	CDC Substitute Teacher	$20.95/hr	05/24/16
Zepeda, Nadine Nicole*	CalWorks	Division Secretary Clerk	$10.94/hr	07/26/16

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 25

FROM:
Dr. Jose Fierro
President/Superintendent

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

PREPARED BY:
Dr. Adriana Flores-Church
Director of Human Resources/Risk Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

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

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

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

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

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

ATTACHMENT(S)
Employment of Faculty, Temporary Part-Time 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Lozano, Jorge	RE	Adult Education	6BB	65.20

II. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Acheson, Mike	RE	Business Administration	6BM	67.49
Acosta, Pauline	RE	Sociology	3AD	61.67
Akini, Pamela	RE	Business Administration	1BM	53.29
Ambriz, Larry	RE	Accounting/Finance	1BM	53.29
Anaya, Jose	RE	Business Administration	6BM	67.49
Baber, James	RE	Business Administration	6BM	67.49
Baker, Craig	RE	Psychology	6BM	67.49
Beas, Virginia	RE	Psychology	3AM	59.58
Beck, Karen	RE	Psychology	6BM	67.49
Berling, Kim	RE	Philosophy	2AD	58.41
Bird, William	RE	Real Estate	6BD	69.85
Bodmer, Ryan	RE	Administration of Justice	2AM	56.44
Brandt, Irene	RE	Psychology	2AM	56.44
Brown, Scott	RE	Business Administration	6BM	67.49
Brown, William	RE	Paralegal	5AD	68.15
Carranza, Jaime	RE	Real Estate	6BB	65.20
Celestine, Mellonie	RE	Business Administration	1BM	53.29
Chang, Jeffrey	RE	History	1BM	53.29
Chatman, Timothy	NH	Philosophy	1AM	53.29
Cho, Yoon-Sung	RE	Philosophy	6BM	67.49
Cicino, Monte	RE	Real Estate	6BB	65.20
Ciraulo, John	RE	Business Administration	6AM	67.49
Ciraulo, Tammy	RE	Business Administration	1BM	53.29
Coca, Larry	RE	Accounting/Finance	1BM	53.29
Connelly, Gary	RE	Business Administration	2AM	56.44
Cooper, Johnny	RE	Paralegal; Bus. Comp. Off. Tech	6BM	67.49
Costello, Chad	RE	Interdisciplinary Studies	6BM	67.49
Davis, Patricia	RE	Accounting/Finance	6BB	65.20
Davis, Richard	RE	Business Comp. Office Tech.	6BM	67.49
Davis, Rodney	RE	Accounting/Finance	6BB	65.20
De Los Rios, Katya	RE	Economics	6BM	67.49
Deering, Mark	RE	Philosophy	4AM	62.71
Der Mesropian, Emma	RE	Sociology	6BM	67.49
Diaz, Corina	RE	Sociology	2AM	56.44

* NH=New Hire, RE=Reemployed

Elam, Christine	RE	Business Administration	6BM	67.49
Elarcosa, Jose	RE	Business Administration	4AM	62.71
Elbiali, Abdel	RE	Economics	5AD	68.15
Eliaseen, Andrea	RE	Accounting/Finance	1BM	53.29
Fantroy, Sharon	RE	Business Administration	6BM	67.49
Farris, Michael	RE	Psychology	6AM	67.49
Ferguson, Melissa	RE	Psychology	6BD	69.85
Filer, Anthony	RE	Paralegal	6BD	69.85
Flores, Dia	RE	Anthropology	1BM	53.29
Fonti, Allison	RE	Education	4AM	62.71
Fulgham, Roietta	RE	Business Administration	1BM	53.29
Gaffaney, Gialisa	RE	Political Science	6BD	69.85
Gaffaney, Todd	RE	Psychology	6BM	67.49
Gao, Rihao	RE	Political Science	2AM	56.44
Garcia, Arturo	RE	Psychology	2AM	56.44
Garcia, Santiago	RE	Anthropology	5AM	65.84
Garza, Javier	RE	Business Administration	6BM	67.49
Ghidella, Richard	RE	Business Administration	6BM	67.49
Grady, John	RE	Business Administration	6BM	67.49
Gray, Gary	RE	Business Administration	3AM	59.58
Hall, David	RE	History	6BM	67.49
Hawkins, Michael	RE	History	6AD	69.85
Heeren, Jeff	RE	History	6AM	67.49
Henshaw, Ty	RE	Administration of Justice	3AM	59.58
Hernandez-Magallon, Karla	NH	Sociology	1AM	53.29
Hill, Carmen	RE	Real Estate	6BM	67.49
Hiscocks, Ryan	RE	Political Science	2AM	56.44
Hupp, Scott	RE	Real Estate	6BB	65.20
Jasso, Aaron	NH	Psychology	1AD	55.15
Jimenez, Fernando	RE	Administration of Justice	6BM	67.49
Jo, Jeannie	RE	Business Administration	3AM	59.58
Keenan, Diane	RE	Economics	6BM	67.49
Kelly, David	RE	Political Science	2AM	56.44
Keshishyan, Petros	RE	Business Administration	6BM	67.49
Kim, Rick	RE	Paralegal	6BD	69.85
Kisling, Kenneth	RE	Accounting/Finance	6BM	67.49
Kroll, Stephen	RE	Accounting/Finance	6BM	67.49
Lantz, Karen	RE	Business Comp. Office Tech.	6BM	67.49
Larson, Mary Anne	RE	Psychology	6BD	69.85
Laureano, Bobette	RE	Business Administration	5AM	65.84
Le Coz, Rosemarie	RE	Accounting/Finance	2AM	56.44
Lenzini, Robert	RE	Paralegal	6BD	69.85
Little, Lisa	RE	Anthropology	5AM	65.84
Livingston, Barbara	RE	Business Administration	6BM	67.49
Lopez, Luis	RE	Business Comp. Office Tech.	4AB	60.59
Maline, Rama	RE	Paralegal	6BD	69.85
McLernon, Heather	RE	Psychology	1BM	53.29
Mendoza, Maricela	RE	Sociology	1BM	53.29
Miller, Rae	RE	Accounting/Finance	4AM	62.71

* NH=New Hire, RE=Reemployed

Mirza, Adam	RE	Accounting/Finance	2AD	58.41
Mitchell, Tonya	RE	Accounting/Finance	1BM	53.29
Moshiri, Farrokh	RE	Political Science	2AM	56.44
Mosley, Yolanda	RE	Political Science	4AM	62.71
Munoz, Davene	RE	Business Administration	1BM	53.29
Nath, Janie	RE	Psychology	6BM	67.49
Neuse, James	RE	Psychology	2AD	58.41
Pakula, Jennifer	RE	Economics	5AM	65.84
Paquette, Ronald	RE	Business Administration	5AM	65.84
Pelosi, Stephanie	RE	Paralegal	3AD	61.67
Pereira, Joao Paolo	RE	Philosophy	4AM	62.71
Pozos Flores, Hilda	NH	Psychology	1AM	53.29
Ramirez, Adriana	RE	History	6BM	67.49
Rehfeld, Andrew	RE	Philosophy	2AM	56.44
Reizner, Bernard	RE	Accounting/Finance	6BM	67.49
Rendon, William	RE	Political Science	4AM	62.71
Rodriguez, Catherine	RE	Education Technology	6BM	67.49
Sandoval, Carlos	RE	Psychology	6BM	67.49
Sauber, David	RE	Paralegal	5AD	68.15
Saxon, Joseph	NH	Economics	1AM	53.29
Shopfner, Joyce	RE	Business Comp. Office Tech.	6BB	65.20
Singim, Patricia	RE	Psychology	5AM	65.84
Sliff, Robert	RE	Philosophy	6BM	67.49
Smart, Bobbi-Lee	RE	Sociology	2AM	56.44
Smith, James	RE	Administration of Justice	2AD	58.41
Smith, Neal	RE	Accounting/Finance	6BM	67.49
Smith, Stacey	RE	Economics	5AM	65.84
Spooner, Gregory	RE	Philosophy	6BM	67.49
Stapp, Leslie	RE	Philosophy	6BD	69.85
Stevenson, Kevin	RE	Business Administration	6BM	67.49
Stewart, Raquishela	RE	Business Administration	5AD	68.15
Sutherland, Corine	RE	Philosophy	6BM	67.49
Swedson, Paul	RE	History	6BM	67.49
Tahernia, Farshid	RE	Economics	6BM	67.49
Titel, Marc	RE	Business Administration	6AM	67.49
Trieu, Tim Nam	RE	Business Administration	4AM	62.71
Tsuhako, Joy	RE	Sociology	4AM	62.71
Van Dine, Barbara	RE	Business Administration	5BM	65.84
Vincent, Matthew	RE	Psychology	4AM	62.71
Vincent, Matthew	RE	Psychology	4AM	62.71
Walquist, Brian	RE	Administration of Justice	4AM	62.71
Waszak, Leon	RE	History	6BD	69.85
Williams-Manser, Danylle	RE	Political Science	2AM	56.44
Wilson, Demetrius	RE	Business Administration	4AM	62.71
Wyszpolski, Jon	RE	Business Comp. Office Tech.	6BM	67.49
Yanez, Norma	RE	Accounting/Finance	2AM	56.44
Youssef, Mariam	RE	Women's Studies	2AM	56.44

III. FINE ARTS/COMMUNICATIONS

* NH=New Hire, RE=Reemployed

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Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Barber, Kireilyn	NH	Photography	1AM	53.29
Brown, Christian	NH	Journalism	1AM	53.29
Garcia, Minerva	NH	Theatre	1AM	53.29
Salazar, Guillermo	RE	Art	1AM	53.29
Yune, Joseph	RE	Music	1AD	55.15

IV. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Aiton, Amanda	RE	Culinary Arts	6AB	65.50
Alcala, Sharol	RE	Nursing	6AB	65.50
Artates, Evangeline	RE	Medical Assisting	3AM	59.58
Banh, Linh Gia	RE	Child Development	2AM	56.44
Beckerleg, Nicole	RE	Nursing	6BB	65.20
Benson, Marie	RE	Dental Hygiene	4AM	62.71
Brabender, Marelene	RE	Dental Hygiene	6BM	67.49
Bucho, Patricia	RE	Medical Assisting	3AB	57.57
Burnham, Cynthia	RE	Nursing	6BM	67.49
Call, Mary Ellen	RE	Nursing	3AM	59.58
Canlas, Pamela	RE	Pharmacy Technician	1AB	51.49
Christiason, Eric	RE	Nursing	5AB	63.62
Cochran, Melody	RE	Nursing	3AM	59.58
Corfariu, Manuela	RE	Speech Lang. Path. Asst.	6BM	67.49
Coursey, Nancy	RE	Physical Therapist Assistant	6BB	65.20
Damaso, Stacy	RE	Culinary Arts	6BB	65.20
De Haas, Linda	RE	Physical Therapist Assistant	1BM	53.29
Diaz, Emma	RE	Pharmacy Technician	2BM	56.44
Dipietro-Fife, DiAnn	RE	Dental Hygiene	6BB	65.20
Doshi, Grishma	RE	Nursing	3AM	59.58
Felix, Debbie	RE	Nursing	2AM	56.44
Fojas, Jose	NH	Physical Therapist Assistant	1AD	55.15
Garrison, Charlotte	RE	Nursing	6BB	65.20
Gemmill, Orfilda	RE	Nursing	2AM	56.44
Hoerner, Dawn	RE	Nursing	6AB	65.50
Holmes, Carolyn	RE	Nursing	6BM	67.49
Huffman, Genevieve	RE	Speech Lang. Path. Asst.	1BM	53.29
Hurtado, Teresa	RE	Dental Assisting	2AB	54.52
Kusumoto, Alice	RE	Medical Assisting	6BB	65.20
Layne, Jean	RE	Child Development	6BB	65.20
Macwan, Angelica	RE	Nursing	5BB	63.62
Marini, Roberto	NH	Nursing	1AM	53.29
Medina, Ceci	RE	Child Development	6BM	67.49
Mendoza, Jesus	RE	Pharmacy Technician	1AB	51.49

* NH=New Hire, RE=Reemployed

Montellano, Martha	RE	Nursing	2AM	56.44
Montez-Ochoa, Virginia	RE	Nursing	4AD	64.90
Nguyen, Ann	RE	Dental Hygiene	6BM	67.49
Nicholas, Edlyne	RE	Culinary Arts	2AM	56.44
Ninomaya, Kathlyn	RE	Dental Hygiene	6BB	65.20
Paris, Jennifer	RE	Child Development	3AM	59.58
Quirk, Jean	RE	Dental Assisting	6BB	65.20
Ramirez, Michelle	RE	Child Development	1BM	53.29
Roberts, Rene	RE	Child Development	6BM	67.49
Ross, Tracy	RE	Dental Hygiene	4AB	60.59
Rubottom, Jenese	RE	Nursing	6BM	67.49
Sandoval, Yolanda	RE	Child Development	2AM	56.44
Saucedo, Marisol	RE	Dental Assisting	6BB	65.20
Schmidt, Clifford	RE	Medical Assisting	6BB	65.20
Silva, May	RE	Child Development	6BM	67.49
Smith, Shawna	RE	Nursing	6BB	65.20
Stephens, Kristen	RE	Dental Hygiene	1BB	51.49
Tanamachi, Canderlaria	RE	Nursing	2AM	56.44
Velasquez, Angelica	RE	Nursing	4AB	60.59
Watanabe, Catherine	RE	Nursing	3BM	59.58
Wilson, Donna	RE	Nursing	6BB	65.20
Wooledge, Connie	RE	Culinary Arts	1BM	53.29
Wu, Suyen	RE	Nursing	3AM	59.58
Yu, Jessica	RE	Culinary Arts	2AM	56.44

V. LIBERAL ARTS

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Acosta-Licea, Jennifer	RE	Speech	5AM	65.84
Aguirre, Geoffrey	RE	English	3AD	61.67
Altebarmakian, Tamar	RE	English	3AM	59.58
Amano-Tompkins, Tommy	RE	English	3AM	59.58
Andreacchi, Bart	RE	English	2AM	56.44
Asis, Brian	RE	English	6BM	67.49
Avalos, Bethany	NH	English	1AM	53.29
Bailey, Kathryn	RE	French	6BD	69.85
Bair, Richard	RE	ESL	3AM	59.58
Baker, John	RE	English	6BM	67.49
Barone, Katie	RE	Speech	4AM	62.71
Benitez-Whitney, Melanie	RE	Speech	2AM	56.44
Berry, Patricia	RE	ESL	6BM	67.49
Bielik, Nicholas	RE	English	6BM	67.49
Blake, Lesley	RE	English	3AM	59.58
Brashear, Nelly	RE	English	1BM	53.29
Buscher, Michelle	RE	English	5AM	65.84
Carney, Danielle	RE	English	6BM	67.49

* NH=New Hire, RE=Reemployed

Carrell, Kenneth	RE	Speech	3AM	59.58
Castellanos, Ralph	NH	Speech	1AM	53.29
Chao, Iris	RE	English	5AM	65.84
Chatham, Lynne	RE	English	6BM	67.49
Cifuentes, Otto	RE	Spanish	5AM	65.84
Cole, Erin	RE	English	5AM	65.84
Coriaty, Raymond	RE	English	6BD	69.85
Correa, Rosario	RE	Spanish	2AM	56.44
Cristin, Sara	RE	English	2AM	56.44
Crozier, Judith	RE	English	4AM	62.71
Crum, Anjanette	RE	English	6BM	67.49
Cuesta, Yolanda	RE	Spanish	6BM	67.49
Deon, Letitia	RE	English	3AM	59.58
Dongell, Robert	RE	English	6BM	67.49
Espinoza, Carolina	RE	English	3AM	59.58
Farol, Richard	RE	English	2AM	56.44
Fischer, Anna	RE	ESL	6BM	67.49
Flores-Salcido, Dahlia	RE	Reading	6BM	67.49
Folayan, Elaine	RE	English	4BD	64.90
Forsythe, Christopher	NH	Speech	1AM	53.29
Fousek, Stephanie	RE	English	3AD	61.67
Frankki, James	RE	German	2AD	58.41
Fraser, Chance	RE	English	4AM	62.71
Garcia, Fatima	RE	Spanish	2AM	56.44
Garcia, John	RE	English	4AM	62.71
Gigliotti, Dana	RE	Reading	6BM	67.49
Gil, Nicholas	RE	English	3AM	59.58
Gomez, Barbara	RE	American Sign Language	5AB	63.62
Grigorieff, Annette	RE	Reading	6BM	67.49
Gutierrez, Rebekah	RE	Speech	1AM	53.29
Hall, Avery	RE	Reading	6BD	69.85
Hamilton, Kieko	RE	Japanese	6BM	67.49
Hanniff, Brooke	RE	Speech	6BM	67.49
Hernandez, Irma	RE	Spanish	5BM	65.84
Hicks, Sarah	RE	English	3AM	59.58
Hitch, Ryan	NH	English	1AM	53..29
Hulett, Olivia	RE	English	2AM	56.44
Jalloh, Katrina	RE	English	4AM	62.71
JeanPierre, Shani	RE	English	1BM	53.29
Kane, John	RE	Reading	6BM	67.49
Kawell, Susan	RE	Reading	4AD	64.90
Kelley, Heather	RE	Speech	3AM	59.58
Kensinger, David	RE	Speech	5AM	65.84
Khurana, Sheetal	NH	Speech	1AM	53.29
Koukabi, Elham	RE	ESL	2AM	56.44
Krulic, James	RE	English	6BM	67.49
La Porta Michele	RE	English	6BM	67.49
Lam, Tai	RE	Chinese	3AM	59.58
Lamas, Catherine	RE	English	2AM	56.44

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Lefebvre, Lyndsey	RE	English	6BM	67.49
Leis, Corey	RE	English	3AM	59.58
Ludvigsen, Lindsay	RE	English	4AM	62.71
Manshouri-Keramati, Marjan	RE	Reading	5AM	65.84
Maravilla, Rudith	RE	English	2AM	56.44
Martinez, Laura	RE	Speech	1BM	53.29
Mata, Chimene	RE	English	6BM	67.49
McLaughlin, Patrick	RE	Reading	6BM	67.49
Michelotti, Andrea	RE	American Sign Language	6BM	67.49
Milinich, Mark	RE	English	6BD	69.85
Miranda, Veronica	RE	English	4AM	62.71
Mochizuki, Steve	RE	Japanese	6BM	67.49
Morrison, Anna	RE	English	4AM	62.71
Nava, Michelle	RE	English	3AM	59.58
Navarro, Blanca	RE	Spanish	3AM	59.58
Nave, Marquis	RE	English	6BM	67.49
Neitzke, Nicole	RE	English	1BM	53.29
Nguyen, Christina	RE	Speech	4AM	62.71
Nicolas, Jean-Pierre	RE	French	6BM	67.49
Nishimura, Mark	RE	English	4BM	62.71
Orr, Alyesse	RE	English	2AM	56.44
Panto, Danielle	RE	English	3AM	59.58
Parseghian, Levon	NH	English	1AM	53.29
Patterson, Carrie	RE	Speech	1BM	53.29
Pham, Viethang	RE	English	6BD	69.85
Politanoff, Ashton	NH	English	1AM	53.29
Poturica, Vincent	RE	English	2AM	56.44
Powell, Laura	RE	English	2AM	56.44
Ramser, Dean	RE	English	3BM	59.58
Reeves, Mallory	RE	English	4AM	62.71
Renteria, Robert	RE	Reading	6BM	67.49
Reyes, Amanda	RE	English	2AM	56.44
Rios, Rebecca	RE	English	6BM	67.49
Rodriguez, Phillip	RE	English	6BM	67.49
Rouhi, Samaneh	RE	ESL	1BM	53.29
Russell, Christy	RE	English	6BM	67.49
Sadeghipour, Allia	RE	English	2AM	56.44
Salim, Faryha	RE	Speech	5AM	65.84
Sandoval, Amy	RE	English	4AM	62.71
Saraekhani, Ryan	RE	English	3AM	59.58
Smith, Harold	RE	Reading	6BM	67.49
Smith, Sean	RE	English	6BM	67.49
Spradlin, Nancy	RE	ESL	6BM	67.49
Stanfield, Scott	RE	English	6BD	69.85
Stansbury, Deanna	RE	English	4AM	62.71
Stavast, John	RE	English	6BM	67.49
Tamayo, Kristen	NH	English	1AM	53.29
Taylor, Katrina	RE	Speech	5AM	65.84
Teng, Merica	RE	English	3AM	59.58

* NH=New Hire, RE=Reemployed

Tilley, Gerald	RE	Reading	6BM	67.49
Toomey, Adrian	RE	Speech	4AM	62.71
Trujillo, Yolanda	RE	Spanish	4AM	62.71
Tucker, Jazmine	RE	Reading	6BM	67.49
Vanciu, Alina	RE	English	6BM	67.49
Vang, Burlee	RE	English	3AM	59.58
Vejar, Irma	RE	Spanish	6AM	67.49
Vera, Bridgette	NH	English	1AM	53.29
Wagner, Helene	RE	Speech	6BM	67.49
Wallace, Toren	NH	English	1AM	53.29
Walsh, Wendy	RE	English	6BM	67.49
Watnik, Webster	RE	English	6BM	67.49
Whynaught, Jeffrey	NH	English	1AM	53.29
Williams, Roberta	RE	Reading	4AM	62.71
Wu, Danette	RE	English	2AM	56.44
Yang, Ruixue	RE	Reading	6BM	67.49
Yingst, Sylvia	RE	American Sign Language	6BB	65.20
Zamora, Victor Lazaro	NH	English	1AM	53.29
Zumaeta, Haydee	RE	Spanish	6BM	67.49

VI. PHYSICAL EDUCATION

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Pacheco, Jose	NH	Coaching	1AB	51.49

VII. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Alshawa, Ahmad	NH	Chemistry	1AD	55.15
Corbin, Steve	RE	Computer Sciences	6BM	67.49
Maravilla, Eugenia	NH	Chemistry	1AM	53.29
Mathur, Raghubansh	NH	Chemistry	1AD	55.15
Montegary, Matthew	NH	Mathematics	1AM	53.29
Nauli, Sehat	NH	Chemistry	1AD	55.15
Patil, Ashok	RE	Computer Sciences	4AM	62.71
Reyes, Jesus	NH	Biology	1AM	53.29
Souki, Stuart	NH	Biology	1AD	55.15

VIII. TECHNOLOGY

				Rate
Part-Time Instructors			**Salary**	
Name	**Status***	**Discipline**	**Placement****	
Aguirre, Anna	RE	Cosmetology	6BB	65.20
Arias, Rogelio	RE	Machine Tool Technology	2AB	54.52

* NH=New Hire, RE=Reemployed

Arvizo, David	RE	Welding	5AB	63.62
Barnes, James	RE	Machine Tool Technology	6BB	65.20
Benedict, Jessica	RE	Engineering Design Technology	3AB	57.57
Berkan, Ilya	RE	Automotive Mechanical Repair	1BM	53.29
Bowen, Keshia	RE	Cosmetology	5BM	65.84
Bradford, Duane	RE	Welding	4AB	60.59
Chisum, Anthony	RE	Automotive Collision Repair	6BB	65.20
Corzo, Rolando	RE	Automotive Collision Repair	2AB	54.52
Ferre, Brian	RE	Automotive Collision Repair	6BB	65.20
Gallagher, Pete	RE	Automotive Mechanical Repair	1BB	51.49
Gonzalez, Jaime	RE	Automotive Mechanical Repair	3AB	57.57
Gonzalez, Juan	RE	Automotive Mechanical Repair	6BB	65.20
Greas, Mina	RE	Architecture	4AB	60.59
Guerrero, Mario	RE	Machine Tool Technology	6BB	65.20
Hagenbach, Darlene	RE	Automotive Collision Repair	6BB	65.20
Hernandez, Benjamin	RE	Woodworking	4BB	60.59
Husted, Curtis	RE	Machine Tool Technology	1BB	51.49
Hutchison, Philip	RE	Automotive Collision Repair	6BB	65.20
Jacobo, Cesar	RE	Automotive Mechanical Repair	6BB	65.20
Jakahi, Jayson	RE	Automotive Collision Repair	6BB	65.20
Jamka, Alan	RE	Engineering Design Technology	5AM	65.84
Krause, Peter	RE	Woodworking	6BB	65.20
Long, Judith	RE	Cosmetology	5AB	63.62
Loucks, Eric	RE	Woodworking	1BB	51.49
Maine, Robert	RE	Automotive Mechanical Repair	3AB	57.57
Martin, Eduardo	RE	Automotive Mechanical Repair	4AB	60.59
Martinez, Daniel	RE	Engineering Design Technology	2AB	54.52
Mendoza, Luis	RE	Plastics	6BM	67.49
Miller, Brian	RE	Woodworking	6BB	65.20
Nguyen, Trinity	RE	Cosmetology	4AB	60.59
Nunez, Johnny	RE	Welding	5AB	63.62
Pacheco, Rupert	RE	Welding	6BB	65.20
Paul, Daniel	RE	Architecture	6BM	67.49
Perkins, David	RE	Welding	6BB	65.20
Roehrs, Kurt	RE	Automotive Collision Repair	1BB	51.49
Roper, David	RE	Automotive Mechanical Repair	2BB	54.52
Sanchez, Carlos	RE	Woodworking	6BB	65.20
Smith, Lynda	RE	Cosmetology	6AB	65.50
Stever, Eugene	RE	Engineering Design Technology	5BB	63.62
Supple, Marty	RE	Automotive Mechanical Repair	6BB	65.20
Thornbury, Robert	RE	Woodworking	6BB	65.20
Tomaselli, Nancy	RE	Cosmetology	6BB	65.20
Treadwell, Gary	RE	Automotive Mechanical Repair	2AM	56.44
Trimble, William	RE	Woodworking	6BM	67.49
Van, Holly	RE	Architecture	2AM	56.44
Vasilik, Rick	RE	Automotive Mechanical Repair	6BB	65.20
Villalon, Ramiro	RE	Architecture	3AB	57.57
Wood, John	RE	Woodworking	6BB	65.20

* NH=New Hire, RE=Reemployed

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IX. STUDENT SERVICES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Brooks, Kerry	RE	EOPS	3CM	47.03
Casillas, Veronica	RE	EOPS	3CM	47.03
Franco, Ramon	NH	Counseling	1CM	43.91
Laird, Tiffanie	RE	DSPS Specialist/Instructor	1BM	53.29
Laird, Tiffany	NH	DSPS Instructor	1AM	53.29
Macias, Dora	RE	CalWORKs	4DM	48.67
Majano, Natasha	NH	Counseling	1CM	43.91
Mucino, Patricia	RE	Counseling	2DM	45.44
O'Neal, Janice	RE	DSPS Counselor	1CM	43.91

X. LIBRARY/LEARNING RESOURCE CENTER

				Rate
Part-Time Instructors			**Salary**	
Name	**Status***	**Discipline**	**Placement****	
Loya, Eric	NH	Instructional Specialist	1AM	53.29

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate
Counselors and Librarians:
1CM=1st Semester-Masters, 1CD=1st Semester-Doctorate
1DM=2nd Semester-Masters, 1DD=2nd Semester-Doctorate
2CM=3rd Semester-Masters, 2CD=3rd Semester-Doctorate
2DM=4th Semester-Masters, 2DD=4th Semester-Doctorate
3CM=5th Semester-Masters, 3CD=5th Semester-Doctorate
3DM=6th Semester-Masters, 3DD=6th Semester-Doctorate
4CM=7th Semester-Masters, 4CD=7th Semester-Doctorate
4DM=>8 Semesters-Masters, 4DD=>8 Semesters-Doctorate

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**

Agenda Item No. 26

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

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

ACTION

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

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

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

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EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Linhares, Domingos	Facilities/Operations	Custodian	1/17/2017

Presented to the Board of Trustees: July 20, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**

Agenda Item No. 31

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Approval of Classified Reclassification in Accordance with the Provisions of the Classified Collective Bargaining Agreement

ACTION

It is recommended that the Board of Trustees approve the classified reclassification of Mr. Tim Kyllingstad in accordance with Article 5.13 Reclassification Procedures of the Classified collective bargaining agreement and approve the creation of a new classified job description for the position of Senior Accessibility Compliance Specialist effective July 1, 2016.

FISCAL IMPACT

The estimated additional annual cost is $5,364.77 which will come from the General Fund.

REPORT SUMMARY

The Reclassification Joint Committee, consisting of three representatives appointed by CSEA and three representatives appointed by the District, reviewed and analyzed the 2015-2016 reclassification requests and provided written recommendations to the District Executive Council. Executive Council read each reclassification request and reviewed the recommendations made by the joint committee. Executive Council made its recommendations and the Board of Trustees took action at its regular meeting on May 18, 2016. Mr. Kyllingstad's reclassification request was placed on abeyance until it was reviewed by Mr. Bill Ewing, Classification and Compensation Consultant.

The Reclassification Joint Committee and Executive Council review Mr. Ewing's recommendation. Executive Council is recommending approval of a new job classification and description for the position of Senior Accessibility Compliance Specialist, Grade 50, and to reclassify Mr. Kyllingstad to this new job classification effective July 1, 2016.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Senior Accessibility Compliance Specialist job description.

Cerritos College Position Description

Position: Senior Accessibility Compliance Specialist	Salary Grade: 50

Summary

Assess and recommend web application, devices, and technology-based applications with regard to accessibility compliance. Provide technical support and consultation to faculty and staff regarding access to electronic information and technology (EIT) by faculty, staff, students and members of the public who have disabilities and require access to distance education, alternate media, adaptive computer technology and other electronic information and communications services of Cerritos College; advise on institutional processes to ensure faculty, staff, and students with disabilities have timely access to state-of-the art adaptive computer technology and alternate media required for successful access.

Distinguishing Career Features

The Senior Accessibility Compliance Specialist reports to the Director of Information Technology. Support the District's accessibility of electronic and information technology by serving as a source of subject matter expertise, conducting assessments, implementing testing processes, providing remediation recommendations, and conducting software reviews. Improve accessibility of existing technology and follow technical standards to ensure compliance with District, Local, State, and Federal access regulations and requirements.

Essential Duties and Responsibilities

- Advise on development and implementation of processes to meet institutional compliance with ADA law and sections 504/508 of the Rehabilitation Act, Section 255 Guidelines, and other access to EIT regulations.
- Provide consultation regarding faculty, staff, and students with disabilities to access electronic information such as closed/open captioning, kiosks, teleconferencing, audio description, or phone services.
- Provide one-on-one and/or group training and support for faculty, staff and students in the areas of access technology, alternate media, distance education, electronic information and adaptive accommodations for faculty, staff, and students with disabilities.
- Install, configure, operate and demonstrate adaptive technology and provide instructional/technical support for staff in the Adaptive Technology Classrooms and Disabled Student Programs and Services (DSPS) Computer Lab.
- Evaluate web-based instructional materials and determine level of accessibility and necessary technology for gaining equal access.

- Act as primary contact person to staff and faculty for questions related to institutional EIT, alternate media, access to distance education and electronic content for individuals with disabilities.
- Communicate and interface with the college Information Technology support team, instructional computer lab coordinators, faculty, staff, and students regarding digital access to campus on-line courses, instructional materials, and student support services.
- Assist, advise, and test accessibility compliance for EIT purchase requests and recommend accessibility standards for software, equipment, and components.
- Recommend installation and configuration of approved access technology equipment and software across campus.
- Participate in installing and configuring upgrades to existing assistive technology that enhance continuous operations, desired performance, and service.
- Participate in troubleshooting to resolve assistive technology and operations problems. Assist and advise in the design of equally effective alternative solutions.
- Survey the current access technology on campus and collaborate with Information Technology to develop an access technology plan.
- Identify, evaluate, test and recommend for purchase, specific access technology software, hardware and/or other technology services.
- Assist in performing research and development with new access technology that may be suitable for implementation within the district.
- Assist in coordinating computer needs with the production of information in alternate formats for the institution.
- Provide statistical reports based on service delivery, problem resolution and trends in EIT use.
- Assist campus departments, divisions and/or administrative units to identify and incorporate access needs into their comprehensive planning process.
- Work collaboratively with Human Resources to make accommodation recommendations pertaining to EIT for faculty and staff.
- Participate on college committees/organizational units to counsel on EIT access.
- May train and work with hourly and student workers who are engaged in access technical support.
- Maintain currency of knowledge and skills related to the duties and responsibilities.
- Perform other related duties as assigned.

Qualifications

- **Knowledge and Skills**

Evaluation and assessment of individuals with disabilities regarding alternate access

to various types of electronic information and technology. Web access for individuals with disabilities. Current computer, web based, and access technologies. Campus standard application software. Training methods and practices in the use of assistive technologies. Alternate media formats and use (e.g. brailling, large print, audio, captioning). Accessibility guidelines and laws for individuals with disabilities (ADA, Sections 504 and 508 of the Rehabilitation Act; Section 255 of the Communications Act of 1934, as amended) alternate media, distance education and electronic information including the Electronic and Information Technology Accessibility Standards, Web Content Accessibility Guidelines (WCAG) and the Assistive Technology Act of 1998. Understand the protocols and procedures for setting up new equipment and installation of software, and troubleshooting and performing routine maintenance. Requires sufficient communication skills to provide individual instruction and technical assistance on accessibility of electronic and information technology. Requires sufficient writing skills to document technical procedures.

- **Abilities**

Analyze and solve complex and difficult accessibility problems. Assist and advise in the development of equally effective alternative solutions for accessibility to EIT. Install, program, configure, and maintain adaptive software programs and devices. Establish and maintain effective communications and working relationships among adaptive technology users. Maintain friendly and supportive atmosphere for students, faculty, staff and the public. Communicate effectively orally and in writing. Accurately research accessibility issues related to curriculum, distance education, electronic and non-electronic sources of information and the production of alternate media available for persons with disabilities. Interact effectively with faculty, staff and students, and demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students with physical and learning disabilities. Collaborate with staff and faculty to customize technology and design equally effective alternative solutions for students with disabilities in an instructional/lab setting. Develop and deliver presentations. Conduct effective meetings. Collect data, compile reports, and meet deadlines. Requires the ability to work cooperatively and productively with others.

- **Physical Abilities**

Requires ambulatory ability to move to various office, computer lab and classroom-type locations and to bend, stoop, and crawl to reach and/or install cables and equipment. Ability to sit for extended periods of time to accomplish data input and desk work. Requires sufficient hand eye coordination and dexterity to configure and maintain adaptive devices for computer access. Requires sufficient visual acuity to read technical documents and instructions. Requires the ability to lift, push, and pull objects of light weight up to 45 pounds on an occasional basis.

- **Education and Experience**

The position requires a Bachelor's degree in computer science or related technical field and three years experience with adaptive computer technology (software and hardware). Additional experience in accessibility of electronic and information

technology may substitute for some higher education. Knowledge of Americans with Disabilities Act and sections 504/508 of the Rehabilitation Act.

- **Licenses and Certificates**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist from physical labor, and positioning and handling of light weight, yet, awkward materials.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**

Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk Management

SUBJECT: Consideration of Approval of New Classified Job Classifications and Descriptions (CSEA)

ACTION

It is recommended that the Board of Trustees approve the establishment of the new classified job classifications and descriptions for Sign Language Interpreter (Grade 45, $5,292-$6,383), and Public Affairs Specialist, (Grade 38, $4,496-$5,407).

FISCAL IMPACT

The Sign Language Interpreter position may or may not have a financial impact depending on DSPS funds available to cover interpreting services. The Public Affairs Specialist is to be funded by District general fund. The estimated additional annual cost for the position is $2,830.23.

REPORT SUMMARY

Sign Language Interpreter. DSPS serves over 60 students who are deaf and use interpreters in their classes. Interpreting services are legally mandated by Section 504 of the Rehabilitation Act and must be qualified to interpret for the specific class/subject. The number of deaf students has increased by 15% over the last 5 years. Hourly Interpreters (short-term) may only work 25 hours per week, 1000 hours per year and 175 days per academic year. These limits hinder continuity of service mid semester for a particular class. Due to the shortage of interpreters, and the limitations in hiring hourly Interpreters, DSPS must rely on Sign Language Interpreting Agencies. The cost of these services can range from $60-$100 per hour. Using agency interpreters cost the college $264,603 for the 2015-2016 year. Cerritos spent $601,942 on interpreting services during the 2015-2016 year (agency and hourly interpreters). The establishment of this position can assure the level of quality and skill will be consistent when serving our deaf students and we estimate a cost savings for the District. The recommended salary range for this position is from $30.54 to $36.83 per hour.

Public Affairs Specialist. The establishment of this Public Affairs Specialist position is to re-classify the Administrative Secretary I position recently vacated to capture significant changes in duties and responsibilities required of the position. These changes resulted from increased department demands and responsibilities, including administrative and senior-level secretarial support. This position is responsible for assisting with government relations and public affairs matters and will assist with monitoring, researching

and tracking state, local and federal legislation. Other core responsibilities include planning and facilitating social media to increase engagement, and assisting with the development of promotional materials, among other duties as assigned. This position reports to the Director of College Relations, Public Affairs, and Governmental Relations.

CSEA and District met, discussed, and agreed on the establishment and salary placement of these classified job classifications.

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

ATTACHMENT(S)
Sign Language Interpreter and Public Affairs Specialists job descriptions

Cerritos College Position Description

Position: Sign Language Interpreter	Salary Grade: 45

Summary

Under the direction of the Dean of Disabled Students Programs and Services (DSPS), the American Sign Language Interpreter (ASL Interpreter) provides appropriate sign language and/or oral interpretation for students and staff who are deaf, deaf-blind and hard of hearing in the post-secondary educational setting. This position will include lecture and laboratory classes, guidance sessions, tutoring sessions, field trips, and student activities. The ASL Interpreter may be asked to oversee the daily operations of the communication support schedule as well as mentoring.

Distinguishing Career Features

Provide high quality professional American Sign Language interpreting onsite and off campus according to approved District activities. ASL Interpreters must possess fluent American Sign Language and spoken English language skills, accurate interpreting skills, and thorough knowledge of and adherence to the RID Code of Professional Conduct. The ASL Interpreter serve the college community by interpreting educational and general information exchanged in an educational setting. Educates the campus community on Deaf culture, sharing resources and providing superior customer service. Participate in additional projects that lead to the development and progress of the DSPS services and programs.

Essential Duties and Responsibilities

- Provide both sign-to-voice and voice-to-sign interpretation/transliteration, in the students' preferred language mode, in classrooms and campus related activities.
- Provide both sign-to-voice and voice-to-sign interpretation in preferred staff members language mode.
- Conveys the full meaning of a message using oral, manual, and tactile forms of communication for deaf, deaf-blind and hard of hearing students and staff and voices their message with an oral presentation in proper English syntax.
- Provide educational interpreting for students in a lecture environment and individual instruction Observe the progress of a student and adapt or modify methods of communication and/or discuss concerns with the instructor and program staff as needed.
- Serve as an interpreter at various campus events including: department meetings, student orientations, professional development activities, counseling appointments, assessment testing, field trips, theatrical productions and other extracurricular activities,

- Consult with faculty to identify potential problems that could inhibit the effective provision of interpreting services including instructional materials or closed captioning requirements.
- Provide assistance to and substitute for the Communication Coordinator as requested, provide assistance with emerging interpreters and conducting interviews/assessments of applicants for hourly interpreter positions; assist with scheduling interpreters and captioners as needed.
- Assist in setting up and conducting meetings, workshops and training sessions.
- Observe, provide feedback to and mentor hourly interpreters as needed.
- Observe and provide feedback regarding captioners as needed.
- Oversee skill development library/materials including: Facilitate materials loan process (books, DVDs, practice tests); Following up on delinquent materials; Maintaining and expanding the library resources; ancOrganizing and updating inventory of materials available
- Respond to in-person and telephone inquiries
- Disseminate information to students, interpreters and faculty
- Oversee maintenance of the interpreter/captioner office
- Ensure confidentiality of all student and interpreter/captioner information
- Assist in development of interpreter and captioner handbooks/materials
- Work cooperatively and collegially as a team member while serving a multicultural population
- May perform a variety of administrative duties related to the effective programs for students who are deaf, deaf-blind or hard of hearing such as accepting voice/video calls, disseminating information, processing correspondence and records, conduct training, and maintain confidential records and documents.
- Attend Departmental functions and meetings as required.
- Perform other duties as assigned.

Qualifications

- **Knowledge and Skills**

Registry of Interpreters for the Deaf (RID) Code of Professional Conduct. Current Postsecondary/Educational sign language interpreting practices as set forth by Registry of Interpreters for the Deaf (RID). Deaf culture, technology, current trends and techniques in the field of interpreting for individuals with hearing loss and from diverse cultural and linguistic backgrounds. Excellent interpersonal and communication skills. Basic recordkeeping and administrative procedures. Utilization of computer systems, equipment and software used in providing services to individuals who are deaf, deaf-blind, hard of hearing, or have a cochlear implant.

- **Abilities**

Accurately interpret from English to both American Sign Language (ASL) and Conceptually Accurate Signed English (CASE) and other signed systems. Accurately interpret from both ASL and CASE to spoken English. Convey the thought, intent and spirit of a speaker communicating to students who are deaf, deaf-blind, or hard of hearing. Ability to utilize the preferred sign language vocabulary to ensure proper interpretation for various academic, social and vocational subject matters. Establish and maintain effective relationships with students, faculty and staff. Work independently on a variety of assignments. Communicate effectively both verbally and in writing. Work effectively with college students, faculty and staff from a variety of backgrounds. Work effectively with students with deafness and other disabilities. Ability to platform interpret.

- **Physical Abilities**

May require maintaining physical condition necessary for walking, standing or sitting for long periods of time. Dexterity of hands and fingers for clarity in sign language. Visual and auditory acuity to facilitate the interpreting process.

- **Education and Experience**

The position requires any combination equivalent to: Graduation from an Interpreter Training Program (ITP) or equivalent or Associate Degree in American Sign Language, Interpreting, or a related field; AND 3 years' experience interpreting for deaf, deaf-blind and hard of hearing individuals; AND possession of any of the following national certifications: Registry of Interpreters for Deaf (RID), Educational Interpreter Performance Assessment (EIPA) with score of 4.0 or higher; National Interpreter Certification (NIC); Certificate of Interpretation (CI) and Certificate of Transliteration (CT); National Association for the Deaf (NAD).

- **Licenses and Certificates**

Require a valid driver's license.

Working Conditions

Work is performed indoors in an office environment, classroom, and laboratory settings. Extensive contact with students who are deaf, deaf-blind and hard of hearing.

Cerritos College Position Description

Position: Public Affairs Specialist	Salary Grade: 38

Summary

Under the direction of the Director, College Relations, Public Affairs, and Governmental Relations, performs specialized administrative support duties, including (but not limited to) administration of office routines and systems, processing of financial transactions, and reception, facilitating Public Affairs processes, transcribing of specialized or technical notes, and composing original documents and reports. Assists with administrative projects and programs that impact and/or involve other organization units and locations.

Distinguishing Career Features

The Public Affairs Specialist provides administrative and senior-level secretarial support. The Public Affairs Specialist requires competencies such as the ability to use independent judgement, discretion, professionalism, and interpretation of policies and procedures, and implement required procedures for Public Affairs. This position requires the ability to accurately coordinate information and prepare formal presentations, special studies and reports for Public Affairs, including government relations and public affairs matters and will assist with monitoring, researching and tracking state, local and federal legislation. The Public Affairs Specialist will plan and facilitate social media to increase engagement, and assist with the development of promotional materials.

Essential Duties and Responsibilities

- Provide support to and may coordinate activities connected with governmental relations and public affairs matters.
- Research state, local, and federal legislation from external resources such as governmental agencies and organize information in a reporting format.
- Maintain social media and monitor social media campaign performance.
- Prepare presentation materials that support public speaking engagements such as overheads, pictures, charts, and graphs.
- Participate in, and may coordinate and/or prepare certain aspects of newsletters and other internal and external publications describing events, activities, and giving feature stories.
- Conduct research of community demographics and educational interests. Work with institutional researchers to identify and understand trends.

- May provide input on design and promotional materials, taking into consideration the intended message, audience, and the need to integrate text, graphics, and artwork.
- Take notes and prepare minutes for Web Standards Committee meetings.
- Receive visitors and screen telephone calls, handling routine matters, providing information, or routing calls to administrators as necessary.
- Schedule appointments and arrange meetings. Prepare schedules and inform participants, confirming dates and times.
- Provide logistics and other support to on and off campus events. Participate in communications to event participants.
- Maintain records and assist in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Collect and coordinate documents for class schedule and catalog.
- Update the District's main outdoor digital marquee.
- Assist with development of organizational unit budget proposals by collecting information and maintaining communications with work sections on status and information needs.
- Maintain approved budgets and transaction records, including those for projects. Maintain budget records and prepare, process, and enter payroll, timecard information for employees in the organization unit.
- Receive, process, and may reconcile documents for expenditures. Prepare requisitions and claims for reimbursement.
- Order merchandise and services from pre-approved purchase orders and within authorized spending limits.
- May update and modify website pages using established formats and standards.
- Performs other related duties as assigned.

Qualifications

- **Knowledge and Skills**

Requires strong language and writing skills to prepare professional materials and edit text to be suitable for communications. Requires sufficient English language skills to edit technical and policy copy for grammar, syntax, clarity, and content. Requires well-developed interpersonal skills to interact and share information with a wide range of contacts on- and off- campus. Requires proofreading and editing skills to review educational and promotional materials. Requires a working knowledge of computer-aided office productivity tools including but not limited to, Microsoft Office, desktop publishing, graphics, and internet and intranet web page editing programs. Requires working knowledge of modern office practices, procedures and equipment, including filing systems, telephone techniques, and letter and report writing. Requires a working knowledge of, and skill at using personal computer based software programs, including but not limited to word processing, spreadsheet,

and basic presentation graphics. Requires strong knowledge of social media platforms. Requires sufficient math skills to perform budget and record keeping.

- **Abilities**

Requires the ability to learn, explain, and promote College programs and functions. Requires the ability to identify, organize, and sequence activities that support marketing and communications projects. Requires the ability to work under deadline pressure and handle simultaneous projects. Requires the ability to access website pages to edit and update materials. Requires the ability to troubleshoot problems associated with production of graphics and web page images. Requires the ability to compose written copy from instruction, concept, or hand copy and convert to formats suitable for external distribution. Requires the ability to work cooperatively and productively with diverse populations.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position requires a Bachelor's degree in English, public relations, marketing communications or related field. Two years of experience in public relations, marketing, public affairs or communications. Additional relevant experience combined with an Associate's degree may substitute for some higher education. Preferred experience in government relations, working for an elected official and/or related work.

- **Licenses and Certificates**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

SUBJECT: **Acknowledgement of Receipt of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for July 1, 2016 - June 30, 2017.**

ACTION
It is recommended that the District acknowledge receipt of the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2016 - June 30, 2017.

FISCAL IMPACT
The financial implications are contingent on the results of negotiations.

REPORT SUMMARY
The attached initial proposal was submitted by CSEA, Chapter #161, for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2016 - June 30, 2017, pursuant to the provisions of Article 2.4.1 and Article 28 of the CSEA-District Collective Bargaining Agreement and for public review at the July 20, 2016, meeting of the Board of Trustees. Per the District's Administrative Procedure 2610, the public shall have an opportunity to respond to the CSEA initial proposal. A public hearing item has been placed on the August 17 regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board shall take action to acknowledge official receipt of CSEA's initial proposal.

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

ATTACHMENT(S)
CSEA Chapter #161 Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2016 - June 30, 2017.

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CSEA Chapter 161

Memorandum

HUMAN RESOURCES
CERRITOS COLLEGE
2016 MAY 25 PM 1 18

TO: Dr. Mary Anne Gularte, Vice President of Human Resources

FROM: Lynn Laughon, President CSEA Chapter #161 LL

DATE: May 25, 2016

SUBJECT: CSEA Chapter #161's Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2016, and ending June 30, 2017 re-openers.

The following represents CSEA Chapter #161's initial proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the District, as per Article 2, for the period beginning July 1, 2016, and ending June 30, 2017 re-openers.

ARTICLE 7: HOURS OF EMPLOYMENT

7.10 Call Back Time
CSEA, Chapter #161 proposes to change how the provisions of call back are administered.

7.12 Shift Classifications
CSEA, Chapter #161 proposes to change the definitions of the various shift classifications.

7.16 Vacations
CSEA, Chapter #161 proposes to change the formula by which Vacation is accrued.

7.16.9 Vacation Leave Buy Back:
CSEA, Chapter #161 proposes to change the amount of vacation that eligible employees may sell back to the District.

7.17 Four Ten-Hour Day Workweek
CSEA, Chapter #161 proposes to change the way holidays are administered under this work schedule.

7.19 Voluntary Nine Hour Per day/Eighty Hours Per two-Week Schedule
CSEA, Chapter #161 proposes to change the way holidays are administered under this work schedule.

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7.20 Floating Holiday:
CSEA, Chapter #161 proposes to e[illegible]d the amount of time a unit employee may have to use their floating holiday.

CSEA, Chapter #161 proposes the addition of a work schedule to Article 7 that would be a 32 hour week, paid at a forty hour per week rate.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **August 17, 2016**
Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Approval of Estoppel and Consent of Third Party Transfer of Senior Housing Facility

ACTION
It is recommended that the Board of Trustees approve the Estoppel and Consent for the proposed Third Party Transfer between Avalon at Cerritos, LLC and Welltower Inc, subject to approval by the City of Cerritos at its August 24, 2016 City Council Meeting. By the terms of the proposed Third Party Transfer, Avalon at Cerritos, LLC, the current owner of the residential care facility for the elderly located on an approximate 5.5 acre portion of the College property, will sell and transfer all its interest, rights and obligations in the senior facility to a subsidiary of Welltower Inc.

FISCAL IMPACT
At the close of escrow which is scheduled for August 31, 2016, pursuant to Section 8.1.1(d) of the Ground Sublease, the College will receive as additional rent, 3% of the $31,000,000 sales price, less the reasonable expenses directly related to the Third Party Transfer.

REPORT SUMMARY
Pursuant to Section 8.1.1(c), 8.1.2 and 8.1.3 of the Ground Sublease, Avalon at Cerritos, LLC - the current sublessee to the City of Cerritos pursuant to the Ground Lease between the District, as Master Landlord, and the City, as the Ground Lessee - has requested to transfer all its interests under the Ground Sublease and Improvements to such Welltower Inc., subsidiary and change the Management Entity for the senior facility to SRG Pacific Mgmt LLC. Since the Ground Lease provides that among its "Reserved Rights" the City must approve any Third Party Transfers, the City, after performing its due diligence, has agendized the Estoppel and Consent for action on August 24, 2016. Since the City shares these Reserved Rights with the College, the Board of Trustees is also required to approve the Estoppel and Consent.

At the close of escrow which is scheduled for August 31, 2016, pursuant to Section 8.1.1(d) of the Ground Sublease, the College will receive as additional rent, 3% of the $31,000,000 sales price, less the reasonable expenses directly related to the Third Party Transfer.

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: **August 17, 2016**
Agenda Item No. 35

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: **Consideration of Approval of Board Resolution No. 16-0817A Accepting the Report and Recommendations of the Ad Hoc Committee Regarding the Complaints of Trustees Arthur and Drayer and Resolving to Reprimand Trustee Drayer for Violating Board Policy 2715.9.C. And 2715.10**

ACTION
It is recommended that the Board of Trustees approve Board Resolution No. 16-0817A Accepting the Report and Recommendations of the Ad Hoc Committee Regarding the Complaints of Trustees Arthur and Drayer and Resolving to Reprimand Trustee Drayer for Violating Board Policy 2715.9.C. And 2715.10.

FISCAL IMPACT
No fiscal impact.

REPORT SUMMARY
Based on the attached findings of fact and analysis the majority of the ad hoc committee, by a 2-1 vote, concluded that Trustee Arthur's complaint was sustained based on the facts, while Trustee Drayer's complaint was not sustained by the facts. As requested by the ad hoc committee the investigator provided the committee with recommendations on how to proceed. Board Policy 2715 references several forms of discipline for Board members including censure, reprimand, possible exclusion from closed sessions, referral to the District Attorney for criminal prosecution, "or other action as determined by the Board." It was the investigator's recommendation that the ad hoc committee recommend to the Board that Trustee Drayer be reprimanded for his conduct alleged in the complaint of Trustee Arthur. The ad hoc committee accepted the recommendation of its investigator, and now recommends that Trustee Drayer be reprimanded for his conduct as alleged in the complaint of Trustee Arthur.

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

ATTACHMENT(S)
Board Resolution No. 16-0817A

BOARD RESOLUTION NO. 16-0817A

RESOLUTION ACCEPTING THE REPORT AND RECOMMENDATIONS OF THE AD HOC COMMITTEE REGARDING THE COMPLAINTS OF TRUSTEES ARTHUR AND DRAYER AND RESOLVING TO CENSURE TRUSTEE DRAYER FOR VIOLATING BOARD POLICY 2715.9.c. AND 2715.10

WHEREAS, Board Policy 2715.9.c and Board Policy 2715.10 provide in pertinent part as follows:

> Each Member of the Board of Trustees of Cerritos Community College District will:
>
> 9. Promote a healthy working relationship with the President/Superintendent and his or her staff by:
>
> *...*...*
>
> c. Sharing all concerns, complaints and recommendations, as appropriate, with other Board members and the President/ Superintendent, as the Brown Act allows.
>
> 10. Recognize that contacts with the media are primarily handled by the Superintendent/President and/or Board President.

WHEREAS, Trustee Arthur gave to the Board President only a complaint against Trustee Drayer on March 2, 2016 alleging that Trustee Drayer had violated Board Policy (sometimes referred to as "BP") 2715.9.c and 2715.10.

WHEREAS, Trustee Arthur's complaint provides in pertinent part as follows:

> Dear Dr. Liu:
>
> On Wednesday, February 17, 2016 I submitted my travel receipts to Ms. Wittig for expenditures incurred while attending the 2016 ACCT Conference in Washington DC. Included with the receipts was a spreadsheet I developed detailing all expenses as well as an American Express Credit Card belonging to the college issued in my name. At the time Ms. Wittig was at her desk and Trustee Drayer was at her work station. There was no communication that I recall between Trustee Drayer and myself.
>
> On Friday evening, February 19, I received a text request from Dr. Fierro asking me to give him a call at my convenience. He and I spoke later that evening. He informed me that a request for information had been received from Hews Media regarding my travel expenditures and the use of the American Express Credit Card.
>
> Board Policy 2715 reads in part that we should promote a healthy working relationship ... sharing all concerns, complaints and recommendations, as appropriate, with other Board members and the President/Superintendent ... and recognize that contacts with the media are primarily handled by the President/Superintendent and/or the Board President.
>
> In addition, in a recent communication from the President of the CCFF regarding the negotiations between the college and the union he mentions, in part, college "credit cards" in part of his statements for his union's position.

> It is my belief that Mr. Drayer has violated our Board Policy 2715 and request that the Board President appoint an ad hoc committee to conduct an investigation and review this matter. (Emphasis added.)

WHEREAS, later that same evening Trustee Drayer gave to the Board President only a complaint which provided as follows:

> I request an ad hoc committee be set up to review the ethics of the bullying of Board member Bob Arthur to other Board members.

WHEREAS, this first complaint by Trustee Drayer provided no facts relating to what specific conduct supported the allegation of "bullying" by Trustee Arthur, and made no reference to which provision(s) of Board Policy 2715, Trustee Drayer believed were violated by Trustee Arthur. The investigator subsequently assumed that Board Policy 2715.2, which addresses conduct that may be considered "bullying," applied to Trustee Drayer's complaint. Board Policy 2715.2 provides as follows:

> Each Member of the Board of Trustees of Cerritos Community College District will:
>
> 2. Establish a climate of mutual respect and trust even though legitimate differences of opinion may exist among Board Members.

WHEREAS, at the March 2, 2016 meeting, Trustee Drayer gave the Board President a second document:

> I ask that an ad hoc committee be formed to create harmony, trust & team building of board members interpersonal communications.

WHEREAS, while this document purports to be a complaint, it does not contain any reference to factual allegations of a violation of Board Policy 2715, and was more in the nature of a request which the Board as a whole could take up as it sees fit.

WHEREAS, Board Policy 2715.15 provides procedures for the Board to enforce the provisions of Board Policy 2715.1 through 2715.14, as required by the Accrediting Commission for Community and Junior Colleges, Standard IV. With respect to enforcement, Board Policy 2715.15 provides as follows:

> 15. ENFORCEMENT
>
> a. The majority of the Board reserves the right to censure any Board member who does not adhere to the confidentiality of closed sessions or engages in any unethical conduct.
>
> b. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined the Trustee misconduct has occurred.
>
> c. A complaint of Trustee misconduct will be referred to the Board President. The Board President will appoint an ad hoc committee of three Trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board President, another officer of the Board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.

d. The Trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. (Emphasis added.)

WHEREAS, President Liu established an *ad hoc* committee pursuant to Board Policy 2715.15 to inquire into the two complaints presented to her. The *ad hoc* committee held its first meeting on March 7, 2016, and directed that legal counsel investigate this matter and report back to the committee with his findings and recommendations. Neither Trustee Drayer, nor Trustee Arthur received a copy of the other's complaint(s) in advance of their interviews by counsel. Trustee Drayer dismissed his complaints against Trustee Arthur, many of the same allegations were repeated to the committee at its meeting with Trustee Drayer on August 9, 2016.

WHEREAS, the following paragraphs summarize the findings of the investigator reported to the *ad hoc* committee prior to August 9, 2016.

A. Trustee Drayer's Complaint - April 14, 2016, Telephonic Interview of Trustee Drayer

1. Shortly after the *ad hoc* Committee's initial meeting, the Superintendent/President, Dr. Fierro, informed the investigator that Trustee Drayer did not want to meet with the investigator out of a concern that the investigator was biased against him. Trustee Drayer's concern was based on his perception that the investigator was present at the meeting where Trustee Arthur's complaint against Trustee Drayer was received by the Board President. As a result, for several weeks, no progress was made with respect to this investigation.

2. On April 14, 2016 at approximately 3:30 p.m., Trustee Drayer called the investigator, and the investigator and Trustee Drayer spoke for just under an hour. At first the investigator asked if they could set up a meeting so that he could conduct the interview in person. Trustee Drayer said he would be unable to meet, because all of the stress the District and Board members are causing him has resulted in him having pink eye. However, Trustee Drayer proceeded to give the investigator a "preview" of what he would tell the investigator if they were to meet in person.

3. Trustee Drayer told the investigator that he is "convinced" that the Board, and particularly Trustee Arthur, is "out to get him." Trustee Drayer told the investigator that he believes that Trustee Arthur dislikes and is opposed to Trustee Drayer because Trustee Arthur and other Board members are "homophobic republicans." Trustee Drayer believes he is being discriminated against because of his sexual orientation among other protected characteristics. He believes the Board and Dr. Fierro are intent on frustrating his ability to receive public records or provide information that will embarrass Trustee Arthur and other Board members. Trustee Drayer believes that the Board is intent on violating his First Amendment rights, and that Dr. Liu and the investigator "tainted the jury pool" when the committee was formed to consider Trustee Arthur's complaint against Trustee Drayer, and Trustee Drayer's complaints against Trustee Arthur.

4. Trustee Drayer claims that Trustee Arthur intends to, and has engaged in harassing and threatening behavior. More specifically, according to Trustee Drayer this assertion arises, at least in part, from a trip that Trustees Zurich, Liu and Drayer took to visit Southwestern College in San Diego County. The purpose of the trip was to gather additional information on one of the finalists for the then current presidential vacancy. Apparently, former President Lacy had arranged a District van and driver to take the Board members down to the College, but instead Trustee Arthur drove the group. According to Trustee Drayer, he felt "coerced" into going with Trustee Arthur and the other trustees. The other trustees did not have a problem with the change or Trustee Arthur's driving, "because they are politically aligned," according to Trustee Drayer. Trustee Arthur allegedly did things that terrified and stressed Trustee Drayer, including driving very fast, and refusing to stop to allow Trustee Drayer to use the restroom or get something to eat, despite Trustee Arthur

knowing that Trustee Drayer suffered from several ailments that would necessitate stops and eating. Trustee Drayer stated that Trustee Arthur was intent on "psychologically tormenting me." Trustee Drayer stated that Trustee Arthur had a "time certain to be back in the area."

5. Trustee Drayer asserted during the interview that credit card records from 2003-2011 had been destroyed. He stated that the credit cards are an "outrage" and that he has checked with other entities and they do not allow their elected officials to have credit cards.

6. At different points in the interview Trustee Drayer made reference to desiring that a neutral mutually agreeable third party be brought in to facilitate a discussion between Trustee Arthur and Trustee Drayer. Trustee Drayer suggested Dr. Eddie Hernandez be utilized to facilitate the discussion; Dr. Hernandez had headed the search to fill the current President's position. Trustee Drayer also felt that a facilitated meeting among all of the Board members would be useful. These comments are consistent with Trustee Drayer's request in his second "complaint" received by the Board President on March 2, 2016.

7. Trustee Drayer then returned to his theme of asserting how much personal damage Trustee Arthur, the Board, and Dr. Fierro have caused him. Trustee Drayer claims that as a result of his service on the Board he has been diagnosed with "Post Traumatic Stress Disorder" and "anxiety." He further claims that he has sought accommodation from the District's Human Resources office. The investigator did ask Trustee Drayer why he thought Human Resources would be able to assist a Board member with accommodations since he was not an employee. Trustee Drayer responded that for some purposes he was an employee, or "like an employee." The investigator did not challenge these assertions.

8. Trustee Drayer expressed his belief that he "feels that Trustee Arthur wants to kill" him. He then returned to another theme: "I'm a vocal gay wealthy person." Trustee Drayer stated that he wants the Board to be open minded about him and his efforts at transparency.

9. The foregoing reflects a partial summary of the interview with Trustee Drayer; however, all aspects of Trustee Drayer's specific "bullying" allegation are included herein.

B. April 26, 2016 Interview of Trustee Arthur

1. Since the investigator was only able to conduct his interview of Trustee Drayer by telephone, he concluded that he would conduct his interview of Trustee Arthur by telephone as well. On April 26, 2016, at approximately 4:00 p.m, the investigator spoke with Trustee Arthur for about thirty-five minutes. The first portion of the conversation focused on Trustee Arthur's complaint against Trustee Drayer. Trustee Arthur confirmed the factual statements in his complaint.

2. Trustee Arthur stated that as a result of a Board discussion at a meeting sometime in 2008, it was determined that credit cards would be provided to trustees, but not kept by them; the cards could be "check-out" from the Executive Assistant in the President's office when travelling on District business, but had to be returned to Ms. Wittig at the end of the business trip. Trustee Arthur was not aware of whether the District's or Board's practice with respect to the issuance of credit cards has changed.

3. In speaking with the Superintendent/President, Dr. Jose L. Fierro, Board President, Dr. Shin Lui, and Trustee Bob Arthur, the investigator learned that in public session on March 2, 2016, Trustee Drayer admitted having engaged in the conduct alleged in Trustee Arthur's complaint.

4. Based on Trustee Drayer's admission, the investigator concluded as a matter of fact, that upon observing Trustee Arthur turning in his expense reimbursement request for his trip to the Association of Community College Trustees meeting in Washington D.C., and his District issued credit card, to Andrea Wittig, Executive Assistant to the President, on Wednesday, February 17, 2016, Trustee Drayer, shortly thereafter took his suspicions to the media and the faculty association rather than asking Trustee Arthur, or President Fierro about the credit card.

5. In light of Trustee Drayer's admission of the allegation in Trustee Arthur's complaint, the main purpose of interviewing Trustee Arthur was to obtain his version of the facts with respect to Trustee Drayer's complaint, after learning the specifics of that complaint from Trustee Drayer.

6. When the investigator asked Trustee Arthur what he thought Trustee Drayer should have done, Trustee Arthur responded that Trustee Drayer should have gone to Dr. Fierro or the Board President and asked that there be an agenda item regarding use of District issued credit cards by Trustees. Trustee Arthur also stated that Trustee Drayer could have also come to him directly.

7. Trustee Arthur had not seen or heard the content of Trustee Drayer's "bullying" complaint, and was not aware that it had been given to Board President Liu on March 2, 2016.

8. When asked to describe his relationship with Trustee Drayer, Trustee Arthur responded that they are "on the Board together, other than that they have no relationship." Trustee Arthur denied disliking Trustee Drayer. Trustee Arthur recognized that they have differences of opinion at the Board table, otherwise their relationship is civil. Trustee Arthur had no understanding of what Trustee Drayer was referring to in his allegation that Trustee Arthur "bullied" Trustee Drayer. Trustee Arthur did not know that Trustee Drayer believed that he and other Board members oppose and dislike Trustee Drayer because they are "homophobic Republicans."

9. With respect to the visit to Southwestern College, Trustee Arthur denied knowing that a van had been arranged for the trip, but stated that he would have driven his car alone because it would be more comfortable and he needed to return on time for a family event that evening. Trustee Arthur denies having done anything that would have "coerced" Trustee Drayer into going in his car. Trustee Arthur does not recall any of the trustees complaining about his driving or the speed at which he was driving. Trustee Arthur was not aware that Trustee Drayer felt "terrified and stressed" by Trustee Arthur's driving. Trustee Arthur recalls that he was not willing to stay longer at Southwestern for dinner because he needed to get home for the family event. When the interviews were over Trustee Arthur did state that it was time to go and that he needed to drive straight home. Consistent with Trustee Drayer's statement, Trustee Arthur agreed that he did have "a time certain" by which he needed to be back in the Cerritos area.

10. Trustee Arthur stated that he was not aware of Trustee Drayer's desire that a neutral mutually agreeable third party be brought in to facilitate a discussion between Trustee Drayer and Trustee Arthur. Further Trustee Arthur was unaware of Trustee Drayer's desire that there be a "facilitated" meeting among all Board members. Trustee Arthur did not think such meetings would be useful. Trustee Arthur stated that in the last three and one-half years they have had several such meetings and they have not proven to be useful.

C. **Trustee Drayer's Meeting with the Ad Hoc Committee on August 9, 2016**

1. The ad hoc committee scheduled a meeting with Trustee Drayer and Trustees Liu and Lewis in order to afford Trustee Drayer a further opportunity to present information to the committee pursuant to Board Policy 2715.15.d. Trustee Salazar was unable to attend the meeting.

2. Trustee Drayer began by reasserting his allegation that when Trustee Arthur gave his complaint to Board President Liu, and she in turn formed the ad hoc committee and asked questions of Trustee Drayer, that this amounted to a violation of the Brown Act.

3. Trustee Drayer also complained that as a matter of due process he should have received a copy of Trustee Arthur's complaint at the beginning of the process, not knowing that neither Trustee had received a copy of the other trustee's complaint(s).

4. Trustee Drayer complained of inadequate or "inappropriate" training with respect to Board Policy 2715 on which the pending complaint is premised.

5. As he had in his telephone interview with the investigator, Trustee Drayer throughout the meeting asserted that he was only "exercising his right to request and receive public records." This statement was being made in the context of receiving records relating to Trustee Arthur's use of a District credit card for District travel, although it was not entirely clear from Trustee Drayer's comments whether he was referring to additional records. Trustee Drayer did admit that he promptly receive the credit card records from the President's office. Mr. Drayer asserted that it was okay to request public records. He stated he was told that he needed to come to the office to review the credit card records. Mr. Drayer asserted more globally that he had been denied public information by the District. It was not clear whether this accusation was aimed at the current administration or the prior President, Dr. Lacey.

6. Trustee Drayer admitted that he may have "jumped too excitedly – jumped the gun" in reference to going to the press.

7. Trustee Drayer restated his belief that there was no mutual respect among Board members, or at least not between other Board members and him. Trustee Drayer stated that he repeatedly has suggested that the Board engage in some form of "team-building or mediation." He repeated that he thought that Dr. Hernandez would be a good person to do the mediation.

8. Trustee Drayer asserted that the Board has caused him to have "panic attacks" and that he "feels tortured" by his colleagues on the Board. He feels that he has made good faith efforts to resolve his conflicts with Board member, but that Board members do not have the right to "intimidate him in board meetings." It was not clear what Trustee Drayer was referring to by this statement. He claims that he is "trying to move on."

9. Trustee Drayer stated that "prejudicial statements" were made against him and that Board members threatened him. Trustee Drayer repeatedly accused the investigator of being biased against him. Trustee Drayer stated that when he attended the training for new trustees there was discussion of the "black sheep board member," and that Trustee Shin Liu made a similar statement about Trustee Drayer.

10. Trustee Drayer stated that his 75,000 constituents "want me to inform them about what's going on in the District." Trustee Drayer stated that he has "no malice" against any of his colleagues on the Board. Trustee Drayer asserted that this complaint process is not productive and that he "wants to make more changes because things are so wrong." There is a "kill the messenger" mentality on the Board.

11. Trustee Drayer stated that it was not Trustee Arthur's fault that he had the credit card. Trustee Drayer faulted Dr. Lacy for hiding things from the Board. Trustee Drayer stated that he came from a dysfunctional alcoholic family where family members hid themselves and other things from each other. Trustee Drayer asked rhetorically, "How can we build trust?

12. Trustee Drayer asserted that there was a "gender pattern" in Board officer position selection and this was a form of discrimination against Mr. Drayer as a gay man. Trustee Drayer asserted that the Board had "not had proper training to deal with an openly gay person – I'm out of the box."

13. Being on the Board has been an "emotionally intense ride" for Trustee Drayer over the last four years. He repeated that he was "sorry if I jumped the gun – we're all in the wrong." Trustee Drayer stated that he felt "misunderstood" and as a result he "overreacted."

14. At this point in the meeting Trustee Zurich Lewis confronted Trustee Drayer by asking "you admit to going to Hews media first?" Trustee Drayer did not answer this question directly. Trustee Drayer instead responded by saying that he went on his own behalf and on behalf of his constituents – "he didn't mean to embarrass Bob Arthur." Trustee Shin Lui asked, wouldn't it have been better to ask Bob Arthur what was going on?" Trustee Drayer responded that he and Mr. Arthur don't get along – he does not feel safe around Mr. Arthur – and Mr. Arthur won't respond to his calls. Trustee Drayer clarified that he was afraid Mr. Arthur would physically harm him.

15. Trustee Drayer asserted, as in his April 14th telephone interview, that he was suffering "post-traumatic stress disorder" as a result of the Board's conduct. Trustee Drayer stated that he has been under much stress with his father's passing two years ago and having to run his family's six businesses, teach and serve on the Board.

16. Trustee Drayer stated that with respect to the trip to Southwestern College Trustees Liu and Lewis were fair to him and recognized his need to eat and use the restroom.

17. Trustee Drayer became upset and in tears, and walked out of the meeting just after 7:00 p.m. Trustee Lewis left at approximately 7:15. Trustee Drayer returned at about 7:25.

18. Trustee Drayer requested and received a copy of Trustee Arthur's complaint. He reviewed the complaint and made a number of comments, including that before going to the press he had asked other trustees, perhaps Avalos and Perez whether they had District credit cards and they indicated that they did not have credit cards. Trustee Liu pointed out that Mr. Drayer had also asked her, but that was after he went to the press.

19. Trustee Liu tried, unsuccessfully, to get Trustee Drayer to understand the impact of his conduct on his colleagues and the functioning of the Board. It became apparent that nothing positive could occur as a result of further discussion on this occasion.

20. On August 9, 2016, Trustee Drayer prepared correspondence to the ad hoc committee attempting to refute the allegations made by Trustee Arthur, excuse his own conduct, and make recommendations for how the Board should proceed in the future.

D. Investigator's Analysis and Findings of Fact

1. Based on Trustee Drayer's admissions, the investigator concluded as a matter of fact, that upon observing Trustee Arthur turning in his expense reimbursement request for his trip to the Association of Community College Trustees meeting in Washington D.C., and his District issued credit card, to Andrea Wittig, Executive Assistant to the President, on

Wednesday, February 17, 2016, Trustee Drayer, shortly thereafter took his suspicions to the media and the faculty association rather than asking Trustee Arthur, or President Fierro about the credit card, in an effort to embarrass Trustee Arthur and perhaps the entire Board. Trustee Drayer's assertion at the August 9, 2016 committee meeting that he had asked Trustees Perez and Avalos whether they had credit was not mentioned in Trustee Drayer's initial interview. Further, Trustee Drayer has presented no statement with respect to the context provided to these trustees for his inquiry; he has not stated whether he informed them of the reason for his inquiry. If Trustee Drayer had made such an inquiry it is reasonable to expect that he would have so stated at the outset of his involvement in the investigation, rather than first admitting the allegations in Trustee Arthur's complaint, and only bringing this assertion to the committee's attention several months later.

2. The investigator found that Trustee Drayer's conduct was contrary to Board Policies 2715.9.c, and 2715.10. Board Policy 2715.9.c. commits members of the Board of Trustees to "sharing all concerns, complaints and recommendations, as appropriate, with other Board members and the President/Superintendent." Board Policy 2715.10 provides that "contacts with the media are primarily handled by the Superintendent/President and/or Board President." The Board Policy does not prevent Board members from going to the press, but does seek Board member compliance with the ACCJC's Governance Standards.

3. The investigator concluded that Trustee Drayer's allegation of "bullying" by Trustee Arthur, or any other members of the Board, was not supported by the evidence. It was also concluded that Trustee Arthur did not "bully" or "torment" Trustee Drayer. Trustee Drayer's claim that he felt coerced into going in Trustee Arthur's car on the trip to Southwestern College was found to be not credible. Trustee Drayer's alleged feelings of "terror," "stress," and "psychological torment" were just that, his own unexpressed feelings. Trustee Drayer was free to ride in the District van, which he states was arranged by President Lacy, or to drive himself. No evidence was found to support a conclusion that Trustee Drayer had in any way relinquished his free will. It is further concluded that Trustee Arthur wanted to drive himself because of his desire for comfort and his need to get back in time for a family event, and not to trap or harm Trustee Drayer in any respect.

4. To the extent it was necessary to assess the credibility of Trustees Drayer and Arthur, it was found that Trustee Arthur was the more credible of the two gentlemen. This conclusion is based on a number of factors and observations:

   First, Trustee Drayer's non-specific complaint against Trustee Arthur was not presented until after Trustee Arthur had presented his complaint to the Board President, thereby giving rise to the inference that Trustee Drayer's complaint was simply a late and impromptu response to Trustee Arthur's factually specific complaint made earlier in the evening; Trustee Drayer admitted to Trustee Arthur's allegations in public that evening.

   Second, Trustee Drayer's complaint lacked details, and was found to be related to events that had occurred many months prior to the making of the complaint.

   Third, for several weeks Trustee Drayer refused to participate in the Board's process for handling Trustee complaints by refusing to meet with the *ad hoc* Committee's investigator.

   Fourth, while Trustee Drayer may have indeed experienced the emotions he asserted in his interview, and his appearance before the committee, he did nothing to make his fears or emotions known at that time he was experiencing them.

Trustee Drayer's belief that none of his colleagues would have stood up to Trustee Arthur because they are "politically aligned" is not credible. If, for example, Trustee Arthur was driving too fast on the trip to or from Southwestern College, raising this concern would not have been illogical, and would have provided Trustee Drayer with objective information regarding his feelings of "terror."

Fifth, while it is entirely possible that despite his denials, Trustee Arthur dislikes Trustee Drayer, it is not credible to assert that Trustee Arthur, or other members of the Board, are the source of Trustee Drayer's claimed emotional distress, or alleged "post-traumatic stress disorder." Trustee Drayer's assertion of "post-traumatic stress disorder" is not credible, because no facts were presented by Trustee Drayer that any Board member had or could cause Trustee Drayer to suffer any of the events constituting a "trauma" for purposes of a diagnosis of Post-traumatic Stress Disorder[1].

5. Trustee Drayer's assertion of a Brown Act violation is without merit. The Board President's acceptance of Trustee Arthur's complaint against Trustee Drayer and the formation of a three member advisory committee to investigate the allegations in Trustee Arthur's complaint during the March 2, 2016 closed session meeting did not violate the Brown Act's requirements with respect to closed session discussions, or the Act's notice and agenda requirements. Board Policy 2715 directs that complaints brought under Board Policy 2715 be made to the Board President, and delegates unilateral authority to the Board President to appoint a less than a quorum advisory committee composed solely of Board members to investigate the allegations and report back to the entire Board on their findings and recommendations in public. Government Code section 54952.2(b). However, since only the Board President is authorized to receive ethics complaints and to appoint the *ad hoc* committee, these steps can be accomplished anywhere at any time, in public or private outside of a Board meeting, in a closed session or in a public session. In this capacity the Board President serves as a single member "decision making body," who is not subject to the Brown Act. See, *Golightly v. Molina*, (2014) 229 Cal.App.4th 1501. Finally, no action was taken by the Board with respect to the Board President's receipt of the complaints.

WHEREAS, based on the foregoing findings of fact and analysis the *ad hoc* committee has concluded that Trustee Arthur's complaint was sustained based on the facts, while Trustee Drayer's complaint(s) was not sustained by the facts.

WHEREAS, as requested by the *ad hoc* committee the investigator provided the committee with recommendations on how to proceed.

WHEREAS, Board Policy 2715 references several forms of discipline for Board members including censure, reprimand, possible exclusion from closed sessions, referral to the District Attorney for criminal prosecution, "or other action as determined by the Board." It was the investigator's recommendation that the *ad hoc* committee recommend to the Board that Trustee Drayer be censured for his conduct alleged in the complaint of Trustee Arthur.

WHEREAS, the *ad hoc* committee accepted the recommendation of its investigator, and now recommends that Trustee Drayer be censured for his conduct as alleged in the complaint of Trustee Arthur.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby accepts the findings of the *ad hoc* committee based on the report to the committee of the investigator, and so find those facts and conclusions to be true and correct.

[1] Diagnostic and Statistical Manual of Mental Disorders (DSM-5).

1. The Board hereby accepts the recommendation of the *ad hoc* committee that Trustee Drayer be censured for engaging in the conduct set forth in Trustee Arthur's complaint.

2. Trustee Drayer is hereby censured as follows:

This Board's Policy 2715 was adopted pursuant to the Accrediting Commission for Community and Junior Colleges' Accreditation Standard IV.C.11 which provides in part as follows:

> The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary.

Board Policy 2715.9.c and Board Policy 2715.10 provide in pertinent part as follows:

> Each Member of the Board of Trustees of Cerritos Community College District will:
>
> 9. Promote a healthy working relationship with the President/Superintendent and his or her staff by:
>
> *...*...*
>
> c. Sharing all concerns, complaints and recommendations, as appropriate, with other Board members and the President/ Superintendent, as the Brown Act allows.
>
> 10. Recognize that contacts with the media are primarily handled by the Superintendent/President and/or Board President.

By engaging in the conduct alleged in Trustee Arthur's complaint of March 2, 2016, you have not only violated this Board's Policy on Ethics, but also jeopardized the College's standing with its accrediting agency which in turn carries the consequence of impairing our students' educational opportunities. You must cease from engaging in any further violations of this Board's Policies. Any future violations of this Board's Policy will result in additional disciplinary action by this Board.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 17th day of August, 2016, by the following vote:

AYES: 4 (Arthur, Lewis, Liu, Perez)

NOES: 1 (Salazar)

ABSENT: 2 (Avalos, Drayer)

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

Attested to:

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

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, September 7, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Marisa Perez, Board Vice President (Trustee Area 4), Zurich Lewis, Board Secretary (Trustee Area 7) Bob Arthur (Trustee Area 1), Carmen Avalos (Trustee Area 2), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Harry Joel, Interim Vice President of Human Resources, Rick Miranda, Acting Vice President of Academic Affairs, Dr. Stephen Johnson, Vice President of Student Services, Michelle Lewellen, Faculty Senate President, Dr. Solomon Namala, CCFF President, and Lynn Laughon, CSEA President. John Paul Drayer (Trustee Area 3) was not present.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

There were no comments.

CLOSED SESSION

1. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Harry Joel and Mr. Steven Andelson
   B. Employee Organizations:
   Cerritos College Faculty Federation (CCFF)

2. The board reconvened at 7:30 p.m.

3. Invocation

4. Pledge of Allegiance: Mr. Lewis

5. Roll Call

AGENDA ORGANIZATION

There were no changes to the organization of the agenda.

COMMENTS FROM THE AUDIENCE

Scott Larsen inquired about the recent action taken against Mr. Drayer by the Board of Trustees.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

Michelle Lewellen provided an update regarding Faculty Senate activities.

OPEN SESSION AGENDA

6. The Board of Trustees received a presentation from Doug Yeoman, Managing Partner at Parker and Covert LLP, who provided information on the Vintage Cerritos agreement.

7. The Board of Trustees received a presentation from Ali Delawalla, Acting Vice President of Business Services, who provided a status update regarding Measure CC and Measure G Bond construction programs.

ADMINISTRATIVE MATTERS

8. The Board of Trustees discussed postponing or canceling the regular board meeting of October 5, 2016. No action was taken.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Ms. Avalos:
- apologized for missing the last board meeting due to an accident; and
- discussed the importance of collaboration between Cerritos College and the K-12 partners.

Mr. Arthur:
- shared a summary of events he attended on behalf of the college; and
- stated that the men's soccer team held their annual alumni game last week and added that it was a good game.

Mr. Lewis:
- invited everyone to attend the Culinary Arts Falcon Restaurant to try a "Taste of Morocco;" and
- commended Assemblywoman Cristina Garcia her consistent position against mandatory minimum sentencing.

Dr. Fierro:
- stated the first football game of the season will take place on Saturday.

Ms. Perez:
- attended Congresswoman Linda Sanchez's Equality Breakfast;
- stated that she had a good meeting with Councilmember Hank Trimble regarding Cerritos Complete; and
- met with the California Student Vote project and provided information to Dr. Fierro and Dr. Johnson.

Ms. Patron:

- Thanked Mr. Arthur for attending recent student activities on campus.

9. The meeting was adjourned at 8:51 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, September 21, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Marisa Perez, Board Vice President (Trustee Area 4), Zurich Lewis, Board Secretary (Trustee Area 7) Bob Arthur (Trustee Area 1), Carmen Avalos (Trustee Area 2), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Rick Miranda, Acting Vice President of Business Services, Ali Delawalla, Acting Vice President of Business Services, Harry Joel, Interim Vice President of Human Resources, Dr. Stephen Johnson, Vice President of Student Services, Michelle Lewellen, Faculty Senate President, Dr. Solomon Namala, CCFF President, and Lynn Laughon, CSEA President.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

Tor Lacy, Dr. Pauline Acosta, and Dr. Kimberly Rosenfeld spoke in support of the proposed agreement between the college and CCFF.

CLOSED SESSION

1. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Harry Joel and Mr. Steven Andelson
   B. Employee Organizations:
   Cerritos College Faculty Federation (CCFF)

2. The board reconvened to open session at 7:30 p.m., returned to closed session at 9:00 p.m., and reconvened to open session at 9:31 p.m.

   It was reported that in closed session, the Board of Trustees authorized the Contract Settlement between the District and the Cerritos College Faculty Federation (Local 6215, CFT/AFT, AFL-CIO), effective July 1, 2015 through June 30, 2018 following ratification by members of CCFF as presented in closed session. The Settlement provides new language a follows: Academic Freedom, Large Class Pay, Part-Time Employment, Program Directors Responsibility and Compensation, Office Hours Pay for Part-Time faculty, Full Cost of Health Insurance Premiums for Full Time Faculty Members Effective January 1, 2016 through December 31, 2018, Maximum Contribution for Medical Insurance Increased to $23,500 effective January 1, 2019, Department Chairs Responsibility and Compensation. In addition, Wage Increases of 10% for all Full-Time Faculty for contract duration July 1, 2015 – June 30, 2018 and 16% for all Part-Time faculty.

The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent].

3. Invocation

4. Pledge of Allegiance: Dr. Liu

5. Roll Call

AGENDA ORGANIZATION

Item 48 was moved after the Consent Calendar.

COMMENTS FROM THE AUDIENCE

Jay Elarcosa, Jorge Ramos, Brian Bray, and Ariel De Los Santos shared an updated from the Phi Beta Lambda Club.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

Dr. Namala stated that he hoped the board would approve the contract.

OPEN SESSION AGENDA

6. The Board of Trustees recognized Steve Gonzalez and Daniel Becerra, Groundskeepers in the Facilities Department, as Outstanding Classified Team of the Month for August 2016.

7. The Board of Trustees received a summary of Board advisory committee activities from the Bond Construction Advisory Committee.

CONSENT CALENDAR ITEMS

It was moved by Mr. Drayer and seconded by Ms. Perez to approve Consent Agenda Items 8 through 43. Items 8 and 9 were considered separately. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye):

8. It was moved by Mr. Drayer and seconded by Ms. Perez to approve the Minutes of the regular meeting of July 20, 2016. The motion was approved through a roll call vote [5 ayes, 0 noes, 2 abstentions (Arthur, Perez), 0 absent] (student advisory vote: aye).

9. It was moved by Mr. Drayer and seconded by Ms. Perez to approve the Minutes of the special meeting of July 25, 2016. The motion was approved through a roll call vote [5 ayes, 0 noes, 2 abstentions (Drayer, Perez), 0 absent] (student advisory vote: aye).

10. This item was postponed.

11. RFA #16-200-002 Assessment, Remediation and Retention for Associate Degree Nursing (RN) Programs Grant for 2016 - 2017 for the amount of $171,000

12. Career Technical Education Enhancement Funds – Faculty Stipends

13. Perkins Grant Honorariums for Workshop Guest Speakers

14. Stipends for Nursing Faculty Training Mandated by Clinical Sites

15. Acceptance of Gifts

16. Sale of Surplus and Obsolete Materials/Equipment

17. Notice of Completion for Bid No. 14P014, Category 01, Learning Resource Center Phase III Renovation

18. Notice of Completion for Bid No. 15P002, Gymnasium Team Room Additions Project

19. Notice of Completion for Bid No. 14P020, Category 03, Landscape: Alondra & Studebaker

20. Ratification of Change Orders No. 1 and 2 [Unforeseen Conditions, Errors], (Bid No. 13P032, Category 18), Empyrean Plumbing, Inc., Fine Arts-CIS/Math Building

21. Ratification of Change Order No. 2 [Unforeseen Condition], (Bid No. 13P032, Category 19), RDM Electric, Inc., Fine Arts-CIS/Math Building

22. Reduction of Retention, Bid No. 13P032, Category 11, Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

23. Resolution No. 16-0921A Donation of Machine Tool Technology Equipment to Bellflower Unified School District

24. Resolution No. 16-0921B Donation of Machine Tool Technology Equipment to Lynwood Unified School District

25. Resolution No. 16-0921C Donation of Machine Tool Technology Equipment to Paramount Unified School District

26. Ratification of Subgrantee Agreement with Rancho Santiago Community College District for the CTE Data Unlocked Initiative

27. Rescind the April 20, 2016 approval of Project Assignment Agreement No. 15 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for Geotechnical and Material Testing, and Inspection Services for the Shade Structures Project due to significant DSA mandated changes to the project schedule and scope of inspection services which necessitates a new agreement; and Approve Project Assignment Agreement No. 18 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for Geotechnical and Material Testing, and Inspection Services for the Shade Structures Project.

28. Project Assignment Agreement No. 21 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for Construction Surveying -- Shade Structures

29. Ratification of Project Assignment Agreement No. 22 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for Existing Storm Drain Line Connection – Infrastructure Utilities

30. Project Assignment Agreement No. 7 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Central Plant Expansion Project

31. Ratification of Project Assignment Agreement No. 8 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Campus Energy Management System

32. Project Assignment Agreement No. 7 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the Central Plant Expansion Project

33. Ratification of Amendment to Project Assignment Agreement No. 17 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for the Sports Field Restroom Project

34. Ratification of Amendment to Project Assignment Agreement No. 5 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for the Sports Field Restroom Project

35. Ratification of the Agreement for the Economic and Workforce Development Deputy Sector Navigator: Advanced Transportation and Renewables Grant (Grant No. 16-153-001) for Fiscal Year 2016-2017

36. Ratification of the Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017

37. Contracts under $25,000 for the Month of July 2016

38. Purchase Orders for the Month of July 2016

39. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2015-2016 and 2016-2017 Academic Year (Office of Human Resources)

    Added by revision:

    Child Development Center Program Specialist, Full-Time 12-month position (Child Development Center), CDC Salary Schedule: Grade 1, Step 4 ($6,663/month), effective: October 17, 2016: Daniela Arbizzi

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

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

    Added by revision:

    Gary Jones, effective August 2, 2016

42. Request for Unpaid Leave of Absence: Dr. Monica Bellas, Professor (Anthropology Department)

43. This item was pulled from the agenda.

INFORMATION ITEMS

44. The Board of Trustees reviewed and discussed the college's 2016-2017 Draft Strategic Plan.

ADMINISTRATIVE MATTERS

45. It was moved by Mr. Drayer and seconded by Ms. Perez to adopt Resolution 16-0921D in Support of Proposition 55.

    The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

46. It was moved by Mr. Drayerand seconded by Ms. Perez to adopt the 2016-2017 Board of Trustees and President/Superintendent Goals.

    The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

47. It was moved by Mr. Drayer and seconded by Ms. Perez to Award Independent Contractor Services Agreement with MIG, Inc. for the District's Educational Master Plan Consultant

    The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

48. Dr. Fierro and Mr. Delawalla gave a presentation on the 2016-17 Adopted Budget. After much discussion, it was moved by Mr. Drayer and seconded by Ms. Perez to approve the 2016-17 Adopted Budget.

    The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 1 absent (Drayer)] (student advisory vote: aye).

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Dr. Fierro:

- stated that the Governor signed a bill regarding the California Promise program;
- stated that the October 5 Study Session will include a workshop on budget projections and a revenue sources; and
- thanked everyone who attended the Convocation event.

Mr. Lewis:

- attended the first ASCC meeting and was glad to see the students back in action.

Ms. Perez:

- congratulated Dr. Fierro and the team for the great convocation; and
- will be sponsoring the Hawaiian Gardens 3K run and added that the proceeds are donated back to schools within the ABC Unified School District to promote wellness and fitness.

Dr. Salazar.

- thanked the district and CCFF for their hard work on the tentative agreement and is looking forward to moving forward in a positive direction.

49. The meeting was adjourned at 9:33 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 6

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

SUBJECT: Institutional Presentation: Recognition of Outstanding Classified Team of the Month

ACTION

The Board of Trustees will honor Steve Gonzalez and Daniel Becerra, Groundskeepers in the Facilities Department, as Outstanding Classified Team of the Month for August 2016.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The Outstanding Classified Employee Selection Committee named Steve Gonzalez and Daniel Becerra as the recipients of the Outstanding Classified/Confidential Team of the Month Award for August 2016.

Steve and Daniel have gone above and beyond in their efforts to maintain the beauty of our campus. With all the transitional construction happening on campus it's been a challenge to keep the campus clean and presentable.

They both have their individual assignments but often team up to attack large scale projects. They each moved into new areas this past year and are transforming the grounds. The facilities department receives many compliments not only about how beautiful the grounds look but also about Steve and Daniels positive attitudes. Their teamwork is evident in the cleanliness of the campus as well as the beautification projects they work on together. They take pride in their work and have a clear vision and understanding of what they want to accomplish. It is a pleasure to have Steve and Daniel as groundskeepers here at Cerritos and we all look forward to continually watching them improve the campus.

The administration, staff and students appreciate your personal attributes and outstanding efforts. Cerritos College is proud to have you on staff and we commend you for your outstanding service and dedication to this institution and our students. Thank you for a job well done!

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: September 21, 2016

Agenda Item No. 11

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Interim Vice President of Academic Affairs

PREPARED BY:

Sandra Marks
Instructional Dean of Health Occupations

Ann Voorhies
Director of Nursing Program

SUBJECT: Consideration of Acceptance of RFA #16-200-002 Assessment, Remediation and Retention for Associate Degree Nursing (RN) Programs Grant for 2016 - 2017 for the amount of $171,000

ACTION

It is recommended that the Board of Trustees approve acceptance of $171,000 for the RFA #16-200-002 Assessment, Remediation and Retention for Registered Nursing Programs Grant for the 2016-2017 funding year.

FISCAL IMPACT

The RFA #16-200-002 Assessment, Remediation and Retention for Registered Nursing Programs Grant funds will be utilized before June 30, 2017 for an amount not to exceed $171,000. The money will be used to implement the grant work plan to support student assessment, retention and remediation. No district funds will be spent.

REPORT SUMMARY

These funds will be utilized to provide a variety of activities in accordance with the grant work plan objectives and activities. The grant work plan activities include:

- An Assessment/Remediation Case Manager and support resources to assist students who do not meet the cut score on the pre-admission Testing of Essential Academic Skills assessment in order to achieve readiness for the nursing program as mandated by the grant.
- The nursing program will provide a Retention Specialist to assess at risk students and assist them in identifying barriers to their success and referral to appropriate resources.
- Simulation Specialist to conduct simulation scenarios for all students to build critical thinking, communication and clinical judgment skills.
- Nursing faculty will conduct workshops to support both clinical and didactic practice to promote critical thinking, enhance clinical judgment and promote student success.
- Faculty participation in faculty development activities, conferences and workshops.

- Funds for simulation and skills lab equipment and supplies.
- Clinical assistants to work in the clinical setting to assist students attain clinical competence, and build clinical patient care skills.
- Additional supervised skills lab hours for students to practice clinical skills and competencies.
- Clinical and didactic tutors to work with at-risk students
- Provide graduates support for the National Counsel Licensure Examination (NCLEX). Graduates must pass this test to become a Registered Nurse.

These resources are intended to maximize student success and strengthen program retention, course and program completion and graduate NCLEX pass rates.

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: **September 21, 2016**

Agenda Item No. 12

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs

PREPARED BY:

Dr. Nick Real
Instructional Dean of Technology

SUBJECT: Consideration of Approval of Career Technical Education Enhancement Funds – Faculty Stipends

ACTION

It is recommended that the Board of Trustees approve individual stipends totaling $12,400 for faculty listed below for the 2016-2017 academic year.

FISCAL IMPACT

Funds from the Career Technical Education Enhancement Funds will be utilized for this expenditure. No general funds will be used. The following participants are to receive stipends:

Kenny Lou	$5,000
Jean Quirk	$7,400

REPORT SUMMARY

Cerritos College entered into subgrantee agreement with Rancho Santiago Community College District for acceptance of regional Career Technical Education Enhancement Funds which is used for vocational program improvement on a collaborative basis.

The purpose of the governing grant is to develop, enhance, retool, and expand quality Career Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. (Grant No. 14-187-006 approved by the Board of Trustees on July 15, 2015).

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: **September 21, 2016**

Agenda Item No. 13

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs

PREPARED BY:

Dr. Nick Real
Instructional Dean of Technology

SUBJECT: Consideration of Approval of Perkins Grant Honorariums for Workshop Guest Speakers

ACTION

It is recommended that the Board of Trustees approve grant honorariums for the guest speakers listed below for the 2016-2017 academic year.

FISCAL IMPACT

Perkins funds in the amount of $ 3,000 (1-2 workshops (4-hours) per individual @ $500 or 1-2 lecture (2-hours) per individual @ $250) will be utilized for this expenditure. No district general funds will be used.

REPORT SUMMARY

As part of the effort to improve the Film Product program, the Fine Arts Division has been awarded Perkins funding to hold a series of workshops and lectures conducted by industry experts during the 2016-2017 academic year. The following individuals represent all aspects of the industry and include prominent members of the industry. These will be scheduled on the "as needed" basis.

	Topic
1. Michael Stanton	Commercial Workshop
2. Kat Dillion	Commercial Presentation and Pitches
3. David Wollock	Reality Television Projects
4. Magen Reece	Reality Television Projects
5. Sam Warren	Casting Actors
6. Pam Giles Bouvier	Casting Actors
7. George Fisher	Motion Picture Stunts
8. John Moio	Motion Picture Stunts
9. Kurt Gauger	Props/Art Direction Workshop
10. Mike Ryan	Shooting Vehicles

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: **September 21, 2016**

Agenda Item No. 14

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs

PREPARED BY:

Sandy Marks
Instructional Dean Health Occupations

SUBJECT: Consideration of Approval of Stipends for Nursing Faculty Training Mandated by Clinical Sites

ACTION

It is recommended that the Board of Trustees approve payment of stipends for the mandated nursing faculty training in the amount of $4,166.00.

FISCAL IMPACT

General funds will be used.

REPORT SUMMARY

Annual training is required for all college nursing instructors who bring clinical nursing groups to PIH (Presbyterian Intercommunity Hospital) Health Hospital - Downey. This training occurs prior to the start of the 2016/17 academic year. In addition to their attendance, instructors must complete 9 Healthstream modules prior to their day of training.

The following nursing instructors are to receive stipends for PIH Health Hospital - Downey:

Debra Felix	$488	Shawna Smith	$488
Martha Montellano	$488	Angelica Velasquez	$488
Rachel Natividad	$488	Lizette Veloz-Rendon	$488
Rebecca Orozco	$488		

Annual training is required for all college nursing instructors who bring clinical nursing groups to PIH Health Hospital - Whittier. This training occurs prior to the start of the 2016/17 academic year.

The following nursing instructor is to receive a stipend for PIH Health Hospital - Whittier:

Martha Montellano	$150

Faculty who attend clinical at DHS (Department of Human Services) facilities (Rancho Los Amigos National Rehabilitation Center) are required to attend DHS Competency Testing which includes one day of practice and one day of testing. Testing includes both written and performance stations. The competency practice and testing are mandatory for faculty to continue clinical rotations.

The following nursing instructors are to receive stipends for DHS:

Melodie Cooke	$300	Kelli Brooks	$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: **September 21, 2016**
Agenda Item No. 15

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Acceptance of Gifts

ACTION
It is recommended that the Board of Trustees ratify the acceptance of the gift 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 July 14, 2016 and August 11, 2016 by the College as a donation:

For Use in the Technology Division (Engineering Design Technology, Machine Tool Technology, Plastics, and Automotive Programs)

- Six (6) pallets of 3/8" thick acrylic

  Donated by: Airwolf 3D
  Attn: Mr. Erick Wolf
  130 McCormick, Suite 105
  Costa Mesa, CA 92626

The estimated value of the above items is $10,000.

For Use in the Automotive Mechanical Repair Program

- 2014 Chevrolet Cruze (VIN: 1G1P75SZ2E7302383)

  Donated by: General Motors
  Attn: Mr. Arman Marukian
  18605 Studebaker Road
  Cerritos, CA 90703

The estimated value of the above items is $5,582.50.

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: **September 21, 2016**

Agenda Item No. 16

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

Exhibit A: Electronic Equipment and Miscellaneous Material

Return to Table of Contents

DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: SEPTEMBER 21, 2016

Qty	Description	CC #s	Serial #s
2 Each	Hutches	N/A	N/A
1 Each	Refrigerator	N/A	N/A
12 Each	File Cabinets	N/A	N/A
1 Each	Delta Drill Press	N/A	N/A
4 Each	TV's	N/A	N/A
6 Each	Desks	N/A	N/A
2 Each	Storage Cabinets	N/A	N/A
35 Each	Computer Monitors	N/A	N/A
6 Each	Tool Boxes	N/A	N/A
6 Each	Chairs	N/A	N/A
1 Each	John Deere Groomer	N/A	N/A
1 Each	Taylor Dunn Electric Cart	N/A	N/A
1 Each	Tru-Cut Reel Mower	36294	N/A
1 Each	Mott #88 Flail Mower	05272	7310
4 Each	Power Trim Edger 308H	N/A	N/A
1 Pallet	Misc. Audio Visual Equipment (DVD Players, Lights, Projectors, CD Players)	N/A	N/A
1 Pallet	Computer Accessories (Keyboards, Speakers, Cords, etc.)	N/A	N/A
1 Pallet	Misc. Office Equipment (Fax Machines, Typewriters, Desktop Printers, etc.)	N/A	N/A

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 17

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P014, Category 01, Learning Resource Center Phase III Renovation

ACTION

It is recommended that the Board of Trustees approve the Notice of Completion for Couts Heating & Cooling, Inc. of Corona, California for the Learning Resource Center Phase III Renovation project at Cerritos Community College District as presented.

FISCAL IMPACT

The total final contract amount was $1,660,513 which was paid by the G.O. Bond.

REPORT SUMMARY

Cerritos College issued a contract to Couts Heating & Cooling, Inc. on June 3, 2015. As required by Public Contract Code, Cerritos College must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

This project was substantially complete on August 15, 2016. 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 – Couts Heating & Cooling, 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: **Learning Resource Center Phase III Renovation, Bid No. 14P014, Category 01** contract for the doing of which was heretofore entered into on the **3rd of June, 2015** which contract was made with **Couts Heating & Cooling, Inc.**, contract number **14P014-01**, as contractor; that said improvements were completed on the **15th of August, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **21st of September, 2016**; 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 Hanover 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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 18

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 15P002, Gymnasium Team Room Additions Project

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for Dalke & Sons Construction, Inc. of Riverside, California for the Gymnasium Team Room Additions project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $457,634 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to Dalke & Sons Construction, Inc. on January 20, 2016. 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 July 1, 2016. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

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

ATTACHMENT(S)
Notice of Completion Recording – Dalke & Sons Construction, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Gymnasium Team Room Additions, Bid No. 15P002** contract for the doing of which was heretofore entered into on the **20th of January, 2016** which contract was made with **Dalke & Sons Construction, Inc.**, contract number **15P002**, as contractor; that said improvements were completed on the **1st of July, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **21st of September, 2016**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **The Ohio Casualty Insurance Company.**

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 19

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Notice of Completion for Bid No. 14P020, Category 03, Landscape: Alondra & Studebaker

ACTION
It is recommended that the Board of Trustees approve the Notice of Completion for K.A.R. Construction, Inc. of Ontario, California for the Landscape: Alondra & Studebaker project at Cerritos Community College District as presented.

FISCAL IMPACT
The total final contract amount was $78,529 which was paid by the G.O. Bond.

REPORT SUMMARY
Cerritos College issued a contract to K.A.R. Construction, Inc. on September 16, 2015. 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 March 14, 2016. 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 – K.A.R. Construction, Inc.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Landscape: Alondra & Studebaker, Bid No. 14P020, Category 03** contract for the doing of which was heretofore entered into on the **16th of September, 2015** which contract was made with **K.A.R. Construction, Inc.**, contract number **14P020-03**, as contractor; that said improvements were completed on the **14th of March, 2016**, and accepted by formal action of the governing board of said DISTRICT on the **21st of September, 2016**; 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 **Travelers Casualty and Surety Company of America.**

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:_____
Noorali Delawalla
Acting Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 20

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Orders No. 1 and 2 [Unforeseen Conditions, Errors], (Bid No. 13P032, Category 18), Empyrean Plumbing, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Orders No. 1 and 2 [Unforeseen Conditions, Errors] in the total combined amount of $50,000 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The combined amount from Change Orders No. 1 and 2 will be $50,000, increasing the total contract amount to $1,970,632; Change Order 1 is in the amount of $36,124, and Change Order 2 is in the amount of $13,876. Funding will be allocated from the GO Bond.

Original Contract Amount		$1,920,632
Fine Arts Portion of Project (FA)	$1,400,316	
CIS/Math Portion of Project (CIS/M)	$520,316	
Amount of Change Order 1 (FA)		$36,124
Amount of Change Order 2 (CIS/M)		$13,876
New Contract Sum		$1,970,632

REPORT SUMMARY

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

The total amount for the attached items in Change Orders No. 1 and 2 is $50,000. The original full contract amount approved by the Board was $1,920,632. Therefore, Change Orders No. 1 and 2 are in compliance with Public Contract Code Section 20659. Change Orders No. 1 and 2 are due to unforeseen conditions of needing to relocate and install new underground fire water lines and new storm drain lines. Due to design omissions, an additional backflow device and fittings needed to be installed to eliminate the potential for contamination of the proposed water system for the Fine Arts building. Change Orders No. 1 and 2 have been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Orders No. 1 and 2.

	Change Order	Date	Amount	Percentage of Change
Pending	1, 2	September 21, 2016	$50,000	2.6%

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

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

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

ATTACHMENT(S)
Change Order No. 2 to Contract No. 13P032-18 (CIS/Math Building portion) – Empyrean Plumbing, Inc.
Change Order No. 1 to Contract No. 13P032-18 (Fine Arts Building portion) – Empyrean Plumbing, Inc.
Contract No. 13P032-18 – Empyrean Plumbing, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-18

To: Empyrean Plumbing, Inc.
PO Box 5680
Riverside, CA 92517
Phone: 951-776-4616
Fax: 951-346-5675

Date: June 24, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS/Mathematics

Description: Install additional underground fire water line and concrete slurry located along west end of the proposed CIS/Mathematics building.

Reason: It was determined that the proposed underground fire water line was required to be re-routed underneath the proposed concrete foundation of the building, in order avoid underground utilities located west of the new CIS/Mathematics building.

Benefit: Re-routing of the underground fire water line eliminates the potential demolition of the existing hardscape and re-routing of existing underground utilities.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Unforeseen Condition

Change Amount: ..... $ 13,876.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$13,876.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	1,920,632.00
Net change by previous Change Order	$	36,124.00
Net sum prior to this Change Order	$	1,956,756.00
Amount of Change Order No. 2	$	13,876.00
New Contract Sum	$	1,970,632.00

Percentage of Change to Contract 2.6%

Project:	Fine Arts & CIS Math	Change Order Number: 02
Contractor:	Empyrean Plumbing, Inc. - Contract 13P032-18	Page 2 of 2

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

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

Requested By:

7/12/16
(SIGNATURE & DATE)
EMPYREAN PLUMBING, INC.
DAVID KORALEWSKI
PO Box 5680
Riverside, CA 92517

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

07.12.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

7/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

08/04/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-18

To: Empyrean Plumbing, Inc.
PO Box 5680
Riverside, CA 92517
Phone: 951-776-4616
Fax: 951-346-5675

Date: June 24, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts

Description: Install additional new storm drain line to replace the existing storm drain line located west of the new Fine Arts building and east of the existing Woodworking building.

Reason: It was determined that the existing storm drain line was buried in the location of where the proposed underground high voltage electrical encasement for the Fine Arts and CIS/ Math buildings was required to be installed. As a result, the existing storm drain line was removed to accommodate the new electrical encasement, and a new storm drain line was installed once the electrical encasement was installed.

Benefit: Removal of the existing storm drain line allowed the installation of the electrical encasement and continued advancement of construction.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Unforeseen Condition

Change Amount: ..... $ 18,999.00

Time Extension: .....0 Work days

Item 1.02

Building: Fine Arts

Description: Add one (1) backflow preventer device, one (1) reduced pressure backflow device, and associated fittings for the proposed Fine Arts and Film building.

Reason: It was determined that an additional backflow device would be required to be installed in conjunction with the proposed underground water lines for the building.

Benefit: Eliminates the potential of contamination or pollution into the proposed water system for the building.

Requested by: Hill Partnership, Inc.

CO Type: Design omission

Change Amount: ..... $ 17,125.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $36,124.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	1,920,632.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	1,920,632.00
Amount of Change Order No. 1	$	36,124.00
New Contract Sum	$	1,956,756.00
Percentage of Change to Contract		1.9%

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

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

Requested By:

7/6/16
(SIGNATURE & DATE)
EMPYREAN PLUMBING, INC.
DAVID KORALEWSKI
PO Box 5680
Riverside, CA 92517

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

07.12.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

7/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

08/04/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 21

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 2 [Unforeseen Condition], (Bid No. 13P032, Category 19), RDM Electric, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 2 [Unforeseen Condition] in the amount of $5,793 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 2 will be $5,793, increasing the contract amount to $5,727,676. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to RDM Electric, Inc. of Chino, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 19 represents the Electrical/Low Voltage element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 2 is $5,793. The original contract amount approved by the Board was $5,725,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to the removal of the existing storm drain line to accommodate the new electrical encasement. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	September 21, 2016	$5,793	0.1%
	1	July 25, 2016	($3,117)	-0.1%

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

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

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

ATTACHMENT(S)
Change Order No. 2 to Contract No. 13P032-19 – RDM Electric Co., Inc.
Change Order No. 1 to Contract No. 13P032-19 – RDM Electric Co., Inc.
Contract No. 13P032-19 – RDM Electric Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-19

To: RDM Electric Co., Inc.
13867 Redwood Avenue
Chino, CA 91710
Phone: 909-591-0990
Fax: 909-591-1599

Date: June 24, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: Fine Arts

Description: Remove existing storm drain line and associated debris located west of the new Fine Arts building and east of the existing Woodworking building.

Reason: It was determined that the existing storm drain line was buried in the location of where the proposed underground high voltage electrical encasement for the Fine Arts and CIS/ Math buildings was required to be installed. As a result, the existing storm drain line was removed to accommodate the new electrical encasement, and a new storm drain line was installed once the electrical encasement was installed.

Benefit: Removal of the existing storm drain line allowed the installation of the electrical encasement and continued advancement of construction.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Unforeseen Condition

Change Amount: $5,793.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$5,793.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	5,725,000.00
Net change by previous Change Order	$	(3,117.00)
Net sum prior to this Change Order	$	5,721,883.00
Amount of Change Order No. 2	$	5,793.00
New Contract Sum	$	5,727,676.00
Percentage of Change to Contract		0.0%

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

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

Requested By:

Robert N. McDonnell Jr. 7.7.16
(SIGNATURE & DATE)
RDM ELECTRIC, INC.
ROB MCDONNELL, JR.
13867 Redwood Avenue
Chino, CA 91710

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELAWALLA
ACTING VP BUSINESS SERVICES

Reviewed By:

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

Reviewed By:

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

Reviewed By:

07.18.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

7/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

08/04/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval for Reduction of Retention, Bid No. 13P032, Category 11, Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees approve the reduction of the retention withheld from 10% to 5%, in accordance with the terms and conditions of Contract No. 13P032-11 with Sierra Lathing Co., Inc., of Rialto, CA, for the reasons set forth below.

FISCAL IMPACT

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

REPORT SUMMARY

On October 1, 2014, the Board approved Contract No. 13P032-11 to Sierra Lathing Co., Inc. for the construction of the Fine Arts-CIS/Math Building, Category 11. The contractor's project category scope of work consisted of Metal Stud/Drywall/Plaster. Per the first Notice to Proceed issued, the work began on November 19, 2014, and had an original substantial completion date of September 12, 2016. The architect-engineer of record, The Hill Partnership, Inc. dba HPI Architecture, duly inspected the work and determined that the contractor's project category of work met partial substantial completion on August 4, 2016.

Pursuant to Resolution No. 12-04 as approved by the Board of Trustees on February 15, 2012, the project was determined to be substantially complex and subject to retention in the amount of 10% of the total contract price. Therefore, Contract No. 13P032-11 with Sierra Lathing Co., Inc. required the District to withhold 10% retention.

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

For the specific reasons set forth herein, the District recommends that the Board of Trustees authorize the District to execute all necessary documents with Sierra Lathing Co., Inc. to reduce the percent of retention

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

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

ATTACHMENT(S)
Draft of Amendment No. 2 to Contract No. 13P032-11, Sierra Lathing Co., Inc.
Amendment No. 1 to Contract No. 13P032-11, Sierra Lathing Co., Inc.
Contract No. 13P032-11, Sierra Lathing Co., Inc.

Cerritos College

DRAFT

AMENDMENT NO. 02

To

CONTRACT NO. 13P032-11

The Agreement made and entered on **October 2, 2014** by and between the **Cerritos Community College District**, a public community college district with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650 ("District"), and **Sierra Lathing Co., Inc.** with its principal place of business at 1189 West Leiske Drive, Rialto, CA 92376 ("Contractor") is **Amended** on **September 22, 2016**, as follows:

RECITALS

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

Whereas, District and Contractor desire to amend the Agreement;

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

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

Whereas, the Project's architect-engineer of record duly inspected the work on August 4, 2016, and determined that the Contractor's work was ninety-three percent (93%) complete;

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

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

1. The retention amount specified in Section 9.3.4.1 of the General Conditions component of the Agreement and anywhere else where such retention is specified is hereby reduced from ten percent (10%) to five percent (5%).

2. Exclusive of the five percent (5%) in retention to remain withheld for the total amount due under the Agreement, District will withhold one hundred fifty percent (150%) of the value of any outstanding work to be completed and of disputed items, if any, which will ensure sufficient funds remain to complete Contractor's Project so that a Notice of Completion can be filed by the District.

3. District reserves all rights to cure any outstanding issues to be completed to ensure final completion of Contractor's Project.

4. Final completion and acceptance of the Project, including all punchlist work and outstanding issues, is subject to Board approval.

5. In all other respects, the Agreement is reaffirmed.

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

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

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

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

CONTRACTOR:
SIERRA LATHING CO., INC.

By: _____
Signature

Gary Waldron, Jr.,
Vice President

_____
Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE DISTRICT:

By: _____
Signature

Noorali Delawalla,
Acting Vice President of Business Services

_____
Typed or Printed Name, & Title

DRAFT

Cerritos College

AMENDMENT NO. 01

To

CONTRACT NO. 13P032-11

The Agreement made and entered on **October 2, 2014** by and between the **Cerritos Community College District**, a public community college district with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650 ("District"), and **Sierra Lathing Company, Inc.** with its principal place of business at 1189 West Leiske Drive, Rialto, CA 92376 ("Contractor") is **Amended** on **October 2, 2014**, as follows:

RECITALS

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

Whereas, District and Contractor desire to amend the Agreement;

Now therefore, the Parties agree as follows:

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

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

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

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

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

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

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

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

CONTRACTOR:
Sierra Lathing Company, Inc.

By: _____
Signature

Gary Waldron, Jr - Vice President
~~Gary Waldron, Sr. President~~
Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE DISTRICT:

By: _____
Signature

DR. DAVID EL FATAL
VICE PRESIDENT OF BUSINESS SVCS
Typed or Printed Name, & Title

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 23

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Resolution No. 16-0921A Donation of Machine Tool Technology Equipment to Bellflower Unified School District

ACTION

It is recommended that the Board of Trustees approve Resolution No. 16-0921A, Donation of Machine Tool Technology Equipment, authorizing the donation of the surplus property, described as machine tool technology equipment listed on the Exhibit A of the attached Resolution, to Bellflower Unified School District as a donation of the District's personal property.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The Cerritos Community College District is the owner of the machine tool technology equipment listed on Exhibit A of the attached Resolution. The Bellflower Unified School District ("BUSD") had an opportunity to examine the equipment and agreed to accept this property. Cerritos College has determined that the machine tool technology equipment is no longer required for District purposes and/or is unsatisfactory and not suitable for District use due to a change in program and/or technology. BUSD has a Computer Integrated Manufacturing (CIM) class approved by Project Lead the Way (PLTW) that ensures proper use and training on how to use this equipment.

Under California Education Code section 81450.5, a community college district may donate any of its personal property to a school district, community college district, or other public entity, if all of the following criteria are met: (a) the district determines that the property is not required for its school purposes and that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for its school use; and (b) the recipient school district, community college district, or other public entity has had an opportunity to examine the property proposed to be donated.

Subject to the Board of Trustees approval, the District's Purchasing Department determines that the donation of property to BUSD would be in accordance with the District's Board Policy 6550, and held in the District's best interests. Pursuant to California Education Code section 81452 (c), the Resolution must be adopted by unanimous vote of those members present to be valid.

It is recommended that the Board of Trustees adopt Resolution No. 16-0921A, approving the authorization to donate the surplus property, described as machine tool technology equipment listed on Exhibit A of the attached Resolution, to BUSD as a donation of the District's personal property.

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

ATTACHMENT(S)
Resolution No. 16-0921A
Resolution No. 16-0921A Exhibit A

Return to Table of Contents

EXHIBIT A

DONATION OF DISTRICT PROPERTY:
MACHINE TOOL TECHNOLOGY EQUIPMENT TO BUSD

BOARD MEETING DATE: SEPTEMBER 21, 2016

Quantity	Description	CC #s	Serial #s
1 Each	Intelitek CNC Mill - ExpertMill VMC-600	FED01132	121017708-001
1 Each	Tormach CNC Mill – PNC 770 Series 3	FED01011	70260

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0921A

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING THE DONATION OF SURPLUS PROPERTY TO
BELLFLOWER UNIFIED SCHOOL DISTRICT:
MACHINE TOOL TECHNOLOGY EQUIPMENT**

WHEREAS, the Cerritos Community College District ("District) is the owner of the property described as Machine Tool Technology equipment listed on the attached Exhibit A; and

WHEREAS, each item of property listed is not satisfactory or is no longer suitable for District use due to a change in program or technology, and may be donated or otherwise disposed of; and

WHEREAS, pursuant to California Education Code section 81452 et. seq., this Resolution must be adopted by unanimous vote of those members present to be valid; and

WHEREAS, pursuant to California Education Code section 81452 (c), the property may be donated to the Bellflower Unified School District, ("BUSD") as (1) the property is not required for district purposes and is unsatisfactory and not suitable for district use, (2) BUSD is a public entity who has had an opportunity to examine the property to be donated; and

WHEREAS, BUSD has agreed to accept this property; and

WHEREAS, in accordance with the District's Board Policy 6550, this Resolution delegates authority to the Superintendent/President, or his designee, to donate or otherwise dispose of the property listed on Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq..

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. The Board of Trustees approves delegated authority to the District's Superintendent/President, or his designee, to donate or otherwise dispose of the property listed on the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq.

Section 3. That this delegation of authority shall be valid for the donation of the property listed on the attached Exhibit A, or until rescinded by the Board of Trustees.

Section 4. That this Resolution No. 16-0921A shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 21st day of September, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Resolution No. 16-0921B Donation of Machine Tool Technology Equipment to Lynwood Unified School District

ACTION

It is recommended that the Board of Trustees approve Resolution No. 16-0921B, Donation of Machine Tool Technology Equipment, authorizing the donation of the surplus property, described as machine tool technology equipment listed on the Exhibit A of the attached Resolution, to Lynwood Unified School District as a donation of the District's personal property.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

The Cerritos Community College District is the owner of the machine tool technology equipment listed on Exhibit A of the attached Resolution. The Lynwood Unified School District ("LUSD") had an opportunity to examine the equipment and agreed to accept this property. Cerritos College has determined that the machine tool technology equipment is no longer required for District purposes and/or is unsatisfactory and not suitable for District use due to a change in program and/or technology. LUSD has a Computer Integrated Manufacturing (CIM) class approved by Project Lead the Way (PLTW) that ensures proper use and training on how to use this equipment.

Under California Education Code section 81450.5, a community college district may donate any of its personal property to a school district, community college district, or other public entity, if all of the following criteria are met: (a) the district determines that the property is not required for its school purposes and that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for its school use; and (b) the recipient school district, community college district, or other public entity has had an opportunity to examine the property proposed to be donated.

Subject to the Board of Trustees approval, the District's Purchasing Department determines that the donation of property to LUSD would be in accordance with the District's Board Policy 6550, and held in the District's best interests. Pursuant to California Education Code section 81452 (c), the Resolution must be adopted by unanimous vote of those members present to be valid.

It is recommended that the Board of Trustees adopt Resolution No. 16-0921B, approving the authorization to donate the surplus property, described as machine tool technology equipment listed on Exhibit A of the attached Resolution, to LUSD as a donation of the District's personal property.

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

ATTACHMENT(S)
Resolution No. 16-0921B
Resolution No. 16-0921B Exhibit A

Return to Table of Contents

EXHIBIT A

DONATION OF DISTRICT PROPERTY:
MACHINE TOOL TECHNOLOGY EQUIPMENT TO LUSD

BOARD MEETING DATE: SEPTEMBER 21, 2016

Quantity	Description	CC #s	Serial #s
1 Each	Tormach CNC Mill – PNC 770 Series 3	FED01039	70266
2 Each	Haas Control Simulator	41045 41046	110803 110804

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0921B

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING THE DONATION OF SURPLUS PROPERTY TO
LYNWOOD UNIFIED SCHOOL DISTRICT:
MACHINE TOOL TECHNOLOGY EQUIPMENT**

WHEREAS, the Cerritos Community College District ("District) is the owner of the property described as Machine Tool Technology equipment listed on the attached Exhibit A; and

WHEREAS, each item of property listed is not satisfactory or is no longer suitable for District use due to a change in program or technology, and may be donated or otherwise disposed of; and

WHEREAS, pursuant to California Education Code section 81452 et. seq., this Resolution must be adopted by unanimous vote of those members present to be valid; and

WHEREAS, pursuant to California Education Code section 81452 (c), the property may be donated to the Lynwood Unified School District, ("LUSD") as (1) the property is not required for district purposes and is unsatisfactory and not suitable for district use, (2) LUSD is a public entity who has had an opportunity to examine the property to be donated; and

WHEREAS, LUSD has agreed to accept this property; and

WHEREAS, in accordance with the District's Board Policy 6550, this Resolution delegates authority to the Superintendent/President, or his designee, to donate or otherwise dispose of the property listed on Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq..

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. The Board of Trustees approves delegated authority to the District's Superintendent/President, or his designee, to donate or otherwise dispose of the property listed on the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq.

Section 3. That this delegation of authority shall be valid for the donation of the property listed on the attached Exhibit A, or until rescinded by the Board of Trustees.

Section 4. That this Resolution No. 16-0921B shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 21st day of September, 2016, by the following vote:

AYES: 7

NOES: 0

ABSTENTIONS: 0

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 25

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Approval of Resolution No. 16-0921C Donation of Machine Tool Technology Equipment to Paramount Unified School District

ACTION
It is recommended that the Board of Trustees approve Resolution No. 16-0921C, Donation of Machine Tool Technology Equipment, authorizing the donation of the surplus property, described as machine tool technology equipment listed on the Exhibit A of the attached Resolution, to Paramount Unified School District as a donation of the District's personal property.

FISCAL IMPACT
No general funds will be used.

REPORT SUMMARY
The Cerritos Community College District is the owner of the machine tool technology equipment listed on Exhibit A of the attached Resolution. The Paramount Unified School District ("PUSD") had an opportunity to examine the equipment and agreed to accept this property. Cerritos College has determined that the machine tool technology equipment is no longer required for District purposes and/or is unsatisfactory and not suitable for District use due to a change in program and/or technology. PUSD has a Computer Integrated Manufacturing (CIM) class approved by Project Lead the Way (PLTW) that ensures proper use and training on how to use this equipment.

Under California Education Code section 81450.5, a community college district may donate any of its personal property to a school district, community college district, or other public entity, if all of the following criteria are met: (a) the district determines that the property is not required for its school purposes and that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for its school use; and (b) the recipient school district, community college district, or other public entity has had an opportunity to examine the property proposed to be donated.

Subject to the Board of Trustees approval, the District's Purchasing Department determines that the donation of property to PUSD would be in accordance with the District's Board Policy 6550, and held in the District's best interests. Pursuant to California Education Code section 81452 (c), the Resolution must be adopted by unanimous vote of those members present to be valid.

It is recommended that the Board of Trustees adopt Resolution No. 16-0921C, approving the authorization to donate the surplus property, described as machine tool technology equipment listed on Exhibit A of the attached Resolution, to PUSD as a donation of the District's personal property.

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

ATTACHMENT(S)
Resolution No. 16-0921C
Resolution No. 16-0921C Exhibit A

Return to Table of Contents

EXHIBIT A

DONATION OF DISTRICT PROPERTY:
MACHINE TOOL TECHNOLOGY EQUIPMENT TO PUSD

BOARD MEETING DATE: SEPTEMBER 21, 2016

Quantity	Description	CC #s	Serial #s
1 Each	Intelitek Robot Arm – Scorbot-ER 4u	FED01133	1001102646-041

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-0921C

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
APPROVING THE DONATION OF SURPLUS PROPERTY TO
PARAMOUNT UNIFIED SCHOOL DISTRICT:
MACHINE TOOL TECHNOLOGY EQUIPMENT**

WHEREAS, the Cerritos Community College District ("District) is the owner of the property described as Machine Tool Technology equipment listed on the attached Exhibit A; and

WHEREAS, each item of property listed is not satisfactory or is no longer suitable for District use due to a change in program or technology, and may be donated or otherwise disposed of; and

WHEREAS, pursuant to California Education Code section 81452 et. seq., this Resolution must be adopted by unanimous vote of those members present to be valid; and

WHEREAS, pursuant to California Education Code section 81452 (c), the property may be donated to the Paramount Unified School District, ("PUSD") as (1) the property is not required for district purposes and is unsatisfactory and not suitable for district use, (2) PUSD is a public entity who has had an opportunity to examine the property to be donated; and

WHEREAS, PUSD has agreed to accept this property; and

WHEREAS, in accordance with the District's Board Policy 6550, this Resolution delegates authority to the Superintendent/President, or his designee, to donate or otherwise dispose of the property listed on Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq..

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

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. The Board of Trustees approves delegated authority to the District's Superintendent/President, or his designee, to donate or otherwise dispose of the property listed on the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq.

Section 3. That this delegation of authority shall be valid for the donation of the property listed on the attached Exhibit A, or until rescinded by the Board of Trustees.

Section 4. That this Resolution No. 16-0921C shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 21st day of September, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

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

Attested to:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 26

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Subgrantee Agreement with Rancho Santiago Community College District for the CTE Data Unlocked Initiative

ACTION
It is recommended that the Board of Trustees ratify the subgrantee agreement with Rancho Santiago Community College District for acceptance of the CTE Data Unlocked Initiative Funds allocated to Cerritos College.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $50,000; funding is made possible through Rancho Santiago Community College District's agreement with the California Community Colleges Chancellor's Office.

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

SERVICES – NEW
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SUBGRANTEE AGREEMENT FOR CTE DATA UNLOCKED INITIATIVE
Requested by: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research, and Planning

Purpose: Cerritos College wishes to enter into a subgrantee agreement with Rancho Santiago Community College District for acceptance of CTE Data Unlocked Initiative Funds which will be utilized for vocational program improvement. The purpose of the grant is to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance, and outcome and labor market data for the California community colleges. Rancho Santiago Community College District is the fiscal agent, and has obtained a grant agreement from the California Community Colleges Chancellor's Office (Grant No. 15-197-001) to enhance Career Technical Education.

Period: The time period will be from July 19, 2016 through October 31, 2017.

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

ATTACHMENT(S)
Draft Contract No. 16C0044 – Rancho Santiago Community College District Subgrantee Agreement

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 27

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Approval of Project Assignment Agreement No. 18 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for Geotechnical and Material Testing, and Inspection Services for the Shade Structures Project**

ACTION
It is recommended that the Board of Trustees authorize and approve the District to take the following action:

1. Rescind the April 20, 2016 approval of Project Assignment Agreement No. 15 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for Geotechnical and Material Testing, and Inspection Services for the Shade Structures Project due to significant DSA mandated changes to the project schedule and scope of inspection services which necessitates a new agreement; and

2. Approve Project Assignment Agreement No. 18 to the Master Independent Consultant Agreement with The Converse Professional Group, DBA Converse Consultants for Geotechnical and Material Testing, and Inspection Services for the Shade Structures Project.

FISCAL IMPACT
The total contract sum shall be for a total not-to-exceed amount of $223,900; 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.

PROJECT ASSIGNMENT AGREEMENT NO. 18 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR GEOTECHNICAL AND MATERIAL TESTING, AND INSPECTION SERVICES ON THE SHADE STRUCTURES PROJECT
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 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

On April 20, 2016, the Board of Trustees approved Project Assignment Agreement No. 15 to obtain the necessary geotechnical and material testing and inspection services for the Shade Structures project funded by GO Bond allocations; the Project Assignment Agreement was in the amount of $125,300. In June 2016, bids for the Shade Structures project were received by the District and it was determined that all bids received for the project should be rejected with the intent to re-structure the bid for value-engineering, re-evaluate the scope of work, and re-bid the entire project. On July 25, 2016, the Board of Trustees approved the rejection of all bids received on the Shade Structures project with the intent to re-bid the project at a later time.

Project Assignment Agreement No. 18 arises out of Cerritos College's desire to obtain the necessary geotechnical and material testing and inspection services for the Shade Structures project funded by GO Bond allocations. Project Assignment Agreement No. 18 incorporates the significant changes to the project schedule and scope of inspection that the re-evaluation of the Shade Structures bid encompassed. The Converse Professional Group, DBA Converse Consultants' services includes, but is not limited to, geotechnical study and material testing and inspections of soils, concrete, and reinforcing steel, and generation of reports summarizing all observations and test results. Project Assignment Agreement No. 18 would replace Project Assignment Agreement No. 15 in its entirety.

Period: The time period will be from October 1, 2016 through project completion.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 18 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 17 to Contract No. 14P010 – The Converse Professional Group. DBA Converse Consultants
Project Assignment Agreement No. 16 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 15 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants (Pending request to rescind PAA during the September 21, 2016 Board of Trustee's meeting)
Project Assignment Agreement No. 14 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 13 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 12 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 11 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 10 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 9 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 8 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants

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Project Assignment Agreement No. 7 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 6 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 5 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 4 to Contract No. 14P010 – The Converse Professional Group, DBA Converse Consultants
Project Assignment Agreement No. 3 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
Project Assignment Agreement No. 1 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

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 18

TO

MASTER INDEPENDENT CONSULTANT AGREEMENT

CONTRACT NO. 14P010

BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT

AND

THE CONVERSE PROFESSIONAL GROUP, DBA CONVERSE CONSULTANTS

DATED NOVEMBER 13, 2014

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **22nd** day of **September, 2016** 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 717 So. Myrtle Avenue, 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 13, 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 and Material Testing and Inspection – Shade Structures** 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. Shade Structures

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 **October 1, 2016**, and will diligently perform as required and complete performance by **December 31, 2017**, 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 *(if applicable)*
X	Signed Master Agreement *(if not previously provided)*
X	Workers' Compensation Certification *(if not previously provided)*
X	Insurance Certificates and Endorsements *(if not previously provided)*
X	W-9 Form *(if not previously provided)*
	Other: _____

6. **Consultant's Compensation**. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **Two Hundred Twenty-Three Thousand, Nine Hundred and 00/100 Dollars ($223,900.00**). 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 and Material Testing and Inspection

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: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**The Converse Professional Group, DBA Converse Consultants**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Siva Sivathasan
Print Title: Acting VP of Business Services	Print Title: Vice President/Principal Engineer

Information regarding Consultant:

License No.: _____

Address: 717 So. Myrtle Avenue

Monrovia, CA 91016

Telephone: 626-930-1200

Facsimile: 626-930-1214

E-Mail: KSivathasan@ConverseConsultants.com

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

95-4020122 :
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.

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Project Assignment Agreement No. 21 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for Construction Surveying -- Shade Structures

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 21 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for Construction Surveying – Shade Structures.

FISCAL IMPACT
The total contract sum shall be for the amount not-to-exceed $41,800; this amount will be funded from the GO Bond. Hall & Foreman, a Division of David Evans & Associates, Inc. is headquartered in Tustin, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 21 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR ENGINEERING SERVICES FOR CONSTRUCTION SURVEYING – SHADE STRUCTURES
HALL & FOREMAN, A DIVISION OF DAVID EVANS & ASSOCIATES, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On July 1, 2014 Cerritos College entered into a Master Independent Consultant Agreement for Engineering Services ("Master Agreement") with Hall & Foreman, a Division of David Evans & Associates, Inc. for the purpose of creating a qualified pool of engineering firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P002, Engineering Services for Campus-Wide Measure CC and/or G Facilities Projects. 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 engineering firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 21 arises out of Cerritos College's desire to obtain the necessary construction surveying services for the Shade Structures project funded by GO Bond allocations. Hall & Foreman, a Division of David Evans & Associates, Inc.'s services includes, but is not limited to, survey control and supervision, providing a set of construction survey stakes to facilitate grading, sidewalks, shade structure construction, and seat walls.

Period: The time period will be from October 1, 2016 through December 31, 2017.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 21 to Contract No. 14P005 – Hall & Foreman
Draft of Project Assignment Agreement No. 20 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 19 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 18 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 17 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 16 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 15 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 14 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 13 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 12 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 11 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 10 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 9 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 8 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 7 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 6 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 5 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 4 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 3 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 2 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 1 to Contract No. 14P005 – Hall & Foreman
Contract No. 14P005, Master Independent Consultant Agreement for Engineering Services, Hall & Foreman, a Division of David Evans & Associates, Inc.

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 21
TO
MASTER INDEPENDENT CONSULTANT AGREEMENT
CONTRACT NO. 14P005
BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT
AND
HALL & FOREMAN, A DIVISION OF DAVID EVANS AND ASSOCIATES, INC.
DATED JULY 1, 2014

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **22nd** day of **September**, **2016**, 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 **Hall & Foreman, a Division of David Evans and Associates, Inc.** ("Consultant"), incorporated under the laws of the State of Oregon, and licensed to do business in the State of California, with its principal place of business at 17782 17th Street, Suite 200, Tustin, CA 92780. 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 **July 1, 2014**, entitled "Master Independent Consultant Agreement for Professional Services", Contract No. **14P005** ("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 – **Construction Surveying – Shade Structures** 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. Shade Structures

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 **October 1, 2016**, and will diligently perform as required and complete performance by **December 31, 2017**, 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 *(if applicable)*
X	Signed Master Agreement *(if not previously provided)*
X	Workers' Compensation Certification *(if not previously provided)*
X	Insurance Certificates and Endorsements *(if not previously provided)*
X	W-9 Form *(if not previously provided)*
	Other: _____

6. **Consultant's Compensation**. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **Forty-One Thousand Eight Hundred and 00/100 Dollars ($41,800.00**). 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) Construction Surveying

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: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**Hall & Foreman, a Division of David Evans & Associates, Inc.**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Linda Sandusky
Print Title: Acting VP of Business Services	Print Title: Project Manager, Associate

Information regarding Consultant:

License No.: _____

Address: 17782 17th Street, Suite 200

Tustin, CA 92780

Telephone: 714-665-4500

Facsimile: 714-665-4501

E-Mail: lsandusky@hfinc.com

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

93-0661195 :
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.

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EXHIBIT "A"
DESCRIPTION OF CONSULTANT SERVICES

1. Consultant's entire Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from Linda Sandusky, Project Manager/Associate, Hall & Foreman, a Division of David Evans and Associates, Inc. to Robert Gonzalez, Project Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 31, 2016, regarding Construction Surveying Proposed Shade Structures Project (10 pages), attached hereto by this reference as "ATTACHMENT 1".

2. Scope of Services
    a. Task 1 – Provide construction surveying services – Falcon Square
    b. Task 2 – Provide construction surveying services – Aquatic Center
    c. Task 3 – Provide construction surveying services – Alondra Drop-Off
    d. Task 4 – Provide construction surveying services – South Garden
    e. Task 5 – Provide construction surveying services – North Walk

3. Findings and recommendations to be prepared in accordance with generally accepted professional 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.	Task 1	$ 8,300.00
b.	Task 2	$ 5,100.00
c.	Task 3	$ 7,800.00
d.	Task 4	$11,400.00
e.	Task 5	$ 9,200.00
		$41,800.00

7. Schedule
    a. October 2016 – December 2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 29

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Ratification of Project Assignment Agreement No. 22 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for Existing Storm Drain Line Connection – Infrastructure Utilities**

ACTION
It is recommended that the Board of Trustees ratify Project Assignment Agreement No. 22 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for Existing Storm Drain Line Connection – Infrastructure Utilities.

FISCAL IMPACT
The total contract sum shall be for the amount not-to-exceed $30,700; this amount will be funded from the GO Bond. Hall & Foreman, a division of David Evans & Associates, Inc. is headquartered in Tustin, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 22 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR ENGINEERING SERVICES FOR EXISTING STORM DRAIN LINE CONNECTION – INFRASTRUCTURE UTILITIES
HALL & FOREMAN, A DIVISION OF DAVID EVANS & ASSOCIATES, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On July 1, 2014 Cerritos College entered into a Master Independent Consultant Agreement for Engineering Services ("Master Agreement") with Hall & Foreman, a Division of David Evans & Associates, Inc. for the purpose of creating a qualified pool of engineering firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P002, Engineering Services for Campus-Wide Measure CC and/or G Facilities Projects. 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 engineering firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 22 arises out of Cerritos College's desire to obtain the necessary engineering services for the Existing Storm Drain Line Connection – Infrastructure Utilities project funded by GO Bond allocations. Hall & Foreman, a Division of David Evans & Associates, Inc.'s services includes, but is not limited to, topo survey, review and research documents prepared for the original 2007 campus utility infrastructure, provide final storm drain/drainage improvement plan, and prepare final hydrology/hydraulic study.

Period: The time period will be from September 1, 2016 through April 31, 2017.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 22 to Contract No. 14P005 – Hall & Foreman
Draft of Project Assignment Agreement No. 21 to Contract No. 14P005 – Hall & Foreman
Draft of Project Assignment Agreement No. 20 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 19 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 18 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 17 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 16 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 15 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 14 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 13 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 12 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 11 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 10 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 9 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 8 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 7 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 6 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 5 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 4 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 3 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 2 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 1 to Contract No. 14P005 – Hall & Foreman
Contract No. 14P005, Master Independent Consultant Agreement for Engineering Services, Hall & Foreman, a Division of David Evans & Associates, Inc.

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 22
TO
MASTER INDEPENDENT CONSULTANT AGREEMENT
CONTRACT NO. 14P005
BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT
AND
HALL & FOREMAN, A DIVISION OF DAVID EVANS AND ASSOCIATES, INC.
DATED JULY 1, 2014

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **22nd** day of **September**, **2016**, 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 **Hall & Foreman, a Division of David Evans and Associates, Inc.** ("Consultant"), incorporated under the laws of the State of Oregon, and licensed to do business in the State of California, with its principal place of business at 17782 17th Street, Suite 200, Tustin, CA 92780. 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 **July 1, 2014**, entitled "Master Independent Consultant Agreement for Professional Services", Contract No. **14P005** ("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 – **Existing Storm Drain Line Connection – Infrastructure Utilities** 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. Existing Storm Drain Line Connection – Infrastructure Utilities

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 **September 1, 2016**, and will diligently perform as required and complete performance by **April 30, 2017**, 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 *(if applicable)*
X	Signed Master Agreement *(if not previously provided)*
X	Workers' Compensation Certification *(if not previously provided)*
X	Insurance Certificates and Endorsements *(if not previously provided)*
X	W-9 Form *(if not previously provided)*
	Other: _____

6. **Consultant's Compensation**. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **Thirty Thousand Seven Hundred and 00/100 Dollars ($30,700.00**). 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) Existing Storm Drain Line Connection – Infrastructure Utilities

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.

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

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**Hall & Foreman, a Division of David Evans & Associates, Inc.**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Linda Sandusky
Print Title: Acting VP of Business Services	Print Title: Project Manager, Associate

DRAFT

Information regarding Consultant:

License No.: _____

Address: 17782 17th Street, Suite 200

Tustin, CA 92780

Telephone: 714-665-4500

Facsimile: 714-665-4501

E-Mail: lsandusky@hfinc.com

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

93-0661195 :
Employer Identification and/or
Social Security Number

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

DRAFT

Cerritos College

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EXHIBIT "A"
DESCRIPTION OF CONSULTANT SERVICES

1. Consultant's entire Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from Linda Sandusky, Project Manager/Associate, Hall & Foreman, a Division of David Evans and Associates, Inc. to Jimmy Riordan, Program Manager, Tilden-Coil Constructors, Inc., Cerritos Community College District dated July 19, 2016, regarding Existing Storm Drain Line Connection – Infrastructure Utilities Project (1 page), attached hereto by this reference as "ATTACHMENT 1".

2. Scope of Services
    a. Task 1 – Provide topo survey for the area depicted for design purpose only.
    b. Task 2 – Review and research documents prepared for the original 2007 campus utility infrastructure.
    c. Task 3 – Provide final Storm Drain/Drainage Improvement Plan to complete existing storm drain system on the west side of campus.
    d. Task 4 – Prepare final Hydrology/Hydraulic study.
    e. Task 5 – Provide Public Agency Coordination and meet with College staff as required.

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

4. Cost of Professional Services

a.	Task 1	$ 2,800.00
b.	Task 2	$ 1,500.00
c.	Task 3	$14,000.00
d.	Task 4	$ 8,800.00
e.	Task 5	$ 3,600.00
		$30,700.00

5. Schedule
    a. September 2016 – April 2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 30

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Approval of Project Assignment Agreement No. 7 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Central Plant Expansion Project**

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 7 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Central Plant Inspection Project.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $28,369.04; this amount will be funded from the GO Bond. Koury Engineering & Testing, Inc. is headquartered in Chino, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 7 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR INSPECTION AND MATERIALS TESTING FOR THE CENTRAL PLANT EXPANSION PROJECT
KOURY ENGINEERING & TESTING, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On November 13, 2014, Cerritos College entered into a Master Independent Consultant Agreement ("Master Agreement") with Koury Engineering & Testing, Inc. for the purpose of creating a qualified pool of geotechnical engineering, materials testing, and special inspection services firms for 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 7 arises out of Cerritos College's desire to obtain the necessary inspection and materials testing for the Central Plant Expansion project. Koury Engineering & Testing, Inc.'s services includes, but is not limited to, geotechnical and construction observation including material testing, soil testing, and site visits.

Period: The time period will be from October 1, 2016 through January 31, 2018.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 7 to Contract No. 14P011 – Koury Engineering & Testing, Inc
Draft of Project Assignment Agreement No. 6 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 5 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 4 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 3 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 2 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 1 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Contract No. 14P011, Master Independent Consultant Agreement, Koury Engineering & Testing, Inc.

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 7

TO

MASTER INDEPENDENT CONSULTANT AGREEMENT

CONTRACT NO. 14P011

BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT

AND

KOURY ENGINEERING & TESTING, INC.

DATED NOVEMBER 13, 2014

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **22nd** day of **September, 2016**, 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 **Koury Engineering & Testing, Inc.** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 14280 Euclid Avenue, Chino, CA 91710. 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 13, 2014**, entitled "Master Independent Consultant Agreement for Professional Services", Contract No. **14P011** ("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 – **Inspection and Material Testing, Central Plant Expansion** 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. Central Plant Expansion

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 **October 1, 2016** and will diligently perform as required and complete performance by **January 31, 2018**, 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 "A" – Consultant's Master Schedule of Fees
X	Signed Master Agreement *(if not previously provided)*
X	Workers' Compensation Certification *(if not previously provided)*
X	Insurance Certificates and Endorsements *(if not previously provided)*
X	W-9 Form *(if not previously provided)*
	Other: _____

6. **Consultant's Compensation**. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **Twenty-Eight Thousand Three Hundred Sixty-Nine and 04/100 Dollars ($28,369.04**). 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) Inspection and Material Testing, Central Plant Expansion

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.

DRAFT

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

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**Koury Engineering & Testing, Inc.**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Tommy Wright
Print Title: Acting VP of Business Services	Print Title: VP Sales & Marketing

DRAFT

Information regarding Consultant:

License No.: _____

Address: 14280 Euclid Avenue
Chino, CA 91710

Telephone: 909-606-6111

Facsimile: 909-606-6555

E-Mail: tommyw@kouryengineering.com

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

95-4794326
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.

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Cerritos College

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EXHIBIT "A"
DESCRIPTION OF CONSULTANT SERVICES

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from Bridget Sherman, Senior Project Manager, Koury Engineering, Inc. to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 24, 2016 regarding Inspection & Material Testing Proposed Central Plant Expansion Project (13 pages), attached hereto by this reference as "ATTACHMENT 1".

2. Task 1 – Background Review
    a. Review Plans, Reports and Project Specifications

3. Task 2 – Field Exploration
    a. Periodic site visits and observation by Koury Engineering Staff for quality assurance purposes.
    b. Observing and testing compaction during grading operations, including removal and re-compaction of fills
    c. Documenting removal areas and depths
    d. Observing and testing compaction of subgrades for flatwork
    e. Review mix design for concrete
    f. Observe, inspect, sample and test structural concrete placed at the project site including the placement of reinforcing steel used on site
    g. Observe, inspect, sample and test reinforcing steel used on project site
    h. Observe and inspect miscellaneous steel erection and fabrication including welding and high strength bolting
    i. Conduct batch plant inspection during concrete operation

4. Task 3 – Laboratory Testing
    a. Performing required soils tests on retained samples from on-site and/or imported materials for fill placement as required by the soils report/project

5. Task 4 – Report Preparation
    a. One final report documenting observations and tests during construction will be provided

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

7. Includes Prevailing Wages, as required by law, for all field labor/work.

8. Cost of Professional Services

a.	Geotechnical Monitoring	$ 9,229.04
b.	Material Inspection	$ 13,860.00
c.	Laboratory Material Testing	$ 1,860.00
d.	Project Coordination	$ 3,420.00
e.	Total	$ 28,369.04

9. Schedule
    a. October 1, 2016 – January 31, 2018

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 31

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Ratification of Project Assignment Agreement No. 8 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Campus Energy Management System**

ACTION
It is recommended that the Board of Trustees ratify Project Assignment Agreement No. 8 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Campus Energy Management System.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $25,537.52; this amount will be funded from the GO Bond. Koury Engineering & Testing, Inc. is headquartered in Chino, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 8 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR INSPECTION AND MATERIALS TESTING FOR THE CAMPUS ENERGY MANAGEMENT SYSTEM
KOURY ENGINEERING & TESTING, INC.
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On November 13, 2014, Cerritos College entered into a Master Independent Consultant Agreement ("Master Agreement") with Koury Engineering & Testing, Inc. for the purpose of creating a qualified pool of geotechnical engineering, materials testing, and special inspection services firms for 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 8 arises out of Cerritos College's desire to obtain the necessary inspection and materials testing for the Campus Energy Management System. Koury Engineering & Testing, Inc.'s services includes, but is not limited to, geotechnical and construction observation including material testing, soil testing, and site visits.

Period: The time period will be from August 1, 2016 through March 31, 2018.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 8 to Contract No. 14P011 – Koury Engineering & Testing, Inc
Draft of Project Assignment Agreement No. 7 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Draft of Project Assignment Agreement No. 6 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 5 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 4 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 3 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 2 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Project Assignment Agreement No. 1 to Contract No. 14P011 – Koury Engineering & Testing, Inc.
Contract No. 14P011, Master Independent Consultant Agreement, Koury Engineering & Testing, Inc.

Cerritos College

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PROJECT ASSIGNMENT AGREEMENT NO. 8

TO

MASTER INDEPENDENT CONSULTANT AGREEMENT

CONTRACT NO. 14P011

BETWEEN CERRITOS COMMUNITY COLLEGE DISTRICT

AND

KOURY ENGINEERING & TESTING, INC.

DATED NOVEMBER 13, 2014

WHEREAS, this Project Assignment Agreement ("PAA") is made and entered into as of this **22nd** day of **September, 2016**, 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 **Koury Engineering & Testing, Inc.** ("Consultant"), incorporated under the laws of the State of California with its principal place of business at 14280 Euclid Avenue, Chino, CA 91710. 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 13, 2014**, entitled "Master Independent Consultant Agreement for Professional Services", Contract No. **14P011** ("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 – **Inspection and Material Testing, Campus Energy Management System** 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. Campus Energy Management System

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 **August 1, 2016** and will diligently perform as required and complete performance by **March 31, 2018**, 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 "A" – Consultant's Master Schedule of Fees
X	Signed Master Agreement *(if not previously provided)*
X	Workers' Compensation Certification *(if not previously provided)*
X	Insurance Certificates and Endorsements *(if not previously provided)*
X	W-9 Form *(if not previously provided)*
	Other: _____

6. **Consultant's Compensation**. District agrees to pay the Consultant for Services satisfactorily rendered pursuant to this PAA a total fee not to exceed **Twenty-Five Thousand Five Hundred Thirty-Seven and 52/100 Dollars ($25,537.52**). 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) Inspection and Material Testing, Campus Energy Management System

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.

DRAFT

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

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**Koury Engineering & Testing, Inc.**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Tommy Wright
Print Title: Acting VP of Business Services	Print Title: VP Sales & Marketing

DRAFT

Information regarding Consultant:

License No.: _____

Address: 14280 Euclid Avenue

Chino, CA 91710

Telephone: 909-606-6111

Facsimile: 909-606-6555

E-Mail: tommyw@kouryengineering.com

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

95-4794326
Employer Identification and/or
Social Security Number

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

DRAFT

Cerritos College

DRAFT

EXHIBIT "A"
DESCRIPTION OF CONSULTANT SERVICES

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from Bridget Sherman, Senior Project Manager, Koury Engineering, Inc. to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 24, 2016 regarding Inspection & Material Testing Proposed Energy Management System Project (13 pages), attached hereto by this reference as "ATTACHMENT 1".

2. Task 1 – Background Review
    a. Review Plans, Reports and Project Specifications

3. Task 2 – Field Exploration
    a. Periodic site visits and observation by Koury Engineering Staff for quality assurance purposes.
    b. Observing and testing compaction during grading operations, including removal and re-compaction of fills
    c. Documenting removal areas and depths
    d. Observing and testing compaction of subgrades for flatwork
    e. Review mix design for concrete
    f. Observe, inspect, sample and test structural concrete placed at the project site including the placement of reinforcing steel used on site
    g. Observe, inspect, sample and test reinforcing steel used on project site
    h. Observe and inspect miscellaneous steel erection and fabrication including welding and high strength bolting
    i. Conduct batch plant inspection during concrete operation

4. Task 3 – Laboratory Testing
    a. Performing required soils tests on retained samples from on-site and/or imported materials for fill placement as required by the soils report/project

5. Task 4 – Report Preparation
    a. One final report documenting observations and tests during construction will be provided

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

7. Includes Prevailing Wages, as required by law, for all field labor/work.

8. Cost of Professional Services

a.	Geotechnical Monitoring	$ 7,485.52
b.	Material Inspection	$ 12,540.00
c.	Laboratory Material Testing	$ 2,092.00
d.	Project Coordination	$ 3,420.00
e.	Total	$ 25,537.52

9. Schedule
    a. August 1, 2016 – March 31, 2018

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Project Assignment Agreement No. 7 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the Central Plant Expansion Project

ACTION
It is recommended that the Board of Trustees approve Project Assignment Agreement No. 7 to the Master Inspector Services Agreement with The Vinewood Company, LLC for the Central Plant Expansion project.

FISCAL IMPACT
The total contract sum shall be for the not-to-exceed amount of $101,652; this amount will be funded from the GO Bond. The Vinewood Company, LLC is headquartered in La Verne, 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.

PROJECT ASSIGNMENT AGREEMENT NO. 7 TO THE MASTER INSPECTOR SERVICES AGREEMENT FOR THE CENTRAL PLANT EXPANSION PROJECT
THE VINEWOOD COMPANY, LLC
Requested by: Mr. David C. Moore, Director of Physical Plant and Construction Services

Purpose: On January 28, 2015, Cerritos College entered into a Master Inspector Services Agreement ("Master Agreement") with The Vinewood Company, LLC for the purpose of creating a qualified pool of inspector of record firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P026, Inspector of Record Services. 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 inspection firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

Project Assignment Agreement No. 7 arises out of Cerritos College's desire to obtain the necessary inspection services for the completion of the Central Plant Expansion project funded by GO Bond

allocations. The Vinewood Company, LLC's services includes, but is not limited to, providing daily inspection and reports as a Class 3 Inspector for the Central Plant Expansion project.

Period: The time period will be from October 1, 2016 through January 31, 2018.

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

ATTACHMENT(S)
Draft of Project Assignment Agreement No. 7 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 6 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 5 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 4 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 3 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 2 to Contract No. 13P035 – The Vinewood Company, LLC
Project Assignment Agreement No. 1 to Contract No. 13P035 – The Vinewood Company, LLC
Contract No. 13P035, Master Inspector Services Agreement, The Vinewood Company, LLC

Cerritos College

DRAFT

PROJECT ASSIGNMENT AGREEMENT NO. 7

TO

MASTER INSPECTOR SERVICES AGREEMENT

CONTRACT NO. 13P035

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

THE VINEWOOD COMPANY, LLC

DATED

JANUARY 28, 2015

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is made and entered into as of **September 22, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **The Vinewood Company, LLC** ("INSPECTOR"); and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT shall be considered attached to and incorporated in that certain document dated **January 28, 2015** entitled "Master Inspector Services Agreement", **Contract No. 13P035** ("AGREEMENT") as the PARTIES desire to identify a PROJECT that will be completed pursuant to the terms of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT arises out of the DISTRICT's desire to obtain the necessary inspection services for the completion of the **Central Plant Expansion** project which shall hereinafter be considered a formal "PROJECT" subject to the terms and conditions of the AGREEMENT; and

WHEREAS, this PROJECT ASSIGNMENT AGREEMENT is being executed between the PARTIES pursuant to Section (A) of the AGREEMENT; and

WHEREAS, the initial Recitals of the AGREEMENT require that each portion of the PROJECT be identified and made a part of the AGREEMENT through a written PROJECT ASSIGNMENT AGREEMENT executed by both PARTIES, which identifies the name of the improvement, location, scope of work, basis of compensation, and any additional Basic Services that will be performed by the INSPECTOR in accordance with the AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree that the aforementioned improvement shall be completed pursuant to the terms and conditions of the AGREEMENT and as otherwise set forth herein below:

1. **Project Description.**

A. INSPECTOR shall provide inspection services for the following PROJECT:

1) Central Plant Expansion

2. **Basic Services.**

A. The INSPECTOR shall provide all the basic services set forth in the AGREEMENT in connection with this PROJECT ASSIGNMENT AGREEMENT, with the exception of the following services which are not needed for the completion of this PROJECT, as determined by the INSPECTOR in its professional opinion and approved by the DISTRICT:

1) Division of State Architect Inspection

3. **Additional Basic Services, Consultants and Deliverables.** Services, consultants, and/or other deliverables that are not set forth in the AGREEMENT but which are required for the completion of this PROJECT shall be described in ATTACHMENT "1" which is attached hereto this PROJECT ASSIGNMENT AGREEMENT and incorporated herein by this reference.

4. **Inspector Compensation.**

A. **Inspector Fee for Basic Services.** For performing the Basic Services detailed in the AGREEMENT and this PROJECT ASSIGNMENT AGREEMENT for the completion of the PROJECT, the DISTRICT agrees to pay INSPECTOR in accordance with the rate and price schedule information set forth in EXHIBIT "A" to the AGREEMENT unless an alternative fee for Basic Services is agreed upon between the PARTIES and attached hereto this PROJECT ASSIGNMENT AGREEMENT as ATTACHMENT "1".

B. In no event shall the total payment to INSPECTOR under this PROJECT ASSIGNMENT AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of **One Hundred One Thousand Six Hundred Fifty-Two and 00/100 ($101,652.00)**, for all services performed and expenses, inclusive of all extra service expenses, incurred pursuant to this PROJECT ASSIGNMENT AGREEMENT.

5. **Approval Required.** This PROJECT ASSIGNMENT AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

The PARTIES, through their authorized representatives, have executed this PROJECT ASSIGNMENT AGREEMENT as of the day and year first written above.

Dated: _____, 20___	Dated: _____, 20___
Cerritos Community College District	**The Vinewood Company, LLC**
By: _____	By: _____
Print Name: Noorali Delawalla	Print Name: Howard Mason
Print Title: Acting VP of Business Services	Print Title: Principal In Charge

DRAFT

Information regarding Inspector:

License No.:

Address: 1854 Vinewood Street

La Verne, CA 91750

Telephone: 909-596-1045

Facsimile:

E-Mail: hmtvc@verizon.net

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

260373328 :
Employer Identification and/or
Social Security Number

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

DRAFT

ATTACHMENT "2"

1. Consultant's Proposal is **not** made part of this PAA and has been included **for reference only**.
    a. Reference attached proposal from John Beckton, Team Leader Field Operations, The Vinewood Company to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated May 26, 2016 regarding Certified DSA Inspection Services Proposed Central Plant Expansion Project (3 pages), attached hereto by this reference as "ATTACHMENT 2".

2. Task 1
    a. Provide inspection services as requested by the District, excluding any and all special inspections that are required.
    b. Provide reports for all inspections including copies of all reports to Cerritos Community College, Architect in responsible charge and the Construction Management Team.

3. Includes Prevailing Wages as required by law for all field labor/work.

4. Cost of Professional Services
    a. Services $ 101,652.00

5. Schedule
    a. October 2016 – January 2018

6. Specific to this PROJECT ASSIGNMENT AGREEMENT the rate and price schedule information set forth in EXHIBIT "A" to the AGREEMENT for Basic Services is modified and agreed upon as follows:

INSPECTOR CERTIFICATION	ORIGINAL HOURLY RATE(S) PER AGREEMENT	MODIFCATION	CURRENT HOURLY RATE(S)	NOTES
Project Inspector Class 3	$62.50	$2.00	**$64.50**	Prevailing wage increase (July 2015).

7. At the time a given PROJECT is identified and entered into by way of a PROJECT ASSIGNMENT AGREEMENT, the prevailing wage determinations at the time of execution of a PROJECT ASSIGNMENT AGREEMENT shall apply for the duration of the given PROJECT. As such, the DISTRICT shall not be subject to any future prevailing wage determination increases for the given Project Assignment Agreement. Effectively, the current applicable prevailing wage determinations and/or agreed hourly rates noted above are "locked in" for the duration of this PROJECT ASSIGNMENT AGREEMENT.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 34

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: **Consideration of Ratification of Amendment to Project Assignment Agreement No. 5 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for the Sports Field Restroom Project**

ACTION
It is recommended that the Board of Trustees ratify the amendment to Project Assignment Agreement No. 5 to the Master Independent Consultant Agreement for Engineering Services with Hall & Foreman, a Division of David Evans & Associates, Inc. for the Sports Field Restroom project.

FISCAL IMPACT
The total contract sum shall be increased $4,200 for a new not-to-exceed amount of $11,600; this amount will be funded from the GO Bond. Hall & Foreman, a Division of David Evans & Associates, Inc. is headquartered in Tustin, 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 PROJECT ASSIGNMENT AGREEMENT NO. 5 TO THE MASTER INDEPENDENT CONSULTANT AGREEMENT FOR ENGINEERING SERVICES FOR THE SPORTS FIELD RESTROOMS PROJECT
HALL & FOREMAN, A DIVISION OF DAVID EVANS & ASSOCIATES, INC.
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 Hall & Foreman, a Division of David Evans & Associates, Inc. for the purpose of creating a qualified pool of engineering firms for campus projects pursuant to Request for Qualifications (RFQ) No. 13P002, Engineering Services for Campus-Wide Measure CC and/or G Facilities Projects. 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 engineering firm, conditions specific to the project, and are governed by the terms and conditions of the Master Agreement.

On December 1, 2014, Cerritos College entered into Project Assignment Agreement No. 5 to obtain the necessary topographic surveying and mapping services for the Sports Field Restroom project which included, but was not limited to, topographic surveying, mapping, and generation of an annotated topographic map of the area.

At this time, Cerritos College wishes to amend Project Assignment Agreement No. 5 to allow for additional surveying and mapping services on the Sports Field Restroom project.

Period: The end date of the PAA will be modified to December 10, 2014 through October 31, 2016.

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

ATTACHMENT(S)
Draft of Amendment No. 1 to Project Assignment Agreement No. 5 to Contract No. 14P005 – Hall & Foreman
Project Assignment Agreement No. 5 to Contract No. 14P005 – Hall & Foreman
Contract No. 14P005, Master Independent Consultant Agreement for Engineering Services, Hall & Foreman, a Division of David Evans & Associates, Inc.

Cerritos College

DRAFT

AMENDMENT NO. 1

TO

PROJECT ASSIGNMENT AGREEMENT NO. 5

UNDER

CONTRACT NO. 14P005

BETWEEN

CERRITOS COMMUNITY COLLEGE DISTRICT

AND

HALL & FOREMAN, A DIVISION OF

DAVID EVANS AND ASSOCIATES, INC.

DATED

JULY 1, 2014

WHEREAS, this Project Assignment Amendment ("P.A. AMENDMENT") is made and entered into as of **July 6, 2016** by and between the **Cerritos Community College District** ("DISTRICT") and **Hall & Foreman, a Division of David Evans & Associates, Inc.** ("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 1, 2014**, entitled **Project Assignment Agreement No. 5** to Master Independent Consultant Agreement, **Contract No. 14P005** (the "PROJECT ASSIGNMENT AGREEMENT") for the completion of the **Sports Field Restroom** Project (the "PROJECT") as the parties desire to amend, clarify, modify and/or revise the terms of the PROJECT ASSIGNMENT AGREEMENT; and

WHEREAS, this P.A. AMENDMENT arises out of the DISTRICT's desire to obtain **additional surveying and mapping services** for the completion of the PROJECT (hereinafter referred to as the "Additional Services"); and

WHEREAS, the Master Independent Consultant Agreement Contract No. **14P005** dated **July 1,**

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 1, 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 "2". The INDEPENDENT CONSULTANT and DISTRICT both agree to be bound by the provisions set forth in said ATTACHMENT "2" only to the extent such terms detail the scope of Additional Services and the total compensation due the 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 "2". 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 "2".

(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 "2", inclusive of reimbursable expenses, for performing all the Additional Services set forth in Section 5(E) above subject to the limitations set forth herein this Section 5(E)(1). In no event shall the total payment to INDEPENDENT CONSULTANT exceed **$4,200.00** for performing all the Additional Services set forth herein this PROJECT ASSIGNMENT AGREEMENT and ATTACHMENT "2". 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 "2" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS PROJECT ASSIGNMENT AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL, QUOTE OR OTHER DOCUMENT SUBMITTED TO THE DISTRICT BY 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 2 BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE SCOPE OF THE AGREED UPON ADDITIONAL SERVICES, AND THE CORRESPONDING RATE, FEE AND/OR PRICE SCHEDULE.

Exhibit "A" to this P.A. AMENDMENT Shall be Attached and Incorporated into the Project Assignment Agreement as Attachment "2"

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

DRAFT

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___
Hall & Foreman, a Division of David Evans & Associates, Inc.	**Cerritos Community College District**
By: _____	By: _____
Print Name: Linda Sandusky	Print Name: Noorali Delawalla
Print Title: Project Manager, Associate	Print Title: Acting V.P. of 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 Linda Sandusky, Project Manager/Associate, Hall & Foreman, a Division of David Evans & Associates, Inc., to Peter Stavros, Project Engineer, Tilden-Coil Constructors, Inc., Cerritos Community College District dated July 13, 2016 regarding construction surveying services proposed Sports Field Restroom Project (2 pages), attached hereto and incorporated herein by this reference as ATTACHMENT "1".

2. Task 1 – Project Specific Reporting Requirements
    a. Surveying services for site restroom pad, pad certifications, sewer line and new sidewalk.

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 all for fall field labor/work.

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

6. Cost of Professional Services
    a. Task 1 $ 4,200.00
    b. Total $ 4,200.00

7. Schedule
    a. August 1, 2016 – October 31, 2016

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 35

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Ratification of the Agreement for the Economic and Workforce Development Deputy Sector Navigator: Advanced Transportation and Renewables Grant (Grant No. 16-153-001) for Fiscal Year 2016-2017**

ACTION

It is recommended that the Board of Trustees ratify the agreement for the Economic and Workforce Development Deputy Sector Navigator: Advanced Transportation and Renewables Grant (Grant No. 16-153-001) for development of curriculum and providing training in colleges and K-12 schools for the Fiscal Year 2016-2017.

FISCAL IMPACT

Cerritos College will receive funding in the amount of $200,000; funding is made possible through Cerritos College's grant agreement with the California Community Colleges Chancellor's Office.

REPORT SUMMARY

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

SERVICES – NEW
CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
ECONOMIC AND WORKFORCE DEVELOPMENT DEPUTY SECTOR NAVIGATOR: ADVANCED TRANSPORTATION AND RENEWABLES GRANT (RFA NO. 13-153)
Requested by: Ms. Jannet Malig, Director of Advanced Transportation Technologies Project

Purpose: Cerritos College wishes to enter into an agreement with the California Community Colleges Chancellor's Office for acceptance of the Economic and Workforce Development Deputy Sector Navigator: Advanced Transportation and Renewables Grant (Grant No. 16-153-001) for development of curriculum and providing training in colleges and K-12 schools for Fiscal Year 2016-2017. Cerritos College will serve as the Deputy Sector Navigator for the Los Angeles and Orange County regions.

Cerritos College will work within the sector networks established by the Sector Navigator and the Regional Consortia and meet requirements of SB 1070 by developing mechanisms for reaching out to the middle and high schools within the macro-region. The Deputy Sector Navigator will continue to work with employers, industry and labor organizations, as well as workforce investments boards within the region to determine gaps in the workforce. Particularly, the Deputy Sector Navigator will be able to facilitate and update the curricula at individual colleges within the macro-region to include Alternative Fuel Vehicle technologies.

Period: The time period will be from July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Contract No. 16C0045 – California Community Colleges Chancellor's Office Grant Agreement

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**
Agenda Item No. 36

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of the Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees ratify the amendment to the agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017.

FISCAL IMPACT
The District will continue to receive funding in the amount of $38.53 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $795,301; funding is made possible through the California Department of Education. No general funds will be used.

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

SERVICES – AMENDMENT
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the California State Preschool Program whereby CDE will reimburse the District to provide preschool education services. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The amendment provides for an increase in the minimum number of child days of enrollment to 20,641 from the previously approved 13,876; the minimum days of operation remained unchanged at 243. CDE proposes to enter into an amendment with Cerritos College for fiscal year (FY) 2016-2017 to provide preschool education services for a MRA of $795,301, which is a $260,655 increase in revenue to Cerritos College from the previously approved amount of $534,646.

Period: The time period of the agreement remains unchanged and is July 1, 2016 through June 30, 2017.

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

ATTACHMENT(S)
Draft of Amendment No. 1 to Contract No. 16C0016 – California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017
Draft of Contract No. 16C0016 – California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 37

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of July 2016

ACTION

It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of July 2016.

FISCAL IMPACT

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

REPORT SUMMARY

This report of Contracts Under $25,000 that were processed during the month of July 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

July 2016 – Contracts Under $25,000

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ew/Amended Contracts Under $25,000
for the Month of July 2016

NEW CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE		COST	REQUESTOR
16C0020*							
16C0021	Victor Arreola	Contractor to provide Grant Implementation and Program Development Services for the ACT-On Retail Management Careers Grant	07/06/2016	09/30/2016	$	20,930.00	Academic Affairs
16C0022	James Rudd	Contractor to provide Alternative Fuel training	07/01/2016	06/30/2017	$	10,000.00	Ctr for Adv Trans Tech
16C0023****							
16C0024****							
16C0025***							
16C0026*							
16C0027	Charles Nechtem Associates, Inc./Helpnet	Contractor to provide services as set forth in the Employee Assistance Program for Cerritos College	07/01/2016	06/30/2018	$	19,872.00	Human Resources
16C0028	The Lobos Truck	Contractor to provide food for the STEM open house event.	09/30/2016	09/30/2016	$	300.00	STEM/SEM
16C0029	Richeeze Food Truck	Contractor to provide food for the STEM open house event.	09/30/2016	09/30/2016	$	400.00	STEM/SEM
16C0030	TABOM Food Truck	Contractor to provide food for the STEM open house event.	09/30/2016	09/30/2016	$	300.00	STEM/SEM
16C0031	Bellflower Unified School District	Memorandum of Understanding between Bellflower Unified School District and Cerritos College to provide a President's Middle College Scholars Academy to serve eight (8) students selected from BUSD during the 2016-2018 academic year for a pilot program developed to reach out to high school students who are interested in the teaching profession and are academically capable of post-secondary education.	03/01/2026	05/31/2018		No Cost	Teacher TRAC
16C0032	Larry Coleman	Contractor to provide services for developing/implementing a Culturally Responsive Training (CRT) program at Cerritos College	08/20/2016	12/31/2016	$	15,000.00	Library
16C0033	CCBC Foundation	Contractor to provide services for developing/implementing a Culturally Responsive Training (CRT) program at Cerritos College	08/20/2016	12/31/2016	$	15,000.00	Library
16C0034	Paula Brown	Contractor to provide services to create the infrastruture for the Culturally Responsive Training (CRT) program at Cerritos College.	08/20/2016	12/31/2016	$	12,000.00	Library
16C0035	MDRICH Consulting, Inc.	Contractor to present an interactive performance on sexual misconduct, including assault, for partial fulfillment on Title IX campus training requirements.	08/19/2016	08/19/2016	$	3,250.00	Student Services
16C0036	Cable Green	Contractor to provide guest speakers services for the Center for Teaching Excellence (CTX) Summer Institute.	10/28/2016	10/28/2016	$	6,000.00	Student Success
16C0037	Straight Talk Counseling Services	Contractor to provide general counseling services for Cerritos College students, one-on-one case management, as well as group counseling sessions made available in the EOPS/CARE/LINC Office.	08/15/2016	12/16/2016	$	6,500.00	EOPS
					$	*109,552.00*	

* Contract was submitted as a separate board item due to dollar amount and has already been approved

** No contract was issued under this contract number

*** Pending

**** For tracking purposes only

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 38

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of July 2016

ACTION

It is recommended that the Board of Trustees approve the purchase orders processed during the month of July 2016.

FISCAL IMPACT

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

REPORT SUMMARY

This report of purchase orders processed during the month of July 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

July 2016 – Purchase Order Report

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 39

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2015-2016 and 2016-2017 Academic Year

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

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

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

I. Classified Employment

Administrative Clerk ll (Counseling), Classified Salary Schedule: Grade 24, Step 1 ($3,258.00/month) effective September 1, 2016: Vanessa Salas

Administrative Clerk lll (Transfer Center), Classified Salary Schedule: Grade 27, Step 1 ($3,494.00/month), effective September 22, 2016: Shalisha Barnett

Campus Police Officer (Campus Police), Classified Salary Schedule: Grade 43, Step 1 ($5,052.00/month), effective XXX
[Name to be provided on the Revision]

Child Development Center Teacher, Part-Time, 19.5 hours/week 10-month position (Child Development Center), CDC Salary Schedule: Grade 03L, Step L1 ($25.82/hour), effective: September 6, 2016 Reena Popiel de Cazaux

Child Development Center Teacher, Full-Time 10-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 4 ($4,075/month), effective: September 6, 2016 Cindy O'Neill

Child Development Center Teacher, Full-Time 10-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 4 ($4,075/month), effective: September 6, 2016 Florence Resseguie

Child Development Center Teacher, Full-Time 10-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 4 ($4,075/month), effective: September 14, 2016 Tatyana Rivera

Child Development Center Teacher, Full-Time 10-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 4 ($4,075/month), effective: September 6, 2016 Guadalupe Roque

Child Development Center Teacher, Full-Time 12-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 1 ($3,550/month), effective: September 6, 2016 Marlen Murray

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: September 21, 2016

Child Development Center Teacher, Full-Time 12-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 5 ($4,265/month), effective: September 6, 2016 Diana Echeverria

Child Development Center Teacher, Full-Time 12-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 4 ($4,075/month), effective: September 6, 2016 Kristina Farah

Child Development Center Teacher, Full-Time 12-month position (Child Development Center), CDC Salary Schedule: Grade 3, Step 4 ($4,075/month), effective: September 6, 2016 Veronica Hendricks

Child Development Center Atelierista/Art Studio Teacher, Part-Time, 19.5 hours/week 11-month position (Child Development Center), CDC Salary Schedule: Grade 02L, Step L1 ($30.87/hour), effective: September 6, 2016 Debra Gonzalez

Child Development Center Program Specialist, Full-Time 11-month position (Child Development Center), CDC Salary Schedule: Grade 1, Step 1 ($5,720/month), effective: XXX [Name to be provided on revision]

Financial Aid Technician (Student Support Services/Financial Aid), Classified Salary Schedule: Grade 32, Step 1 ($3,817/month), effective: September 22, 2016 Sarahi Nino de Rivera

Senior Applications Analyst (Information Technology), Classified Salary Schedule: Grade 52, Step 1 ($5,802/month), effective: XXX [Name to be provided on the Revision]

*Out-of-Class** assignment as Lead Custodian – Graveyard Shift, Grade 28L, Step 1 ($4,719.80/month includes 5% Shift Differential) effective August 15, 2016 not to exceed October 14, 2016: Alfred C. Rodriguez

*Out-of-Class** assignment as Lead, Warehousing & Delivery, Grade 34, Step 2 + L-2 ($4,729.72/month) effective September 12, 2016 not to exceed March 31, 2017 or when position is filled: Miguel Arias

** Classified employees required to work in a higher classification according to the provisions of Administrative Procedure 7233 (AP 7233) and Article 5.12 of the CSEA collective bargaining agreement, shall qualify for "out-of-class" pay and their salary be adjusted upward for the entire period required to work out-of-classification.*

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: September 21, 2016

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II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first

Aboukhalil, Leila	Success Center	Instructional Aide ll	$13.30/hr (1)	08/16/16
Acosta, Marcelino*	DSPS	Instructional Aide l	$10.91/hr (3)	08/30/16
Alvarez, Dariana*	Financial Aid	Division Clerk	$10.37/hr	08/30/16
Arguello, Jasmine	Technology	Program Facilitator	$14.32/hr	08/25/16
Arias, Francisco*	DSPS	Instructional Aide ll	$13.30/hr	08/30/16
Arias, Francisco*	Liberal Arts	Interpreter l	$20.25/hr	08/16/16
Arredondo, Marlena*	Financial Aid	Division Clerk	$10.37/hr	08/30/16
Aviso, Ian V.	Success Center	instructional Aide l	$10.91/hr (3)	08/09/16
Bagasao, Anton Andrei	Success Center	Instructional Aide ll	$13.30/hr (1)	08/16/16
Barragan, Giovanni*	Financial Aid	Instructional Aide ll	$13.30/hr	08/30/16
Beeghly, Ryan**	HPEDA	Aquatic Specialist	$10.50/hr	08/19/16
Beltran, Andres*	Financial Aid	Division Clerk	$10.37/hr	08/20/16
Billish, Joseph	HPEDA	Instructional Aide ll	$14.67/hr (3)	08/08/16
Bouris, Peter	Success Center	Instructional Aide ll	$10.00/hr (1)	09/01/16
Briggs, William*	EPP	Instructional Aide l	$10.00/hr (1)	09/01/16
Bui, Donald	Success Center	Instructional Aide ll	$14.67/hr (3)	08/04/16
Call, MaryEllen*	Health Occupations	Cont. Ed. Specialist Health Occ.	$52.47/hr	08/19/16
Carias Castro, Luis*	Financial Aid	Division Clerk	$10.37/hr	08/25/16
Clark, Darcy G.*	Health Occupations	Community Ed. Specialist	$30.27/hr	08/16/16
Cole, John S.	Fine Arts	Continuing Ed. Specialist/Arts & Crafts	$23.31/hr	08/30/16
Conchas, Vanessa I.	Business Humanities	Instructional Aide l	$10.00/hr	08/29/16
Cordova, Brooke Elizabeth*	DSPS	Interpreter lll	$27.52/hr	08/26/16
Cuba, Nicole Marie*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Davila, Crystina*	Veterans Center	Recreational Activity Specialist	$14.18/hr	08/18/16
Davis, Tadashia*	Financial Aid	Secretary Clerk	$10.94/hr	08/19/16
De Hoyos, Katalina	Financial Aid	Instructional Aide ll	$13.30/hr	09/01/16
DeLgado, Alma A.*	CalWORKs	Division Clerk	$10.37/hr	08/26/16
Diaz, Rafael	Information Technology	Senior Technical Support Specialist	$17.45/hr	08/29/16

* Categorically Funded
** Specially Funded

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Diego, Vanessa A.	Liberal Arts	Intermediate Clerk	$10.00/hr	08/17/16
Dilger, Nicholas	Success Center	Instructional Aide ll	$13.30/hr (1)	08/19/16
Dominguez, Brandon*	Financial Aid	Instructional Aide ll	$13.30/hr	08/30/16
Dorado, Steve*	Technology	Vocational Ed. and Special Projects Asst.	$17.04/hr	08/30/16
Dunn, Paula N.	Academic Affairs	ASL Interpreter - Instruction Support	$42.58/hr	08/16/16
Escobar, Devyne	Financial Aid	Program Assistant l	$10.37/hr	08/30/16
Escudero, Juliana*	Health Occupations	Instructional Aide l	$10.00/hr	08/19/16
Fairfield, Sarah L.	IERP	Division Clerk	$10.37/hr	08/19/16
Figueroa, Melissa Marie*	EPP	Instructional Aide l	$10.00/hr (1)	09/01/16
Gajaweera, Kaushalya U.	SEM	Aide-General Laboratory	$10.00/hr	08/19/16
Garner, Jacqueline*	Adult Education	Community Education Specialist	$30.27/hr	08/19/16
Gatlin, Trenese C.*	Adult Education	Program Assistant ll	$11.78/hr	08/30/16
Gomez Juarez, Nancy	Business Humanities	Instructional Aide l	$10.00/hr	08/18/16
Gomez, Staphany*	Financial Aid	Program Assistant l	$10.37/hr	08/30/16
Gonzalez, Jaime*	Financial Aid	Secretary Clerk	$10.94/hr	08/19/16
Guerrero Cynthia Lorena	Business Humanities	Instructional Aide l	$10.00/hr	08/26/16
Guerrero, Lida*	CalWORKs	Division Secretary Clerk	$10.94/hr	08/26/16
Guerrero, Marissa Marie*	Financial Aid	Instructional Aide ll	$13.30/hr	08/30/16
Guzman, Sarai Abigail*	Financial Aid	Instructional Aide ll	$13.30/hr	08/30/16
Hernandez, Tanya Joanne*	Financial Aid	Instructional Aide ll	$13.30/hr	08/30/16
Hinton, Sarah Michelle	Success Center	Instructional Aide ll	$13.30/hr (1)	08/25/16
Jones, Morris	Success Center	Program Facilitator	$14.32/hr	09/01/16
Joson, Joseph	HPEDA	Instructional Aide ll	$14.67/hr (3)	08/16/16
King, Sarah Christine*	DSPS	Interpreter lV	$34.79/hr	08/25/16
Leguizamon, Tatiana E.*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Lewis, Devaughn Loren*	Financial Aid	Division Clerk	$10.37/hr	08/19/16
Licano, Savannah Marie*	Financial Aid	Division Clerk	$10.37/hr	08/30/16
Lopez Calderon, Alejandra	Success Center	Instructional Aide ll	$14.67/hr (3)	08/15/16
Lopez, Jonathan Matthew*	SEM	Instructional Aide l	$10.00/hr (1)	08/25/16
Lopez, Martha Noemi*	Health Occupations	Instructional Aide ll	$13.30/hr (1)	08/16/16
Lopez, Martha*	CalWORKs	Instructional Aide ll	$13.30/hr	08/26/16

* Categorically Funded
** Specially Funded

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Lozano, Jorge	Adult Education	Community Education Specialist	$30.27/hr	08/02/16
Maniquez, Daniel Joseph*	Financial Aid	Division Clerk	$10.37/hr	08/30/16
Marquez, Dolores Alvidrez*	Adult Education	Community Education Specialist	$30.27/hr	09/02/16
Martinez, Erika*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Martinez, Pedro Leonel*	Financial Aid	Division Clerk	$10.37/hr	08/30/16
Maya, Louis Peter*	Financial Aid	Instructional Aide I	$10.00/hr (1)	08/31/16
McKelly, Shawna	Success Center	Instructional Aide II	$13.30/hr (1)	08/12/16
Meisch, Matthew*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Melendez, Lizbeth Judith*	Financial Aid	Instructional Aide II	$13.30/hr	08/31/16
Miramontes, Mayra Alejandra*	Financial Aid	Instructional Aide II	$13.30/hr	08/30/16
Mitchel, Roanna	Success Center	Instructional Aide II	$13.97/hr (2)	08/16/16
Mock, Hyunsoo*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Mondaca, Frances*	Adult Education	Community Education Specialist	$30.27/hr	08/31/16
Munoz, Kimber Amber*	Financial Aid	Program Assistant I	$10.37/hr	08/30/16
Nunez, Maria D*	Adult Education	Community Education Specialist	$30.27/hr	09/02/16
Myer, Glen James**	HPEDA	Community Education Specialist	$30.27/hr	08/12/16
Nguyen, Bich Tran Ngoc	Success Center	Instructional Aide II	$13.30/hr (1)	08/12/16
O'Brien, Sean	Fine Arts	Community Education Specialist	$23.31/hr	08/18/16
Okhuysen, Victor*	Technology	Community Education Specialist	$30.27/hr	08/23/16
Olivares-Molina, Gustavo*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Palomera, Gregorio Jr.*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Perez Martinez, Moises*	Adult Education	Program Facilitator	$14.32/hr	08/30/16
Perez, Jacob*	Financial Aid	Instructional Aide II	$14.67/hr (3)	08/31/16
Price, Felicia*	DSPS	Interpreter Certified	$42.58/hr	08/18/16
Quezada,Vanessa*	Health Occupations	CDC Substitute Teacher	$20.48/hr	09/12/16
Ramierez Jr., David Julian	Success Center	Instructional Aide II	$13.30/hr (1)	08/12/16
Ramos, Eliseo*	Financial Aid	Secretary Clerk	$10.94/hr	08/30/16
Reed, Ashley Nicole*	Financial Aid	Instructional Aide II	$13.30/hr	08/31/16
Rizzen, Joe*	EPP	Instructional Aide I	$10.00/hr (1)	09/01/16
Rodriguez, Christopher George*	Financial Aid	Secretary Clerk	$10.94/hr	08/24/16
Romero, Naidelyn Janeth*	Financial Aid	Program Assistant I	$10.37/hr	08/30/16

* Categorically Funded
** Specially Funded

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Rosales, Israel*	Adult Education	Community Education Specialist	$30.27/hr	08/31/16
Rubi, Lucero*	CalWORKs	Division Clerk	$10.37/hr	08/11/26
Salazar, Bianca Isabel*	Financial Aid	Instructional Aide II	$13.30/hr	08/31/16
Sanchez, Margarita*	Adult Education	Secretary Clerk	$10.94/hr	08/11/16
Serna, Jocelyne*	Financial Aid	Secretary Clerk	$10.94/hr	08/31/16
Skjonsby, Kristen*	Academic Affairs	Research Assistant	$18.01/hr	08/31/16
Smith, Alexis*	Health Occupations	Community Education Specialist	$30.27/hr	08/12/16
Smith, Kishaamin*	Adult Education	Community Education Specialist	$30.27/hr	08/18/16
Stroedel, Vanessa*	Academic Affairs	Research Assistant	$18.01/hr	08/30/16
Tellez, Isaiah Hermenejildo*	Financial Aid	Program Assistant I	$10.37/hr	08/30/16
Tran, Hung Ngoc*	Financial Aid	Division Clerk	$10.37/hr	08/31/16
Tuning, Catherine	HPEDA	Instructional Aide II	$13.30/hr (1)	08/12/16
Varela, Phillip David	Success Center	Instructional Aide II	$13.30/hr (1)	09/01/16
Vergara, Carolyne*	Adult Education	Community Education Specialist	$30.27/hr	08/31/16
Victoria, Francesca*	Academic Affairs	Research Analyst	$18.01/hr	09/01/16
Wagner, Alycia	Success Center	Program Facilitator	$14.32/hr	09/01/16
Williams, LaTarah	IERP	Research Analyst	$27.40/hr	08/12/16
Wilson, Kellie*	Academic Affairs	Research Assistant	$18.01/hr	08/30/16

* Categorically Funded
** Specially Funded

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 40

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

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

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

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

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

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

ATTACHMENT(S)
Employment of Faculty, Temporary Part-Time 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Ochoa, Lorena	RE	Counseling Instruction	1AM	53.29

II. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Brown, Kristina	NH	Sociology	1AM	53.29
Butler, Jeffery	NH	Psychology	1AD	55.15
Ledezma, Erica	RE	Psychology	2AM	56.44
Lee, Samuel	NH	Economics	1AM	53.29
Martins, Melanie	NH	Interdisciplinary Studies	1AM	53.29
Minsky-Rowland, Jocelyn	NH	Antropology	1AD	55.15
Poole, Heather	NH	Paralegal	1AD	55.15
Tchulluian, Laura	NH	Paralegal	1AD	55.15
Terrell, Bud	NH	Accounting/Finance	1AM	53.29
Vecchio, Daniel	RE	Philosophy	1BM	53.29
Wheeler, Michael	NH	Psychology	1AM	53.29
Yilan, Luo	NH	Economics	1AM	53.29

III. FINE ARTS/COMMUNICATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Anvari, Sam	NH	Art	1AM	53.29
Booshu, Noah	NH	Photography	1AM	53.29
Chartier, Renee	NH	Photography	1AM	53.29
Gill, Stephanie	NH	Art	1AB	51.49
Irie, Ichiro	NH	Art	1AM	53.29
Lloyd, Joseph	NH	Art	1AM	53.29
Minear, Samantha	NH	Art	1AM	53.29
Mitchell, Kathryn Elizabeth	NH	Music; Applied Music	1AM	53.29
Pacier, Phillip	RE	Music; Applied Music	1BM	53.29
Phelps, Jennifer	NH	Art	1AM	53.29
Robinson, Donna	RE	Art	1BM	53.29

* NH=New Hire, RE=Reemployed

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IV. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Arbizzi, Daniela	NH	Child Development	1AM	53.29
Lloyd, Clarence	NH	Pharmacy Technician	1AD	55.15
Jefferson, Sharrica	NH	Nursing	1AM	53.29
Ortega, Monica	NH	Nursing	1AM	53.29
Varghese, Ninu	RE	Nursing	3BM	59.58

V. LIBERAL ARTS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Aboulin, Annie	NH	English	1AM	53.29
Fong, Peter	NH	Speech	1AM	53.29
Fry, Wyatt	NH	German	1AM	53.29
Harper-Johnson, Paula	RE	American Sign Language	6BM	67.49
Hsiao, John	RE	English	5AM	65.84
Hyer, Mark	RE	English	1AM	53.29
King, Kathryn	NH	English	1AM	53.29
Linhares, Manuel	NH	Spanish	1AM	53.29
Masters, Dee	NH	English	1AM	53.29
Nia, Halleh	NH	Speech	1AM	53.29
Ruiz de Castilla, Clariza	NH	Speech	1AD	55.15
Skjonsby, Kristen	NH	English	1AM	53.29

VI. PHYSICAL EDUCATION

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Afra, Maha	RE	Dance	6BM	67.49
Artiaga, Jorge	NH	Coaching	1AB	51.49
Ashley, Brendan	NH	Coaching	1AB	51.49
Cadwallader, Daniel	NH	Coaching	1AB	51.49
Casaquit, Noah	NH	Coaching	1AB	51.49
Kingsbury, Deanna	RE	Physical Education	1BM	53.29
Munoz, Alex	NH	Coaching	1AB	51.49
Neri, Efren	NH	Coaching	1AB	51.49
Ruiz, Raul	RE	Physical Education	2AM	56.44

* NH=New Hire, RE=Reemployed

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VII. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Berekian, Beverly	RE	Geology	4AM	62.71
Cook, Shaun	NH	Chemistry	1AM	53.29
Hultman, Jason	NH	Mathematics	1AM	53.29
Huynh, Hubert	NH	Computer Science	1AM	53.29
Nguyen, Minhthong	NH	Computer Science	1AM	53.29
Nova, Leopoldo	NH	Computer Science	1AM	53.29

VIII. TECHNOLOGY

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Chiros, Scarlett	RE	Cosmetology	3AM	59.58
Smith, Rochelle	RE	Cosmetology	5AB	65.84

IX. STUDENT SERVICES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Brooks, Kerry Steve	RE	EOPS Instruction	1AM	53.29
Embry, Bernice	NH	Counseling	1CM	43.91
Fujii, Allison	RE	Career Services	3CM	47.03
Juarez, Michelle	NH	Counseling	1CM	43.91
Ramirez, Diana	NH	Counseling	1CM	43.91

X. LIBRARY/LEARNING RESOURCE CENTER

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Bair, Richard	RE	Success Center - Language	3AM	59.58
Daugherty, Heather	RE	Library Instruction	2AM	56.44
Elgindi, Isaac	RE	Success Center - Mathematics	2AM	56.44
Ezewiro, Stacey	NH	Success Center - Language	1AM	53.29
Fischer, Anna	RE	Success Center - Language	6BM	67.49
Ludvigsen, Lindsay	RE	Success Center - Language	4AM	65.84
Ortiz, Lorena	RE	Success Center - Mathematics	6BM	67.49
Politanoff, Ashton	NH	Success Center - Language	1AM	53.29
Powell-Martin, Laura	RE	Success Center - Language	2AM	56.44
Reyes, Amanda	RE	Success Center - Language	2AM	56.44
Winiarski, Catherine	NH	Success Center - Language	1AM	53.29

* NH=New Hire, RE=Reemployed

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 41

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

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

ACTION

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

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

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

EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Bueno, Melissa	Child Development Center	Instructional Associate	9/6/2016
2)	Camberos-Tharp, Casey	Child Development Center	Instructional Associate	9/6/2016
3)	Gregorio, Aline	SEM – Earth Science	Instructor	7/15/2016
4)	Robles, Desiree	Child Development Center	Teacher	9/6/2016

Presented to the Board of Trustees: September 21, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 42

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of
Human Resources

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk
Management

SUBJECT: Consideration of Approval of Request for Unpaid Leave of Absence: Dr. Monica Bellas, Professor (Anthropology Department)

ACTION

It is recommended that the Board of Trustees approve Dr. Monica Bellas' request for a 40% unpaid leave of absence due to personal reasons for the period of August 15, 2016 through December 16, 2016.

FISCAL IMPACT

Replacement cost may or may not have a financial impact depending on substitute's salary rate.

REPORT SUMMARY

According to the provisions of Article 21 of the Cerritos College Faculty Federation, Local 6215, Collective Bargaining Agreement, a full-time faculty unit member may request an unpaid leave of absence for personal reasons. Requests for unpaid leave of absence for more than five days but less than one calendar year must be placed on the Board agenda for consideration of approval by the Board of Trustees. Dr. Bellas submitted a request for an unpaid leave of absence due to personal reasons for the period of August 15, 2016 through December 16, 2016. The immediate supervisor, Ms. Rachel Mason, Instructional Dean of Business Education, Humanities, and Social Sciences, and Mr. Rick Miranda, Acting Vice President of Academic Affairs, reviewed and recommended approval of Dr. Bellas' unpaid leave request.

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: **September 21, 2016**

Agenda Item No. 45

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval to Award Independent Contractor Services Agreement with MIG, Inc. for the District's Educational Master Plan Consultant

ACTION

It is recommended that the Board of Trustees award and authorize the District to negotiate and enter into a Independent Contractor Services Agreement with MIG, Inc. of Pasadena, California for the purpose of providing consulting services for the Educational Master Plan for Cerritos College pursuant to Request for Proposal (RFP) No. 16C0007, Educational Master Plan Consultant.

FISCAL IMPACT

The total contract sum shall be for the not-to-exceed amount of $139,565; funding for this agreement will be allocated from the General Fund.

REPORT SUMMARY

On June 15, 2016, Cerritos College released Request for Proposals (RFP) No. 16C0007, Educational Master Plan Consultant. The purpose of the RFP was to seek proposals to provide consulting services to prepare the District's six (6) year Educational Master Plan (EMP) for 2016-2022.

The company selected to provide consulting services for Cerritos College's Educational Master Plan will enter into a contract with Cerritos College through the college's standard Independent Contractor Services Agreement. The term of the agreement will be from October 1, 2016 through June 30, 2017.

The company selected to provide consulting services for Cerritos College's Educational Master Plan will be required to produce written, graphic, and digital documentation of the EMP, as well as plans for individual disciplines, including growth of existing programs and addition of new programs to accommodate maximum student enrollment. The EMP consultant will assist the District in the planning process from the initial phase of research through adoption of the plan by the District's Board of Trustees. The EMP consultant will collaboratively work with District leadership, Strategic Planning Committee Members, and other District constituencies and committees to develop the EMP through participation in open forums, committee meetings, and public review, as applicable.

In addition to public advertisement in a newspaper of general circulation and posting on the Purchasing Department's website, Purchasing reached out to one hundred fifty-five (155) companies on Cerritos College's vendor list.

Five companies submitted proposals by the submittal deadline date on June 14, 2016. Upon evaluation of the proposals received, three companies were shortlisted by the technical evaluation committee. The three shortlisted companies who provided presentations include the following:

- Cambridge West Partnership, LLC – 14471 Chambers Road, Suite 260, Tustin, CA 92780
- The Collaborative Brain Trust Consulting Firm – 1130 K Street, Suite 150, Sacramento, CA 95814
- MIG, Inc. – 537 S. Raymond Ave., Pasadena, CA 91105

The interview evaluation committee determined that the company listed below was the most qualified to provide educational master plan consulting services for the college.

- MIG, Inc. – 537 S. Raymond Ave., Pasadena, CA 91105

Upon completion of Cerritos College's due diligence review, the college finds that contracting with the above-referenced company to provide educational master plan consulting services is in the best interest of Cerritos College.

Cerritos College is recommending that the Board of Trustees award and authorize the college to negotiate and enter into an agreement with MIG, Inc. to provide educational master plan consulting services.

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

ATTACHMENT(S)
Draft of Contract No.16C0007, Independent Contractor Services Agreement – MIG, Inc.

BOARD RESOLUTION NO. 16-0921D

RESOLUTION TO SUPPORT PROPOSITION 55

WHEREAS, the Cerritos Community College District Governing Board is committed to making policy and financial decisions that enable the district to provide quality educational programs and services to the members of our community; and

WHEREAS, during the recent recession, the state cut more than $56 billion from education, healthcare and other critical services; and public schools statewide experienced unprecedented funding reductions and apportionment deferrals; and

WHEREAS, California public schools rank 42nd out of the 50 states in per-pupil spending; California public schools are the most crowded in the nation; and California provides fewer guidance counselors and librarians per student than any other state in the nation;[1] and

WHEREAS, many of California's schoolchildren come from low-income families that lack access to the health care services needed to keep those children in school and learning; and

WHEREAS, passage of Proposition 30 in 2012 helped increase state revenues, providing a significant boost to California's K-14 school spending and sending funds directly to school districts and community college districts through the Education Protection Account;

WHEREAS, the revenues from Proposition 30 will decline after 2016 and will disappear completely after 2018, the last year its provisions will be in effect; and

WHEREAS, Proposition 55 would extend Proposition 30's temporary income tax rates for an additional 12 years, to continue funding the Education Protection Account and boost spending on health care for low income families; and

WHEREAS, unless Californians extend Proposition 30's temporary tax increases, the state's schools and community colleges most likely will receive relatively fewer dollars in the years ahead, raising the prospect that California's school spending will fall even further behind the nation; and

WHEREAS, a reduction of funding will have a severe impact in student access to education and the future economic development of our local communities, and

BE IT RESOLVED that the Cerritos Community College District Governing Board joins school districts and community college districts around the state in supporting Proposition 55 and in urging the Legislature to work with the public education community to identify stable, long-term, adequate funding solutions for public schools and community colleges; and

[1] http://calbudgetcenter.org/wp-content/uploads/Californias-Support-for-K12-Education-Ranks-Low-by-Almost-Any-Measure_FactSheet_11.17.2015.pdf

BE IT FURTHER RESOLVED, that this body, the Cerritos Community College District supports the passage of Proposition 55 because it provides needed revenue to public schools and will specifically benefit this district for the reasons described herein.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 17th day of August, 2016, by the following vote:

AYES: 7

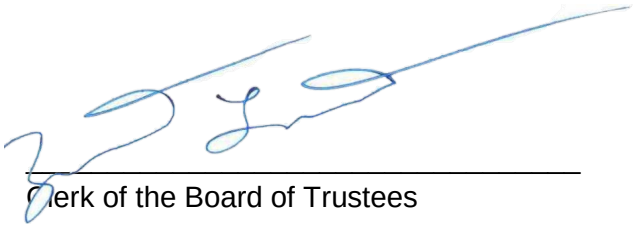
NOES: 0

ABSTENTIONS: 0



President of the Board of Trustees

Attested to:



Clerk of the Board of Trustees

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President and Board of Trustees Ongoing Goals for 2016-2017

1. Foster student success, engagement, and completion

The Board of Trustees and CEO will continue to support initiatives focused on increasing student success, engagement, and completion at Cerritos College.

Board and CEO Activities:

- Receive progress reports regarding new and ongoing initiatives including a data warehouse, math, Completion Project, student equity, and benchmarking on cohorts for three years at 150% and four years at 200% of the time.

Linkage to Strategic Plan

- Student Engagement Goal 2: Increase overall degree and certificate completion by **2% by 2017** by ensuring students are aware of their program pathways and progressing towards completion.
- Teaching Practices Goal 1: Improve the collaborative teaching environment on campus by increasing opportunities for faculty interaction.
- Instructional Programs Goal 1: Create clear educational pathways for all completed Associate Degrees for Transfer (ADTs) and **25%** of non-ADT degrees and certificates and **60%** of Career Technical Education Programs (CTEs) and communicate the pathways to the student community.
- Instructional Programs Goal 2: Increase overall transfer prepared rate by **2% by 2017**.
- Instructional Programs Goal 3: Create a strategy to increase successful completion of the basic skills sequences for Math, Reading, English and ESL and determine a baseline for future measurement.
- Support Services Goal 1: Develop a coordinated marketing campaign and calendar to promote services to students and the campus community.
- Support Services Goal 2: Increase use of universally accessible technology to enhance availability of services and resources.

President and Board of Trustees Ongoing Goals for 2016-2017

2. Advance the Facilities Master Plan and Maintain and Improve the Academic Infrastructure.

Under the direction of the Board, the CEO will continue to monitor the construction of facilities associated with the Facilities Master Plan.

Board and CEO Activities:

- Participate in construction update meetings.
- Monitor construction budgets and timelines.
- Report any irregularities to the Board of Trustees in a timely fashion.

Linkage to Strategic Plan

- ❖ Academic Infrastructure Goal 1: Integrate the smart classroom standards across campus that includes technology, equipment, furniture, and media.
- ❖ Academic Infrastructure Goal 2: Rewrite Planning Plus and implement Program Review Plus.
- ❖ Academic Infrastructure Goal 4: Expand campus Wi-Fi coverage replacing all ports by 2017

President and Board of Trustees Ongoing Goals for 2016-2017

3. Develop a new long-term strategic/education master plan

The Board of Trustees and the CEO will embrace the long-term vision of Cerritos College.

Board and CEO Activities:

- Engage the college community in dialog around academic excellence and student-centered initiatives.
- Gather feedback from the campus community to be used in the development of a multi-year strategic plan.
- Select a consulting firm to develop the 5 year strategic plan
- Develop the new strategic plan with broad college participation by the end of 2017 academic year

4. Focus on community outreach

Under the direction of the Board of Trustees, the CEO will expand outreach to strengthen the presence of Cerritos College in the local community.

Board and CEO Activities:

- Continue to host community events on the Cerritos College campus.
- Continue to bring community members and potential business partners to tour the Cerritos College facilities.
- Continue to participate in local activities and provide reports of the college to local school boards and city councils
- Maintain visibility and participation in local and state events.
- Foster the engagement of the executive team in community events

President and Board of Trustees Ongoing Goals for 2016-2017

5. Foster a strong partnership between the Cerritos College Foundation and Cerritos College

The CEO, under the direction of the Board, will explore opportunities to become more involved in fundraising activities associated with the Foundation.

Board and CEO Activities:

- Continue conversations about the development of a Foundation strategic plan that support the direction of the district.
- In collaboration with the Executive Director interview and select consultants to expand fund raising capacity for the Cerritos College foundation
- Continue build relationships with community members and alumni to build a donor base.
- Develop a naming opportunity catalog for potential donors.
- Begin the expansion of the giving capacity of the foundation before the end of the 2017 academic year.

6. Focus on affordability

The Board of Trustees and CEO support solutions that keep the cost of attending college as affordable as possible for Cerritos College students.

Board and CEO Activities:

- Continue to support and develop the Open Educational Resources (OER) initiative.
- Seek additional grant opportunities that cover costs associated with students' college attendance and support the institution.
- Continue to expand Cerritos Complete

Linkage to Strategic Plan

- ❖ Student Engagement Goal 5: Develop and implement strategies for reducing textbook costs for students.
- ❖ Student Engagement Goal 5.1: Expand OER resources for courses on campus by targeting specific high enrollment courses and sections.
- ❖ Student Engagement Goal 5.2: Develop a plan for increasing faculty involvement in reducing textbook costs.

President and Board of Trustees Ongoing Goals for 2016-2017

7. Strengthen the relationship between the Career Technical Education, Business Development, and Workforce Development programs.

The CEO, under the direction of the Board of Trustees, will explore collaboration opportunities to enhance the services provided between the above-mentioned programs.

Board and CEO Activities:

- Conduct a Strength-Weakness-Opportunities-Threat (SWOT) analysis of current and future needs before the end of the 2017 academic year.
- Develop a proposal based on the results of the SWOT analysis to strengthen business development and workforce development programs with actionable steps before the end of the 2017 academic year.

8. Support and develop K-12 partnerships within the Cerritos Community College District.

The Board of Trustees and CEO will support K-12 partnerships with the school districts served by the college.

Board and CEO Activities:

- Host a summit with our K-12 partners.
- Initiate conversations with K-12 partners and Cerritos College faculty regarding multiple placement measures for incoming seniors.
- Evaluate current services and partnerships with K-12 partners and make recommendations for improvement.

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President and Board of Trustees Ongoing Goals for 2016-2017

9. Advance the diversity plan and report pertinent information accordingly

The Board of Trustees and CEO will continue to develop and foster a campus community that is reflective of the student body and communities we serve. Such a community will meet the current and future social, economic, and workforce needs of a highly diverse state.

Board and CEO Activities:

- Provide continuous updates regarding our progress.
- Expand hiring practices and recruitment efforts.
- Provide more opportunities for employees to participate in diversity-related activities and training.
- Expand the understanding of diversity across campus.
- Produce yearly reports as to the progress made advancing the diversity program.

Linkage to Strategic Plan

- ❖ Campus Leadership Goal 1: Expand leadership development opportunities for all constituent groups.
- ❖ Campus Leadership Goal 3: Identify, promote, and implement best practices in diversity programs.

President and Board of Trustees Ongoing Goals for 2016-2017

10. Invest in Each Other

The Board of Trustees and the CEO will work together to build a culture of trust and collaboration across Cerritos College. In such a culture, the expertise of all members of the Board of Trustees and the CEO are valued and taken into consideration during the decision-making process. The relationship between the Board and the CEO will be strong and genuine in order effect change to campus culture as we lead by example.

Board and CEO Activities:

- Establish regular communication via updates from CEO to the Board of Trustees.
- Provide timely and accurate information.
- The Board and the President/Superintendent will engage in meaningful professional development to advance the mission of the district.

Linkage to Strategic Plan

- Campus Leadership Goal 1: Expand leadership development opportunities for all constituent groups.
- Campus Leadership Goal 2: Improve participation in shared governance and student engagement activities **by 10%**.
- Campus Leadership Goal 4: Improve communication methods to all campus constituents.
- Campus Leadership Goal 5: Increase overall degree and certificate completion and transfer preparedness **by 2% by 2017** by ensuring the campus community understands and promotes completion for all Cerritos students.

President and Board of Trustees Ongoing Goals for 2016-2017

New Activities and Initiatives

- Improve academic infrastructure through quality and attractiveness of the work environment which will assist in the recruitment and retention of outstanding faculty, students and support staff. Provide safe and secure environment for our students
    - Energy Use and Sustainability
    - Develop and implement strategies to reduce energy use by using efficient lighting, heating and cooling systems
    - Physical Infrastructure Renewal
    - Renovate existing structures
    - Upgrade classroom technology for teaching and learning
    - Increase Wi-Fi connectivity points throughout the campus
- Work with classified employees leadership to develop a robust professional development plan
- Create linkages and programming that develop career pathways for noncredit students
- Collaborate with shared governance groups to develop and complete the midterm accreditation report
- Complete the Minority Male Community College Collaborative (M2C3) assessment and develop implementation plan before the end of the 2017 calendar year
- In collaboration with the college's math faculty, Basic Skills Coordinator, and Developmental Education Committee, and alignment with the strategic plan, improve two-year developmental math progress rate for first-time freshmen by 1%
- Strengthen and continue to improve working relationships among professional advisors, faculty advisors, and academic program directors
- Work in collaboration with the faculty senate and faculty at large to explore the possibility to expand guided pathways across curriculum
- Develop strategies to continue to expand access for underserved populations.
- Through AB288 refine and further strengthen Dual Enrollment to recruit and retain students from our local school districts

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **September 21, 2016**

Agenda Item No. 48

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

SUBJECT: Consideration of Approval of the 2016-17 Adopted Budget

ACTION

It is recommended that the Board of Trustees approve the proposed Adopted Budget for the 2016-17 Fiscal Year.

FISCAL IMPACT

As presented.

REPORT SUMMARY

The College is required to have its 2016-17 annual budget adopted by the Board of Trustees and submitted to the Chancellor's Office by September 21 and to the Los Angeles County Office of Education after adoption.

This budget provides a snapshot-in-time view of the District's projected revenues and expenditures. These financial projections are based upon the best and most current information available from both internal and external sources including the Chancellor's Office Budget Workshop that was held on August 4, 2016. Budget revisions are regularly presented to the Board of Trustees throughout the year as new information becomes available.

For 2016-17, key components of the unrestricted general fund include: Zero Cost of Living Adjustment (COLA); Hiring of 29 faculty members, of which 23 positions are funded from the unrestricted general fund. 2015-16 CCFF retro salary adjustment for both full-time faculty and adjunct faculty. Also includes 2016-17 salary increase of 2.5% for the following employee groups: CSEA Classified, Managers and Administrators, President and VPs, Confidential, Child Development and CCFF members (full and part-time).

It is important to note than any future revenue shortfalls or expenditure increases will impact the budget in some way.

NOTICING REQUIREMENTS

The notice of public hearing on the proposed 2016-17 adopted budget was advertised in the Long Beach Press Telegram newspaper on September 7, 2016.

ATTACHMENT(S)

2016-17 Adopted Budget

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, October 5, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Zurich Lewis, Board Clerk (Trustee Area 7), Bob Arthur (Trustee Area 1), Carmen Avalos (Trustee Area 2), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Rick Miranda, Acting Vice President of Academic Affairs, Harry Joel, Interim Vice President of Human Resources, Dr. Stephen Johnson, Vice President of Student Services, Scott O'Neil, Faculty Senate Representative, Lynn Laughon, CSEA President, and Dr. Solomon Namala, CCFF President. Marisa Perez, Board Vice President (Trustee Area 4) was not present.

1. Invocation

2. Pledge of Allegiance: John Paul Drayer

3. Roll Call

AGENDA ORGANIZATION

There were no changes to the agenda organization.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

There were no reports and comments from constituent groups.

OPEN SESSION AGENDA

4. The Board of Trustees reviewed and discussed Proposed Board Policy and Administrative Procedure 3440 – Service Animals during this first reading.

5. The Board of Trustees reviewed the following board policies:
   - BP 2010 - Board Membership
   - BP 2100 - Board Elections

- BP 2105 - Student Trustee
- AP 2105 - Student Trustee Election and Responsibilities
- BP 2110 - Vacancies on the Board
- AP 2110 - Vacancies on the Board
- BP 2220 - Committees of the Board

Mr. Arthur requested that the Board Policy Advisory Committee consider discussing term limits.

6. This item was postponed to a future board meeting.

7. The Board of Trustees received a staff presentation on budget, revenue generating initiatives, and enrollment.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Ms. Patron:
- thanked Mr. Arthur, Mr. Lewis, Ms. Perez, and Dr. Fierro for attending the first ASCC Senate meeting; and
- stated that ASCC approved its budget.

Dr. Salazar:
- attended the STEM Open House and stated that it was impressive and great to showcase the work with the museum.

John Paul Drayer:
- thanked Dr. Fierro for his presentation; and
- thanked Dr. Salazar for engaging the community to improve the college even further.

Dr. Fierro:
- stated that he has been participated in an Accreditation site visit at Antelope Valley College; and
- shared an update on the AIME Program.

Zurich Lewis:
- thanked Ms. Patron for the invitation to attend the ASCC meeting and added that it was good to see the students actively involved; and
- attended the STEM open house along with Mr. Arthur.

Mr. Arthur:
- thanked Ms. Patron for the invitation to attend the ASCC Senate meeting;
- stated that the college's athletic teams are doing phenomenally great; and
- represented the college at the Downey and Norwalk Chamber of Commerce events.

Ms. Avalos:
- shared information regarding the Theatre Department's production "The Women of Juarez, Not One More"; and

- shared recent initiatives undertaken by the City of South Gate to expand voter opportunities.

Dr. Liu:

- attended the STEM Fair and enjoyed seeing the students' excitement.

8. The meeting was adjourned at 8:25 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 5, 2016**
Agenda Item No. 4

FROM: Dr. Jose Fierro
President/Superintendent

SUBJECT: First Reading: Proposed Board Policy and Administrative Procedure 3440 – Service Animals

ACTION
It is recommended that the Board of Trustees review and discuss Proposed Board Policy and Administrative Procedure 3440 – Service Animals during this first reading.

FISCAL IMPACT
No general funds will be used.

REPORT SUMMARY
Proposed Board Policy and Administrative Procedure 3440 – Service Animals was developed by Human Resources, DSPS, and legal counsel to address federal requirements and to facilitate common understanding about guidelines for service animals. The policy and procedure address responsibilities of the District and of persons using service animals.

The College Coordinating Committee reviewed and discussed the draft policy and procedure at its April 25 and May 9 meetings to afford all constituent groups an opportunity for input.

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

ATTACHMENT(S)
Proposed Board Policy 3440 – Service Animals
Proposed Administrative Procedure 3440 – Service Animals

Proposed Cerritos Community College District Policy No. 3440

General Institution

BP 3440 SERVICE ANIMALS

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service dog or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Office of Primary Responsibility: Vice President, Human Resources

Also see AP 3440 titled Service Animals

Date Adopted:

DRAFT

Proposed Cerritos Community College District Procedure **No. 3440**

General Institution

AP 3440 SERVICE ANIMALS

References:

29 U.S.C. § 794d
Americans with Disabilities Amendments Act of 2009 (ADAA)
Section 504, Federal Rehabilitation Act, 1973
28 C.F.R. § 35.136

The Cerritos Community College District will permit qualified students with disabilities to use service animals in District facilities and on District campuses in compliance with state and federal law. Administrative Procedure 3412 504/ADA Academic Accommodations and Complaints was established pursuant to the Americans with Disabilities Amendments Act of 2009 (ADAA) and Section 504 of the Rehabilitation Act of 1973.

The purpose of this procedure is to ensure that qualified students with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of a disability.

Primary College Contacts

A. Students may contact Disabled Student Programs and Services for information or guidance.
B. Employees may request to have a service animal as a workplace accommodation through the District's Human Resources Office.
C. Guests may be accompanied by a service animal when participating in programs and accessing services without requesting an accommodation, but are welcome to contact the District's Director of Diversity, Compliance and Title IX Coordinator for information or guidance.

Disabled Student Programs and Services full contact information is available at www.cerritos.edu/dsps.

Director of Diversity, Compliance and Title IX Coordinator information is available at www.cerritos.edu/hr

This procedure implements procedures with regards to service animals on campus.

1. DEFINITION
   a. Service animal is defined in Title II of the ADAA regulations (28 C.F.R., §36.104). *Service animal* means any dog that is individually trained to do work

DRAFT

or perform tasks for people with disabilities. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

b. The District shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability (28 C.F.R., § 35.136(i)).

c. The District shall consider: the type, size, and weight of the miniature horse and whether the facility can accommodate these features.

d. Trainee: A dog guide trainee for blind persons, hearing ear dog trainee, or other animal undergoing training to assist a person with a physical impairment will be granted the same rights as fully-trained service animals.

2. DESCRIPTION OF ACTION

a. A person with a disability may take a service animal into areas where the public is normally allowed to go without being referred to Disabled Student Programs and Services (DSPS). When it is not obvious what the service animal provides, faculty, managers, and staff may ask the following:

1) Is the dog (or miniature horse) a service animal required because of a disability?
2) What work or task has the dog (or miniature horse) been trained to perform?

If employees are concerned about these questions, they may contact Human Resources for assistance.

Director of Diversity, Compliance and Title IX in Human Resources Office – (562) 860-2451 ext. 2284)

b. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or recuse work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

c. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The animal's work cannot be passive. If an animal meets this definition, it is considered a service animal under the ADAA, even if it has not been licensed or certified by a state or local government, or by a private agency. A student may choose to produce a Los

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Angeles County or county of residence license as proof of vaccination. Only dogs are eligible to apply for service animal identification tags (form DAS-195, rev. 07-10) in California. Students that may have service animals in the classroom may be referred to DSPS for review of all reasonable accommodations.

d. A service animal is not required to wear a vest, harness or other "service animal" identification.

3. RESPONSIBILITIES OF PERSONS USING SERVICE ANIMALS

a. A student with a disability who brings an animal for participation in the services or classes of the District, where the public is normally not allowed, may be referred to the DSPS Office which will provide support to students with service animals in the classroom. Participation in DSPS services is voluntary.
b. The student must declare they are a person with a disability when accessing non-public spaces and describe the disability related task(s), which the animal performs, which facilitates access to District programs, services or activities.
c. The student may meet with a DSPS counselor and receive the Cerritos Community College District DSPS Service Animal Fact Sheet.
d. The care and supervision of a service animal is the responsibility of the student. Civil Code Section § 54.2 requires that the owner of the service animal be responsible for any damage done to the premises or facility by the animal.
e. The State of California Health and Safety Code, § 121690, requires that all service animals be immunized and licensed (Los Angeles County Sec. 10.20.180 and 10.20.190).
f. Dogs must work without a direct threat to other service animals, students and/or District personnel. A student with a disability who has a service animal that poses a threat to health, safety or program disruption (i.e., service animal out of control or not house broken) shall be informed that the animal is not an allowable accommodation and cannot be on campus. Failure to comply with this exclusion may result in a disciplinary action in accordance with Administrative Procedure 5520 Student Discipline Procedures.
g. A student who has been denied the use of a service animal may file a complaint in accordance with AP 3412 and BP/AP 5530.

Requirements for Faculty, Staff and Students

Members of the Cerritos Community College District are responsible for the following:

a. Allowing service animals to accompany the person they are assisting in all areas of campus where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.
b. Not distracting a service animal in any way. Do not pet, feed, or interact with animal without the handler's permission.
c. Not separating a disabled person from his or her service animal.
d. Clarifying an animal's status as a service animal only when it is not readily apparent that an animal is a service animal. In such cases, designated staff (i.e., Dean of DSPS or designee, Human Resources – Compliance Officer, and Campus Police)

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may not ask about the nature or extent of a person's disability, but may make two inquires to establish whether the animal is a service animal:

1. Is the animal required because of a disability? and
2. What work or task the animal has been trained to perform?

Other questions regarding the status of a service animal should be referred to the contacts noted in Section 2. Cerritos Community College may take action against any individual who fails to abide by these guidelines.

General Rule Regarding Service Animals

As a general rule, the District will modify policies, practices, and procedures to permit the use of service animal by an individual with a disability.

4. EVALUATION PROCEDURES FOR ENFORCEMENT
   a. Under the ADAA and Section 504, the District may not impose a rule upon individuals with disabilities prohibiting services animals, if the rule has the effect of limiting the participation of the individuals with disabilities in the District's services, programs or activities. However, the District is not obligated to permit the use of service animals, if doing so would result in a fundamental alteration of the District service, program or activity, or would pose a direct threat to the health or safety of others.
   b. The District will analyze whether the presence of the service animal would actually be a fundamental alteration or direct threat upon the service, program, or activity involved. The Board of Trustees designates the District DSPS professionals, in consultation with the program professionals and the Vice Presidents, to make such determination. If the DSPS professionals, in consultation with the program professionals and the Vice Presidents, determine that the use of the service animal causes a fundamental alteration in District services, programs, or activities, the District may exclude the animal from its campus, sites, programs, and activities (Title II of the ADAA Regulations, 28 C.F.R., § 36. 104).
      1) If the District makes a determination that use of the service animal would result in such fundamental alteration, within ten (10) working days of such determination, the designated person(s) shall issue a written statement identifying the reasons for the determination in sufficient detail to meet the District's burden to demonstrate that such alteration would occur (Title II of the ADAA Regulations, 28 C.F.R., § 36. 104).
      2) If use of the service animal would result in such fundamental alteration, at the request of an individual with a disability and in accordance with Board Policy, the District shall take any other action that would not result in such an alteration but would nevertheless allow the individual with a disability to participate in District services or programs.
   c. The District will make an individualized assessment to determine whether the presence of the service animal poses a direct threat to the health or safety of other persons that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. If the District

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determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in District services, programs or activities, the District may exclude the animal from its facilities and campus (Title II of the ADAA Regulations, 28 C.F.R., § 36.208).

d. A student with a disability who is denied the use of a service animal by the DSPS Office may file a complaint utilizing the formal resolution process of Administrative Procedure. See AP 5140 Disabled Student Programs and Services

Conflicting Disabilities

Individuals with medical issues that may be impacted by the presence of service animals should communicate with the Compliance Coordinator in the Human Resources Office at (562) 860-2451 ext. 2284, if they have a concern about exposure to a service animal. The individual will be asked to provide information that identifies a disability and the need for an accommodation. The appropriate Cerritos Community College point of contact will facilitate a process to resolve the conflict that considers the disability-related needs/accommodations of all persons involved.

Emergency Situations

Emergency Responders (ERs) are trained to recognize service animals and to be aware that animals may try to communicate the need for help or that, an animal may become disoriented in an emergency situation. ERs should make every effort to keep a service animal with the disabled person it is tasked with assisting. However, the ER's first effort should be toward the disabled person, which may result in the service animal being left behind in some emergency evacuation situations.

Refer also to:
BP 3440 Service Animals
BP 3410 Nondiscrimination
AP 3412 504/ADA Academic Accommodations and Complaints
BP 5140 Disabled Student Programs and Services
BP/AP 5530 Student Rights and Grievances

Offices of Primary Responsibility: Vice President, Human Resources
Vice President, Student Services

Date Approved:

DRAFT

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, October 19, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Marisa Perez, Board Vice President (Trustee Area 4), Zurich Lewis, Board Secretary (Trustee Area 7) Carmen Avalos (Trustee Area 2), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Harry Joel, Interim Vice President of Human Resources, Dr. Stephen Johnson, Vice President of Student Services, Michelle Lewellen, Faculty Senate President, Dr. Solomon Namala, CCFF President, and Lynn Laughon, CSEA President. Bob Arthur (Trustee Area 1) was not present.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

There were no comments.

CLOSED SESSION

1. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Harry Joel and Mr. Steven Andelson
   B. Employee Organizations:
   Cerritos College Faculty Federation (CCFF)

2. The board reconvened at 7:30 p.m.

3. Invocation

4. Pledge of Allegiance: Dr. Salazar

5. Roll Call

AGENDA ORGANIZATION

There were no changes to the organization of the agenda.

COMMENTS FROM THE AUDIENCE

Tomas Requejo provided a letter to the board requesting that the college investigate the Courts to College program.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

Michelle Lewellen, Faculty Senate President provided an update on OER initiatives currently underway.

OPEN SESSION AGENDA

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

7. The Board of Trustees recognized Sue Parsons for her years of dedicated service to Cerritos College.

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

9. The Board of Trustees received a summary of Board advisory committee activities from the Bond Construction Advisory Committee.

CONSENT CALENDAR ITEMS

It was moved by Mr. Drayer and seconded by Ms. Perez to approve Consent Agenda Items 10 through 42. The motion was approved through a roll call vote [6 ayes, 0 noes, 0 abstentions, 1 absent (Arthur)] (student advisory vote: aye):

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

11. Conference Request for Travel Outside the United States – Vancouver, British Columbia

12. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends

13. BSI-funded Stipends for AIME Basic Skills Initiative for Fall of 2016

14. Learning Community Faculty Stipends

15. Acceptance of Gifts

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

17. Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete

18. Bid No. 16P002, Shade Structures – Category 02, Landscaping

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

20. Bid No. 16P002, Shade Structures – Category 04, Paint

21. Bid No. 16P002, Shade Structures – Category 05, Electrical

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

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

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

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

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

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

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

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

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

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

32. Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs

33. Contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant

34. Contracts under $25,000 for the Month of August 2016

35. Purchase Orders for the Month of August 2016

36. Make Budget Transfers and Budget Adjustments

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

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

    Added by revision:

    Program Facilitator (Student Support Services/LINC), Classified Salary Schedule: Grade 38, Step 1 ($4,496/month), effective: November 14, 2016 Linda S. Ramos

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

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

41. Employment of Educational Manager:

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

42. Ratification of Temporary Management "Out-of-Classification" Assignment

INFORMATION ITEMS

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

44. The Board of Trustees reviewed the Citizens' Bond Oversight Committee Chair's Report to the Board of Trustees.

45. The Board of Trustees reviewed the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2016.

46. The Board of Trustees reviewed the Associated Students of Cerritos College (ASCC) Annual Budget for 2016-17.

ADMINISTRATIVE MATTERS

47. It was moved by Mr. Drayer and seconded by Dr. Liu to adopt Board Policy and Administrative Procedure 3440 – Service Animals. The motion was approved through a roll call vote [6 ayes, 0 noes, 0 abstentions, 1 absent (Arthur)] (student advisory vote: aye).

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Ms. Avalos:

- commended the Theater Department and all the students who performed at the last play;
- shared that the month of October is Domestic Violence Awareness Month; and
- enjoyed attending the Homecoming festivities.

Mr. Lewis:

- thanked the Norwalk Community Coordinating Council for holding the flapjack fundraiser that supports scholarships for veterans at Cerritos College;
- attended the Halloween parade in the city of Norwalk; and
- attended the elected officials reception that Don Knabe hosted and thanked him for his years of service.

Ms. Perez:

- attended the American Community College Trustee Conference and added that it was a great conference;
- thanked staff for putting together materials for the Lakewood Education Foundation dinner;
- stated that next week is Red Ribbon Week and added that she is working to put together a team to participate in the Red Ribbon Parade through the City of Hawaiian Gardens; and
- stated that the college just signed an MOU with Bellflower School District to do parent engagement workshops at some of the elementary schools in Bellflower School District.

Dr. Fierro:

- stated that the Homecoming activities were great;
- shared the latest version of the *inSight* publication; and
- attended the Halloween parade in Norwalk.

Mr. Drayer:

- had a great time at Homecoming;
- expressed concerns about the comments made by Mr. Requejo; and
- stated that his experience is that board members don't have First Amendment rights, freedom of speech or freedom to a fair hearing.

Dr. Salazar:

- participated in the annual Norwalk Halloween parade her son;
- was a speaker at the Women's Professional Summit in Anaheim where she discussed the medical field and her role as a trustee.

48. The meeting was adjourned at 8:51 p.m.

Signed: Shin Liu

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 6

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

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

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

ACTION

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

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

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

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

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

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 10

FROM:

Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/ Assistant Superintendent

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

ACTION

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

FISCAL IMPACT

There is no fiscal impact.

REPORT SUMMARY

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

New Course Offerings and Modifications to Curriculum.

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of October 19, 2016

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 11

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Rick Miranda
Vice President of Academic Affairs

PREPARED BY:

Dr. Gary Pritchard
Dean of Fine Arts and Communications

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

ACTION

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

FISCAL IMPACT

No cost to the district.

REPORT SUMMARY

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

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No.

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Sue Parsons
Director of Educational Partnerships and Programs

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

ACTION

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

FISCAL IMPACT

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

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

Total **$1,500**

REPORT SUMMARY

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

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

TPP Integrative Workshop Series Presenters:

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

- Assist with planning and set-up for workshops.

TPP Professional Development Faculty Inquiry Group (FIG):

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

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

ATTACHMENT(S)
None

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 13

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

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

ACTION

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

FISCAL IMPACT

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

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

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

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

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

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

ATTACHMENT(S)
None

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 14

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Sue Parsons
Director of Educational Partnerships and Programs

SUBJECT: Consideration of Approval of Learning Community Faculty Stipends

ACTION

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

FISCAL IMPACT

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

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

Total **$9,300**

REPORT SUMMARY

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

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

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

ATTACHMENT(S)
None

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 15

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

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

SUBJECT: Consideration of Ratification of Acceptance of Gifts

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

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

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

For Use in the Automotive Mechanical Repair Program

- 2014 Chevrolet Traverse (VIN: 1GNKRHKD1EJ291453)

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

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

- 2012 Audi A4 (VIN: WAUZZZ8K5CA000269)

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

The estimated value of the above item is $1.00.

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

ATTACHMENT(S)
None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **May 18, 2016**
Agenda Item No. 16

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

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

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

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

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

ATTACHMENT(S)
Bid Results for Bid No. 16P001, Multi-Purpose Fire Alarm Upgrade
Designated Subcontractors Summary – RDM Electric Co., Inc.
Draft Contract Agreement for Bid No. 16P001 – RDM Electric Co., Inc.

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Cerritos Community College District

Bid No. 16P001

Project: Multi-Purpose Fire Alarm Upgrade

Bid Opening Results

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

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

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

Audio Associates of San Diego
Chula Vista, CA

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 17

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

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

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

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

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

ATTACHMENT(S)
Bid Results for Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site & Structural Concrete
Designated Subcontractors Summary – K.A.R. Construction, Inc.
Draft Contract Agreement for Bid No. 16P002 – Category 01 – K.A.R. Construction, Inc.

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Cerritos Community College District

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

Project: Shade Structures

Bid Opening Results

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

	K.A.R. Construction, Inc. Ontario, CA
Base Bid Amount	$ 493,000.00
Allowance Amount	$ 50,000.00
TOTAL BASE BID AMOUNT	**$ 543,000.00**
DELTA FROM LOWEST BID	

Bid Alternates	
Additive Alternate A2 - South Garden	$ 277,000.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	**$ 820,000.00**
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)	

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

K.A.R. Construction, Inc.
Ontario, CA

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 18

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

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

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

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

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

ATTACHMENT(S)
Bid Results for Bid No. 16P002, Shade Structures – Category 02, Landscape
Designated Subcontractors Summary – Pierre Landscape, Inc.
Draft Contract Agreement for Bid No. 16P002 – Category 02 – Pierre Landscape, Inc.

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Cerritos Community College District

Bid No. 16P002, Category 02 (Landscape)

Project: Shade Structures

Bid Opening Results

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

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

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

Pierre Landscape, Inc.
Irwindale, CA

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

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 19

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

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

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

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

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

ATTACHMENT(S)
Bid Results for Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel
Designated Subcontractors Summary – Anderson Charnesky Structural Steel, Inc.
Draft Contract Agreement for Bid No. 16P002 – Category 03 – Anderson Charnesky Structural Steel, Inc.

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Cerritos Community College District

Bid No. 16P002, Category 03 (Shade Structure Steel)

Project: Shade Structures

Bid Opening Results

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

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

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

Pierre Landscape, Inc.
Irwindale, CA

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

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 20

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

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

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

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

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

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

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

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

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

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

Fix Painting Company
Woodland Hills, CA

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 21

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

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

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

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

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

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

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

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Cerritos Community College District

Bid No. 16P002, Category 05 (Electrical)

Project: Shade Structures

Bid Opening Results

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

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

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

Fix Painting Company
Woodland Hills, CA

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

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

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

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

ACTION

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

FISCAL IMPACT

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

REPORT SUMMARY

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

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

California Public Contract Code (PCC) Section 9203 provides that the District's Board of Trustees has the discretion to approve a reduction in the amount of retention withheld if it finds that the project is more than 50% complete and satisfactory progress is being made. Section 9203 also requires the District to withhold all remaining retention until final completion and acceptance of the project by the Board of Trustees.

For the specific reasons set forth herein, the District recommends that the Board of Trustees authorize the District to execute all necessary documents with Anderson Charnesky Structural Steel, Inc. to reduce the percent of retention withheld from 10% to 5%: (1) the project is over 50% complete and satisfactory progress has been and is being made based upon mutual agreement between the District and Anderson Charnesky Structural Steel, Inc.; (2) exclusive of the 5% in retention funds proposed to remain withheld for the total contract amount, the District will withhold 150% of the value of any outstanding work to be completed and of disputed items, if any, which will ensure sufficient funds remain to complete the contractor's project category of work so that a Notice of Completion can be filed; (3) the District will reserve all rights to cure any outstanding issues to be completed to ensure final completion of the contractor's project category of work; (4) final completion and acceptance of the project, including all punchlist work and outstanding issues, is subject to the Board of Trustees approval.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Draft of Amendment No. 1 to Contract No. 14P006-05, Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05, Anderson Charnesky Structural Steel, Inc.

Cerritos College

DRAFT

AMENDMENT NO. 01

To

CONTRACT NO. 14P006-05

The Agreement made and entered on **December 11, 2014** by and between the **Cerritos Community College District**, a public community college district with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650 ("District"), and **Anderson Charnesky Structural Steel, Inc.** with its principal place of business at 353 Risco Circle, Beaumont, CA 92223 ("Contractor") is **Amended** on **October 20, 2016**, as follows:

RECITALS

Whereas, District and Contractor entered into that certain Agreement dated December 11, 2014 ("Agreement"), whereby Contractor agreed to provide certain services for the **Fine Arts/CIS-Math Building Project** (Bid No. 14P006)**, Category 05** ("Project");

Whereas, District and Contractor desire to amend the Agreement;

Whereas, the District's Governing Board ("Board") previously determined that the Contractor's project category scope of work as covered by the Agreement ("Project") was substantially complex and subject to retention in the amount of ten percent (10%) of the total contract price;

Whereas, California Public Contract Code Section 9203 provides that the Board has the discretion to approve a reduction in the amount of retention withheld if it finds that the Project is more than fifty (50%) complete and satisfactory progress is being made;

Whereas, the Project's architect-engineer of record duly inspected the work on September 6, 2016, and determined that the Contractor's work was ninety-one percent (91%) complete;

Whereas, District and the Contractor desire to enter into this Amendment to reduce the amount of retention for the Project, as indicated herein;

Now therefore, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The retention amount specified in Section 9.3.4.1 of the General Conditions component of the Agreement and anywhere else where such retention is specified is hereby reduced from ten percent (10%) to five percent (5%).

2. Exclusive of the five percent (5%) in retention to remain withheld for the total amount due under the Agreement, District will withhold one hundred fifty percent (150%) of the value of any outstanding work to be completed and of disputed items, if any, which will ensure sufficient funds remain to complete Contractor's Project so that a Notice of Completion can be filed by the District.

3. District reserves all rights to cure any outstanding issues to be completed to ensure final completion of Contractor's Project.

4. Final completion and acceptance of the Project, including all punchlist work and outstanding issues, is subject to Board approval.

5. In all other respects, the Agreement is reaffirmed.

The parties hereto agree that this Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

Except as, and to the extent expressly set forth in this Amendment, the parties hereby affirm the terms and provisions of, and affirm the efficacy and primacy of, the original bid documents and related Agreement for the Project. All references to the Agreement in the Agreement for the Project and in this Amendment shall now refer to the Agreement as amended hereby.

To the extent that they do not conflict with the terms of this Amendment, all other sections and provisions of the Agreement shall remain in full force and effect. In the event there is any inconsistency between the terms hereof and the Agreement, this Amendment shall control.

INTENDING TO BE BOUND HEREBY, THE PARTIES EXECUTE THIS AMENDMENT AS OF THE DATE WRITTEN ABOVE:

CONTRACTOR:
ANDERSON CHARNESKY STRUCTURAL STEEL, INC.

By: _____
Signature

Kevin Charnesky,
President

_____
Typed or Printed Name, & Title

CERRITOS COMMUNITY COLLEGE DISTRICT:

By: _____
Signature

Noorali Delawalla,
Acting Vice President of Business Services

_____
Typed or Printed Name, & Title

DRAFT

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 23

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 13P032, Category 08), Best Contracting Services, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of $2,537 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The deductive amount from Change Order No. 1 will be $2,537, decreasing the contract amount to $665,263. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Best Contracting Services, Inc. of Gardena, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 08 represents the Roofing element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $2,537. The original contract amount approved by the Board was $667,800. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Best Contracting Service, Inc.'s failure to properly protect the roof substrate where areas were not completed. Drywall was required to be replaced on behalf of the contractor by Sierra Lathing Co., Inc.; this can be referenced per the submitted additive Change Order No. 1 by Sierra Lathing Co., Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	October 19, 2016	($2,537)	-0.4%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 1 to Contract No. 13P032-08 – Best Contracting Services, Inc.
Contract No. 13P032-08 – Best Contracting Services, Inc.

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-08

To: Best Contracting Services, Inc
19027 S. Hamilton Avenue
Gardena, CA 90248
Phone: 310-328-6969
Fax: 310-328-9176

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts

Description: Credit to offset cost to replace drywall installed by Bid Category #11 (BC 11-Metal Stud/Drywall & Plaster) prime contractor.

Reason: Best Contracting (BC 08-Roofing) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Sierra Lathing (BC 11) Change Order #01.

Benefit: Ensured quality installation of drywall.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ (2,537.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $(2,537.00)
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	667,800.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	667,800.00
Amount of Change Order No. 1	$	(2,537.00)
New Contract Sum	$	665,263.00
Percentage of Change to Contract		-0.4%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on 13 of Sept, 2016

Requested By:

Bob Mars 9/13/16
(SIGNATURE & DATE)
BEST CONTRACTING SERVICES, INC
MIKE WOLFE
19027 S. Hamilton Avenue
Gardena, CA 90248

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of $33,618 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The deductive amount from Change Order No. 1 will be $33,618, decreasing the contract amount to $5,056,382. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $33,618. The original contract amount approved by the Board was $5,090,000. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Anderson Charnesky Structural Steel, Inc.'s delay in obtaining the perimeter steel columns which impacted the progress of exterior framing, and erecting the steel members on the west and east elevations of the Fine Arts building slightly out of tolerance. Additional man hours were required to prevent delays in the construction schedule, and additional metal clips and drywall were installed due to the steel being out of tolerance on behalf of the contractor by Sierra Lathing Co., Inc.; this can be referenced per the submitted additive Change Order No. 1 by Sierra Lathing Co., Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	October 19, 2016	($33,618)	-0.7%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 14P006-05

To: Anderson Charnesky Structural Steel
353 Risco Circle
Beaumont, CA 92223
Phone: (951) 769-5700
Fax: (951) 769-5701

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Credit to offset the cost of the additional metal clips installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerences. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11) in order to allow proper attachment of the exterior metal stud framing to steel structure. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured suffient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ (7,151.00)

Time Extension: .....0 Work days

Item 1.02

Building: Fine Arts
Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.
Reason: Additional hours were required by Sierra Lathing (BC 11) in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscellaneous Metal). ACSS did not have the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ (8,198.00)

Time Extension: .....0 Work days

Item 1.05

Building: Fine Arts

Description: This is a credit to offset the cost of additional layer of drywall required along west elevation of building installed by Bid Category #11 (BC 11-Metal Stud/ Drywall & Plaster) prime contractor.

Reason: Anderson Charnesky Structural Steel (BC 05-Structural Steel & Miscellaneous Metal) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required to be installed by Sierra Lathing (BC 11). Reference Sierra Lathing (BC 11) Change Order #01.

Benefit: Ensured the interior perimeter walls on west elevation are plumb.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ (18,269.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **$(33,618.00)**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	5,090,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	5,090,000.00
Amount of Change Order No. 1	$	(33,618.00)
New Contract Sum	$	5,056,382.00
Percentage of Change to Contract		-0.7%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of_____, 2016

Requested By:

9/13/16
(SIGNATURE & DATE)
ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 25

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees ratify Change Order No. 2 [Deductive Credit] in the deductive amount of $1,279 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The deductive amount from Change Order No. 2 will be $1,279, decreasing the contract amount to $5,055,103. Funding will be allocated from the GO Bond.

REPORT SUMMARY
On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 2 is $1,279. The original contract amount approved by the Board was $5,090,000. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to Anderson Charnesky Structural Steel, Inc.'s delay in obtaining the perimeter steel columns which impacted the progress of exterior framing on the CIS/Math building. Additional man hours were required to prevent delays in the construction schedule on behalf of the contractor by Sierra Lathing Co., Inc.; this can be referenced per the submitted additive Change Order No. 2 by Sierra Lathing Co., Inc. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	October 19, 2016	($1,279)	-0.7%
Pending	1	October 19, 2016	($33,618)	-0.7%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 2 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 14P006-05

To: Anderson Charnesky Structural Steel
353 Risco Circle
Beaumont, CA 92223
Phone: (951) 769-5700
Fax: (951) 769-5701

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math

Description: Credit to offset the cost of the additional man hours completed to accelerate work completed by Bid Category #11 (BC 11-Metal Stud/Drywall & Plaster) prime contractor.

Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05-Structural Steel & Miscelaneous Metal). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Sierra Lathing (BC 11) Change Order #02.

Benefit: Ensured the delayed material does not affect the construction schedule.

Requested by: Tilden-Coil Constructors, Inc.

CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ (1,279.00)

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $(1,279.00)
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	5,090,000.00
Net change by previous Change Order	$	(33,618.00)
Net sum prior to this Change Order	$	5,056,382.00
Amount of Change Order No. 1	$	(1,279.00)
New Contract Sum	$	5,055,103.00
Percentage of Change to Contract		-0.7%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of_____, 2016

Requested By:

9/12/16
(SIGNATURE & DATE)
ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 26

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Ratification of Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building**

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors] in the amount of $32,446 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 3 will be $32,446, increasing the contract amount to $5,087,549. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 3 is $32,446. The original contract amount approved by the Board was $5,090,000. Therefore, Change Order No. 3 is in compliance with Public Contract Code Section 20659. Change Order No. 3 is due to agency driven changes regarding modifications of the steel channel under Interior Stair No. 2 to maintain head clearance and the installation of additional steel posts to accommodate framing in the Photography Classroom in the Fine Arts Building. Unforeseen conditions consisted of the need to add steel base plates to the two steel bollards at the Exterior Workyard for structural support; Owner Added Scope changes consisted of the addition of two tube steel members to provide structural support for the proposed exterior skylight of the Fine Arts Building. To correct design errors, additional detailing was required to accommodate the proposed measurements and proposed radius of steel framing for the Fine Arts Building and the exterior bridge. Change Order No. 3 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and,

the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 3.

	Change Order	Date	Amount	Percentage of Change
Pending	3	October 19, 2016	$32,446	0.0%
Pending	2	October 19, 2016	($1,279)	-0.7%
Pending	1	October 19, 2016	($33,618)	-0.7%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 3 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 2 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 14P006-05

To: Anderson Charnesky Structural Steel
353 Risco Circle
Beaumont, CA 92223
Phone: (951) 769-5700
Fax: (951) 769-5701

Date: 8/19/16

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts
Description: Modifications to steel for interior stair #2.
Reason: A request was made by the Division of State Architect (DSA) to modify the steel channel beneath the mid landing of stair #2, in order to maintain a head clearance between the bottom stair tread and bottom of mid landing.
Benefit: Provides additional head clearances above and beyond required code required clearance.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount: ..... $ 4,183.00

Time Extension: .....0 Work days

Item 3.02

Building: Fine Arts
Description: Add seven (7) steel posts to accommodate framing of proposed interior low wall in Photography Classroom.
Reason: Upon review, it was requested to install additional steel posts to provide additional support of the low wall required to be framed in the classroom.
Benefit: Provides increased structural support of low wall located in classroom to the building structure.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount: $8,025.00

Time Extension: .....0 Work days

Item 3.03

Building: Fine Arts
Description: Additional steel base plates to two (2) steel bollards at Exterior Workyard.
Reason: Upon review, it was determined that the proposed steel bollards came in conflict with the structural footing for the Exterior Workyard. As a result, base plates were added to each bollard and embedded to provide structural support of each bollard.
Benefit: Provides embedment and sufficient support of steel bollard to the structural slab of the Workyard.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Unforeseen condition

Change Amount: $750.00

Time Extension: .....0 Work days

Item 3.04

Building: Fine Arts
Description: Add two (2) 4"x 6" tube steel members to accommodate housing structure of skylight at Exterior Workyard.
Reason: Upon review, it was determined that additional steel was required to be installed in order to provide additional structural support of the proposed exterior skylight.
Benefit: Provides sufficient support for the skylight.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: $3,024.00

Time Extension: .....0 Work days

Item 3.05

Building: Fine Arts
Description: Provide additional detailing to accommodate proposed measurements of steel framing for the Fine Arts building.
Reason: Upon review, it was determined that additional detailing was needed in order to provide the required measurements, including elevations and slopes, for the steel structure throughout the building.
Benefit: Provides the necessary detailing to accommodate the precise measurements of structural steel, prior to fabrication.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: $10,546.00

Time Extension: .....0 Work days

Item 3.06

Building: Fine Arts

Description: Provide additional detailing to accommodate the proposed radius of steel framing for the exterior bridge.

Reason: Upon review, it was determined that additional detailing was needed in order to provide the required steel members related to the precise radius measurements of the exterior bridge, prior to fabrication.

Benefit: Provides the necessary detailing to accommodate the precise radius and measurements of structural steel, prior to fabrication.

Requested by: Hill Partnership, Inc.

CO Type: Design Errors

Change Amount: $5,918.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$32,446.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	5,090,000.00
Net change by previous Change Order	$	(34,897.00)
Net sum prior to this Change Order	$	5,055,103.00
Amount of Change Order No. 3	$	32,446.00
New Contract Sum	$	5,087,549.00
Percentage of Change to Contract		0.0%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of_____, 2016

Requested By:

9/14/16
(SIGNATURE & DATE)
ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 27

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors] in the amount of $21,131 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 4 will be $21,131, increasing the contract amount to $5,108,680. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On December 10, 2014, the Board awarded a contract to Anderson Charnesky Structural Steel, Inc. of Beaumont, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid four (4) disciplines for various elements of the project work. Category 05 represents the Structural Steel & Miscellaneous Metals element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 4 is $21,131. The original contract amount approved by the Board was $5,090,000. Therefore, Change Order No. 4 is in compliance with Public Contract Code Section 20659. Change Order No. 4 is due to agency driven changes regarding the addition of fourteen steel posts to accommodate framing in the 2nd Floor CIS/Math Building. Owner Added Scope changes consisted of an additional gate at the roof of the CIS/Math Building along the exterior Telescope Viewing Deck; to correct design errors, additional detailing, as well as an increase to steel material, was required to accommodate the increase in steel ledger angles for the CIS/Math Building. Change Order No. 4 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 4.

	Change Order	Date	Amount	Percentage of Change
Pending	4	October 19, 2016	$21,131	0.4%
Pending	3	October 19, 2016	$32,446	0.0%
Pending	2	October 19, 2016	($1,279)	-0.7%
Pending	1	October 19, 2016	($33,618)	-0.7%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 4 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 3 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 2 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Change Order No. 1 to Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.
Contract No. 14P006-05 – Anderson Charnesky Structural Steel, Inc.

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Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 04

Contract # 14P006-05

To: Anderson Charnesky Structural Steel
353 Risco Circle
Beaumont, CA 92223
Phone: (951) 769-5700
Fax: (951) 769-5701

Date: 8/19/16

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 4.01

Building: CIS / Mathematics
Description: Add fourteen (14) steel posts to accommodate framing of proposed interior low wall along the 2nd floor CIS offices.
Reason: Upon review, it was requested to install additional steel posts to provide additional support of the low wall required to be framed in each office.
Benefit: Provides increased structural support of low wall located in each office to the building structure.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven

Change Amount: $12,939.00

Time Extension: .....0 Work days

Item 4.02

Building: CIS / Mathematics
Description: Provide one (1) additional gate at the roof of the CIS/ Math building, along the exterior Telescope Viewing Deck.
Reason: Upon review, it was determined that a gate system was required to be provided along the railing system of the telescoping viewing deck in order to provide ease of access to the west end of the roof, to allow future maintenance.
Benefit: Provides better access to the west end of the roof for future maintenance.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: ..... $ 3,869.00

Time Extension: .....0 Work days

Item 4.03

Building: CIS / Mathematics
Description: Provide additional detailing, as well as an increase to steel material, to accommodate the increase of size of steel ledger angles for the CIS/ Mathematics building.
Reason: Upon review of the shop drawings, it was determined that the steel ledger angles should be upsized from 3/8" thick to 1/2" thick. This required additional detailing/drawing
Benefit: Provides sufficient structural support of steel throughout the building.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: $4,323.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $21,131.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	5,090,000.00
Net change by previous Change Order	$	(2,451.00)
Net sum prior to this Change Order	$	5,087,549.00
Amount of Change Order No. 4	$	21,131.00
New Contract Sum	$	5,108,680.00
Percentage of Change to Contract		0.4%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of_____, 2016

Requested By:

9/12/16
(SIGNATURE & DATE)
ANDERSON CHARNESKY STRUCTURAL STEEL
CRAIG CHARNESKY
353 Risco Circle
Beaumont, CA 92223

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of $36,155 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The amount from Change Order No. 1 will be $36,155, increasing the contract amount to $3,460,971. Funding will be allocated from the GO Bond.

REPORT SUMMARY
On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 1 is $36,155. The original contract amount approved by the Board was $3,424,816. Therefore, Change Order No. 1 is in compliance with Public Contract Code Section 20659. Change Order No. 1 is due to Sierra Lathing Co., Inc. providing the additional man hours required to prevent delays in the construction schedule, and installing additional metal clips and drywall due to the steel provided by Anderson Charnesky Structural Steel, Inc. being out of tolerance on the Fine Arts Building; this can be referenced per the submitted deductive Change Order No. 1 by Anderson Charnesky Structural Steel, Inc. Sierra Lathing Co., Inc. also replaced drywall due to damage on behalf of Best Contracting Services, Inc.; this can be referenced per the submitted deductive Change Order No. 1 by Best Contracting Services, Inc. Change Order No. 1 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 1.

	Change Order	Date	Amount	Percentage of Change
Pending	1	October 19, 2016	$36,155	1.1%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

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Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 01

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 1.01

Building: Fine Arts
Description: Added additional metal clips to attach exterior framing to steel structure on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the structural steel members along the west and east elevations of the building structure slightly out of allowable steel tolerences. As a result, additional metal clips were required to be installed by Sierra Lathing (BC 11-Metal Stud/ Drywall & Plaster) in order to allow proper attachment of the exterior metal stud framing to the steel structure. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensures sufficient structural attachment of framing to steel.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ 7,151.00

Time Extension: .....0 Work days

Item 1.02

Building: Fine Arts
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ 8,198.00

Time Extension: .....0 Work days

Item 1.03

Building: Fine Arts
Description: Additional layer of drywall required along west elevation of building on behalf of Bid Category #05 (BC 05-Structural Steel & Miscellaneous Metals) prime contractor.
Reason: Anderson Charnesky Structural Steel (BC 05) erected the steel members on the west elevation of the structure slightly out of allowable tolerance. As a result, an additional layer of drywall was required. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #01.
Benefit: Ensured the interior perimeter walls on west elevation are plumb.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the district.

Change Amount: ..... $ 18,269.00

Time Extension: .....0 Work days

Item 1.04

Building: Fine Arts
Description: Replacement of drywall due to trade damage on behalf of bid category #08 (BC 08-Roofing) prime contractor.
Reason: Best Contracting (BC 08) failed to properly protect the roof substrate at areas where roofing work was not complete. As a result, drywall was required to be replaced on behalf of Bid Category #08. Reference Best Contracting (BC 08) deductive change order #01.
Benefit: Ensured quality installation of drywall.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the district.

Change Amount: ..... $ 2,537.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... **$36,155.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	3,424,816.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	3,424,816.00
Amount of Change Order No. 1	$	36,155.00
New Contract Sum	$	3,460,971.00
Percentage of Change to Contract		1.1%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of_____, 2016

Requested By:

9/12/16
(SIGNATURE & DATE)
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 29

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 2 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees ratify Change Order No. 2 [Owner Added Scope] in the amount of $5,027 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The amount from Change Order No. 2 will be $5,027, increasing the contract amount to $3,465,998. Funding will be allocated from the GO Bond.

REPORT SUMMARY
On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total deductive amount for the attached item in Change Order No. 2 is $1,279. The original contract amount approved by the Board was $3,424,816. Therefore, Change Order No. 2 is in compliance with Public Contract Code Section 20659. Change Order No. 2 is due to Sierra Lathing Co., Inc. providing the additional man hours required to prevent delays in the construction schedule on the CIS/Math Building; this can be referenced per the submitted deductive Change Order No. 2 by Anderson Charnesky Structural Steel, Inc. Sierra Lathing Co., Inc. also replaced door frame assemblies due to incorrect configuration on behalf of Design Hardware. Change Order No. 2 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 2.

	Change Order	Date	Amount	Percentage of Change
Pending	2	October 19, 2016	$5,027	1.2%
Pending	1	October 19, 2016	$36,155	1.1%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 2 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Return to Table of Contents

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 02

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: September 6, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 2.01

Building: CIS Math
Description: Additional man hours completed to accelerate work on behalf of Bid Category #05 (BC 05-Structural Steel & Miscelaneous Metal) prime contractor.
Reason: Additional hours were required in order to make up time impacted by ACSS (Anderson Charnesky Structural Steel) (BC 05). ACSS did not procure the perimeter steel columns timely, which impacted the progress of exterior framing. Reference Anderson Charnesky Structural Steel (BC 05) deductive Change Order #02.
Benefit: Ensured the delayed material does not affect the construction schedule.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ 1,279.00

Time Extension: .....0 Work days

Item 2.02

Description: Replacement of door frame assemblies on behalf of Bid Category #09 (BC 09-Door/Frames/Hardware) prime contractor.
Reason: Multiple door frame assemblies were provided by Design Hardware (BC 09) with incorrect configuration. As a result, the door frames were requested to be replaced by Sierra (BC 11-Metal Stud/Drywall & Plaster). Reference Design Hardware (BC 09) deductive Change Order #01.
Benefit: Ensured proper function of door systems.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Backcharge. The total of both change orders is a net **$0.00** cost to the District.

Change Amount: ..... $ 3,748.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $5,027.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 0

CONTRACT SUMMARY:

Original Contract Amount	$	3,424,816.00
Net change by previous Change Order	$	36,155.00
Net sum prior to this Change Order	$	3,460,971.00
Amount of Change Order No. 2	$	5,027.00
New Contract Sum	$	3,465,998.00
Percentage of Change to Contract		1.2%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:

9/12/16
(SIGNATURE & DATE)
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/12/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 30

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 3 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION
It is recommended that the Board of Trustees ratify Change Order No. 3 [Owner Added Scope, Agency Driven, Errors] in the amount of $25,377 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT
The amount from Change Order No. 3 will be $25,377, increasing the contract amount to $3,491,375. Funding will be allocated from the GO Bond.

REPORT SUMMARY
On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 3 is $25,377. The original contract amount approved by the Board was $3,424,816. Therefore, Change Order No. 3 is in compliance with Public Contract Code Section 20659. Change Order No. 3 is due to agency driven changes regarding the addition of anchors at the lathing trim to accommodate plaster at the concrete shearwalls on the Fine Arts Building. Owner Added Scope changes consisted of the addition of drywall along the interior face of the exterior walls of the Fine Arts Building to conceal an exposed horizontal gap, additional framing to accommodate the north portion of the wheelchair lift and the equipment roof curbs on the Fine Arts Building. To correct design errors, additional framing was included to accommodate a metal stud shearwall at the Display Gallery and to accommodate in-wall plumbing for Rooms 109 and 142 in the Fine Arts Building. Change Order No. 3 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 3.

	Change Order	Date	Amount	Percentage of Change
Pending	3	October 19, 2016	$25,377	1.9%
Pending	2	October 19, 2016	$5,027	1.2%
Pending	1	October 19, 2016	$36,155	1.1%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 3 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 2 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 03

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: August 26, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 3.01

Building: Fine Arts
Description: Add additional drywall along the interior face of exterior walls along the south east elevation of the Fine Arts building.
Reason: Upon review, it was determined that additional drywall was required to conceal the horizontal gap between the allowable tolerance of vertical steel between the 1st floor and roof.
Benefit: Eliminates exposed horizontal gap between framing and concrete deck at 2nd floor and roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: ..... $ 5,120.00

Time Extension: .....0 Work days

Item 3.02

Building: Fine Arts
Description: Add additional anchors at lathing trim to accommodate plaster at concrete shearwalls along north and south elevations of the Fine Arts building.
Reason: A request was made by the Division of State Architect (DSA) to provide additional anchors to support the lathing trim scheduled to receive the plaster of the concrete shearwalls.
Benefit: Additional anchors provide sufficient support of plaster over concrete shearwalls.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Agency Driven

Change Amount: ..... $ 4,020.00

Time Extension: .....0 Work days

Item 3.03

Building: Fine Arts
Description: Add additional framing to accommodate a metal stud shearwall, approx 7 linear feet, located at the Display Gallery of the Fine Arts building.
Reason: Upon review, it was determined that a portion of the north wall of the Display Gallery was required to be converted into a shearwall, as the original framing attachment could not be installed per plan, due to conflicts between the southern concrete shearwall and structural steel.
Benefit: Additional framing provides sufficient structural support of the north wall to the building structure.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: ..... $ 1,943.00

Time Extension: .....0 Work days

Item 3.04

Building: Fine Arts
Description: Additional framing to accommodate north portion of wheelchair lift.
Reason: Upon review, it was determined by the Manufacturer that additional framing, above and beyond the design, and was required to be installed, in order to accommodate the proposed wheelchair lift.
Benefit: Additional framing ensures proposed wheelchair lift will function as intended by the manufacturer.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: ..... $ 1,137.00

Time Extension: .....0 Work days

Item 3.05

Building: Fine Arts
Description: Additional framing to accommodate the equipment roof curbs for one (1) Condensing Unit (CU-7) and eight (8) exhaust fans at the roof of the Fine Arts building.
Reason: Upon review, it was determined by the roofing Manufacturer that additional framing, above and beyond the design, was required to be installed at the roof curb for the condensing unit and exhaust fans, in order to achieve the required roofing warranties.
Benefit: Additional wood framing ensures clearance compliance with the roofing manufacturer for full warranty of the roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: ..... $ 8,153.00

Time Extension: .....0 Work days

Item 3.06

Building: Fine Arts
Description: Add additional framing to accommodate in-wall plumbing for compressed air in rooms 109 and 142.
Reason: Upon review, it was determined that three (3) walls were required to be furred out and widened, in order to accommodate the proposed piping for compressed air.
Benefit: Additional framing ensures in-wall plumbing for compressed air in each room is adequately framed within each wall cavity.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: ..... $ 5,004.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$25,377.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	3,424,816.00
Net change by previous Change Order	$	41,182.00
Net sum prior to this Change Order	$	3,465,998.00
Amount of Change Order No. 2	$	25,377.00
New Contract Sum	$	3,491,375.00
Percentage of Change to Contract		1.9%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this Change Order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2016

Requested By:

9/12/16
(SIGNATURE & DATE)
SIERRA LATHING COMPANY, INC
RAY LYTLE
1189 West Leiske Drive
Rialto, CA 92376

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
NOORALI DELWALLA
VICE PRESIDENT OF BUSINESS SERVICES

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK B. LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

09.14.16
(SIGNATURE & DATE)
HPI ARCHITECTURE
JULIA JONES
ARCHITECT

Reviewed By:

9/13/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
DAVID BUTED
PROJECT MANAGER

Reviewed By:

09/15/16
(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN
PROGRAM MANAGER

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 31

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Change Order No. 4 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building

ACTION

It is recommended that the Board of Trustees ratify Change Order No. 4 [Owner Added Scope, Agency Driven, Errors] in the amount of $8,234 for the Fine Arts-CIS/Math Building project.

FISCAL IMPACT

The amount from Change Order No. 4 will be $8,234, increasing the contract amount to $3,499,609. Funding will be allocated from the GO Bond.

REPORT SUMMARY

On October 1, 2014, the Board awarded a contract to Sierra Lathing Co., Inc. of Rialto, California for the Fine Arts-CIS/Math Building project. The project was bid using a multi-prime project delivery method whereby Cerritos College bid eighteen (18) disciplines for various elements of the project work. Category 11 represents the Metal Stud/Drywall/Plaster element of work. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

The total amount for the attached item in Change Order No. 4 is $8,234. The original contract amount approved by the Board was $3,424,816. Therefore, Change Order No. 4 is in compliance with Public Contract Code Section 20659. Change Order No. 4 is due to agency driven changes regarding the addition of anchors at the lathing trim to accommodate plaster at the concrete shearwalls of the CIS/Math Building. Owner Added Scope changes consist of the additional framing to accommodate the equipment roof curbs on the CIS/Math Building. To correct design errors, additional framing was included to accommodate 60" clearance of accessibility within a 2nd floor restroom in the CIS/Math Building. Change Order No. 4 has been reviewed by Tilden-Coil Constructors (Construction Management); the Director of Physical Plant and Construction Services; and, the Acting Vice President of Business Services. Please refer to the attachment for the items, details, and approvals of Change Order No. 4.

	Change Order	Date	Amount	Percentage of Change
Pending	4	October 19, 2016	$8,234	2.2%
Pending	3	October 19, 2016	$25,377	1.9%
Pending	2	October 19, 2016	$5,027	1.2%
Pending	1	October 19, 2016	$36,155	1.1%

Change Order types – Below is an explanation of change order types.

- Owner Added Scope – Any time the owner adds scope for various reasons. They are typically value driven.
- Agency Driven Changes – Required by Division of State Architect (DSA), municipalities, Inspector of Record (IOR), etc. and must be done for sign off.
- Unforeseen Conditions – Subsurface or existing building conditions that were unknown/uncertain during the design and not included in the documents/bid for whatever reason and now required.
- Errors – Errors in the documents by the architect or consultants.
- Omissions - Scope not included in the original documents/bid for whatever reason and now required.
- Deductive Credit – Monies are credited to the District due to project cost savings, a decrease in scope, or various reasons.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Change Order No. 4 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 3 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 2 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Change Order No. 1 to Contract No. 13P032-11 – Sierra Lathing Co., Inc.
Contract No. 13P032-11 – Sierra Lathing Co., Inc.

Project: Cerritos College
Fine Arts & CIS Math

Change Order Number: 04

Contract # 13P032-11

To: Sierra Lathing Company, Inc
1189 West Leiske Drive
Rialto, CA 92376
Phone: 909-421-0211
Fax: 909-421-0346

Date: August 26, 2016

Board Action: (Ratification)

SUMMARY OF CHANGES:

Item 4.01

Building: CIS / Mathematics
Description: Add additional framing to accommodate the equipment roof curbs for three (3) Condensing Units at the roof of the CIS/ Mathematics building.
Reason: Upon review, it was determined by the roofing Manufacturer that additional framing, above and beyond the design, was required to be installed at the roof curb for the condensing unit and exhaust fans, in order to achieve the required roofing warranties.
Benefit: Additional wood framing ensures clearance compliance with the roofing manufacturer for full warranty of the roof.
Requested by: Tilden-Coil Constructors, Inc.
CO Type: Owner Requested

Change Amount: ..... $ 2,454.00

Time Extension: …….0 Work days

Item 4.02

Building: CIS / Mathematics
Description: Add additional anchors at lathing trim to accommodate plaster at concrete shearwalls along southwest and southeast elevations of the CIS/Math building.
Reason: A request was made to provide additional anchors to support the lathing trim scheduled to receive the plaster of the concrete shearwalls.
Benefit: Additional anchors provide sufficient support of plaster over concrete shearwalls.
Requested by: Division of State Architect (DSA)
CO Type: Agency Driven

Change Amount: ..... $ 2,745.00

Time Extension: …….0 Work days

Item 4.03

Building: CIS / Mathematics
Description: Add additional framing to accommodate 60" clearance of accessibility within restroom, located on the 2nd floor of the CIS / Mathematics building.
Reason: Upon review, it was determined the north wall of the restroom had to be re-framed in order to accommodate the required 60" clearance of accessibility within the restroom.
Benefit: Additional framing ensures sufficient clearance of accessibility within restroom.
Requested by: Hill Partnership, Inc.
CO Type: Design Errors

Change Amount: ..... $ 3,035.00

Time Extension: .....0 Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER **$8,234.00**
TOTAL ADDITIONAL WORKING DAYS ..... **Days: 0**

CONTRACT SUMMARY:

Original Contract Amount	$	3,424,816.00
Net change by previous Change Order	$	66,559.00
Net sum prior to this Change Order	$	3,491,375.00
Amount of Change Order No. 4	$	8,234.00
New Contract Sum	$	3,499,609.00
Percentage of Change to Contract		2.2%

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**
Agenda Item No. 32

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs

ACTION
It is recommended that the Board of Trustees ratify the agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $34,698 plus travel expenses; funding is made possible through a California State Department of Education grant received by Chabot-Las Positas Community College District.

REPORT SUMMARY
Cerritos College annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – NEW
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
EARLY CHILDHOOD MENTOR PROGRAMS
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College wishes to enter into an agreement with Chabot-Las Positas Community College District to implement Early Childhood Mentor Programs. Cerritos College will be designated as a local coordinator to recruit and select experienced child care providers and directors to be mentors, who will then be enrolled in mentor classes. This program is a support system for community child care center directors and teachers.

Period: The time period will be from August 1, 2016 through July 31, 2017.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Draft of Contract No. 16C0064 – Chabot-Las Positas Community College District Agreement

16C0064

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, August 1, 2016, is entered into by and between: the Chabot-Las Positas Community College District (CLPCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Cerritos College/Cerritos Community College District, hereinafter known as "Contractor."

This agreement is entered into pursuant to Chabot-Las Positas Community College District Board of Trustees Resolution No. 06-1516.

Appropriation or Grant Number CN160169

RECITALS:

Whereas, the Chabot-Las Positas Community College District has applied for and has received a grant from the California State Department of Education (Resolution 06-1516) for the purposes of operating a Mentor Program; and

Whereas, the CLPCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM**: The term of this Agreement shall commence on August 1, 2016 and terminate July 31, 2017 except as otherwise set forth in this agreement.

2. **SERVICES TO BE RENDERED BY CONTRACTOR**: The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.

3. **PAYMENT**: Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.

4. **INDEPENDENT CONTRACTOR**: The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES**: Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. **ASSIGNMENT**: Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in Dublin, California.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: District agrees to defend and indemnify and hold harmless Contractor, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of District, its Board of Trustees, officers, agents, and employees.

Contractor agrees to defend and indemnify and hold harmless District, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of Contractor, its Board of Trustees, officers, agents, and employees.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS**: Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to

be performed under this Agreement, including all applicable provisions for subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT**: District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE**: During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY**: This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION**: This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date specified immediately adjacent to their signatures below.

"District"

By: _____
Signature of CLPCCD person authorized to execute agreement

Print Name: Lorenzo Legaspi

Title: Vice Chancellor of Business Services

Date: August 1, 2016

"Contractor"

By: _____
Signature

Print Name:

Title:

Address:

Date:

Recommended By:

Signature: _____

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 25555 Hesperian Blvd.

Hayward, CA 94545

Date: August 1, 2016

California Early Childhood MENTOR PROGRAM

Attachment A
Cerritos College/Cerritos Community College District
August 1, 2016 – July 31, 2017

Cerritos College will take the lead in the Cerritos/Rio Hondo Regional Early Childhood Mentor Program. In addition to Cerritos College, the Cerritos/Rio Hondo Regional Early Childhood Mentor Program includes one college(s): Rio Hondo College. A Regional Program requires individual contracts between each participating College/District and the Chabot-Las Positas Community College District.

A. Chabot-Las Positas Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.

2. Travel expenses for the Contractor's Regional Coordinator to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.

3. $4752 for instructional costs related to the offering of a Mentor Seminar and a Director Seminar, as described in the *Program Manual*. The Regional Coordinator may make a written request to the District for an additional $1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the 2016-2017 contract year.

4. $5275 for the Contractor's Regional Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, appoint a Selection Committee, coordinate the selection process, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record, Birth to Three/FCCH Mentoring Record, Director Mentor, Director Mentoring Record, and Birth to Three/FCCH Director Mentoring Record placements. The Contractor's Coordinator may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner. Payments for those serving as Coordinators for other institutions in the Regional Program shall be allocated in the following manner:

   $500 each for the Rio Hondo College Coordinator(s)

5. Up to $3000 for a $250 honorarium per person for up to 12 Selection Committee Members to meet to review applications, visit and evaluate applicants' teaching practices and classroom environment with the appropriate Harms and Clifford scale, visit and evaluate Director Mentor applicants' leadership and management skills with the *Program Administration Scale* (PAS) or the *Business Administration Scale* (BAS), check references and make final decisions on qualified classroom Mentors and Director Mentors. Committee Members may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District.

6. $18787 in stipend support for 13 Mentors and all selected Director Mentors. **Selecting Director Mentors and supporting their placements with protégés is a requirement of the Mentor Program.** All stipends will be paid directly by the Chabot-Las Positas Community College District and calculated according to the formula and procedures currently described in the *Program Manual* and as may reasonably be revised by the District. Stipends are for the following purposes:
    - Practicum placement(s) for mentoring practicum students placed with Mentors
    - Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors
    - Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
    - Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services
    - Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
    - In-Service Training stipends for Mentors for fulfilling the In-Service training requirements as set forth in the *Program Manual*
    - Director Mentor Placement(s) to support Director Mentors for mentoring of protégé directors
    - Director Mentoring Record Hour(s) to support Director Mentors as they meet protégé directors' and Director Mentor applicants' needs for short-term, hourly mentoring
    - Birth to Three/FCCH Director Mentoring Record Hour(s) to support Director Mentors as they offer hourly mentoring services for Infant/Toddler directors and Large Family Child Care providers

7. $300 for materials for Mentors and Director Mentors (books, Environment Rating Scales, instructional materials, etc.) and/or printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the Chabot-Las Positas Community College District in the sole discretion of the District, or through their local college.

B. Contractor as a college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

<u>Selection and Re-Certification</u>

1. Promoting the program on campus and in the community.

2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.

3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.

4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.

5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.

6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.

7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.

8. Appointing a Selection Committee of up to 12 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.

9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the *Early Childhood Environment Rating Scale-Revised* (ECERS-R), the *Infant/Toddler Environment Rating Scale-Revised* (ITERS-R), the *School-Age Care Environment Rating Scale* (SACERS), and *Family Child Care Environment Rating Scale-Revised* (FCCERS-R). Training Selection Committee Members in the use of the *Program Administration Scale* (PAS) and the *Business Administration Scale* (BAS).

10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but ***mandatory*** for college Coordinators in a Region.

11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1st of each contract year**.

12. Notifying all new and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.

13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.

14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.

17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.

18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.

19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.

20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.

Placements and Stipend Activities

21. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.

22. Providing the District with official course outlines for all courses in which students may be placed with Mentors.

23. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).

24. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.

25. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:

- Mentor-protégé contracts for Post-Practicum placements;
- Mentor-student contracts for Individual Student Mentoring;
- Hourly Mentoring Record stipends for short-term mentoring services;
- Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
- Director Mentor-protégé director contracts for Director placements;
- Hourly Director Mentoring Record stipends for short-term mentoring services;
- Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers

26. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

27. Submitting the signed **Designation of Coordinator form** and this signed **Letter of Agreement** to the District no later than **December 1st of each contract year**. Acknowledging that the Coordinator's stipend and any reimbursements due to the college will be withheld until these signed documents are received by the Mentor Program Office at Chabot College.

28. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.

29. Submitting authorizations to pay all stipends within 30 days following the end of the placement.

30. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15th of each contract year**.

31. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely or accurate manner.

32. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.

33. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.

34. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.

35. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

Evaluations

36. Facilitating program evaluation.

37. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

38. Completing and submitting to the District Quarterly Reports as follows:
    - First Quarter: August 1 to October 31, due **October 31st of each contract year**
    - Second Quarter: November 1 to January 31, due **January 31st of each contract year**
    - Third Quarter: February 1, to April 30, due **April 30th of each contract year**

39. Completing and submitting to the District all Annual Reporting materials on or before **June 15th of each contract year**.

Mentor Program Meetings

40. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.

41. Facilitating the selection of eligible participants for the annual Mentor Institute.

Maintaining Records

42. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.

43. Maintaining program data and records in archives for five years.

C. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.

D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:

1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.

2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.

3. Two years of experience as a classroom teacher or family child care provider.

4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.

5. The Mentor Application (see *Program Manual)* which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education, a QRIS Tier Rating (where applicable), and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.

6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FCCERS-R).

E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:

1. Three years of experience as a director or site supervisor in a child development program (current or prior).

2. Successful completion of a Director Mentor Information Session/Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.

3. The Director Mentor Application (see *Program Manual)* which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for *Program Administration Scale* (PAS) or *Business Administration Scale* (BAS) review, a QRIS Tier Rating (where applicable), and references.

4. Completion of a *Program Administration Scale* (PAS) or *Business Administration Scale* (BAS) interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).

F. Contractor agrees to provide the following resources for implementation of the program:

1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.

2. Funds for program costs in excess of amounts provided in Section A of this agreement.

G. Contractor agrees that in cases where active Mentors or Director Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.

H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 33

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director of Purchasing
and Contract Administration

SUBJECT: Consideration of Approval of Contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant

ACTION

It is recommended that the Board of Trustees approve the contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant.

FISCAL IMPACT

Cerritos College will receive funding in the amount of $38,000 to pay for the below consulting services; funding is made possible through the California Apprenticeship Initiative through the Pre-Apprenticeship Grant program.

REPORT SUMMARY

Cerritos College annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – NEW
VICTOR ARREOLA
OUTREACH COORDINATOR SERVICES FOR THE CALIFORNIA APPRENTICESHIP INITIATIVE PRE-APPRENTICESHIP GRANT

Requested by: Mr. Edmund (Rick) Miranda, Jr., Acting Vice President of Academic Affairs

Purpose: The California Apprenticeship Initiative Pre-Apprenticeship Grant project will provide for funding to enable the formalization and expansion of the Industry Preparation Program (IPP). This pilot program was a collaborative effort between Cerritos College and the Field Ironworker Apprenticeship and Training Center in La Palma, CA to introduce prospective industry apprentices to the regulations and skill sets required for success. The pilot program was implemented on a limited basis, and results in high levels of success in participant information attainment and transition into full apprenticeships.

Cerritos College requests to contract with Victor Arreola ("Consultant") for outreach coordination services for the California Apprenticeship Initiative Pre-Apprenticeship Grant as applicable for the college for the period

of October 20, 2016 through April 1, 2018, which will allow for staff to meet required grant objectives and reporting obligations.

The consultant will be responsible for, but not limited to, the following duties: conduct cohort outreach, manage liaisons with the Field Ironworkers Training and Apprenticeship Center along with other industry partners which provides a bridge to Cerritos College and its services, conduct student tracking through program and into employment, coordinate cohort implementation, schedules sessions, tracks attendance, collects and maintains student records, and reports to the grant administrator.

The consultant will be paid on a time and materials basis at the hourly rate of $43.00 per hour for a maximum of 35 hours per week, for the not-to-exceed contract amount of $38,000, with a maximum of $18,000 for the first year, and $20,000 for the second year of the agreement.

Period: The time period will be from October 20, 2016 through April 1, 2018.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Draft of Contract No. 16C0065, CAIP Grant – Victor Arreola
Exhibit B to Contract No. 16C0065, CAIP Grant – Victor Arreola – Statement of Work

Cerritos College

DRAFT

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Contract No. 16C0065

PARTIES AND DATE

This Agreement is made and entered into this **20th** day of **October, 2016**, by and between **Cerritos Community College District** ("DISTRICT"), a public community college district organized under the laws of the State of California with its principal place of business at 11110 Alondra Boulevard, Norwalk, CA 90650, and **Victor Arreola** ("CONTRACTOR"), an individual, residing at 1816 Geranio Drive, Alhambra, CA 91801. DISTRICT and CONTRACTOR are sometimes individually referred to as "Party" and collectively as "Parties."

RECITALS

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required by DISTRICT in this Agreement; and

WHEREAS, the work to be performed generally includes **Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant**; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by DISTRICT, and such services are needed by DISTRICT from time to time on a limited basis; and

WHEREAS, CONTRACTOR represents that she possesses such necessary skill and expertise required, is familiar with the plans of DISTRICT, and desires to provide such services to DISTRICT on the terms and conditions set forth in this Agreement.

NOW THEREFORE, the Parties agree as follows:

1.0 SCOPE OF WORK – SERVICES TO BE PROVIDED BY CONTRACTOR

1.1 CONTRACTOR promises and agrees to furnish to DISTRICT all labor, materials, tools, equipment, services and incidental and customary work, as necessary to fully and adequately provide those services required under this Agreement. The services to be performed shall include:

1.1.1 Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant, to include, but not limited to conduct cohort outreach, manage liaisons with the Field Ironworkers Training and Apprenticeship Center along with other industry partners which provides a bridge to Cerritos College and its services, conduct student tracking through program and into employment, coordinate cohort implementation, schedules sessions, tracks attendance, collects and maintains student records, and reports to the grant administrator, per Scope of Work (1 page), attached hereto and incorporated into this Agreement by this reference as "Exhibit B"

1.2 CONTRACTOR shall furnish all labor, materials, equipment, supplies, and other items necessary to complete the services under this AGREEMENT at CONTRACTOR'S own expense, except as follows: workspace during normal business hours, access to on campus data and telephone services. CONTRACTOR shall **Outreach Coordination Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant** in accordance with this Agreement, current and generally accepted principles and practices of CONTRACTOR'S profession, and all applicable local, state and federal laws, rules and regulations.

2.0 TERM

2.1 The term of this Agreement shall begin on **October 20, 2016**, and end on **April 1, 2018**, unless earlier terminated in Section 7 of this Agreement or unless the Agreement is renewed or extended by execution of a "Cerritos Community College District Contract Amendment Form" attached hereto as Exhibit "A" and incorporated herein by this reference ("Contract Amendment Form"). CONTRACTOR shall complete the services to **Outreach Coordination Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant** within the term of this Agreement. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement

3.0 SERVICE FEES, EXPENSES, AND INVOICING

3.1.1 Service Fees. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement a **rate of $43.00 dollars per hour, for a maximum of 35 hours per week, and an annual maximum of $18,000 for the first year of the agreement and $20,000.00 for the second year of the agreement** subject to the **total Not-to-Exceed amount of THIRTY-EIGHT THOUSAND AND 00/100 DOLLARS ($38,000.00),** billed on a time and materials (T&M) basis.

3.2 Expenses. In addition to the service fees set forth above, DISTRICT shall reimburse CONTRACTOR for only actual out-of-pocket expenses incurred in the performance of the Agreement provided that (i) CONTRACTOR submits an itemized list with copies of paid invoices, receipts or other proof of payment of such expenses, and (iii) such expenses are pre-approved by the District Representative, as evidenced by the written approval of CONTRACTOR'S invoice requesting such reimbursement. DISTRICT shall reimburse CONTRACTOR for pre-approved mileage at the rate allowed by IRS regulation in effect on service date incurred. CONTRACTOR is responsible for all other operating expenses, overhead and administrative costs, which shall be deemed included in CONTRACTOR'S hourly rate

3.3 Invoices shall be submitted by CONTRACTOR once per month for services rendered and expenses incurred during the prior month. Invoices shall identify the billing period, Contract Number of this Agreement, CONTRACTOR'S Taxpayer Identification Number. Invoices shall itemize services performed by service date with a brief description and, as applicable, associated hours worked and billing rates.

3.4 No invoices will be paid unless (i) this Agreement has been signed by the CONTRACTOR and properly executed by DISTRICT and (ii) the CONTRACTOR has submitted a Department of the Treasury IRS Form W-9 to the DISTRICT'S Accounting Department, attention Accounts Payable.

3.5 At any time during the term of this Agreement, DISTRICT may request that CONTRACTOR perform Extra Work. As used herein, "Extra Work" means any work that is determined by DISTRICT to be necessary for the proper completion of any project or service under this Agreement, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. CONTRACTOR shall not perform, nor be compensated for, Extra Work without written authorization from DISTRICT.

4.0 RESPONSIBILITIES OF CONTRACTOR

4.1 Services and work performed under this Agreement shall be performed by CONTRACTOR and/or under her supervision. CONTRACTOR will determine the means, method and details of performing the services subject to the requirements of this Agreement. DISTRICT retains CONTRACTOR on an independent contractor basis and CONTRACTOR is not an employee, agent or representative of DISTRICT. CONTRACTOR retains the right to perform similar or different services for others during the term of this Agreement. CONTRACTOR understands and agrees that CONTRACTOR'S employees shall not be considered officers, employees or agents of DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of DISTRICT, including, but not limited to, State Unemployment Compensation, Workers' Compensation insurance. CONTRACTOR assumes the full responsibility for CONTRACTOR'S acts or liabilities including those of CONTRACTOR'S employees or agents as they relate to the services performed under this Agreement. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance,

social security, and income taxes, with respect to CONTRACTOR'S employees. The DISTRICT will not withhold taxes for CONTRACTOR or CONTRACTOR'S employees or independent subcontractors. CONTRACTOR agrees to indemnify, defend and hold DISTRICT harmless from and against any and all liability arising from any failure of CONTRACTOR to pay or withhold any applicable tax when due.

4.2 CONTRACTOR is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services that are being performed under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws. DISTRICT shall provide CONTRACTOR with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. CONTRACTOR shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the services under this Agreement available to interested parties upon request, and shall post copies at the CONTRACTOR'S principal place of business and at any project site. CONTRACTOR shall defend, indemnify and hold DISTRICT, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

4.3 CONTRACTOR shall execute and maintain her work so as to avoid injury or damage to any person or property. In carrying out work and services under this Agreement, CONTRACTOR shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

4.4 CONTRACTOR shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. CONTRACTOR shall allow a representative of DISTRICT during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. CONTRACTOR shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

4.5 CONTRACTOR shall perform the services under this Agreement expeditiously, within the term of this Agreement. CONTRACTOR represents that she has the professional and technical personnel required to perform the services under this Agreement in conformance with such conditions. In order to facilitate CONTRACTOR'S conformance with the Schedule, DISTRICT shall respond to CONTRACTOR'S submittals in a timely manner. Upon the DISTRICT'S request, CONTRACTOR shall provide a more detailed schedule of anticipated performance to meet the relevant Schedule of Services.

4.6 CONTRACTOR has represented to DISTRICT that certain key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, CONTRACTOR may substitute other personnel of at least equal competence and experience upon written approval of DISTRICT. In the event that DISTRICT and CONTRACTOR cannot agree as to the substitution of key personnel, DISTRICT shall be entitled to terminate this Agreement, pursuant to provisions of Section 7 of this Agreement. The key personnel for performance of this Agreement are as follows: **Victor Arreola**.

4.7 DISTRICT'S REPRESENTATIVE. The DISTRICT hereby designates **Rick Miranda, Acting Vice President of Academic Affairs, Cerritos Community College District**, or his designee, to act as its representative for the performance of this Agreement ("DISTRICT'S Representative"). DISTRICT'S Representative shall have the power to act on behalf of the DISTRICT for all purposes under this Agreement. CONTRACTOR shall not accept direction or orders from any person other than the DISTRICT'S Representative or his or her designee.

4.8 CONTRACTOR'S REPRESENTATIVE. The CONTRACTOR hereby designates **Victor Arreola** for the performance of this Agreement ("CONTRACTOR'S Representative"). CONTRACTOR'S Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. The CONTRACTOR'S Representative shall supervise and direct all

services under this Agreement, using [his or her] best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of all services under this Agreement.

4.9 CONTRACTOR agrees to work closely with DISTRICT staff in the performance of all services under this Agreement and shall be available to DISTRICT'S staff, contractors and other staff at all reasonable times.

4.10 CONTRACTOR shall perform all services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONTRACTOR represents and maintains that she is skilled in the professional calling necessary to perform services under this Agreement. CONTRACTOR warrants that all employees and subcontractors shall have sufficient skill and experience to perform the services assigned to them. Finally, CONTRACTOR represents that her employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform all services required under this Agreement. As provided for in the indemnification provisions of this Agreement, CONTRACTOR shall perform, at her own cost and expense and without reimbursement from the DISTRICT, any services necessary to correct errors or omissions which are caused by the CONTRACTOR'S failure to comply with the standard of care provided for herein. Any employee of the CONTRACTOR or her subcontractor who is determined by the DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of services under this Agreement, a threat to the safety of persons or property, or any employee who fails or refuses to perform such services in a manner acceptable to the DISTRICT, shall be promptly removed from work by the CONTRACTOR and shall not be re-employed to perform any services or work under this Agreement.

4.11 CONTRACTOR shall perform and complete all services under this Agreement within the term set forth in Section 4.5 above ("Performance Time").

4.12 CONTRACTOR shall keep herself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting her work or services under this Agreement, including all Cal/OSHA requirements, and shall give all notices required by law. CONTRACTOR shall be liable for all violations of such laws and regulations in connection with such work or services. If CONTRACTOR performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the DISTRICT, CONTRACTOR shall be solely responsible for all costs arising therefrom. CONTRACTOR shall defend, indemnify and hold DISTRICT, its officials, directors, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

4.13 By executing this Agreement, CONTRACTOR verifies that she fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the CONTRACTOR. CONTRACTOR also verifies that she has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. CONTRACTOR shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. CONTRACTOR shall maintain records of each such verification, and shall make them available to the DISTRICT or its representatives for inspection and copy at any time during normal business hours. The DISTRICT shall not be responsible for any costs or expenses related to CONTRACTOR'S compliance with the requirements provided for in Section 4.0 or any of its sub-sections.

4.14 To the same extent and under the same conditions as CONTRACTOR, CONTRACTOR shall require all of her subcontractors performing any work relating to this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 4.13.

4.15 Each person executing this Agreement on behalf of CONTRACTOR verifies that they are a duly authorized officer of CONTRACTOR, and understands that any of the following shall be grounds for the DISTRICT to terminate the Agreement for cause: (1) failure of CONTRACTOR or her subcontractors to meet any of the requirements provided for in Sections 4.13 or 4.14; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the CONTRACTOR under Section 4.14); or (3) failure to immediately remove from work any person found not to be in compliance with such requirements.

4.16 By her signature hereunder, CONTRACTOR certifies that she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of services.

4.17 CONTRACTOR represents that she is an equal opportunity employer and she shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

5.0 INDEMNIFICATION.

5.1 To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold DISTRICT and its Governing Board, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of CONTRACTOR, [her/his] officials, officers, employees, subcontractors, or agents in connection with the performance of CONTRACTOR'S services, project or efforts undertaken pursuant to this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent CONTRACTOR'S services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR.

5.2 CONTRACTOR shall defend, with Counsel of DISTRICT'S choosing and at CONTRACTOR'S own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 5.1 that may be brought or instituted against DISTRICT or its Governing Board, officials, officers, employees, volunteers, and agents. CONTRACTOR shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. CONTRACTOR shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT or its Governing Board, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for DISTRICT'S attorney's fees and costs, including expert witness fees. CONTRACTOR shall reimburse DISTRICT and its Governing Board, officials, officers, employees, volunteers and agents, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONTRACTOR'S obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials officers, employees, agents, or volunteers.

6.0 INSURANCE.

6.1 CONTRACTOR shall not commence work under this Agreement until she has provided evidence satisfactory to DISTRICT that she has secured all insurance required under this section. CONTRACTOR agrees to maintain, during the performance of all services under this Agreement, and for period of not less than one year following the expiration of this Agreement, at her sole expense, the following insurance coverages with limits of not less than those designated below:

(a) **Minimum Requirements**. CONTRACTOR shall, at her expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, her agents, representatives, employees or subcontractors. CONTRACTOR shall also require all of her subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

i. **Minimum Scope of Insurance**. Coverage shall be at least as broad as the latest version of the following: (1) *Automobile Liability*: comprehensive automobile liability insurance policy in a form acceptable to DISTRICT to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT; and (2) *Workers' Compensation*: Workers' Compensation insurance as required by the State of California.

ii. **Minimum Limits of Insurance**. CONTRACTOR shall maintain limits no less than: (1) *Automobile Liability:* with limits of not less than THREE HUNDRED THOUSAND AND 00/100 DOLLARS ($300,000) per occurrence combined single limit for bodily injury and property damage; (2) *Workers' Compensation:* Workers' Compensation limits as required by the Labor Code of the State of California.

(b) **Insurance Endorsements**. The insurance policies shall contain the following provisions, or CONTRACTOR shall provide endorsements on forms approved by the DISTRICT to add the following provisions to the insurance policies:

i. **Automobile Liability**. The automobile liability policy shall be endorsed to state that: (1) DISTRICT, its directors, officials, officers, employees, volunteers, and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the CONTRACTOR or for which the CONTRACTOR is responsible; and (2) the insurance coverage shall be primary insurance as respects DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents, or if excess, shall stand in an unbroken chain of coverage excess of the CONTRACTOR'S scheduled underlying coverage. Any insurance or self-insurance maintained by DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents shall be excess of the CONTRACTOR'S insurance and shall not be called upon to contribute with it in any way.

ii. **Workers' Compensation Coverage**. The insurer shall agree to waive all rights of subrogation against DISTRICT, its Governing Board, officials, officers, employees, volunteers, and agents for losses paid under the terms of the insurance policy which arise from work performed by the CONTRACTOR.

iii. **All Coverages**. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DISTRICT; and, (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(c) **Separation of Insureds; No Special Limitations**. All insurance required by this Agreement, except for Workers' Compensation coverage, shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to DISTRICT, its Governing Board, officials, officers, employees, volunteers and agents.

(d) **Deductibles and Self-Insurance Retentions**. Any deductibles or self-insured retentions must be declared to and approved by DISTRICT. If DISTRICT does not approve the deductibles or self-insured retentions as presented, CONTRACTOR shall guarantee that, at the option of DISTRICT, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects DISTRICT, its directors, officials, officers, employees and agents; or, (2) CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

(e) **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to DISTRICT.

(f) **Reporting of Claims**. CONTRACTOR shall report to DISTRICT, in addition to CONTRACTOR'S insurer, any and all insurance claims submitted by CONTRACTOR in connection with services under this Agreement.

(g) **Verification of Coverage**. CONTRACTOR shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to DISTRICT. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by DISTRICT before work commences. DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time.

6.2 The DISTRICT does not represent or warrant that the types or limits of insurance adequately protect CONTRACTOR'S interest or sufficiently cover CONTRACTOR'S liability exposure. Failure by CONTRACTOR to maintain the insurance coverages specified herein shall be considered a material breach of this Agreement.

6.3 Prior to commencing work, CONTRACTOR will furnish DISTRICT with properly endorsed certificates of insurance acceptable to DISTRICT which provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to DISTRICT. All certificates must be faxed or emailed, followed by a hard copy "wet ink" signed original in the mail to: Cerritos Community College District, Attn: Purchasing, 11110 Alondra Boulevard, Norwalk, CA 90650-6203.

6.4 No payments will be made to CONTRACTOR until current and complete certificate(s) of insurance are on file with the Purchasing Services Office of DISTRICT.

7.0 TERMINATION OF AGREEMENT

7.1 DISTRICT may, by written notice to CONTRACTOR, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to CONTRACTOR of such termination, and specifying the effective date thereof, not less than ten (10) business days before the effective date of such termination. Upon termination, CONTRACTOR shall be compensated only for those services which have been adequately rendered to DISTRICT, and CONTRACTOR shall be entitled to no further compensation. CONTRACTOR may not terminate this Agreement except for cause.

7.2 If this Agreement is terminated as provided herein, DISTRICT may require CONTRACTOR to provide all finished or unfinished Documents and Data and other information of any kind prepared by CONTRACTOR in connection with the performance of services under this Agreement. CONTRACTOR shall be required to provide such document and other information within fifteen (15) days of the request.

7.3 In the event this Agreement is terminated in whole or in part as provided herein, DISTRICT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

8.0 EMPLOYMENT WITH PUBLIC AGENCY. CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time expended in the execution of the services under this AGREEMENT.

9.0 CONFLICT OF INTEREST. CONTRACTOR shall not hire any officer or employee of the DISTRICT to perform any service covered by this Agreement. CONTRACTOR affirms that to the best of CONTRACTOR'S knowledge there exists no actual or potential conflict between CONTRACTOR'S family, business, or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with DISTRICT. CONTRACTOR shall not be in a reporting relationship to a DISTRICT employee who is a near relative, nor shall the near relative be in a decision-making position with respect to CONTRACTOR.

10.0 ON-SITE ACCOMMODATIONS. DISTRICT shall provide CONTRACTOR with reasonable and customary working accommodations to support any on-site activities in the performance of CONTRACTOR'S services.

11.0 OWNERSHIP OF MATERIALS/CONFIDENTIALITY.

11.1 **Originality of Services**. CONTRACTOR warrants and represents that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to DISTRICT and/or used in connection with this Agreement, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services or under license by any CONTRACTOR hired subcontractor.

11.2 **Documents & Data; Licensing of Intellectual Property**. This Agreement creates a non-exclusive and perpetual license for DISTRICT to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by CONTRACTOR under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of DISTRICT, and shall not be used in whole or in substantial part by CONTRACTOR on other projects or services without DISTRICT'S express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, CONTRACTOR shall provide to DISTRICT reproducible copies of all Documents & Data, in a form and amount required by DISTRICT. DISTRICT reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by DISTRICT at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the CONTRACTOR is entitled under the termination provisions of this Agreement, CONTRACTOR shall provide all Documents & Data to DISTRICT upon payment of the undisputed amount. CONTRACTOR shall have no right to retain or fail to provide to DISTRICT any such documents pending resolution of the dispute. In addition, CONTRACTOR shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of services under this Agreement, and shall make copies available to DISTRICT upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, CONTRACTOR shall make a reasonable effort to notify DISTRICT and provide DISTRICT with the opportunity to obtain the documents.

11.3 **Subcontractors.** CONTRACTOR shall require all subcontractors to agree in writing that DISTRICT is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. CONTRACTOR represents and warrants that CONTRACTOR has the legal right to license any and all Documents & Data. CONTRACTOR makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than CONTRACTOR or her subcontractors, or those provided to CONTRACTOR by the DISTRICT.

11.4 **Right to Use**. DISTRICT shall not be limited in any way in its use or reuse of Documents and Data or any part of thereof at any time for purposes of any project or services under this Agreement, provided that any such use not within the purposes intended by this Agreement or on a project or service other than any project or service under this Agreement without employing the services of CONTRACTOR shall be at DISTRICT'S sole risk. If DISTRICT uses or reuses the Documents & Data on any project or service other than a project or service under this Agreement, it shall remove the CONTRACTOR'S seal from the Documents & Data and indemnify and hold harmless CONTRACTOR and her officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other projects or services. CONTRACTOR shall be responsible and liable for her Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the DISTRICT upon completion, suspension, abandonment or termination. CONTRACTOR shall not be responsible or liable for any revisions to the Documents & Data made by any party other than CONTRACTOR, a party for whom the CONTRACTOR is legally responsible or liable, or anyone approved by the CONTRACTOR.

11.5 **Indemnification**. CONTRACTOR shall defend, indemnify and hold the DISTRICT, its directors, officials, officers, employees, volunteers, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on any project or service by DISTRICT of the Documents & Data, including any method, process, product, or concept specified or depicted

11.6 **Confidentiality**. All Documents & Data, either created by or provided to CONTRACTOR in connection with the performance of this Agreement, shall be held confidential by CONTRACTOR. All Documents & Data shall not, without the prior written consent of DISTRICT, be used or reproduced by CONTRACTOR for any purposes other than the performance of services under this Agreement. CONTRACTOR shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of any project or service under this Agreement. Nothing furnished to CONTRACTOR that is otherwise known to CONTRACTOR or is generally known, or has become known, to the related industry shall be deemed confidential. CONTRACTOR shall not use DISTRICT'S name or insignia, photographs of any project, or any publicity pertaining to any services or any project under this Agreement, in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of DISTRICT.

12.0 RECORDS ABOUT INDIVIDUALS. California law, as well as DISTRICT policy, sets forth certain requirements and safeguards regarding records pertaining to individuals.

12.1 Unless otherwise provided in writing, records containing confidential or personal information about individuals will become the property of the DISTRICT and subject to state law and DISTRICT policies governing privacy and access to files.

12.2 CONTRACTOR shall use his or her best efforts to keep confidential any information provided by DISTRICT and marked "Confidential Information," or any oral information conveyed to CONTRACTOR by DISTRICT and followed by a written communication within thirty (30) days that said information shall be considered Confidential Information. This non-disclosure provision shall not apply to any of the following: (i) information which the CONTRACTOR can demonstrate by written records was known to CONTRACTOR prior to the effective date of this Agreement; (ii) is currently in, or in the future enters, the public domain other than through a breach of this Agreement or through other acts or omissions of CONTRACTOR; or (iii) is obtained lawfully from a third party.

13.0 DRUG-FREE WORKPLACE POLICY AND REQUIREMENTS. While performing any service for DISTRICT, CONTRACTOR'S employees, agents, or subcontractors shall not: (a) be under the influence of alcohol or any controlled substance, (b) use, possess, distribute, or sell illicit or unprescribed controlled drugs, drug paraphernalia, or alcoholic beverages, or (c) misuse legitimate prescription drugs.

13.1 CONTRACTOR shall advise [her/his] employees, agents, or subcontractors of this policy. Their entry onto DISTRICT'S premises or the work site constitutes consent to searches and inspections. When DISTRICT has reason to believe there has been a violation of any aspect of the drug-free workplace requirements, CONTRACTOR and [her/his] employees, agents, suppliers, subcontractors shall, when requested, immediately submit to a search of their person, and/or lockers, lunch boxes, briefcases, purses, packages, desks, workstations, vehicles and other personal belongings available for inspection.

13.2 CONTRACTOR understands and agrees that any of [her/his] employees involved in accidents will be subject to drug and/or alcohol testing as part of the post-accident investigation.

13.3 Declining to submit to required searches and inspections may result in the termination of this Agreement and all current or future business relationships and/or visiting privileges.

14.0 DELAYS.

14.1 Delay, nondelivery, or any other failure to perform shall not be excused, unless it arises as a result of unforeseeable causes beyond the control and without the fault or negligence of CONTRACTOR and CONTRACTOR **gives notice to DISTRICT within 24 hours** of both the delay or nondelivery and the cause thereof and exerts reasonable efforts to mitigate the effect of same on DISTRICT to cause a

complete cure of the failure in no less than five (5) working days. Delays caused by matters outside of CONTRACTOR'S control shall be excusable, and CONTRACTOR waives any other claims or entitlement for fees or compensation based on extended delays or absences hereunder

14.2 If at any time CONTRACTOR becomes aware of circumstances that may cause a delay, CONTRACTOR shall immediately give written notice of such circumstances to the DISTRICT and shall immediately take action to remedy the situation. If CONTRACTOR does not remedy the situation within a reasonable time, the DISTRICT shall have the right, directly or through CONTRACTOR, to investigate and institute action at CONTRACTOR'S expense, to prevent or mitigate any delay.

15.0 FORCE MAJEURE. Neither Party shall be in default for any failure or delay in performance hereunder when such failure or delay is the result of a force majeure, which is hereby defined as any unforeseeable event which is beyond that Party's reasonable control and without its fault or negligence. Such events may include, but are not restricted to: (a) acts of God or of the public enemy, (b) acts of government in either its sovereign or contractual capacity, (c) strikes, lockouts or other industrial disputes, (d) riots, mutinies, civil commotion, war or war-like operations, or sabotage.

16.0 DISPUTES. All claims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement or the breach thereof shall be addressed in the following manner.

16.1 The Parties shall enter into good faith negotiations to reach an equitable settlement.

16.2 If a good faith settlement cannot be reached, the Parties may agree to select a method of dispute resolution other than litigation, such as arbitration, mediation, or other method of alternative dispute resolution. In the event that the Parties are unable to agree on a method of dispute resolution other than litigation, suit may be brought in a court located nearest the DISTRICT office involved in the suit.

16.3 Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any work, the delivery of any material, the payment of any moneys to CONTRACTOR, or otherwise, CONTRACTOR agrees that [he/she] will not directly or indirectly stop or delay the work directed by DISTRICT, or any part thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy, or question is or may be subject to litigation or other form of dispute resolution.

17.0 GOVERNING LAW; GOVERNMENT CODE CLAIM COMPLIANCE. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, CONTRACTOR must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the DISTRICT. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONTRACTOR. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONTRACTOR shall be barred from bringing and maintaining a valid lawsuit against the DISTRICT.

18.0 ASSIGNMENT AND APPROVAL TO SUBCONTRACT. This Agreement is for the exclusive services of CONTRACTOR. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned or subcontracted to another entity or individual by CONTRACTOR without the express written approval of DISTRICT.

19.0 CONSTRUCTION; REFERENCES; CAPTIONS. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not business days unless otherwise specified in this Agreement. All references to CONTRACTOR include all personnel, employees, agents, and subcontractors of CONTRACTOR, except as otherwise specified in this Agreement. All references to DISTRICT include its elected officials, officers, employees, agents, and volunteers except as otherwise

specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

20.0 AMENDMENT; MODIFICATION. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties pursuant to a Contract Amendment Form, Exhibit "A", attached hereto and incorporated herein by this reference. DISTRICT may modify the form of the Contract Amendment Form in its sole discretion at any time prior to execution.

21.0 NON-WAIVER. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

22.0 COOPERATION; FURTHER ACTS. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

23.0 ATTORNEYS' FEES. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other costs of such action.

24.0 AUTHORITY TO ENTER AGREEMENT. CONTRACTOR has all requisite power and authority to conduct [her/his] business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

25.0 COUNTERPARTS. This Agreement may be signed in counterparts, each of which shall constitute an original.

26.0 NO THIRD-PARTY RIGHTS. Nothing in this Agreement is intended to make any person or entity who is not signatory to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

27.0 SEVERABILITY. If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.

28.0 TIME OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

29.0 ENTIRE AGREEMENT. This Agreement, and any attachments or exhibits incorporated by reference, constitute the entire and integrated agreement between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by a writing signed by both DISTRICT and CONTRACTOR.

29.1 This Agreement and any attachments or exhibits incorporated by reference are complementary and what is required by one shall be as binding as if required by all. In the case of conflict or inconsistency, this Agreement shall control over any such attachments or exhibits.

30.0 NOTICE. Any notice or demand may be served upon one Party by the other (a) by delivering it, in writing, to the other's representative at the address as set forth below, or (b) by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the other's representative at the address as set forth below, or (c) by sending a facsimile of it to the other's representative at the facsimile number set forth below.

CERRITOS COMMUNITY COLLEGE DISTRICT:

Representative: Mark B. Logan, CPPO, C.P.M.
Director of Purchasing and
Contract Administration
Tel: (562) 467-5203

For Notices: Cerritos Community College District
Purchasing Department
11110 Alondra Boulevard
Norwalk, CA 90650-6203

Fax: (562) 467-5020

CONTRACTOR:

Representative: _____
(Name & Title)

Tel: _____

For Notices: _____
_____
_____
_____

Fax: _____

[SIGNATURES ON THE FOLLOWING PAGE]

DRAFT

SIGNATURE PAGE
TO
CERRITOS COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

IN WITNESS WHEREOF, DISTRICT and CONTRACTOR have executed this Agreement on the date first written above.

CERRITOS COMMUNITY COLLEGE DISTRICT:	**CONTRACTOR:**
By: _____	By: _____
Signature	*Signature*
_____	_____
Typed or Printed Name, & Title	*Typed or Printed Name, & Title*
	_____
	Tax Identification Number (EIN)
Date: _____	Date: _____

DRAFT

Curriculum Expert – *Hourly, as needed*
Primary Responsibilities: Responsible for developing and assessing curriculum to meet standards of industry certification and training. Repackages courses into certificate, explores credit articulation or credit by exam for pre-apprentices.
Qualifications: Subject matter expertise required, as is classroom experience in FIW and construction-related coursework.

Outreach Coordinator - *TBD (100%)*
Primary Responsibilities: Conducts cohort outreach, conducts liaison with FIW, conducts tracking through program and into employment, coordinates cohort implementation, schedules sessions, tracks attendance, collects and maintains student records.
Qualifications: Experience with workforce development programs, preferably within a community college setting. Strong written and oral communication skills, and strong interpersonal skills required.

Program Assistant – *Caitlin Mullins (25%)*
Primary Responsibilities: Conducts pre-apprenticeship course scheduling, conducts registration, undertakes official tracking of training and educational hours to Chancellor's Office
Qualifications: Experience with workforce development programs, preferably within a community college setting. Strong written and oral communication skills, and strong interpersonal skills required.

Program Facilitator – *(25%) TBD*
Primary Responsibilities: The Facilitator serves as an on-site liaison with the FIW Training and Apprenticeship Center, and other industry partners, providing a bridge to the College and its services.
Qualifications: Experience in industry preferred, in addition to experience with vocational education and training programs, and common support programs for these programs.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of August 2016

ACTION

It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of August 2016.

FISCAL IMPACT

Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY

This report of Contracts Under $25,000 that were processed during the month of August 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

August 2016 – Contracts Under $25,000

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ew/Amended Contracts Under $25,000
for the Month of August 2016

NEW CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
16C0038	Long Beach Memorial Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the PTA, Speech Pathology, and Pharm Tech programs.	09/21/2016	09/20/2019	No Cost	Health Occupations
16C0039	Workforce Connections Inc.	Memorandum of Understanding between Contractor and Cerritos College to provide additional career services to students and to develop stronger ties to the local business community.	08/01/2016	07/31/2017	No Cost	Career Services
16C0040	Active Minds	Contractor to provide a public action display of Send Silence Packing at Cerritos College	09/30/2016	09/30/2016	$ 5,000.00	Student Activities
16C0041	School Services of California, Inc	Contractor to provide collective bargaining consulting services to Cerritos College	07/07/2016	12/31/2016	$3,500.00	Business Services
16C0042	InCommon, LLC	Contractor to facilitate the federated identity initiative to allow single sign-on access to all statewide technology offerings.	01/01/2016	12/31/2021	No Cost	Information Technology
16C0043	Hurd, Chris	Contractor to provide a workshop on "Bridging the Gap, K-12 to Community College" during the Career Technical Education/Perkins TOP Committee meeting.	09/01/2016	09/30/2016	$ 1,900.00	Perkins
16C0044*	RSCCD					
16C0045*	CA Community Colleges Chancellors Office					
16C0046	Drew, Elaina	Contractor to provide not-for-credit, fee-based workshops in the area of Enrichment & Interests classes on an as needed basis.	09/13/2016	09/12/2021	$ 1,500.00	Community Education
16C0047	Pavone, Rocky	Contractor to provide not-for-credit, fee-based workshops in the area of Money & Investment classes on an as needed basis.	09/15/2016	09/14/2021	$ 2,000.00	Community Education
16C0048	Grande, Reyna	Contractor to provide a training session with eight faculty mentors and eight graduate students as part of the "Hear My Story. Know My World" literary festival.	08/15/2016	09/09/2016	$ 2,000.00	Liberal Arts
16C0049	Borjas, Sara	Contractor to provide a workshop and reading as part of the "Hear My Story. Know My World" literary festival.	08/15/2016	09/09/2016	$ 500.00	Liberal Arts
16C0050	Little Lake City School District	Memorandum of Understanding for Foster and Kinship Care Education and Little Lake City School District for the purpose of educating parents/guardians.	09/01/2016	06/30/2017	No Cost	Adult Education
16C0051****	Grad Images					
					$ 16,400.00	

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ew/Amended Contracts Under $25,000
for the Month of August 2016

AMENDED CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
14C0009	Avanti Hospitals	Amendment No. 1 issued to extend the contract end date to August 9, 2018.	08/10/2016	08/09/2018	No Cost	Health Occupations
14C0070	Huntington Memorial Hospital	Amendment No. 1 issued to extend the contract end date to August 15, 2019.	08/16/2016	08/15/2019	No Cost	Health Occupations
15C0031	Dignity Health dba St. Mary's Medical Center	Amendment No. 1 issued to extend the contract end date to August 10, 2017.	08/10/2016	08/10/2017	No Cost	Health Occupations
16C0016*	CA Department of Education					

No Cost

* Contract was submitted as a separate board item due to dollar amount and has already been approved

** No contract was issued under this contract number

*** Pending

****For tracking purposes only

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 35

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of August 2016

ACTION
It is recommended that the Board of Trustees approve the purchase orders processed during the month of August 2016.

FISCAL IMPACT
Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY
This report of purchase orders processed during the month of August 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
August 2016 – Purchase Order Report

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 36

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of Business Services/
Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval to Make Budget Transfers and Budget Adjustments

ACTION

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented.

FISCAL IMPACT

The overall fiscal impact of the budget adjustments will increase the ending balance of the Unrestricted General Fund.

REPORT SUMMARY

Page 1 is for budget adjustments to increase revenue of the Lottery Apportionment; and rentals and leases of Physical Plant. Additionally, budget adjustments were made for State Mandated Reimbursements and Other State Revenue. These adjustments will have a net increase to the ending balance of the Unrestricted General Fund.

Page 2 is the budget adjustment to reduce the Accreditation budget in 2016-17. This adjustment will increase the ending balance of the Unrestricted General Fund.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Budget Adjustment Details (2 Pages).

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BUDGET ADJUSTMENTS FOR OCTOBER 19, 2016

01.0 FUND - GENERAL FUND - UNRESTRICTED

Revenue Budget

00000.0-00000-00000-8682-0000000 (01.0 Fund) State -Mandated Reimbursement To adjust the budget of State Mandated Reimbursement, based on the current projections	$	490,000
00000.0-00000-00000-8680-0000000 (01.0 Fund) State -Lottery To adjust the budget of Lottery Apportionment, based on the current projections	$	347,000
00000.0-00000-00000-8690-0000000 (01.0 Fund) State -Other State Revenue To adjust the budget of Other State Revenue, based on the current projections	$	(837,000)
00000.0-00000-04400-8850-6830000 (01.0 Fund) Local - Physical Plant To adjust the budget of of Rentals and Leases of Physical Plant, based on current projections	$	120,000
Total Revenue Budget	$	**120,000**

Fiscal Impact: Increase to the ending balance.

Number of Adjustment Requests: Two (2)

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BUDGET ADJUSTMENTS FOR OCTOBER 19, 2016

01.0 FUND - GENERAL FUND - UNRESTRICTED

Expenditure Budget

00000.0-00000-01250-5810-6190000 (01.0 Fund) Accreditation Reduced Accreditation Budget for 2016-17	$ (25,000)
Total Expenditure Budget	$ **(25,000)**

Fiscal Impact: Increase to the ending balance.

Number of Adjustment Requests: One (1)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 37

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/ Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending October 19, 2016

ACTION

It is recommended that the Board of Trustees ratify General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the quarter ending September 30, 2016.

FISCAL IMPACT

The items are budgeted in the General Fund.

REPORT SUMMARY

It is recommended that the Board of Trustees ratify the following warrants for the quarter ending June 30, 2016:

- 5,977 Payroll "A" Warrants, which are employee paychecks that originate from the payroll department, totaling $17,541,111.95; and

- 3,290 Other "B" Warrants, which are checks to vendors that originate from the accounts payable department, totaling $19,723,019.01.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 38

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2015-2016 and 2016-2017 Academic Year

ACTION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

REPORT SUMMARY

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human Resources has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resources has cleared the individuals for employment.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel

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EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Campus Police Officer (Campus Police) Classified Salary Schedule: Grade 43, Step 1 ($5,052/month), effective: October 26, 2016: Tan Tran

Campus Police Officer (Campus Police) Classified Salary Schedule: Grade 43, Step 1 ($5,052/month), effective: October 26, 2016: David Perez

Child Development Center Outdoor Classroom Coordinator, Part-Time 19.5 hours/week 11-month position (Child Development Center), CDC Salary Schedule: Grade 1, Step 1 ($33.83/hour), effective: October 20, 2016: Nada Ghaneian

Program Facilitator (Student Support Services/LINC), Classified Salary Schedule: Grade 38, Step 1 ($4,496/month), effective: XXX [Name to be provided on the Revision]

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first

Name	Unit	Classification	Rate	Cleared for Employment
Aguirre, Jeese William	Career Services	Intermediate Clerk	$10.00/hr	9/28/2016
Amador, Noah D.	Facilities	Custodian	$10.14/hr	9/27/2016
Andersen, Melvianne Quarles*	Liberal Arts	Research Assistant	$18.01/hr	9/22/2016
Arciga, Ilse	Success Center	Instructional Aide ll	$13.30/hr (1)	9/12/2016
Baeza, Karla*	EPP	Instructional Aide l	$10.00/hr (1)	9/27/2016
Bernal, Gabriela*	CalWORKs	Assessment Clerk	$10.00/hr	9/27/2016
Bonilla Tercero, Hengel A.	Facilities	Custodian	$10.14/hr	9/12/2016
Bouris, Peter	Success Center	Instructional Aide l	$10.00/hr (1)	9/12/2016
Buckley, Gabrielle Brianna*	CalWORKs	Health Service Clerk	$13.49/hr	9/27/2016

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: October 19, 2016

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Calderon, Elvia*	Child Development	Instructional Aide ll	$13.97/hr (2)	9/26/2016
Canjura Galvez, Samara A.*	Financial Aid	Instructional Aide ll	$13.30/hr	9/21/2016
Cano, Jesse Lazaro*	Financial Aid	Division Clerk	$10.37/hr	9/22/2016
Carranza, Ernesto	Adult Education	Special Populations Coordinator	$17.04/hr	9/30/2016
Cervantes, Alex	Success Center	Instructional Aide ll	$13.30/hr (1)	9/12/2016
Cervantes, Tabitha	Success Center	Instructional Aide ll	$13.30/hr (1)	9/19/2016
Chavez, Elizabeth*	CalWORKs	Division Secretary Clerk	$10.94/hr	9/27/2016
Cho, Misty Lynne**	Community Education	Continuing Ed. Specialist	$52.47/hr	9/29/2016
Collazo, Cristina*	Financial Aid	Division Clerk	$10.37/hr	9/12/2016
De Avila, Enrique Daniel	School Relations	Student Affairs Technician	$12.05/hr	9/27/2016
De La Rosa, Mario	Facilities	Temporary Custodian	$10.14/hr	9/29/2016
De Soto, Alexandra*	Adult Education	Program Facilitator	$14.32/hr	9/27/2016
Delgado, Emily Ann*	DSPS	Aides-Special (Special Education)	$10.00/hr	9/27/2016
Diaz Perez, Faustino	Success Center	Instructional Aide ll	$13.30/hr (1)	9/27/2016
Felix Estrada, Zulema I.*	Financial Aid	Division Clerk	$10.37/hr	9/22/2016
Feri, John	Business Education	Instructional Aide l	$10.00/hr	9/12/2016
Feri, John	Success Center	Instructional Aide ll	$13.30/hr (1)	9/12/2016
Fiske, Robert	Adult Education	Community Ed. Specialist	$30.27/hr	9/27/2016
Fleming Dright, Terri Y.*	Liberal Arts	Research Assistant	$18.01/hr	9/12/2016
Flores, Javier	Success Center	Instructional Aide ll	$13.97/hr (2)	9/26/2016
Flores, Lizbeth*	Financial Aid	Instructional Aide ll	$13.30/hr (1)	9/29/2016
Gaitlan, Scarlett Elizabeth*	Adult Education	Program Assistant ll	$11.78/hr	9/27/2016
Garcia pedrao, Jenifer	Financial Aid	Secretary Clerk	$10.94/hr	9/29/2016
Garcia Pedrao, Sneider*	Financial Aid	Division Clerk	$10.37/hr	9/22/2016
Gatlin, Trenese Charlotte*	Financial Aid	Division Clerk	$10.37/hr	9/01/2016
Gomez, Raven Geneve P.*	Financial Aid	Secretary Clerk	$10.94/hr	9/12/2016
Gonzalez, Elizabeth*	Financial Aid	Instructional Aide ll	$13.30/hr	9/21/2016
Granados, Hannah N.*	Financial Aid	Instructional Aide II	$13.30/hr	9/20/2016
Gutierrez, Mireya	Facilities	Custodian	$10.14/hr	9/27/2016
Hamilton, Eric*	Liberal Arts	Research Assistant	$18.01/hr	9/22/2016
Hedges, Devin*	EPP	Instructional Aide l	$10.00/hr (1)	9/27/2016
Hernandez, Jazmin*	Financial Aid	Program Assistant l	$10.37/hr	9/22/2016

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: October 19, 2016

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Herrera, Lucero*	Financial Aid	Division Clerk	$10.37/hr	9/12/2016
Hertzog, Ross	Success Center	Instructional Aide ll	$13.30/hr (1)	9/26/2016
Hohly, Margaret*	Business Education	Project Specialist (Technical) Level ll	$103.85/hr	9/19/2016
Hughes, Areal	Student Activities	Student Activities Clerk	$10.00/hr	9/28/2016
Icaro, Jennifer Joaquin	School Relations	Student Affairs Technician	$12.05/hr	9/27/2016
Jerez, Monica Gabriela	School Relations	Student Affairs Technician	$12.05/hr	9/27/2016
Lambert, Edris*	DSPS	Interpreter Certified	$42.58/hr	9/27/2016
Laureano, Adriana Alexa	School Relations	Student Affairs Technician	$12.05/hr	9/28/2016
Lombera, Brian	Fine Arts	Community Outreach Worker	$10.37/hr	9/27/2016
Lopez Calderon, Erick*	SEM	Instructional Aide ll	$13.30/hr (1)	9/29/2016
Lopez, John	EPP	Vocational Ed. Special Proj. Ass.	$17.04/hr	9/12/2016
Mao, Chankakada	Success Center	Instructional Aide II	$13.30/hr (1)	9/09/2016
Mendez, Jacqueline*	SEM	Instructional Aide II	$13.30/hr (1)	9/26/2016
Meza, Christian	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Miranda, Michaela Leianne	School Relations	Student Affairs Technician	$12.05/hr	9/22/2016
Moran Garcia, Brenda A.	Liberal Arts	Intermediate Clerk	$10.00/hr	9/21/2016
Moreno, Lazaro Benitez	Success Center	Instructional Aide ll	$13.30/hr (1)	9/08/2016
Muratalla, Manuel James	Success Center	Instructional Aide II	$13.30/hr (1)	9/09/2016
Muratalla, Manuel James**	Community Education	Instructional Scheduling Coordinator	$12.98/hr	9/09/2016
Nunez, Jessica Gudino*	Financial Aid	Division Clerk	$10.37/hr	9/22/2016
Nunez, Jessica*	CalWORKs	Division Clerk	$10.37/hr	9/29/2016
Ocampo Savin, Mariela	School Relations	Student Affairs Technician	$12.05/hr	9/22/2016
Osorio, Dennis Gabriel*	Financial Aid	Division Clerk	$10.37/hr	9/23/2016
Pacheco, John*	Adult Education	Community Education Specialist	$30.27/hr	10/4/2016
Pena, Sergio Edward	Fine Arts	Lab Aide	$10.00/hr	9/20/2016
Perez, Jacob Anthony	Success Center	Instructional Aide II	$14.67/hr (3)	9/26/2016
Porciuncula, Juliene Tuason	School Relations	Student Affairs Technician	$12.05/hr	9/29/2016
Regan, Jerry Nicholas	HPEDA	Aquatics Specialist	$10.50/hr	9/26/2016
Resendez, Vanessa Joanne	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Resendiz Morales, Ever A	HPEDA	Aquatics Specialist	$10.50/hr	9/26/2016
Robinson, Robert	Success Center	Instructional Aide II	$13.30/hr (1)	9/15/2016
Rodriguez, Juan	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: October 19, 2016

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Romero, Chantel	Success Center	Instructional Aide I	$10.00/hr (1)	9/26/2016
Russell, Carolyn*	Adult Education	Community Education Specialist	$30.27/hr	10/4/2016
Said, Shady W	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016
San Jose Salguero, Elda Raquel	School Relations	Student Affairs Technician	$12.05/hr	9/22/2016
San Jose, Christian Gerald	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Sanchez, Alexandre James T.	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Shorts, Keiesha M.*	Financial Aid	Instructional Aide II	$13.30/hr	9/07/2016
Siangio, Jeshanah*	DSPS	Instructional Aide II	$13.30/hr	10/4/2016
Smith, Krisstina Janie	School Relations	Student Affairs Technician	$12.05/hr	9/22/2016
Soria, Itzel	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Story, Mekah Denise	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016
Sulaimani, Amir	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Tu, Jonathan Yu-Jang	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Uraizee, Kurratul Ayn	School Relations	Student Affairs Technician	$12.05/hr	9/23/2016
Uribe, Fredy Gyovanny	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016
Uy, Christine Angelica	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016
Valenzuela Lizarme, Andres	Success Center	Instructional Aide I	$10.91/hr (3)	9/27/2016
Valladolio Vergara, Cinthya J**	CalWORKs	Division Secretary Clerk	$10.94/hr	9/26/2016
Valle Jimenez, Samuel O.	Success Center	Instructional Aide II	$13.30/hr (1)	9/22/2016
Varela, Phillip David	Success Center	Instructional Aide II	$13.30/hr (1)	9/15/2016
Vargas, Anthony Edward	HPEDA	Aide General Labor	$10.00/hr	9/27/2016
Villalobos, Victor Emanuel*	SEM	Instructional Aide II	$13.30/hr (1)	9/29/2016
Vincent,Matthew*	IERP	Research Assistant	$18.01/hr	9/22/2016
Voelker, Shannon C	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016
Wagner, Alycia	Success Center	Program Facilitator	$14.32/hr	9/15/2016
Wellman, William	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016
Williams, David Michael*	Liberal Arts	Research Assistant	$18.01/hr	9/22/2016
Zhang, Zhi Y	Success Center	Instructional Aide II	$13.30/hr (1)	9/26/2016

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: October 19, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 39

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund.

REPORT SUMMARY

The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

The Office of Human Resources has received and completed the processing of employment request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resources cleared the individuals for employment.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Employment of Faculty, Temporary Part-Time 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. BUSINESS/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Dokter, Derek	RE	Business Administration	1BM	53.29
Smith, Justin	RE	History	2AM	56.44

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Mitchell, Kathryn Elizabeth	NH	Music	1AM	53.29
Rowden, Jonathan	NH	Music	1AM	53.29

III. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Segovia, Erika	RE	Dental Assisting	1BB	51.49

IV. LIBERAL ARTS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Granillo, Christine	NH	English	1AM	53.29
Rehm, David	NH	Speech	1AM	53.29

V. SCIENCE, ENGINEERING AND MATHEMATICS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Riasti, Mohammed	NH	Mathematics	1AM	53.29

VI. TECHNOLOGY

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Lemaster, Erin	RE	Architecture	2AB	54.52
O'Ferrell, Fergus	RE	Plastics	6BB	65.20

* NH=New Hire, RE=Reemployed

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VII. LIBRARY/LEARNING RESOURCE CENTER

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Gonzalez-Tamayo, Ricardo	NH	Success Center - Language	1AM	53.29
Falcis, Noelle	NH	Success Center - Language	1AM	53.29
Hultman, Jason	NH	Success Center - Math	1AM	53.29
Montegary, Matthew	NH	Success Center - Math	1AM	53.29

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate
Counselors and Librarians:
1CM=1st Semester-Masters, 1CD=1st Semester-Doctorate
1DM=2nd Semester-Masters, 1DD=2nd Semester-Doctorate
2CM=3rd Semester-Masters, 2CD=3rd Semester-Doctorate
2DM=4th Semester-Masters, 2DD=4th Semester-Doctorate
3CM=5th Semester-Masters, 3CD=5th Semester-Doctorate
3DM=6th Semester-Masters, 3DD=6th Semester-Doctorate
4CM=7th Semester-Masters, 4CD=7th Semester-Doctorate
4DM=>8 Semesters-Masters, 4DD=>8 Semesters-Doctorate

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. [XX]

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent

ACTION

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The employees included on the attached list have given notice of their separation from employment. The Office of Human Resources received the notices and informed the President. The President accepted the resignations and provided written notification to each employee in accordance with Board Policy 7350.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Employee Resignations (Including Separations and Retirements) Accepted by the President

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EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Fong Beach, Kristen	Institutional Effectiveness, Research and Planning	Research Analyst	10/14/2016
2)	Hiss, Sophia	Institutional Effectiveness, Research and Planning	Research Analyst	10/14/2016
3)	Kretz, Andrew	Institutional Effectiveness, Research and Planning	Research Analyst	10/14/2016

Presented to the Board of Trustees: October 19, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 42

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Ratification of Temporary Management "Out-of-Classification" Assignment

ACTION

It is recommended that the Board of Trustees ratify a temporary "out-of-classification" assignment for Dr. Gary Pritchard, Instructional Dean, Fine Arts & Communications, and Dr. Patricia Smith-Robbins, Director, Community Education to perform additional responsibilities effective October 1, 2016, for a period not to exceed June 30, 2017.

FISCAL IMPACT

No fiscal impact. The Dean of Academic Affairs position is vacant.

REPORT SUMMARY

Mr. Rick Miranda was appointed as the Acting Vice President of Academic Affairs effective February 18, 2016. His last day on his regular position as Dean of Academic Affairs, was February 17, 2016. The Dean of Academic Affairs position has been vacant since Mr. Miranda became the Acting Vice President. Mr. Miranda's duties and responsibilities have doubled and there is not sufficient time in a day to performed two positions effectively.

Mr. Miranda sent a notification to all managers announcing the "out-of-class" opportunity to help him fulfill the core duties and responsibilities of the Dean of Academic Affairs vacant position while he is serving in his temporary role as the Acting Vice President of Academic Affairs. Two managers were chosen, Dr. Gary Pritchard, Instructional Dean, Fine Arts & Communications, and Dr. Patricia Smith-Robbins, Director, Community Education to work out-of-classification. In addition to their regular responsibilities, Dr. Pritchard and Dr. Smith-Robbins will be required to supervise, assess, and evaluate, academic functions, programs, and services that may include, but are not limited to, curriculum development, class schedule and college catalog preparation, faculty workload assessment, and leadership of special academic programs not assigned to another Dean.

During the temporary "out-of-class" assignment, Dr. Pritchard and Dr. Smith-Robbins will receive a temporary upward salary placement adjustment of two Grades. Dr. Pritchard will move from Grade 42, Step 4 ($12,890) to Grade 44, Step 4 ($13,754). Dr. Smith-Robbins will move from Grade 29, Step 8 ($9,612) to Grade 31, Step 8 ($10,263). This "out-of-class" assignment is done in accordance to Administrative Procedure 7233. It

is recommended that the Board of Trustees ratify this temporary “out-of-classification” assignment for Dr. Gary Pritchard and Dr. Patricia Smith-Robbins.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
None

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 45

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

SUBJECT: Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2016

ACTION
This item is presented for information only.

FISCAL IMPACT
No general funds will be used.

REPORT SUMMARY
The ASCC Financial Report for the period ending June 30, 2016 is attached.

Page 1 is the Combined Balance Sheet listing all Associated Students, Clubs & Trust, and Scholarships & Loan Fund account balances.

Page 2 is the Combined Statement of Revenues, Expenditures and changes in fund balance for budget and actual revenues and expenditures. ASCC generated revenue of $1,217,118 and total expenditures of $1,079,323, which resulted in a surplus of $137,795.

Page 3 is the Budget Summary graphic depiction of actual revenues and expenditures. Sources of income are: 1) College service fees (CCSA); 2) student store; 3) vending commissions; 4) electronic games; 5) food court vendors; 6) fine arts (theatre); 7) athletics (football and basketball commissions); 8) student activities; and interest income.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Associated Students-Cerritos College Combining Statement of Revenues, Expenditures and Changes in Fund Balance for the Periods July 1, 2015 through June 30, 2016.

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING BALANCE SHEET
June 30, 2016

	Associated Students Fund	Students Clubs & Trust Fund	Scholarship & Loans Fund	Combined
ASSETS				
Cash On Hand And In Banks				
Bank of America - ASCC	$ 520,038	$ -	$ -	$ 520,038
Bank of America - Trust		505,745	-	$ 505,745
Investments				
Los Angeles County Treasurer (109-00-000)	0			0
Cal National Bank-Trust				0
Petty Cash & Change Funds				
ASCC Account (104-00-000)	750			750
ASCC Accounts Receivable (121-00-000)	113,118			113,118
ASCC Prepaid Expense Account (170-00-000)	389			389
Blue Bear Temporary Clearing A (205-02-000)				0
Due From District - ASCC (109-00-000) LAC Investment	1,089,412			1,089,412
Due From District - Trust (123-00-000) LAC Investment	0	263,930		263,930
TOTAL ASSETS	**1,723,706**	**769,675**	**0**	**2,493,381**
LIABILITIES AND FUND BALANCE				
Accounts Payable	**$ 92,983**		$ -	$ 92,983
Due To Other Funds (202-00-000)	0			0
Amounts Held For Others		770,458	0	770,458
Misc. Adjustments				
TOTAL LIABILITIES	**92,983**	**770,458**	**0**	**863,441**
FUND BALANCE				
Designated for Special Purpose	1,629,941			**1,629,941**
TOTAL FUND BALANCE	**1,629,941**			**1,629,941**
TOTAL LIABILITIES AND FUND BALANCE	**1,722,924**	**770,458**	**0**	**2,493,381**

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QB

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2015 - June 30, 2016

	Associated Students Fund		Students Clubs & Trust Fund (250's)	Scholarship & Loans Fund (275's)
	BUDGET	ACTUAL	ACTUAL	ACTUAL
REVENUES				
College Services Fee (400-01-001)	475,000.00	493,185.00		
Student Store (400-01-002)	475,000.00	526,465.78		
Football (400-02-001)	6,500.00	10,454.00		
Basketball (400-02-002)	1,000.00	0.00		
Student Activities (400-03-001)	1,000.00	0.00		
Newspaper Advertising (400-03-002)	2,000.00	1,289.16		
Other Income (400-03-005) (Kiosk - space fee)	3,000.00	3,000.00		
Interest Income (400-03-007)	10,000.00	7,946.48		
Vending Commission (Canteen Vending & Pepsi) (400-04-002)	87,000.00	94,896.23		
Electronic Games (400-04-003)	3,500.00	5,412.93		
Food Court Income (400-04-004)	80,000.00	90,891.80		
Elbow Rooms Commission (400-04-005)	21,000.00	37,783.99		
Fine Arts/Theatre (400-05-001)	7,000.00	5,831.35		
Fine Arts/Music (400-05-002)	0.00	0.00		
ASCC Undistributed Reserves (400-05-003)	140,975.30	-60,038.66		
Receipts (Deposits)			1,105,204.49	23,577.85
TOTAL REVENUES	**1,312,975.30**	**1,217,118.06**	**1,105,204.49**	**23,577.85**
EXPENDITURES				
Student Government Program (600-01-000 to 600-01-999)	201,033.00	163,708.49		
Instructional Programs (600-02-000 to 600-02-999)	320,697.80	258,347.75		
Special Operations (600-03-000 to 600-03-999)	537,759.50	437,755.00		
Intercollegiate Athletics Program (600-04-000 to 600-04-999)	206,135.00	193,906.45		
Student Services (600-05-000 to 600-05-999) + (250-00-001)	47,350.00	25,604.86		
Adjust for restatements	0.00			
Disbursements			1,042,799.09	23,577.85
TOTAL EXPENDITURES	**1,312,975.30**	**1,079,322.55**	**1,042,799.09**	**23,577.85**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		**137,795.51**	**62,405.40**	**0.00**
BEGINNING FUND BALANCE, JULY 1, 2015		**1,492,395.00**	**711,201.51**	**0.00**
ENDING FUND BALANCE, JUNE 30, 2016		**1,630,190.51**	**773,606.91**	**0.00**

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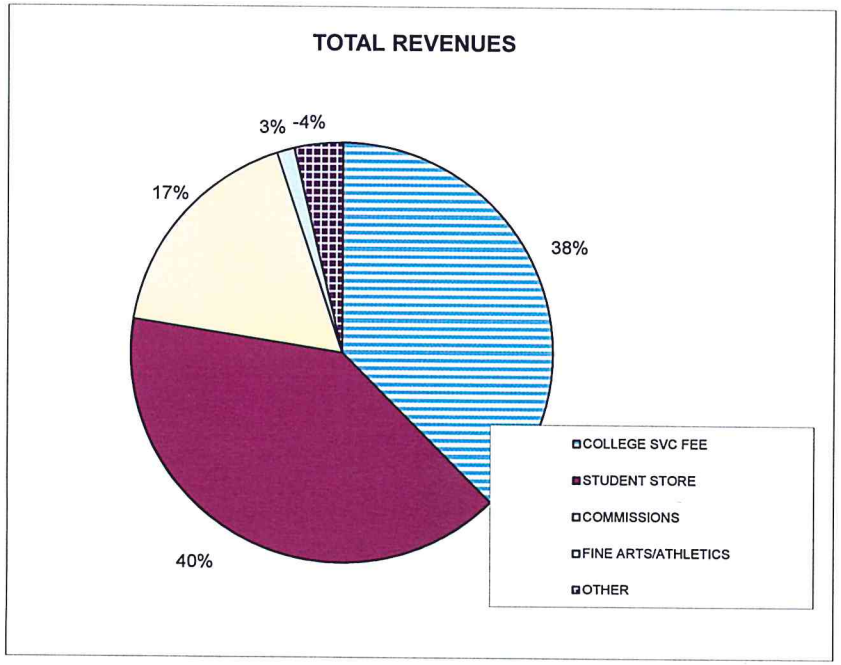
ASSOCIATED STUDENTS-CERRITOS COLLEGE

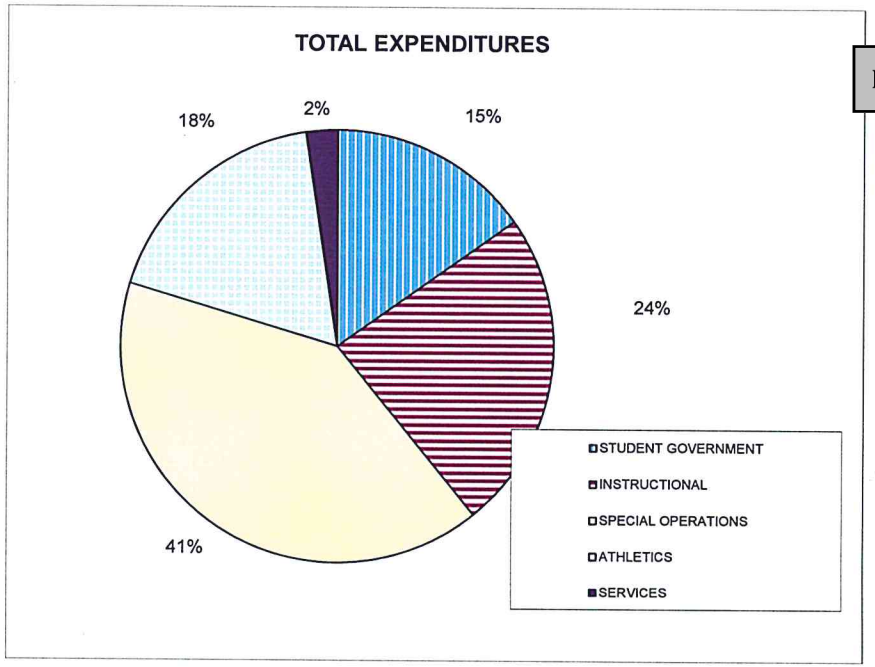
BUDGET SUMMARY

MAY 31, 2016

COLLEGE SVC FEE	$	493,185
STUDENT STORE		526,466
COMMISSIONS		228,985
FINE ARTS/ATHLETICS		17,575
OTHER		(49,092)
TOTAL REVENUES	$	1,217,118

STUDENT GOVERNMENT	$	163,708
INSTRUCTIONAL		258,348
SPECIAL OPERATIONS		437,755
ATHLETICS		193,906
SERVICES		25,605
ADJ FOR RESTATEMENT		0
TOTAL EXPENDITURES	$	1,079,323





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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 46

FROM:

Dr. Jose Fierro
President/Superintendent

PREPARED BY:

Dr. Stephen Johnson
Vice President of Student Services/
Assistant Superintendent

SUBJECT: Information Item: Associated Students of Cerritos College (ASCC) Annual Budget for 2016-17

ACTION
This item is presented for information only.

FISCAL IMPACT
No general funds will be used.

REPORT SUMMARY
The ASCC Annual Budget for 2016-17 is presented for the Board of Trustees.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENTS
Associated Students of Cerritos College Annual Budget for 2016-17.

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2016-2017 Associated Students of Cerritos College

Budget Book



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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

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SECTION I:
ASCC
PROJECTIONS

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Projected Income for 2016-2017		
Account #	**Description**	**Projected Income**
400-01-001	College Services Fee	$ 450,000.00
400-01-002	Student Store	$ 550,000.00
400-02-001	Football	$ 6,500.00
400-02-002	Basketball	$ 1,000.00
400-03-002	Newspaper Advertising	$ 2,000.00
400-03-005	Other Income	$ 3,000.00
400-03-007	Interest Income	$ 10,000.00
400-04-002	Vending Commissions	$ 87,000.00
400-04-003	Electronic Games	$ 3,500.00
400-04-004	Food Court	$ 93,000.00
400-04-005	Elbow Room	$ 31,000.00
400-05-001	Theatre	$ 7,000.00
400-05-003	Reserves	$ 358,337.13
Projected Income for 2016-2017		**$ 1,602,337.13**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Projected Expenditures for 2016-2017		
	Description	**Projected Expense**
SECTION I	Administration	301,060.00
SECTION II	Organization Programs	469,674.53
SECTION III	Special Operations	593,067.60
SECTION IV	Athletics	217,035.00
SECTION V	Services	21,500.00
Projected Expenditures for 2016-2017		**$ 1,602,337.13**

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SECTION II: BUDGET SUMMARY

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

01 Administration Budget Summary		$301,060.00
Account #	**Description**	**Beginning Budget**
600-01-001	Student Government Uniforms and Supplies	$ 5,000.00
600-01-002	Conference	$ 60,000.00
600-01-003	Election Clerks	$ 10,560.00
600-01-004	Printing & Production	$ 20,000.00
600-01-005	Office Supplies	$ 10,000.00
600-01-006	Fall Awards	$ 10,000.00
600-01-007	Spring Awards	$ 13,500.00
600-01-008	General Assembly Fall	$ 8,500.00
600-01-009	General Assembly Spring	$ 8,500.00
600-01-013	Commencement	$ 20,000.00
600-01-014	Fall Club Advisor Luncheon	$ 3,000.00
600-01-015	Spring Club Advisor Luncheon	$ 3,000.00
600-01-016	Welcome Week Fall	$ 15,000.00
600-01-017	Welcome Week Spring	$ 15,000.00
600-01-018	Pre-Game Reception	$ 5,000.00
600-01-023	ASCC Leadership Training	$ 10,000.00
600-01-025	Homecoming	$ 15,000.00
600-01-026	ASCC Cabinet Allowance	$ 500.00
600-01-027	ASCC Senate Allowance	$ 500.00
600-01-028	ASCC Court Allowance	$ 500.00
600-01-029	Inter-Club Council	$ 20,000.00
600-01-030	Bank Fees	$ 3,500.00
600-01-031	Mascot Branding	$ 3,000.00
600-01-032	Falcon Games	$ 6,000.00
600-01-033	ASCC Petty Cash	$ 1,000.00
600-01-034	ASCC Computers and Supplies	$ 5,000.00
600-01-035	Interpreters for ASCC Events	$ 7,000.00
600-01-036	FalconKids	$ 10,000.00
600-01-037	Strategic Conversations	$ 2,000.00
600-01-038	Cross Culture Celebrations	$ 10,000.00
Administration Expenses for 2016-2017		**$ 301,060.00**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

02 Organizational Programs Budget Summary		$ 469,674.53
Account #	**Description**	**Beginning Budget**
600-02-001	Music: Concerts & Choral Festivals	$ 11,750.00
600-02-002	PEP Band	$ 5,000.00
600-02-003	WPMD Broadcasting	$ 5,487.00
600-02-004	Theatre Productions	$ 30,500.00
600-02-005	Newspaper	$ 27,000.00
600-02-006	Learning Communities	$ 2,500.00
600-02-009	Forensics (Phi Rho Pi)	$ 25,000.00
600-02-010	Dance Program	$ 4,500.00
600-02-013	Art	$ 10,000.00
600-02-014	Photography	$ 3,000.00
600-02-018	Phi Beta Lambda	$ 16,100.00
600-02-019	Phi Theta Kappa	$ 15,000.00
600-02-020	Psi Beta Psychology	$ 5,940.00
600-02-021	Puente Club	$ 7,850.00
600-02-022	Health Occupations	$ 1,500.00
600-02-024	Math League	$ 1,400.00
600-02-025	Scholars Honors Program	$ 8,000.00
600-02-027	Financial Aid	$ 25,000.00
600-02-030	International Student Students	$ 8,300.00
600-02-031	Fine Arts	$ 4,500.00
600-02-034	Child Development	$ 750.00
600-02-036	Film Program	$ 2,000.00
600-02-037	Dental Hygiene	$ 2,881.00
600-02-038	EOPS & Care	$ 5,000.00
600-02-039	Veteran's Resource Center	$ 25,000.00
600-02-041	Theatre Productions Entertainment	$ 4,000.00
600-02-042	Project Hope	$ 3,695.00
600-02-044	CARE	$ 1,050.00
600-02-047	Go Green Committee	$ 54,696.53
600-02-048	OISS & CalWorks	$ 8,500.00
600-02-050	UMOJA Student Success Program	$ 22,170.00
600-02-052	Campus Police	$ 36,000.00
600-02-053	Commercial Music	$ 17,000.00
600-02-055	DSPS	$ 6,000.00
600-02-056	Human Resources Safe Zone	$ 1,500.00
600-02-057	Integrative Theme Task Force	$ 1,500.00
600-02-059	LINC Office	$ 4,050.00
600-02-060	Philosophy Department	$ 3,000.00

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

02 Organizational Programs Budget Summary		$	469,674.53
Account #	**Description**		**Beginning Budget**
600-02-061	School Relations-Student Affairs	$	4,100.00
600-02-064	Transfer Center	$	3,410.00
600-02-065	Veteran's Club	$	2,500.00
600-02-067	Women and Gender Studies Department	$	5,000.00
600-02-068	Active Minds	$	5,625.00
600-02-069	Alpha Gamma Sigma	$	1,500.00
600-02-070	Black History Month	$	2,500.00
600-02-071	Chinese Club	$	9,500.00
600-02-072	Dental Assisting	$	200.00
600-02-073	Dream Club	$	2,070.00
600-02-074	Environmental Club	$	800.00
600-02-075	Visual & Cultural Studies	$	1,900.00
600-02-076	Health Occ Pinning Ceremony	$	300.00
600-02-077	Physical Therapist	$	500.00
600-02-078	SACNAS	$	2,650.00
600-02-079	Triathlon Club	$	10,000.00
Organizational Expenses for 2016-2017		**$**	**469,674.53**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

03 Special Operations Budget Summary		$ 593,067.60
Account #	**Description**	**Beginning Budget**
600-03-002	Capital Outlay	$ 10,000.00
600-03-004	Student Activities Classified Salaries	$ 35,000.00
600-03-005	Student Activities Hourly Salaries	$ 79,800.00
600-03-006	ID Center Classified Salaries	$ 80,483.07
600-03-007	ID Center Hourly Salaries	$ 17,124.53
600-03-008	Employee Background Expenses	$ 960.00
600-03-009	Game Room Classified Salaries	$ 70,000.00
600-03-010	Student Center Hourly Salaries	$ 22,200.00
600-03-015	ASCC Senate Fund	$ 50,000.00
600-03-017	Student Services Innovation	$ 7,500.00
600-03-019	Student Engagement Fund	$ 5,000.00
600-03-022	ASCC Branding & Outreach	$ 15,000.00
600-03-024	ASCC Travel & Conferences Fund	$ 50,000.00
600-03-025	Game Room Renovation	$ 150,000.00
Special Operations Expenses for 2016-2017		**$ 593,067.60**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

04 Athletics Budget Summary		$ 217,035.00
Account #	**Description**	**Beginning Budget**
600-04-001	Athletic Memberships	$ 13,855
600-04-003	Men's Game Equipment	22,274.00
600-04-006	Game Management	13,955.00
600-04-008	Football Away Costs	6,640.00
600-04-009	Men's Cross Country	1,968.00
600-04-010	Men's Water Polo	7,027.00
600-04-011	Wrestling	6,330.00
600-04-012	Men's Basketball	10,551.00
600-04-013	Baseball	10,012.00
600-04-015	Men's Track & Field	5,100.00
600-04-016	Men's Tennis	1,610.00
600-04-017	Men's Swimming	4,762.00
600-04-019	Men's Soccer	7,310.00
600-04-022	Banquets	6,000.00
600-04-023	Athletic Trainers	1,500.00
600-04-027	Women's Game Equipment	16,354.00
600-04-031	Women's Basketball	10,811.00
600-04-032	Women's Softball	8,954.00
600-04-033	Women's Tennis	1,610.00
600-04-034	Women's Track & Field	5,100.00
600-04-035	Women's Volleyball	7,370.00
600-04-036	Women's Cross Country	1,968.00
600-04-037	Women's Swimming	4,606.00
600-04-040	Women's Soccer	7,648.00
600-04-041	Women's Water Polo	7,358.00
600-04-042	State Playoffs	23,162.00
600-04-043	Pep Squad	3,200.00
Athletics Expenses for 2016-17		**$ 217,035.00**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

05 Services Budget Summary		$ 21,500.00
Account #	**Description**	**Beginning Budget**
600-05-002	ID Center Supplies & Maintenance	$ 21,500.00
Services Expenses for 2016-2017		**$ 21,500.00**

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SECTION III: BUDGET DETAIL

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			$301,060.00
Account #	**Description**		**Beginning Budget**
600-01-001	**Student Government Uniforms and Supplies**		**$ 5,000**
1.	Student Government Uniforms	$ 3,685	
2.	Student Government Lanyards (100x1.35+tac & Sh)	$ 215	
3.	Perpetual Plaques	$ 100	
4.	Supplies ie:Business Cards/Name Plates/Ballots/Manuals	$ 1,000	
600-01-002	**Conference**		**$ 60,000**
1.	Leadership Conference		
2.	Conference Supplies ie:Shirts/Pens/Padfolios/Prizes/Certificates		
3.	Conference Recreation & Entertainment i.e. Photo booth/DJ		
4.	Honorariums & Expenses for Speakers		
	*Students limited to two off-campus ASCC leadership conferences		
600-01-003	**Election Clerks**		**$ 10,560**
1.	Three Polling Places		
	Senate, Homecoming Court, Queen, ASCC Presidential Primary, ASCC Presidential Run-off		
600-01-004	**Printing & Production**		**$ 20,000**
1.	Printing	$ 15,200	
2.	Publicity	$ 4,800	
600-01-005	**Office Supplies**		**$ 10,000**
1.	Rolls of paper (Spinitar)	$ 4,250	
2.	Office Supplies	$ 5,750	
600-01-006	**Fall Awards**		**$ 10,000**
1.	Fall Awards		
2.	Lettering & Engraving		
3.	Certificates, Resolutions & Covers		
4.	ASCC Scholarships		
5.	Decorations		
6.	Evaluation Refreshments		

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			$301,060.00
Account #	Description		Beginning Budget
600-01-007	**Spring Awards**		**$ 13,500**
1.	Spring Awards		
2.	Lettering & Engraving		
3.	Certificates, Resolutions & Covers		
4.	ASCC Scholarships		
5.	Decorations		
6.	Evaluation Refreshments		
600-01-008	**General Assembly Fall**		**$ 8,500**
1.	Transportation/Parking/Mileage		
2.	Meals		
3.	Registration		
600-01-009	**General Assembly Spring**		**$ 8,500**
1.	Transportation/Parking/Mileage		
2.	Meals		
3.	Registration		
600-01-013	**Commencement**		**$ 20,000**
1.	Theater- Staging	$ 6,000	
2.	Gowns	$ 1,000	
3.	Confetti (Confetti FX)	$ 3,000	
4.	Decorations & Branding	$ 7,250	
5.	Women's Basketball	$ 250	
6.	Equipment/Rentals/Misc.	$ 2,500	
600-01-014	**Fall Club Advisor Luncheon**		**$ 3,000**
1.	Food		
2.	Publicity		
600-01-015	**Spring Club Advisor Luncheon**		**$ 3,000**
1.	Food		
2.	Publicity		
600-01-016	**Welcome Week Fall**		**$ 15,000**
1.	Food		
2.	Publicity		

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			$301,060.00
Account #	Description		Beginning Budget
600-01-017	**Welcome Week Spring**		**$ 15,000**
1.	Food		
2.	Publicity		
600-01-018	**Pre-Game Reception**		**$ 5,000**
1.	Food		
2.	Publicity		
600-01-023	**ASCC Leadership Training**		**$ 10,000**
1.	Presenters/Trainers	$ 10,000	
600-01-025	**Homecoming**		**$ 15,000**
1.	Awards		
2.	Publicity		
3.	Float Construction		
4.	Refreshments		
5.	Photographer		
6.	Decorations/Flowers/Tiaras		
7.	Luncheon		
8.	Entertainment		
9.	Confetti (Confetti FX)		
10.	Balloon Artist		
11.	Pizza for Float Builders & Football Team		
12.	Trash Disposal (Consolidated Disposal)		
600-01-026	**ASCC Cabinet Allowance**		**$ 500**
600-01-027	**ASCC Senate Allowance**		**$ 500**
600-01-028	**ASCC Court Allowance**		**$ 500**
600-01-029	**Inter-Club Council**		**$ 20,000**
1.	Club Information Days		
2.	ICC Meetings		
3.	ICC Sponsored Events		

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 01-Administration			$301,060.00
Account #	**Description**	**Beginning Budget**	
600-01-030	**Bank Fees**		**$ 3,500**
600-01-031	**Mascot Branding**		**$ 3,000**
1.	Publicity		
2.	Promotional Items		
600-01-032	**Falcon Games**		**$ 6,000**
1.	Equipment/Rentals/Misc.		
2.	Vendors		
3.	Scholarships		
600-01-033	**ASCC Petty Cash**		**$ 1,000**
600-01-034	**ASCC Computers and Supplies**		**$ 5,000**
600-01-035	**Interpreters for ASCC Events**		**$ 7,000**
600-01-036	**FalconKids**		**$ 10,000**
1.	Program Support	$ 3,260.00	
2.	Promotional Materials	$ 6,740.00	
600-01-037	**Strategic Conversations**		**$ 2,000**
1.	Fall Strategic Conversation	$ 1,000.00	
2.	Spring Strategic Conversation	$ 1,000.00	
600-01-038	**Cross Culture Celebrations**		**$ 10,000**
	Black History Event	$ 2,000	
	Diversity Week	$ 2,000	
	Hispanic Heritage Event	$ 2,000	
	Lunar New Year Event	$ 2,000	
	Women' s History Event	$ 2,000	
Administration Expenses for 2016-2017			**$ 301,060**

ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			$ 469,674.53
Account #	Description		Beginning Budget
600-02-001	Music: Concerts & Choral Festivals		$ 11,750.00
1.	Professional Musicians/Workshops & Adjudication Fees	6,000.00	
2.	Supplies	5,750.00	
600-02-002	PEP Band		$ 5,000.00
1.	Supplies	3,000.00	
2.	Uniforms/Misc. Equipment	2,000.00	
600-02-003	WPMD Broadcasting		$ 5,487.00
1.	Events	1,600.00	
2.	Travel	2,151.00	
3.	Operational Expenses	1,736.00	
600-02-004	Theatre Productions		$ 30,500.00
1.	Rental/Lease/Contract/Services	16,750.00	
2.	Production Supplies	11,000.00	
3.	Publicity/Promotion	750.00	
4.	Clinics/Workshops/Guest Lecturers	500.00	
5.	State/National Competitions	1,500.00	
600-02-005	Newspaper		$ 27,000.00
1.	Print Publications Expenses	20,000.00	
2.	Production, Photographic Equipment & Promo	100.00	
3.	Professional Membership to Journalism Orgs	600.00	
4.	State/National Competitions & Conferences	2,000.00	
5.	Media Awards Night (Fall & Spring) & Campus Work	300.00	
6.	Online Publication Expenses	4,000.00	
600-02-006	Learning Communities		$ 2,500.00
1.	Fall/Spring New Student Orientation /Events		
600-02-009	Forensics (Phi Rho Pi)		$ 25,000.00
1.	Fall Tournaments		
2.	Spring Tournaments		
600-02-010	Dance Program		$ 4,500.00
1.	Dance Concert		

ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			$ 469,674.53
Account #	Description		Beginning Budget
600-02-013	**Art**		$ 10,000.00
1.	Art Gallery Receptions		
2.	Student Art Awards		
3.	Supplies		
4.	Art Gallery Clinics/Workshops/Guest Lectures & Honorarium		
5.	Artist in Residence		
600-02-014	**Photography**		$ 3,000.00
1.	Lodging		
2.	Photographic Supplies		
3.	Student Art Exhibit Awards		
600-02-018	**Phi Beta Lambda**		$ 16,100.00
1.	Leadership Conference & Career Skill Building FA	7,000.00	
2.	Leadership Conference & Career Skill Building SP	9,100.00	
600-02-019	**Phi Theta Kappa**		$ 15,000.00
1.	PTK International Convention		
2.	CA/NV Regional Conference		
3.	PTK Induction Ceremony		
600-02-020	**Psi Beta Psychology**		$ 5,940.00
1.	American Psychological Association Conference	5,940.00	
600-02-021	**Puente Club**		$ 7,850.00
1.	Cesar Chavez Day	1,250.00	
2.	East LA Walkouts	1,000.00	
3.	Nor Cal Tour	5,600.00	
600-02-022	**Health Occupations**		$ 1,500.00
1.	Nursing Program Pinning Ceremony	1,500.00	
600-02-024	**Math League**		$ 1,400.00
1.	Math Field Day	1,400.00	
600-02-025	**Scholars Honors Program**		$ 8,000.00
1.	State & National Competitions/Conferences	7,000.00	
2.	Transfer Ceremony	1,000.00	
600-02-027	**Financial Aid**		$ 25,000.00
1.	Book Scholarships	25,000.00	
600-02-030	**Office of International Students**		$ 8,300.00
1.	International Ed Week	$3,000.00	
2.	Global Village	$4,300.00	
5.	Tea Time	$200.00	
6.	End of Year Recog	$800.00	
600-02-031	**Fine Arts**		$ 4,500.00
1.	Clinics/Workshop/Guest Lecturers	2,000.00	
2.	Supplies	2,500.00	
600-02-034	**Child Development**		$ 750.00
1.	Grad Ceremony	750.00	

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			$ 469,674.53
Account #	Description		Beginning Budget
600-02-036	**Film Program**		$ 2,000.00
1.	Film Supplies		
2.	Student Awards		
3.	Equipment		
600-02-037	**Dental Hygiene**		$ 2,881.00
1.	Table Clinics	2,681.00	
2.	Pinning Ceremony	200.00	
600-02-038	**EOPS & Care**		$ 5,000.00
1.	EOPS Graduation Celebration	3,000.00	
2.	EOPS Cap & Gown Service	2,000.00	
600-02-039	**Veteran's Resource Center**		$ 25,000.00
1.	SVC/VRC Military Ball	25,000.00	
600-02-041	**Theatre Productions Entertainment**		$ 4,000.00
1.	Rental/Lease/Contract/Services	1,000.00	
2.	Production Supplies	2,000.00	
3.	Publicity/Promotion	500.00	
4.	Clinics/Workshop/Guest Lecturers	500.00	
600-02-042	**Project Hope**		$ 3,695.00
1.	UCD Pre-Medical Health Professions National Conference	2,020.00	
2.	COPE Health Scholar	1,675.00	
600-02-044	**CARE**		$ 1,050.00
1.	CARE Scholarships	500.00	
2.	Mother's/Father's Day Celebration	550.00	
600-02-047	**Go Green Committee**		$ 54,696.53
1.	Green Fest	6,169.17	
2.	Earth Day	10,121.02	
3.	Recycle Technicians	32,406.34	
4.	Completion of Recycle Bins	6,000.00	
600-02-048	**OISS & CalWorks**		$ 8,500.00
1.	End of Year Recognition	1,600.00	
2.	CalWORKs Cap & Gown	1,000.00	
3.	CalWORKs Turkey Giveaway	600.00	
4.	Love Notes Workshop	3,000.00	
5.	Museum of Tolerance	500.00	
5.	Simplified Interview	1,800.00	
600-02-050	**UMOJA Student Success Program**		$ 22,170.00
1.	UMOJA Meetings	3,850.00	
2.	Community Conference	9,320.00	
3.	Rights of Passage	3,000.00	
4.	Nor Cal Transfer Tour	6,000.00	

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			$ 469,674.53
Account #	Description		Beginning Budget
600-02-052	**Campus Police**		$ 36,000.00
1.	Campus Police Cadets	36,000.00	
600-02-053	**Commercial Music**		$ 17,000.00
1.	Refreshments for Guests	250.00	
2.	Guest speakers	1,500.00	
3.	Promotional Materials	250.00	
4.	Technicians	9,000.00	
5.	Software Licensing	6,000.00	
600-02-055	**DSPS**		$ 6,000.00
1.	Cost of Home Licensing	6,000.00	
600-02-056	**Human Resources Safe Zone**		$ 1,500.00
1.	Safe Zone Program	1,500.00	
600-02-057	**Integrative Theme Task Force**		$ 1,500.00
1.	Decorations	100.00	
2.	Equipment	500.00	
3.	Food	300.00	
4.	Performers	500.00	
5.	Printing	100.00	
600-02-059	**LINC Office**		$ 4,050.00
1.	Peer Mentorship	2,250.00	
2.	LINC Cap & Gown Service	1,000.00	
3.	Foster Care	800.00	
600-02-060	**Philosophy Department**		$ 3,000.00
1.	Events		
2.	Travel		
600-02-061	**School Relations-Student Affairs**		$ 4,100.00
1.	Senior Preview Day	3,500.00	
2.	HS Counseling Conference	600.00	
600-02-064	**Transfer Center**		$ 3,410.00
1.	Transfer Celebration	1,810.00	
2.	University Fairs	600.00	
3.	Transfer Conference	1,000.00	
600-02-065	**Veteran's Club**		$ 2,500.00
1.	Veteran's Day Ceremony	2,500.00	
600-02-067	**Women and Gender Studies Department**		$ 5,000.00
1.	Events		
2.	Travel		
3.	Womens History Essay Contest Student Awareds		
600-02-068	**Active Minds**		$ 5,625.00

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 02-Organizational Programs			$ 469,674.53
Account #	Description	Beginning Budget	
1.	Send Silence Packing	5,000.00	
2.	Stress Less Week	400.00	
3.	National Suicide Prevention	225.00	
600-02-069	**Alpha Gamma Sigma**		**$ 1,500.00**
1.	Career Skill Building and Leadership Conference	1,500.00	
600-02-070	**Black History Month**		**$ 2,500.00**
1.	Programs and Events	2,500.00	
600-02-071	**Chinese Club**		**$ 9,500.00**
1.	Transportation	6,000.00	
2.	Lodging	3,500.00	
600-02-072	**Dental Assisting**		**$ 200.00**
1.	Dental Assisting Pinning Ceremony	200.00	
600-02-073	**Dream Club**		**$ 2,070.00**
1.	Transfer/Dream Resource Center Visit	1,000.00	
2.	Merit Based Scholarship for Dreamers	500.00	
3.	HS Outreach	570.00	
600-02-074	**Environmental Club**		**$ 800.00**
1.	T-shirts and Re-usable Bottles	800.00	
600-02-075	**Visual & Cultural Studies**		**$ 1,900.00**
1.	Receptions	400.00	
2.	Guest speakers	1,000.00	
3.	Announcement Cards	500.00	
600-02-076	**Health**		**$ 300.00**
1.	Health Occupations Pinning Ceremony	300.00	
600-02-077	**Physical Therapist**		**$ 500.00**
1.	Pinning Ceremony	500.00	
600-02-078	**SACNAS**		**$ 2,650.00**
1.	SACNAS Conference	2,250.00	
2.	Visit to Institutions	400.00	
600-02-079	**Triathlon Club**		**$ 10,000.00**
1.	Wildflower Triathlon	6,000.00	
2.	HITS Triathlon	4,000.00	
Organizational Expenses for 2016-2017			**$ 469,674.53**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 03-Special Operations			$ 593,067.60
Account #	Description	Beginning Budget	
600-03-002	Capital Outlay		$ 10,000.00
600-03-004	Student Activities Classified Salaries		$ 35,000.00
1.	Administrative Secretary II (50%)	35,000.00	
600-03-005	Student Activities Hourly Salaries		$ 79,800.00
1.	Student Activities Clerks	25,000.00	
2.	President, Vice President, Chief Justice Stipend	43,800.00	
	($650/mo for CJ $1500/mo PR and VP)		
3.	Mascot Wages	11,000.00	
600-03-006	ID Center Classified Salaries		$ 80,483.07
1.	Administrative Clerk II	80,483.07	
600-03-007	ID Center Hourly Salaries		$ 17,124.53
600-03-008	Employee Background Expenses		$ 960.00
600-03-009	Game Room Classified Salaries		$ 70,000.00
1.	Gameroom Attendant	70,000.00	
600-03-010	Student Center Hourly Salaries		$ 22,200.00
1.	Student Activities Clerks	22,200.00	
600-03-015	ASCC Senate Fund		$ 50,000.00
600-03-017	Student Services Innovation		$ 7,500.00
600-03-019	Student Engagement Fund		$ 5,000.00
600-03-022	ASCC Branding & Outreach		$ 15,000.00
600-03-024	Game Room Renovation		$ 150,000.00
600-03-025	ASCC Travel & Conferences Fund		$ 50,000.00
Special Operations Expenses for 2016-2017			$ 593,067.60

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Summary 04-Athletics		$ 217,035.00
Account #	**Description**	**Beginning Budget**
600-04-001	Athletic Memberships	$ 13,855
600-04-003	Men's Game Equipment	22,274.00
600-04-006	Game Management	13,955.00
600-04-008	Football Away Costs	6,640.00
600-04-009	Men's Cross Country	1,968.00
600-04-010	Men's Water Polo	7,027.00
600-04-011	Wrestling	6,330.00
600-04-012	Men's Basketball	10,551.00
600-04-013	Baseball	10,012.00
600-04-015	Men's Track & Field	5,100.00
600-04-016	Men's Tennis	1,610.00
600-04-017	Men's Swimming	4,762.00
600-04-019	Men's Soccer	7,310.00
600-04-022	Banquets	6,000.00
600-04-023	Athletic Trainers	1,500.00
600-04-027	Women's Game Equipment	16,354.00
600-04-031	Women's Basketball	10,811.00
600-04-032	Women's Softball	8,954.00
600-04-033	Women's Tennis	1,610.00
600-04-034	Women's Track & Field	5,100.00
600-04-035	Women's Volleyball	7,370.00
600-04-036	Women's Cross Country	1,968.00
600-04-037	Women's Swimming	4,606.00
600-04-040	Women's Soccer	7,648.00
600-04-041	Women's Water Polo	7,358.00
600-04-042	State Playoffs	23,162.00
600-04-043	Pep Squad	3,200.00
Athletics Expenses for 2016-17		**$ 217,035.00**

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Budget Detail 05-Services			$ 21,500.00
Account #	**Description**		**Beginning Budget**
600-05-002	**ID Center Supplies & Maintenance**		**$ 21,500.00**
1.	Annual Extended Warranty for Equip	6,000.00	
2.	Cards	7,500.00	
3.	Printer Ribbons	6,000.00	
4.	Registration Stickers	2,000.00	
Services Expenses for 2016-2017			**$ 21,500.00**

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SECTION IV:

2015-2016

ACTUALS

VS.

BUDGET

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Associated Students of Cerritos College
Budget vs. Actual
July 1, 2015 - June 30, 2016

ACCOUNT	ACTUAL	BUDGET	BUDGET VARIANCE	% of Budget
600-01-001 Stud Gov Unif & Supp	$ 1,481.41	$ 2,663.00	$1,181.59	0.11%
600-01-002 Leadership Conferenc	49,485.74	50,000.00	$514.26	3.78%
600-01-003 Election Clerks	6,296.40	10,560.00	$4,263.60	0.48%
600-01-004 Printing & Productin	15,231.61	15,200.00	($31.61)	1.16%
600-01-005 Office Supplies	8,233.62	8,800.00	$566.38	0.63%
600-01-006 ASCC Fall Awards Evt	12,054.05	12,430.00	$375.95	0.92%
600-01-007 ASCC Sprg Awards Evt	8,970.23	13,430.00	$4,459.77	0.68%
600-01-008 General Assmbly Fall	4,997.79	5,000.00	$2.21	0.38%
600-01-009 General Assmbly Sprg	28.60	5,000.00	$4,971.40	0.00%
600-01-010 March in March	5,000.00	5,000.00	$0.00	0.38%
600-01-012 Spring Festival	762.78	10,000.00	$9,237.22	0.06%
600-01-013 Commencement	8,636.36	10,850.00	$2,213.64	0.66%
600-01-014 Fall Club Advr Lunch	2,000.00	2,000.00	$0.00	0.15%
600-01-015 Sprg Club Advr Lunch	1,998.54	2,000.00	$1.46	0.15%
600-01-016 Welcome Week Fall	10,100.00	10,100.00	$0.00	0.77%
600-01-017 Welcome Week Spring	10,099.59	10,100.00	$0.41	0.77%
600-01-018 Pre-Game Reception	2,326.65	2,500.00	$173.35	0.18%
600-01-019 Hispanic Heritage Ev	995.25	1,000.00	$4.75	0.08%
600-01-020 Lunar New Year Event	576.30	1,000.00	$423.70	0.04%
600-01-023 ASCC Ldrshp Train'g	100.00	1,000.00	$900.00	0.01%
600-01-025 Homecoming	6,391.19	6,500.00	$108.81	0.49%
600-01-026 ASCC Cabinet Allow	260.00	500.00	$240.00	0.02%
600-01-027 ASCC Senate Allowanc	200.00	500.00	$300.00	0.02%
600-01-028 ASCC Court Allowance	436.46	500.00	$63.54	0.03%
600-01-029 Inter-Club Council	5,730.76	10,000.00	$4,269.24	0.44%
600-01-030 Bank Fees	1,315.16	1,400.00	$84.84	0.10%
600-02-001 Music-Conc&Choral Fe	9,252.76	11,750.00	$2,497.24	0.71%
600-02-002 PEP Band	4,966.96	5,000.00	$33.04	0.38%
600-02-003 WPMD Broadcasting	2,885.64	2,886.00	$0.36	0.22%
600-02-004 Theatre Productions	30,434.77	30,500.00	$65.23	2.32%
600-02-005 Newspaper	20,963.75	21,600.00	$636.25	1.60%
600-02-006 Learning Communities	2,494.90	2,500.00	$5.10	0.19%
600-02-009 Phi Rho Pi	22,246.38	24,850.00	$2,603.62	1.70%
600-02-010 Dance Program	3,157.28	4,500.00	$1,342.72	0.24%
600-02-013 Art	7,916.14	9,500.00	$1,583.86	0.60%
600-02-014 Photography	850.00	3,000.00	$2,150.00	0.06%
600-02-015 Culinary Arts	2,001.48	2,368.00	$366.52	0.15%
600-02-018 Phi Beta Lambda	16,165.46	16,500.00	$334.54	1.23%
600-02-019 Phi Theta Kappa	9,168.40	9,875.00	$706.60	0.70%
600-02-022 Health Occupations	1,497.26	2,250.00	$752.74	0.11%
600-02-025 Scholars Hon Program	7,370.15	8,000.00	$629.85	0.56%
600-02-024 MATH	0.00	2,090.00	$2,090.00	0.00%
600-02-030 Internat'l Students	4,812.90	6,830.00	$2,017.10	0.37%
600-02-027 FIN AID	0.00	10,000.00	$10,000.00	0.00%
600-02-031 Fine Arts	1,672.59	4,500.00	$2,827.41	0.13%
600-02-033 Chic/Latinos Com Med	603.24	4,240.00	$3,636.76	0.05%
600-02-034 Child Development	858.51	930.00	$71.49	0.07%
600-02-0DENTAL HYGIENE	0.00	450.00	$450.00	0.00%
600-02-038 EOPS & Care	2,889.10	7,200.00	$4,310.90	0.22%
600-02-039 Military Ball	12,000.00	12,000.00	$0.00	0.92%

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ACCOUNT	ACTUAL	BUDGET	BUDGET VARIANCE	% of Budget
600-02-041 Thtre Prodn Entrtmnt	3,989.12	4,000.00	$10.88	0.30%
600-02-042 PROJECT HOPE	0.00	3,016.20	$3,016.20	0.00%
600-02-044 CARE	814.58	1,025.00	$210.42	0.06%
600-02-045 Cerritos Auto Body	5,746.59	5,750.00	$3.41	0.44%
600-02-046 Cerritos Coll Mod UN	5,363.87	5,959.91	$596.04	0.41%
600-02-051 MASCOT CLEANING	0.00	1,000.00	$1,000.00	0.00%
600-02-052 Campus Police	35,559.00	36,612.00	$1,053.00	2.71%
600-02-053 Commercial Music	15,233.70	17,000.00	$1,766.30	1.16%
600-02-054 Counseling	5,349.00	7,670.00	$2,321.00	0.41%
600-02-055 DSPS	5,000.00	5,000.00	$0.00	0.38%
600-02-056 Human Resources	1,494.33	1,500.00	$5.67	0.11%
600-02-057 INTERGRATIVE THEME	0.00	500.00	$500.00	0.00%
600-02-058 Library	1,472.40	3,300.00	$1,827.60	0.11%
600-02-059 LINC	660.28	885.00	$224.72	0.05%
600-02-060 Philosophy Dept	3,480.00	3,480.00	$0.00	0.27%
600-02-061 School Relations	908.05	3,500.00	$2,591.95	0.07%
600-02-062 Spch-Lang Path Ass	391.31	6,580.00	$6,188.69	0.03%
600-02-063 Stud Hlth & Well Ctr	3,760.00	3,760.00	$0.00	0.29%
600-02-064 Transfer Center	3,017.75	3,200.00	$182.25	0.23%
600-02-065 Veteran's Day Ceremo	1,800.00	2,500.00	$700.00	0.14%
600-02-066 Wilderness Club	400.10	440.69	$40.59	0.03%
600-02-067 Wom-Gen Studies Dept	700.00	700.00	$0.00	0.05%
600-03-002 Stud Aff Cap Outlay	61,677.14	77,200.00	$15,522.86	4.71%
600-03-005 Stud Act Hourly Sal	83,234.18	77,172.60	($6,061.58)	6.35%
600-03-006 ID Center Class Sal	79,329.52	76,650.54	($2,678.98)	6.06%
600-03-007 ID Center Hourly Sal	12,186.58	15,427.50	$3,240.92	0.93%
600-03-008 Employee Backgrd Exp	640.00	940.00	$300.00	0.05%
600-03-009 Game Room Class Sal	66,671.70	64,978.84	($1,692.86)	5.09%
600-03-010 Game Room Hrly Sal	7,161.14	20,000.00	$12,838.86	0.55%
600-03-015 ASCC Senate Fund	97,226.29	125,390.00	$28,163.71	7.42%
600-03-016 Transpn Srvs (Bus)	14,196.30	50,000.00	$35,803.70	1.08%
600-03-017 Student Svcs Innov	5,014.65	5,000.00	($14.65)	0.38%
600-03-019 Student Engagmt Fund	4,633.79	5,000.00	$366.21	0.35%
600-03-022 ASCC Branding & Outr	3,825.51	10,000.00	$6,174.49	0.29%
600-03-023 Staff Development	9,609.22	10,000.00	$390.78	0.73%
600-04-001 Athletic Memberships	12,015.00	12,140.00	$125.00	0.92%
600-04-003 Men's Game Equipment	20,902.34	22,274.00	$1,371.66	1.60%
600-04-006 Game Management	13,170.00	13,170.00	$0.00	1.01%
600-04-008 Football Away Costs	6,640.00	6,640.00	$0.00	0.51%
600-04-009 Men's Cross Country	1,880.00	1,880.00	$0.00	0.14%
600-04-010 Men's Water Polo	7,053.00	7,053.00	$0.00	0.54%
600-04-011 Wrestling	6,209.00	6,209.00	$0.00	0.47%
600-04-012 Men's Basketball	10,196.00	10,196.00	$0.00	0.78%
600-04-013 Baseball	9,750.00	9,998.00	$248.00	0.74%
600-04-015 Men's Track & Field	4,770.00	5,100.00	$330.00	0.36%
600-04-016 Men's Tennis	1,610.00	1,610.00	$0.00	0.12%
600-04-017 Men's Swimming	4,598.00	4,798.00	$200.00	0.35%
600-04-019 Men's Soccer	6,980.00	6,980.00	$0.00	0.53%
600-04-022 Banquets	4,332.47	6,000.00	$1,667.53	0.33%
600-04-023 Athletic Trainers	1,186.45	1,500.00	$313.55	0.09%
600-04-027 Women's Game Eqpment	11,966.27	16,354.00	$4,387.73	0.91%
600-04-031 Women's Basketball	10,585.00	10,585.00	$0.00	0.81%
600-04-032 Women's Softball	7,494.00	7,494.00	$0.00	0.57%
600-04-033 Women's Tennis	1,610.00	1,610.00	$0.00	0.12%

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ACCOUNT	ACTUAL	BUDGET	BUDGET VARIANCE	% of Budget
600-04-034 Women's Trck & Field	4,770.00	5,100.00	$330.00	0.36%
600-04-035 Women's Volleyball	5,035.00	5,035.00	$0.00	0.38%
600-04-036 Women's Cross Cntry	1,770.00	1,880.00	$110.00	0.14%
600-04-037 Women's Swimming	4,606.00	4,606.00	$0.00	0.35%
600-04-040 Women's Soccer	7,190.00	7,190.00	$0.00	0.55%
600-04-041 Women's Water Polo	5,837.00	7,358.00	$1,521.00	0.45%
600-04-042 State Playoffs	19,688.91	20,175.00	$486.09	1.50%
600-04-043 Pep Squad	2,062.01	3,200.00	$1,137.99	0.16%
600-05-001 Svc&Mtc Agrs Std Act	15,000.00	15,000.00	$0.00	1.15%
600-05-002 ID Ctr Supp&Mtc Agts	8,079.84	21,500.00	$13,420.16	0.62%
600-05-008 Student Center	2,525.02	10,850.00	$8,324.98	0.19%
	$ 1,087,973.57	**$ 1,309,975.28**	**$ 222,001.71**	**83.05%**

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SECTION V: 2015-2016 UNFUNDED BUDGET REQUESTS

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ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Club/Dept.	Amount Requested	
Architecture and Technology Club	$	14,206.00
Auto Body Program	$	7,150.00
Library	$	2,150.00
Semester Trainings	$	5,000.00
March in March	$	10,000.00
National Leadership	$	10,000.00
Spring Festival	$	10,000.00
Transportation	$	50,000.00
Staff Development	$	10,000.00
Student Activities	$	150,000.00
Total Unfunded Requests	**$**	**268,506.00**

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 19, 2016**

Agenda Item No. 47

FROM: Dr. Jose Fierro
President/Superintendent

SUBJECT: Second Reading and Adoption: Board Policy 3440 – Service Animals

ACTION

It is recommended that the Board of Trustees adopt Board Policy and Administrative Procedure 3440 – Service Animals as reviewed by the board at the October 5 board meeting, during this second reading and adoption.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

Board Policy and Administrative Procedure 3440 – Service Animals were developed by Human Resources, DSPS, and legal counsel to address federal requirements and to facilitate common understanding about guidelines for service animals. The policy and procedure address responsibilities of the District and of persons using service animals. The College Coordinating Committee reviewed and discussed the draft policy and procedure at its April 25 and May 9 meetings to afford all constituent groups an opportunity for input.

The Board of Trustees completed a first reading of proposed Board Policy and Administrative Procedure 3440 – Service Animals at its October 5 regular meeting.

The policy and procedure are now ready for adoption by the Board of Trustees.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Board Policy 3440 – Service Animals
Administrative Procedure 3440 – Service Animals

Cerritos Community College District Policy **No. 3440**

General Institution

BP 3440 SERVICE ANIMALS

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service dog or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Office of Primary Responsibility: Vice President, Human Resources

Also see AP 3440 titled Service Animals

Date Adopted: October 19, 2016

AP 3440 SERVICE ANIMALS

References:

29 U.S.C. § 794d
Americans with Disabilities Amendments Act of 2009 (ADAA)
Section 504, Federal Rehabilitation Act, 1973
28 C.F.R. § 35.136

The Cerritos Community College District will permit qualified students with disabilities to use service animals in District facilities and on District campuses in compliance with state and federal law. Administrative Procedure 3412 504/ADA Academic Accommodations and Complaints was established pursuant to the Americans with Disabilities Amendments Act of 2009 (ADAA) and Section 504 of the Rehabilitation Act of 1973.

The purpose of this procedure is to ensure that qualified students with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of a disability.

Primary College Contacts

A. Students may contact Disabled Student Programs and Services for information or guidance.
B. Employees may request to have a service animal as a workplace accommodation through the District's Human Resources Office.
C. Guests may be accompanied by a service animal when participating in programs and accessing services without requesting an accommodation, but are welcome to contact the District's Director of Diversity, Compliance and Title IX Coordinator for information or guidance.

Disabled Student Programs and Services full contact information is available at www.cerritos.edu/dsps.

Director of Diversity, Compliance and Title IX Coordinator information is available at www.cerritos.edu/hr

This procedure implements procedures with regards to service animals on campus.

1. DEFINITION
   a. Service animal is defined in Title II of the ADAA regulations (28 C.F.R., §36.104). *Service animal* means any dog that is individually trained to do work or perform tasks for people with disabilities. Other species of animals, whether

wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

b. The District shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability (28 C.F.R., § 35.136(i)).

c. The District shall consider: the type, size, and weight of the miniature horse and whether the facility can accommodate these features.

d. Trainee: A dog guide trainee for blind persons, hearing ear dog trainee, or other animal undergoing training to assist a person with a physical impairment will be granted the same rights as fully-trained service animals.

2. DESCRIPTION OF ACTION

a. A person with a disability may take a service animal into areas where the public is normally allowed to go without being referred to Disabled Student Programs and Services (DSPS). When it is not obvious what the service animal provides, faculty, managers, and staff may ask the following:

1) Is the dog (or miniature horse) a service animal required because of a disability?

2) What work or task has the dog (or miniature horse) been trained to perform?

If employees are concerned about these questions, they may contact Human Resources for assistance.

Director of Diversity, Compliance and Title IX in Human Resources Office – (562) 860-2451 ext. 2284)

b. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or recuse work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

c. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The animal's work cannot be passive. If an animal meets this definition, it is considered a service animal under the ADAA, even if it has not been licensed or certified by a state or local government, or by a private agency. A student may choose to produce a Los Angeles County or county of residence license as proof of vaccination. Only

dogs are eligible to apply for service animal identification tags (form DAS-195, rev. 07-10) in California. Students that may have service animals in the classroom may be referred to DSPS for review of all reasonable accommodations.

d. A service animal is not required to wear a vest, harness or other "service animal" identification.

3. RESPONSIBILITIES OF PERSONS USING SERVICE ANIMALS
   a. A student with a disability who brings an animal for participation in the services or classes of the District, where the public is normally not allowed, may be referred to the DSPS Office which will provide support to students with service animals in the classroom. Participation in DSPS services is voluntary.
   b. The student must declare they are a person with a disability when accessing non-public spaces and describe the disability related task(s), which the animal performs, which facilitates access to District programs, services or activities.
   c. The student may meet with a DSPS counselor and receive the Cerritos Community College District DSPS Service Animal Fact Sheet.
   d. The care and supervision of a service animal is the responsibility of the student. Civil Code Section § 54.2 requires that the owner of the service animal be responsible for any damage done to the premises or facility by the animal.
   e. The State of California Health and Safety Code, § 121690, requires that all service animals be immunized and licensed (Los Angeles County Sec. 10.20.180 and 10.20.190).
   f. Dogs must work without a direct threat to other service animals, students and/or District personnel. A student with a disability who has a service animal that poses a threat to health, safety or program disruption (i.e., service animal out of control or not house broken) shall be informed that the animal is not an allowable accommodation and cannot be on campus. Failure to comply with this exclusion may result in a disciplinary action in accordance with Administrative Procedure 5520 Student Discipline Procedures.
   g. A student who has been denied the use of a service animal may file a complaint in accordance with AP 3412 and BP/AP 5530.

Requirements for Faculty, Staff and Students

Members of the Cerritos Community College District are responsible for the following:

a. Allowing service animals to accompany the person they are assisting in all areas of campus where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.
b. Not distracting a service animal in any way. Do not pet, feed, or interact with animal without the handler's permission.
c. Not separating a disabled person from his or her service animal.
d. Clarifying an animal's status as a service animal only when it is not readily apparent that an animal is a service animal. In such cases, designated staff (i.e., Dean of DSPS or designee, Human Resources – Compliance Officer, and Campus Police) may not ask about the nature or extent of a person's disability, but may make two inquires to establish whether the animal is a service animal:

1. Is the animal required because of a disability? and
2. What work or task the animal has been trained to perform?

Other questions regarding the status of a service animal should be referred to the contacts noted in Section 2. Cerritos Community College may take action against any individual who fails to abide by these guidelines.

General Rule Regarding Service Animals

As a general rule, the District will modify policies, practices, and procedures to permit the use of service animal by an individual with a disability.

4. EVALUATION PROCEDURES FOR ENFORCEMENT
   a. Under the ADAA and Section 504, the District may not impose a rule upon individuals with disabilities prohibiting services animals, if the rule has the effect of limiting the participation of the individuals with disabilities in the District's services, programs or activities. However, the District is not obligated to permit the use of service animals, if doing so would result in a fundamental alteration of the District service, program or activity, or would pose a direct threat to the health or safety of others.
   b. The District will analyze whether the presence of the service animal would actually be a fundamental alteration or direct threat upon the service, program, or activity involved. The Board of Trustees designates the District DSPS professionals, in consultation with the program professionals and the Vice Presidents, to make such determination. If the DSPS professionals, in consultation with the program professionals and the Vice Presidents, determine that the use of the service animal causes a fundamental alteration in District services, programs, or activities, the District may exclude the animal from its campus, sites, programs, and activities (Title II of the ADAA Regulations, 28 C.F.R., § 36. 104).
      1) If the District makes a determination that use of the service animal would result in such fundamental alteration, within ten (10) working days of such determination, the designated person(s) shall issue a written statement identifying the reasons for the determination in sufficient detail to meet the District's burden to demonstrate that such alteration would occur (Title II of the ADAA Regulations, 28 C.F.R., § 36. 104).
      2) If use of the service animal would result in such fundamental alteration, at the request of an individual with a disability and in accordance with Board Policy, the District shall take any other action that would not result in such an alteration but would nevertheless allow the individual with a disability to participate in District services or programs.
   c. The District will make an individualized assessment to determine whether the presence of the service animal poses a direct threat to the health or safety of other persons that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. If the District determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in District services, programs or

activities, the District may exclude the animal from its facilities and campus (Title II of the ADAA Regulations, 28 C.F.R., § 36.208).

d. A student with a disability who is denied the use of a service animal by the DSPS Office may file a complaint utilizing the formal resolution process of Administrative Procedure. See AP 5140 Disabled Student Programs and Services

Conflicting Disabilities

Individuals with medical issues that may be impacted by the presence of service animals should communicate with the Compliance Coordinator in the Human Resources Office at (562) 860-2451 ext. 2284, if they have a concern about exposure to a service animal. The individual will be asked to provide information that identifies a disability and the need for an accommodation. The appropriate Cerritos Community College point of contact will facilitate a process to resolve the conflict that considers the disability-related needs/accommodations of all persons involved.

Emergency Situations

Emergency Responders (ERs) are trained to recognize service animals and to be aware that animals may try to communicate the need for help or that, an animal may become disoriented in an emergency situation. ERs should make every effort to keep a service animal with the disabled person it is tasked with assisting. However, the ER's first effort should be toward the disabled person, which may result in the service animal being left behind in some emergency evacuation situations.

Refer also to:
BP 3440 Service Animals
BP 3410 Nondiscrimination
AP 3412 504/ADA Academic Accommodations and Complaints
BP 5140 Disabled Student Programs and Services
BP/AP 5530 Student Rights and Grievances

Offices of Primary Responsibility: Vice President, Human Resources
Vice President, Student Services

Date Approved: October 19, 2016

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, November 2, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Marisa Perez, Board Vice President (Trustee Area 4), Zurich Lewis, Board Secretary (Trustee Area 7) Bob Arthur (Trustee Area 1), Carmen Avalos (Trustee Area 2), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Harry Joel, Interim Vice President of Human Resources, Rick Miranda, Acting Vice President of Academic Affairs, Dr. Stephen Johnson, Vice President of Student Services, Michelle Lewellen, Faculty Senate President, Dr. Solomon Namala, CCFF President, and Lynn Laughon, CSEA President.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

There were no comments.

CLOSED SESSION

1. Public Employee Employment (GC #54957)
   - A. Consideration of Employment of Vice President of Human Resources
   - B. Consideration of Employment of Vice President of Business Services

2. Conference with Labor Negotiators (GC #54957.6)
   - A. Agency Representatives: Harry Joel and Mr. Steven Andelson
   - B. Employee Organizations:
     California School Employees Association (CSEA)

3. The board reconvened at 7:30 p.m.

   It was reported that in closed session the Board of Trustees approved the employment of Mr. Felipe R. Lopez as Vice President of Business Services/Assistant Superintendent on Step 3 of the Contract Management Salary Schedule, effective January 2, 2017. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent].

   It was reported that in closed session the Board of Trustees approved the employment of Dr. Adriana Flores-Church as Vice President of Human Resources/Assistant Superintendent on Step 1 of the Contract Management Salary Schedule, effective November 3, 2016. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent].

4. Invocation

5. Pledge of Allegiance: Ms. Avalos

6. Roll Call

AGENDA ORGANIZATION

There were no changes to the organization of the agenda.

COMMENTS FROM THE AUDIENCE

There were no public comments.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

There were no comments.

OPEN SESSION AGENDA

7. The Board of Trustees will receive a summary of Board advisory committee activities from the Bond Construction Advisory Committee.

CONSENT CALENDAR ITEMS

It was moved by Mr. Arthur and seconded by Mr. Drayer to approve Consent Agenda Items 8 through 18. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye):

8. Stipends for Participants of the Culturally Responsive Teaching and Learning (CRTL) Training Group (Office of Academic Affairs)

9. Rejection of All Bids for Bid No. 16P002, Shade Structures – Category 06, Insulated Translucent Roof Panels (Office of Business Services)

10. Contracts under $25,000 for the Month of September 2016 (Office of Business Services)

11. Purchase Orders for the Month of September 2016 (Office of Business Services)

12. Make Budget Transfers and Budget Adjustments (Office of Business Services)

13. Quarterly Fiscal Status Report for the Quarter Ending June 30, 2016 (Office of Business Services)

14. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2016-2017 Academic Year (Office of Human Resources)

Added by revision:

Budget Technician (Budget), Classified Salary Schedule: Grade 34, Step 1 ($4,100/month), effective: December 1, 2016: Tran Chan

Custodian (Facilities), Classified Salary Schedule: Grade 23, Step 1 ($3,182/month), effective: November 7, 2016: Hengel Bonilla Tercero

Custodian (Facilities), Classified Salary Schedule: Grade 23, Step 1 ($3,182/month), effective: November 7, 2016: Denise Saucedo

15. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year (Office of Human Resources)

16. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent (Office of Human Resources)

Added by revision:

Satterfield, Phillip, Professor, Administration of Justice, effective January 1, 2017

17. Employment of Classified Managers (Office of Human Resources)

_____, College Psychologist, Student Health and Wellness, Management Salary Schedule, Grade 28, Step 1 ($7,396.00/month)

Added by revision:

Humberto Hernandez, College Psychologist, Student Health and Wellness, Management Salary Schedule Grade 28, Step 2 ($7,643.00/month), effective December 12, 2016

18. Consideration of Approval of Employment of Full-Time, Noncredit Categorically Funded Faculty (Office of Human Resources)

Added by revision:

Aliety Garcia, Counselor Noncredit (Adult Education), Column B, Step 3, Faculty Salary Schedule ($75,884.40/annual), 12-School Month Contract, effective November 14, 2016

INFORMATION ITEMS

19. The Board of Trustees reviewed the October 10, 2016 College Coordinating Committee Minutes.

20. The Board of Trustees received the 2015-16 Cerritos College Foundation Cost Benefit to District as presented.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Dr. Fierro:

- encouraged everyone to attend upcoming campus events.

Ms. Perez:

- thanked Ms. Patron for pulling together a great group of students to participate in the City of Hawaiian Gardens Red Ribbon Week; and
- thanked everyone for the Veterans Scholarship Dinner last week.

Mr. Lewis:

- also attended the Veterans Scholarship Dinner last week;
- attended the Halloween Fest event sponsored by the City of La Mirada; and
- stated that the La Mirada Rotary Club hosted a speaker from the South Coast Air Quality Management District and added that they provided a wealth of information.

21. The meeting was adjourned at 8:05 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**
Agenda Item No. 8

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Mr. Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:
Dr. Kristi Blackburn
Dean of Institutional Effectiveness, Research and Planning

Ms. Shawna Baskette
Dean of Academic Success, Library

SUBJECT: Consideration of Approval of Stipends for participants of the Culturally Responsive Teaching and Learning (CRTL) Training Group

ACTION
It is recommended that the Board of Trustees approve payment of stipends for the participants of the Culturally Responsive Teaching and Learning (CRTL) Training Group held during the Fall 2016 semester.

FISCAL IMPACT
General funds will not be used for these stipends. Special reallocation of Student Equity Funds will be utilized for this expenditure. Upon completion of training, the following 20 faculty and staff participants will each be eligible for a $450 stipend with a total not to exceed $9,000:

1. Aaron Jasso	2. Lydia Alvarez	3. Jim Robbins	4. Monique Rodriguez	5. Veronica Casillas
6. David Tilahun	7. Dahlene Holliness	8. Ilda Cardenas	9. Angela Hoppe-Nagao	10. Nayeli Duenas
11. Miodrag Micic	12. Berenice Gallardo	13. Carlos Arce	14. Monique Valencia	15. Norma Yanez
16. Pilar Mata	17. Sean Bonness	18. Yvette Juarez	19. Connie Sutherland	20. Sophia Valencia

REPORT SUMMARY
The "Culturally Responsive Teaching and Learning, Train the Trainer Workshops" presented by Paula Brown, Larry Coleman, and David Truscello are designed to introduce and establish a sustainable CRTL community of practice at Cerritos College. The training consists of four sessions that are each six and a half hours. The training will equip the participants with the skills and knowledge to provide training to the campus community of how to respond to the diverse culture at Cerritos College and work effectively with all people.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Train the Trainer Workshops – Culturally Responsive Teaching & Learning Flyer and
Attendance sheets for the 9/16/16 & 9/17/16 training sessions

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 9

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Rejection of All Bids for Bid No. 16P002, Shade Structures – Category 06, Insulated Translucent Roof Panels

ACTION

It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids for Category 06 (Insulated Translucent Roof Panels) pursuant to the bid and contract documents, and per Public Contract Code for the reasons as noted below.

FISCAL IMPACT

Funding for the initial advertising of this project, and the rebid of this bid category, will be allocated from the GO Bond.

REPORT SUMMARY

On August 2, 2016 and August 9, 2016, Cerritos College advertised the release of Bid No. 16P002 for the Shade Structures project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of eighty-four prequalified contractors were contacted for this project. The project includes, but is not limited to, demolition, grading, concrete, steel, electrical, site concrete and landscaping of steel shade structures at various campus locations. This particular bid category scope of work pertains to the Insulated Translucent Roof Panels portion of the project work.

The bid category had a bid due date of September 8, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid six categories for various elements of the Project work. Categories 01 through 05 were recommended for award, and subsequently approved, during the October 19, 2016 Board of Trustees' meeting.

For Category 06 (Insulated Translucent Roof Panels), a Class C-17, Class C-39, or Class C-43 license was required. The construction cost estimate for the work, with alternates, was approximately $1,270,000.

Attendance at one of the two pre-bid conference meeting and job walks scheduled on August 12, 2016 and August 19, 2016 was optional. A combined attendance total of ten contractors attended one of the two

optional pre-bid conference and job walk meetings on August 12, 2016 and August 19, 2016. Four contractors submitted bids for this category of the multi-prime bid.

During Cerritos College's due diligence review of the bids received, RB Sheet Metal submitted a bid protest regarding the bid received from Queen City Glass Co. stating Queen City Glass Co.'s bid was non-responsive because Queen City Glass Co. listed a subcontractor that is not a prequalified trade C-17 trade subcontractor. The intent of the bid was not to require any of the subcontractors for the installation of translucent panels to be prequalified as the installation of Insulated Translucent Roof Panels can accomplished through multiple licenses, including specialty licensing. However, staff recommends that this portion of the project work be rebid in order to reassess the instructions and specifications with the intent to alleviate any real or perceived misinterpretation so all bidders interested in bidding the project understand the college's intent. Rebidding of this portion of the project work will not have an adverse impact on the bond program.

For the reasons stated above, Staff recommends that all bids received for Category 06 (Insulated Translucent Roof Panels) be rejected pursuant to the bid and contract documents with the intent to re-bid this portion of the project.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Bid Results for Bid No. 15P006, Shade Structures – All Categories

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Cerritos Community College District

Bid No. 16P002, Category 06 (Insulated Transparent Roof Panels)

Project: Shade Structures

Bid Opening Results

Bid Due Date: September 8, 2016; 2:00 pm

	Queen City Glass Co. Temecula, CA	RB Sheet Metal, Inc. Mentone, CA	Danny Letner, Inc. dba Letner Roofing Co. Orange, CA	Giroux Glass, Inc. Los Angeles, CA
Base Bid Amount	$ 696,084.00	$ 757,480.00	$ 764,940.00	$ 880,200.00
Allowance Amount	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00
TOTAL BASE BID AMOUNT	**$ 721,084.00**	**$ 782,480.00**	**$ 789,940.00**	**$ 905,200.00**
DELTA FROM LOWEST BID		$ 61,396.00	$ 68,856.00	$ 184,116.00
Bid Alternates				
Additive Alternate A2 - South Garden	$ 202,380.00	$ 231,600.00	$ 223,600.00	$ 252,400.00
TOTAL BASE BID AMOUNT PLUS ALTERNATES	**$ 923,464.00**	**$ 1,014,080.00**	**$ 1,013,540.00**	**$ 1,157,600.00**
DELTA FROM LOWEST BID (TOTAL BASE BID PLUS ALTERNATES)		$ 90,616.00	$ 90,076.00	$ 234,136.00

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 10

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of September 2016

ACTION
It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of September 2016.

FISCAL IMPACT
Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY
This report of Contracts Under $25,000 that were processed during the month of September 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
September 2016 – Contracts Under $25,000

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New/Amended Contracts Under $25,000
for the month of September 2016

NEW CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE	COST	REQUESTOR
16C0052	Norwalk-La Mirada Unified School District	Articulation agreement with John Glenn and La Mirada High School for EDEL 105, Introduction to Teaching and Learning in Diverse Contemporary Classrooms. John Glenn and La Mirada HS students must submit an electronic Taskstream portfolio and earn a grade of "C" or higher to receive college credit. John Glenn and La Mirada HS agrees to pay $25 per portfolio submitted for assessment by a Cerritos College faculty member.	09/01/2016	08/31/2017	Income	Teacher Trac
16C0053	Interface Rehab Inc.	Contractor to provide clinical experiences for students enrolled in the PTA and Speech Pathology programs.	02/02/2016	02/01/2021	No Cost	Health Occupations
16C0054	Yosemite Community College District	Contractor is agency for the Child Development Training Consortium Instructional Agreement in which the District agrees to conduct up to 850 units of college credit courses needed for licensing child development personnel.	07/01/2016	06/30/2017	Income	Health Occupations
16C0055	Talk To Me Bilingual Speech Therapy, Inc.	Contractor to provide clinical/practicum experiences for students enrolled in the Speech Language Pathology Assistant Program.	08/19/2016	08/18/2021	No Cost	Health Occupations
16C0056	Anthem Inc., dba CareMore Health Systems	Contractor to provide clinical/practicum experiences for students enrolled in the Medical Assisting program.	08/29/2016	08/28/2021	No Cost	Health Occupations
16C0057	City of Hope National Medical Center	Contractor to provide clinical/practicum experiences for students enrolled in the PTA program.	09/15/2016	09/14/2019	No Cost	Health Occupations
16C0058	Presbyterian Intercommunity Hospital, Inc.	Contractor to provide clinical/practicum experiences for students enrolled in all education programs	08/18/2016	08/17/2018	No Cost	Health Occupations
16C0059	Lehrhoff & Associates	Contractor to provide clinical/practicum experiences for students enrolled in the Speech Language Pathology Assistant Program.	08/26/2016	08/25/2021	No Cost	Health Occupations
16C0060	Clarion Speech and Language Services, Inc.	Contractor to provide clinical/practicum experiences for student enrolled in the Speech Language Pathology Assistant Program.	09/01/2016	08/31/2021	No Cost	Health Occupations
16C0061	CA Community Colleges Chancellors Office	Agreement to renew the Chancellor's Office Tax Offset Program (COTOP).	10/01/2016	12/20/2017	Income	Financial Aid
16C0062	Anaheim Union High School District	Contractor to provide clinical/practicum experiences for students enrolled in Speech Language Pathology Assistant Program.	09/08/2016	09/07/2021	No Cost	Health Occupations
16C0063	Bellflower Unified School District	Memorandum of Understanding between Cerritos College's Foster and Kinship Care Education program and Bellflower Unified School District for the purpose of educating parents/guardians.	09/01/2016	06/30/2018	No Cost	Adult Education
16C0064*						
16C0065*						
16C0066	Children's Learning Connection	Contractor to provide clinical/practicum experiences for students enrolled in the Speech Language Pathology Assistant Program.	09/19/2016	09/18/2021	No Cost	Health Occupations

New/Amended Contracts Under $25,000
for the month of September 2016

16C0067	MDRICH Consulting, Inc.	InterACT will present an interactive performance on sexual misconduct, including assault, for partial fulfillment on Title IX campus training requirements.	11/17/2016	11/17/2016	$	3,250.00	Student Services
16C0068****	In-N-Out						
16C0069****	In-N-Out						
16C0070	Lori Roman	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
16C0071	Jenifer Mai	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
16C0072	Kimberly Nishimura	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
16C0073	Sonia Perez	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
16C0074	Adrienne Thomas	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
16C0075	Sunny Yun	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
16C0076	Monica Zavala	Contractor will serve as the designated K-16 Bridge Counselor from their high school. Contractor will participate in four (4) training meetings to implement the K-16 Senior Steps at their campus for their senior class.	09/19/2016	06/30/2016	$	300.00	Teacher Trac
					$	*5,350.00*	

* Contract was submitted as a separate board item due to dollar amount and has already been approved

** No contract was issued under this contract number

*** Pending

****For tracking purposes only

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016 Agenda Item No. 11**

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of September 2016

ACTION
It is recommended that the Board of Trustees approve the purchase orders processed during the month of September 2016.

FISCAL IMPACT
Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY
This report of purchase orders processed during the month of September 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
September 2016 – Purchase Order Report

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 12

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of Business Services/
Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval to Make Budget Transfers and Budget Adjustments

ACTION

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented.

FISCAL IMPACT

The overall fiscal impact of the budget adjustments will have no effect on the Restricted General Fund ending balance.

REPORT SUMMARY

Page 1 are budget transfers between major account classifications for the Restricted General Fund. These transfers are self-balancing and have no effect on their ending balance.

Page 2 reflects a revenue increase the 2016-17 Student Equity Plan, in order to align with its current apportionment, per the Chancellor's Office. This adjustment has no effect on the Restricted General Fund ending balance. Expenditures will be adjusted correspondingly.

Page 3 reflects budget augmentation for Physical Education and Athletics; and Admissions and Records. This will result in a decrease to Unrestricted General Fund ending balance.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Budget Adjustment Details (3 Pages).

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BUDGET TRANSFERS FOR NOVEMBER 2, 2016

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	(300,132)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	(755,839)
EMPLOYEE BENEFITS	$	(283,792)
SUPPLIES AND MATERIALS	$	(145,309)
OTHER CONTRACT EXPENSES AND SERVICES	$	(200,152)
CAPITAL OUTLAY	$	(525,000)
PAYMENTS TO OR FOR STUDENTS	$	(200,000)
CONTINGENCY	$	
TOTAL	$	**(2,410,224)**

TO		
ACADEMIC SALARIES	$	291,325
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	1,099,107
EMPLOYEE BENEFITS	$	432,089
SUPPLIES AND MATERIALS	$	111,679
OTHER CONTRACT EXPENSES AND SERVICES	$	340,580
CAPITAL OUTLAY	$	77,024
PAYMENTS TO OR FOR STUDENTS	$	58,420
TOTAL	$	**2,410,224**

Transfers: To adjust 2016-17 Student Equity Plan per statewide reallocation benefitting Cerritos.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

Student Equity Plan

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BUDGET ADJUSTMENTS FOR NOVEMBER 2, 2016

01.3 FUND - GENERAL FUND - RESTRICTED

Revenue Budget

00000.0-00000-73460-8627-0000000 (01.0 Fund) State - Student Equity Plan To adjust 2016-17 Student Equity Plan, in order to align with current apportiontment, per the Chancellor's Office. Expenses allocated to salary for faculty.	$	97,085
Total Revenue Budget	$	**97,085**

Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: One (1)

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BUDGET ADJUSTMENTS FOR NOVEMBER 2, 2016

01.0 FUND - GENERAL FUND - UNRESTRICTED

Expenditure Budget

00000.0-00001-02560-xxxx-0806000 (01.0 Fund) Physical Education and Athletics	$	2,767
To augment adult hourly with the fringe benefits for evening women's locker room attendant. (Full time staff will go on maternity leave).		
00000.0-00001-03800-4550-6225000 (01.0 Fund) Admissions and Records	$	500
To augment supply account for AED battery for Life-Safety requirement.		
Total Expenditure Budget	$	**3,267**

Fiscal Impact: Decrease to the ending balance.

Number of Adjustment Requests: Two (2)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 13

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending June 30, 2016

ACTION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending June 30, 2016.

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 June 30, 2016 showing that revenues exceeded expenditures by $4,943,836. In addition, the ending cash balance *excluding borrowed funds* in the Unrestricted and Restricted General Fund was a positive $32,287,598.

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.

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (810) CERRITOS

Fiscal Year: 2015-2016

Quarter Ended: (Q4) Jun 30, 2016

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	As of June 30 for the fiscal year specified: Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	81,745,875	86,557,303	93,624,176	109,209,817
A.2	Other Financing Sources (Object 8900)	191,248	89,258	157,687	302,294
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	81,937,123	86,646,561	93,781,863	109,512,111
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	79,513,791	81,923,305	85,145,568	88,362,403
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,508,723	1,503,312	508,223	16,205,872
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	81,022,514	83,426,617	85,653,791	104,568,275
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	914,609	3,219,944	8,128,072	4,943,836
D.	**Fund Balance, Beginning**	9,978,761	10,893,370	14,113,314	22,241,387
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	9,978,761	10,893,370	14,113,314	22,241,387
E.	**Fund Balance, Ending (C. + D.2)**	10,893,370	14,113,314	22,241,386	27,185,223
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.4%	16.9%	26%	26%

II. Annualized Attendance FTES:

G.1	**Annualized FTES (excluding apprentice and non-resident)**	16,033	16,864	17,790	17,741

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year: 2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		8,699,538	25,301,992	32,269,857
H.2	Cash, borrowed funds only		0	0	17,741
H.3	Total Cash (H.1+ H.2)	25,414,888	8,699,538	25,301,992	32,287,598

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)	108,094,300	108,003,883	109,209,817	101.1%
I.2	Other Financing Sources (Object 8900)	158,000	158,000	302,294	191.3%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	108,252,300	108,161,883	109,512,111	101.2%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	91,772,002	92,085,650	88,362,403	96%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,208,672	16,202,815	16,205,872	100%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	107,980,674	108,288,465	104,568,275	96.6%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	271,626	-126,582	4,943,836	
L	Adjusted Fund Balance, Beginning	22,241,387	22,241,387	22,241,387	
L.1	**Fund Balance, Ending (~~C + J.3~~ K + L)**	22,513,013	22,114,805	27,185,223	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	20.8%	20.4%		

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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.)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 14

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2016-2017 Academic Year

ACTION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

REPORT SUMMARY

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human 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

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EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Custodian (Facilities), Classified Salary Schedule: Grade 23, Step 1 ($3,182/month), effective: XXX [Name to be provided on the Revision] (4 positions)

Budget Technician (Budget), Classified Salary Schedule: Grade 34, Step 1 ($4,100/month), effective: XXX [Name to be provided on the Revision]

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2017, or 175 total workdays, whichever occurs first

Name	Unit	Classification	Rate	Cleared for Employment
Aleman, Jonathan A.*	Financial Aid	Instructional Aide ll	$13.30/hr	10/18/16
Avendano, Estrellita C.*	Financial Aid	Instructional Aide ll	$13.30/hr	10/18/16
Badesha, Rajdeep*	EOPS	Student Affairs Assistant	$14.32/hr	10/18/16
Bueaford, Christian L.	Facilities	Custodian	$10.14/hr	10/18/16
Caguioa, Allen Charles	Student Activities	Student Activities Clerk	$10.00/hr	10/18/16
Cano, Jamsine*	Financial Aid	Secretary Clerk	$10.94/hr	10/18/16
Cervantes, Leslie R.*	Financial Aid	Secretary Clerk	$10.94/hr	10/18/16
Choi, Ji Hye Jennie	Fine Arts	Continuing Ed. Specialist/Arts & Crafts	$23.31/hr	10/18/16
Cravens, Robert L.	Facilities	Gardener/Groundskeeper	$10.37/hr	10/18/16
Cruz, Shanon*	Adult Education	Community Education Specialist	$30.27/hr	10/18/16
Ferguson, Kayairria	EOPS	Student Affairs Assistant	$14.32/hr	10/13/16
Frausto, Joseph A.	Success Center	Instructional Aide ll	$13.30/hr (1)	10/18/16
Gomez, Beatriz	Financial Aid	Instructional Aide ll	$13.30/hr	10/18/16
Gonzalez, Amanda E.*	Child Development	Instructional Aide ll	$13.30/hr (1)	10/18/16
Jagad, Vrinda	Success Center	Instructional Aide ll	$13.30/hr (1)	10/18/16

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: November 2, 2016

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Kirk, Kenneth Dra	HPEDA	Aide-General Laborer	$10.00/hr	10/18/16
Knight, Jerry**	Community Education	Community Education Specialist	$30.27/hr	10/13/16
Loy Gonzalez, Ixzell larissa*	Financial Aid	Instructional Aide ll	$13.30/hr	10/18/16
Mehta, Roshni M	Success Center	Instructional Aide II	$13.30/hr (1)	10/18/16
Molina, Jonathan Raymond*	Financial Aid	Division Clerk	$10.37/hr	10/10/16
Partee, Jeremiah William	Success Center	Instructional Aide II	$13.30/hr (1)	10/10/16
Pena, Breana*	EOPS	Division Clerk	$10.37/hr	10/13/16
Raines, Carrisa Desiree*	DSPS	Aide-Special Interpreter I	$20.25/hr	10/18/16
Reyes Gallardo, Kimberly*	Financial Aid	Secretary Clerk	$10.97/hr	10/13/16
Rivera, Alexis*	Financial Aid	Division Clerk	$10.37/hr	10/18/16
Roberts, Gerald Keith	Success Center	Instructional Aide II	$13.30/hr (1)	10/19/16
Romero, Hannah Christine	Success Center	Instructional Aide II	$13.30/hr (1)	10/11/16
Said, Shady W*	Financial Aid	Instructional Aide II	$13.30/hr	10/18/16
Salgado, Martin Alejandro**	Economic Development	Project Specialist Technical Level 1	$77.89/hr	10/13/16
Smith, Kevin*	LINC	Student Affairs Technician	$14.32/hr	10/13/16
Southern, Briana Nicole	Success Center	Instructional Aide II	$13.30/hr (1)	10/10/16
Trujillo, Alejandro S*	Counseling	Program Facilitator	$14.32/hr	10/19/16
Velazquez Ramirez, Paola *	EOPS	Division Clerk	$10.37/hr	10/13/16
Wijaya, Ryan	Success Center	Instructional Aide II	$13.97/hr (2)	10/18/16

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: November 2, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 15

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director of Human Resources/Risk Management

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund.

REPORT SUMMARY

The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

The Office of Human 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 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. ADULT EDUCATION & DIVERSITY PROGRAMS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Cruz, Shanon	RE	Preparatory Math	1BM	53.29

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Figueriedo, Virginia	RE	Music	1BD	55.15

III. PHYSICAL EDUCATION

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Boatner, Rosemary	NH	Coaching	1AB	51.49

IV. TECHNOLOGY

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Figueroa, Melissa	NH	Welding	1AB	51.49

* NH=New Hire, RE=Reemployed

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

1CM=1st Semester-Masters, 1CD=1st Semester-Doctorate
1DM=2nd Semester-Masters, 1DD=2nd Semester-Doctorate
2CM=3rd Semester-Masters, 2CD=3rd Semester-Doctorate
2DM=4th Semester-Masters, 2DD=4th Semester-Doctorate
3CM=5th Semester-Masters, 3CD=5th Semester-Doctorate
3DM=6th Semester-Masters, 3DD=6th Semester-Doctorate
4CM=7th Semester-Masters, 4CD=7th Semester-Doctorate
4DM=>8 Semesters-Masters, 4DD=>8 Semesters-Doctorate

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. [XX]

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Harry Joel
Interim Vice President of Human Resources/Assistant Superintendent

PREPARED BY:

Dr. Adriana Flores-Church
Director, Human Resources/Risk Management

SUBJECT: Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent

ACTION

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The employees included on the attached list have given notice of their separation from employment. The Office of Human Resource 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

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EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Linhares, Domingos	Facilities	Custodian	1/16/17 (Revised date)
2)	Taber, Charles	Technology – Welding	Instructor	12/16/2016

Presented to the Board of Trustees: November 2, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **November 2, 2016**

Agenda Item No. 20

FROM:

Dr. Jose Fierro
President/Superintendent

PREPARED BY:

Steve Richardson
Executive Director, Foundation and
Community Advancement

SUBJECT: Receive and File 2015-16 Cerritos College Foundation Cost Benefit to District

ACTION

It is recommended that the Board of Trustees receive and file the 2015-16 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 2015-16. Also attached are the Foundation's 2015-16 Costs Benefit Report and supporting documentation which were approved by the Cerritos College Foundation Board of Directors on September 15, 2016.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Cerritos College Foundation 2015-16 Expenditures
Cerritos College Foundation Cost Benefit Summary
Cerritos College Foundation Cost Benefit Report

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2015-16 EXPENDITURES

CERRITOS COLLEGE FOUNDATION - LOCATION 02240

Wages & Benefits			
	Steve Richardson		$171,028
	Janice Cole		$112,920
	Stephanie Minami		$6,384
	Rachel Samarin		$72,245
	Subtotal		$362,577
Supplies		$	-
Travel & Conferences		$	-
Rents & Leases			
Maintenance Agreement/ Repair			
Equipment		$	-
Postage		$	1,686
Total Expenditures			**$364,263**

Wages & Benefits through 6/30/16

Other Expenses per as of 6/30/16

Ali Delawalla

8/30/2016 9:20 AM

2015-2016
FOUNDATION COST BENEFIT SUMMARY

Costs incurred by the District to benefit the Foundation:

Salaries & Fringe Benefits		
S. Richardson		$171,028
J. Cole		$112,920
S. Minami		$6,384
R. Samarin		$72,245
	Sub-Total	$362,577
Other		
Supplies		$0
Conferences		$0
Repairs		$0
Rent Lease		$0
Equipment		$0
Postage		$1,686
	Sub-Total	$1,686
Total District Costs		**$364,263**

Monetary and Non-Monetary Benefits from the Foundation to the District:

Program, Community, and Student Support		$1,010,442
Promotion/Public Relations Support		$56,114
Scholarships		$243,740
Endowments		$65,325
Board Volunteer Service		$17,050
	2015-16 Gross Benefit	$1,392,671
2015-2016 Net Benefit		**$1,028,408**
Adjusted Carry Over from 2014-2015		$8,731,933
Cumulative Net Benefit from Foundation to College		**$9,760,341**

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FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
PROGRAM, COMMUNITY, AND STUDENT SUPPORT:		**$ 1,010,441.52**
60th Anniversary	$ 4,000.00	
Academic Excellence	$ 2,697.33	
Apple Certification Exam	$ 825.00	
ASCC/ICC	$ 7,610.51	
Athletic Support	$ 20,021.53	
ATTE Program	$ 9,525.64	
Automotive Porter Training Program	$ 291.49	
Automotive Program	$ 15,508.38	
California Community Colleges Foundation Scholarships	$ 11,750.08	
California Learning Communities Conference	$ 13,141.41	
California Teacher Pathway	$ 300.00	
CARE Program	$ 847.73	
Chemistry Nomenclature	$ 5,530.00	
Chrysler CAP Program	$ 3,216.99	
Cinderella Hair Extensions	$ 4,561.79	
Court to College Program	$ 29,413.30	
CSAW (Cerritos Student Association of Woodworkers)	$ 10,914.39	
Culinary Arts Program	$ 27,318.67	
Dental Assisting Program	$ 4,500.00	
Economic Development	$ 300,000.00	
Engineering Design Technology Program	$ 4,106.80	
ESL Essay Contest	$ 180.00	
Event Support	$ 11,123.97	
Fetzer Institute Grant	$ 12,552.55	
Financial Aid	$ 5,700.00	
Forensics Program	$ 15,896.11	
Gates Courseware Grant	$ 9,975.00	
Global Studies Archive	$ 8,650.00	
Heising-Simons Early Learn Math Academy Grant	$ 24,487.82	
Hewlett MyOpenMath Grant	$ 236,708.75	
HSBC ESL Grant	$ 150.00	
Instrumental Band Program	$ 11,643.60	
Internaternational Education Support	$ 27,799.35	
Kaiser Grant - Health Ed I	$ 360.00	
Kaiser Grant - Health Ed II	$ 195.00	
Kaiser Grant - Stress Anxiety	$ 6,000.00	
Kaiser Grant - Veterans	$ 17,682.51	
Kaiser Grant - Veterans Resource Center	$ 1,724.98	
Kauffman FastTrack Program	$ 1,318.25	
Kelly Field Project	$ 316.51	
Library	$ 2,614.40	
LINC	$ 6,389.56	
Multi Media Dgital Program	$ 5,997.75	
Music Conference	$ 4,382.96	
Nona Siegel Collection	$ 1,460.32	
Open Education Resources	$ 1,650.00	
Outstanding Staff Awards	$ 1,000.00	
Physical Therapy Assistant	$ 7.50	
Piano Program	$ 904.78	
Plastics	$ 2,175.44	

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FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
Plazas Comunitarias	$ 7,541.09	
Project HOPE	$ 7,168.17	
Project Kaleidoscope Phase II	$ 48,494.48	
Psychology Day	$ 2,348.83	
Re-Entry Program	$ 1,625.26	
SBCCD (Packard 2 Foundation Grant)	$ 1,758.31	
SEM Division STEM Grant	$ 170.00	
Social Justice, Equal & Actv Program	$ 3,797.86	
Student Art Awards	$ 1,700.00	
Summer STEM Institute	$ 12,093.55	
Teacher TRAC - Boeing Special Ed Grant	$ 900.00	
Teacher TRAC - Support	$ 8,426.43	
Theatre Support	$ 3,413.97	
Transfer Center	$ 6,467.16	
Woodworking Program	$ 9,408.26	
PROMOTION/PUBLIC RELATIONS SUPPORT:		**$ 56,113.80**
Hall of Fame Dinner	$ 33,685.18	
Marketing	$ 22,428.62	
SCHOLARSHIPS:		**$ 243,740.44**
50th Anniversary Scholarship	$ 1,526.77	
Adrienne Cheung Dong Scholarship	$ 500.00	
Agnes Duran Scholarship	$ 600.00	
Alice Collins Scholarship	$ 225.00	
Alice Wang Scholarship	$ 3,000.00	
Annette & Albert Ostroff Scholarship	$ 1,000.00	
Artesia-Cerritos Woman's Club Scholarship	$ 3,000.00	
Bellflower Noon Lions Club Scholarship	$ 4,000.00	
Bellflower Rotary Club Scholarship	$ 1,000.00	
Bill Hooper Memorial Scholarship	$ 250.00	
Bob Vaughn Hall of Fame Scholarship	$ 500.00	
California Community Colleges Foundation Scholarships	$ 11,750.08	
CalWORKs Scholarship	$ 3,500.00	
Carmen Solis Pratt Scholarship	$ 1,800.00	
Carole Cole Memorial Honors Scholarship	$ 75.00	
Cassidy Family Scholarship	$ 150.00	
Cerritos College Retired Faculty Association Scholarship	$ 1,500.00	
Cheryl Epple Memorial Scholarship	$ 2,000.00	
Chugh Firm Accounting Scholarship	$ 2,000.00	
Community College Completion Corps Scholarship	$ 500.00	
David Norman Business Scholarship	$ 1,000.00	
Delvers Gem & Mineral Society Scholarship	$ 500.00	
DeLyre Dental Assisting Scholarship	$ 3,000.00	
Demian/Campeau Scholarship	$ 500.00	
DeMott Scholarship	$ 500.00	
Dr. Antonio & Providence Rodriguez Memorial Speech Scholarship	$ 750.00	
Dr. Linda Lacy Culunary Arts Scholarship	$ 400.00	
Dr. Marilyn Brock Scholarship	$ 600.00	
Dream Here/Go Anywhere Scholarship	$ 500.00	
E. Maude West Scholarship	$ 500.00	

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FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
Ed Bloomfield Scholarship	$ 500.00	
Edison Scholar Scholarship	$ 23,000.00	
Elizabeth O'Donnell Hamman Scholarship	$ 1,000.00	
Ellen E.Carver Scholarship	$ 750.00	
Ellis Robinson Scholarship	$ 1,600.00	
English Dept. Scholarship	$ 1,400.00	
Erudition Scholarship	$ 4,000.00	
ESL 152 Celebration Scholarship	$ 750.00	
Esther Espinoza Teacher TRAC Scholarship	$ 2,000.00	
Film & TV Production Scholarship	$ 500.00	
Follett DSPS Scholar Award	$ 500.00	
Foster Youth Scholarship	$ 3,876.00	
Fulton & Garret Family Culinary Arts Scholarship	$ 500.00	
GAP Scholarship	$ 3,000.00	
Gaskin Teacher TRAC Scholarship	$ 1,000.00	
General Foundation Scholarship	$ 10,350.00	
Glorya Welch Scholarship	$ 500.00	
Golden Girls Scholarship	$ 750.00	
HAB - Habib American Bank Scholarship	$ 1,000.00	
Hinrichsen Scholarship	$ 2,100.00	
Hoekzema Scholarship	$ 500.00	
Hurtado Family Scholarship	$ 900.00	
iFalcon Scholarship	$ 800.00	
Ina Zive Scholarship	$ 1,000.00	
Jean O. Michael Scholarship	$ 500.00	
Jeannie MT Yang Scholarship	$ 2,000.00	
Joan Licari Scholarship	$ 1,000.00	
John Boyle Scholarship	$ 500.00	
John Moore First Step Scholarship	$ 500.00	
Jorquera Family Scholarship	$ 1,000.00	
Jules Crane Scholarship	$ 400.00	
Julie Ann Cross Scholarship	$ 500.00	
Juntilla Scholars Honors Program Scholarship	$ 1,000.00	
Kaiser Health Occupations Scholarship	$ 1,000.00	
Karl Heinz-Sterner Scholarship	$ 3,000.00	
Kristy Pesanti Scholarship	$ 2,000.00	
Linking Up ESL Scholarship	$ 515.00	
Lowell Anderson Scholarship	$ 500.00	
Lupe Contreras Memorial Scholarship	$ 500.00	
Marijean Piorkowski Scholarship	$ 500.00	
Mark & Barnett Chen Scholarship	$ 1,000.00	
McGrath Scholarship	$ 1,000.00	
Moshenrose-McHatton Scholarship	$ 500.00	
Music Teacher Assoc Scholarship	$ 500.00	
MVP - Most Valuable Pops Scholarship	$ 1,000.00	
NAFA Scholarship	$ 1,600.00	
Neal Family Scholarship	$ 4,548.05	
Newton Werner Scholarship	$ 250.00	
Norwalk Woman's Club Scholarship	$ 1,000.00	
Nwlk Lions Club Scholarship	$ 1,500.00	
Osher Foundation Scholarship	$ 19,000.00	

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FOUNDATION COST BENEFIT REPORT

DESCRIPTION	AMOUNT	TOTAL
Paige Scholar Scholarship	$ 2,000.00	
Pat Pinder Scholarship	$ 300.00	
Pelias Scholarship	$ 1,000.00	
Pepsi Scholarship	$ 1,000.00	
Perez-Medrano Scholarship	$ 500.00	
Plastics Scholarship	$ 4,800.00	
Project HOPE Scholarships	$ 7,800.00	
Robert C. Hughlett Scholarship for Students w/Disabilities	$ 2,000.00	
Roodzant Family Scholarship	$ 2,000.00	
Sanchez de Hernandez Scholarship	$ 500.00	
SCE Green Jobs Scholarship	$ 20,000.00	
Schechinger Scholarship	$ 300.00	
Schilling Art Scholarship	$ 150.00	
Schools First Credit Union Scholarship	$ 500.00	
Scott Henderson Scholarship	$ 2,000.00	
SMCDA Scholarship	$ 2,790.54	
Southwest Corvette Club Scholarship	$ 2,500.00	
Start Here/Go Anywhere Transfer Center Scholarship	$ 900.00	
Sterling Math Scholarship	$ 4,500.00	
Subaru AYES Scholarship	$ 1,000.00	
Summer Band Student Scholarship	$ 850.00	
Susan Bennion-Boyle Memorial Scholarship	$ 2,000.00	
Terry Hammond Scholarship	$ 500.00	
Theatre/Film Scholarship	$ 1,000.00	
Tom and Marie Jackson Scholarship	$ 534.00	
Triathlon Club Scholarship	$ 250.00	
Vernon Lee Memorial Scholarship	$ 500.00	
Veterans Scholarship	$ 1,500.00	
Wayne Nunnery Scholarship	$ 1,500.00	
Whittier Narrows Scholarship	$ 21,250.00	
Zachary Buob Memorial Scholarship	$ 600.00	
ENDOWMENTS:		**$ 65,325.00**
Bob Hughlett Scholarship	$ 2,075.00	
Cheryl A. Epple Scholarship	$ 100.00	
Habib Business Scholarship	$ 10,000.00	
John R. Jackson Scholarship	$ 53,000.00	
Nona Siegel Endowment	$ 150.00	
BOARD VOLUNTEER SERVICE:		**$ 17,050.00**
TOTAL FOUNDATION SUPPORT TO DISTRICT (AS OF 06/30/16)		**$ 1,392,670.76**

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, November 16, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu, President (Trustee Area 5), Marisa Perez, Board Vice President (Trustee Area 4), Zurich Lewis, Board Secretary (Trustee Area 7) Bob Arthur (Trustee Area 1), Carmen Avalos (Trustee Area 2), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Dr. Adriana Flores-Church, Vice President of Human Resources, Dr. Stephen Johnson, Vice President of Student Services, Michelle Lewellen, Faculty Senate President, Dr. Solomon Namala, CCFF President, and Lynn Laughon, CSEA President.

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

There were no comments.

CLOSED SESSION

1. Conference with Labor Negotiators (GC #54957.6)

   A. Agency Representatives: Dr. Jose Fierro
   B. Employee Organizations:
   California School Employees Association (CSEA)

2. The board reconvened at 7:30 p.m.

3. Invocation: Mr. Arthur

4. Pledge of Allegiance: Mr. Arthur

5. Roll Call

AGENDA ORGANIZATION

Mr. Arthur requested to move the reports and comments from district officials to the beginning of the agenda.

COMMENTS FROM THE AUDIENCE

Shelia Hill and Umoja program students shared their experiences at the Umoja Program Conference.

Luis Guzman provided an updated on Dream Club activities.

Liz Contreras shared a proposed resolution designating Cerritos College as a sanctuary campus for the board to consider.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

There were no reports.

OPEN SESSION AGENDA

6. The Board of Trustees reviewed the following Board Policies:
   - BP 2431 - President/Superintendent Selection
   - AP 2714 - Distribution of Tickets or Passes
   - BP 2716 - Political Activity
   - BP 2717 - Personal Use of Public Resources
   - BP 2730 - Board Member Health Benefits

7. The Board of Trustees reviewed and discussed Proposed Board Policy and Administrative Procedure 7345 – Catastrophic Illness Leave Program during this first reading.

8. The Board of Trustees received a legislative update from Dr. Fierro.

9. Ms. Perez requested a discussion of a Draft Policy Ending Board Members Use of Phones/Technological Devices During Closed Session. There was consensus that this proposed policy be discussed by the Board Policy Advisory Committee.

10. The Board of Trustees discussed creating a draft policy banning smoking on campus. Mr. Drayer spoke in support of the item.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

Ms. Patron:
- attended the ASCCC Student Senate Conference in Sacramento and provided a summary of the event;
- stated that the ASCC has been discussion the possibility of a Falcon shuttle;
- shared a summary of activities to support DACA students;

Dr. Salazar:
- thanked the voters for reelecting her with a strong margin and with the confidence they placed in her;
- thanked the CCFF for their support;

- congratulated Martha Camacho-Rodriguez on her election; and
- deferred to Dr. Fierro to design a proactive human relations plan to ensure safety and send a clear message that Cerritos College will have a safe learning environment where students can thrive.

Mr. Drayer:

- thanked the voters of Bellflower for approving Measure D;
- congratulated new Supervisor Janice Hahn; and
- congratulated the newly elected and reelected trustees and thanked Mr. Arthur for his service.

Ms. Perez:

- thanked everyone who came out to support veterans during Veterans Week;
- acknowledged the Active Minds group and added that she was moved by her discussions with them;
- thanked the voters for the passage of Prop 55 and Prop 51;
- congratulated all of the candidates who ran for the Board of Trustees;
- congratulated new Chancellor Eloy Ortiz Oakley.

Ms. Avalos:

- thanked the voters for giving her an opportunity to serve again another four years; and
- stated that Mr. Arthur will be greatly missed by the board and thanked him for his many years of leadership.

Dr. Liu:

- I would like to stand up and show our respect for Trustee Arthur through all these years. He's the Trustee that attend almost every event on time or early. He was never late. He's the Trustee care of every single students, every employee thank you. Thank you. Your turn.

Mr. Arthur:

- introduced his family who was present in the office;
- indicated that this will be his last board meeting;
- stated that he has had the pleasure of serving on the board for 21 years and thanked many of his colleagues throughout the year; and
- presented a check in the amount of $5,000 to the Foundation.

11. The meeting was adjourned at 9:55 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES

Wednesday, December 7, 2016 at 6:30 p.m.

Note: Videos and transcripts of each board meeting are available online at:
http://cms.cerritos.edu/board/agendas-and-minutes.htm

CALL TO ORDER: 6:30 p.m. by Dr. Liu

ROLL CALL: Those present were Dr. Shin Liu (Trustee Area 5), Marisa Perez (Trustee Area 4), Zurich Lewis (Trustee Area 7) Carmen Avalos (Trustee Area 2), Martha Camacho-Rodriguez (Trustee Area 1), John Paul Drayer (Trustee Area 3), Dr. Sandra Salazar (Trustee Area 6), Karen Patron (Student Trustee), Dr. Jose Fierro, President/Superintendent, Rick Miranda, Vice President of Academic Affairs, Felipe Lopez, Vice President of Business Services, Dr. Adriana Flores-Church, Vice President of Human Resources, Dr. Stephen Johnson, Vice President of Student Services, Michelle Lewellen, Faculty Senate President, Dr. Solomon Namala, CCFF President, and Lynn Laughon, CSEA President.

1. Invocation

2. Pledge of Allegiance: Dr. Salazar

3. Roll Call

AGENDA ORGANIZATION

There were no changes to the organization of the agenda.

COMMENTS FROM THE AUDIENCE

Victor Villalobos, Cerritos College student, spoke in support of Resolution No. #16-1207D in Support of Undocumented Students.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

Ms. Lewellen stated that the Faculty Senate adopted the resolution in support of undocumented students.

ORGANIZATIONAL AGENDA

4. It was moved by Mr. Drayer and seconded by Mr. Lewis to receive and accept the certification of election results from the Los Angeles County Registrar-Recorder/County Clerk and declare the following individuals elected to the office of Trustee of the Cerritos College Board of Trustees. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

5. Installation of Re-Elected Board Members:
   - Carmen Avalos
   - Marisa Perez
   - Dr. Sandra Salazar

   Installation of Newly Elected Board Members
   - Martha Camacho-Rodriguez

6. It was moved by Ms. Patron to elect Dr. Salazar as President. There was no second. It was moved by Ms. Avalos and seconded by Ms. Perez to elect Mr. Lewis as President. The motion was approved through a roll call vote [4 ayes, 2 noes (Drayer, Salazar), 1 abstention (Camacho-Rodriguez), 0 absent] (student advisory vote: aye).

   It was moved by Ms. Perez and seconded by Mr. Drayer to elect Ms. Avalos as Vice President. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

   It was moved by Ms. Perez and seconded by Ms. Avalos to elect Dr. Liu as Clerk. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

7. It was moved by Mr. Drayer and seconded by Dr. Salazar to approve the Regular Meeting Dates of the Cerritos Community College District Board of Trustees. Ms. Avalos requested to amend the motion so that the meeting start times be changed to 7:00 p.m. It was also requested that the November board meeting be moved to November 15. Mr. Drayer accepted the amended motion. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

8. The Board of Trustees elected Dr. Shin Liu as Annual Representative to the Los Angeles County School Trustees Association for 2017.

9. The Board of Trustees reviewed Board Policy 2715 – Code of Ethics/Standards of Practice. The policy states that it is to be reviewed during the organizational meeting following Board member elections.

OPEN SESSION AGENDA

10. The Board of Trustees recognized Monica Castro, Administrative Secretary I, as Classified Employee of the Month for October 2016.

11. The Financial Aid Office provided data on graduation rates of undocumented students and the laws impacting undocumented students. The presentation also provided an overview of the goals, implications, and statistics of the student population, including Dreamers. The presentation concluded with some resources for students and anyone who is interested in learning more about this population.

12. The Board of Trustees received a summary of Board advisory committee activities from the Bond Construction Advisory Committee.

CONSENT CALENDAR ITEMS

It was moved by Mr. Drayer and seconded by Dr. Salazar to approve Consent Agenda Items 13 through 41. Item 19 was considered separately. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye):

13. New Courses and Programs, and Modifications to Existing Courses and Programs

14. Stipends for Center for Teaching Excellence Faculty Inquiry Group (FIG) Taking Place Spring Semester 2017

15. Perkins Grant Honorariums for Workshop Guest Speakers

16. BSI-funded Stipends for Basic Skills Initiatives for Fall of 2016

17. Request to Name CIS Lobby in New Computer Information Science Building (Office of the Cerritos College Foundation)

18. Fine Art Donation from LA Based Artist Gustavo Godoy/Vacant Marker

19. It was moved by Mr. Drayer and seconded by Dr. Salazar to adopt Resolution No. #16-1207D in Support of Undocumented Students. Luis Guzman spoke on behalf of the DREAM Club. He spoke in support of the proposed resolution and stated that it is important to support all students regardless of race, sexual orientation, social status or immigration status. The motion was approved through a roll call vote [7 ayes, 0 noes, 0 abstentions, 0 absent] (student advisory vote: aye).

20. Resolution No 16-1207E to Declare Cerritos College a Safe Campus for all Students

21. Acceptance of Gifts

22. Sale of Surplus and Obsolete Materials/Equipment

23. Bid No. 16P004, Campus Fiber Upgrade – Category 01, Fiber & Copper Infrastructure

24. Rejection of All Bids for Bid No. 16P004, Campus Fiber Upgrade – Category 02, Low Voltage (Fiber & Copper)

25. Rejection of All Bids for Bid No. 16P005, Health Wellness Complex – Phase I (Site Prep)

26. Resolution No. 16-1207A, Allowing the Award of Contracts on the Health and Wellness Complex to Prequalified Bidders Based on Surety Bonding Limits

27. Resolution Nos. 16-1207B and 16-1207C 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, 2017 to December 31, 2017

28. Ratification of the Second Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017

29. Ratification of the Amendment to the Agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017

30. Ratification of Agreement with UAW-Labor Employment and Training Corporation (UAW-LETC) for Information Technology Training and Certification

31. Contracts under $25,000 for the Month of October 2016

32. Purchase Orders for the Month of October 2016

33. Quarterly Fiscal Status Report for the Quarter Ending September 30, 2016

34. Make Budget Transfers and Budget Adjustments

35. Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending September 30, 2016

36. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2016-2017 Academic Year

37. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

38. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent

    Added by revision:

    Price, Terry, Professor, Technology/Plastics Manufacturing, effective December 31, 2016

39. Employment of Educational Manager

    Added by revision:

    Elizabeth Miller, Dean of Student Services, Office of Student Activities, Management Salary Schedule Grade 42, Step 1 ($11,694.00/month), effective January 17, 2017

40. Consideration of Approval of Employment of Full-Time, First-Year Contract (Probationary)

    Added by revision:

    Cindy Hall, Instructor (American Sign Language), Column B, Step 3, Faculty Salary Schedule ($63,237.00/annual), 10-School Month Contract, effective January 9, 2017

41. Ratification of Temporary Management "Out-of-Classification" Assignment

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

The Board of Trustees did not give reports and comments at this meeting.

42. The meeting was adjourned at 7:45 p.m.

Signed:

Dr. Shin Liu, Board President

Zurich Lewis, Board Secretary

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 6

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 7, 2016 meeting through the official election of the 2017 Board President.

2. The 2017 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 7, 2016**
Agenda Item No. 7

FROM: Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Regular Meeting Dates of the Cerritos Community College District Board of Trustees

ACTION
It is recommended that the dates listed below be approved for the 2017 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 2016. Meetings will start at 6:30 p.m. unless otherwise noted.

January 18
January 25**
February 1
February 15*
March 1
April 5
April 19*
May 3
May 17*
June 7
June 21*
July 19
August 16
September 6
September 20*
October 4
October 18*
November 1
December 6

*** Board Study Session**
**** Board Study Session for Educational Master Plan**

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 7, 2016**

Agenda Item No. 8

FROM:

Dr. Jose Fierro
President/Superintendent

SUBJECT: Consideration of Election of Annual Representative to the Los Angeles County School Trustees Association for 2017

ACTION

It is recommended that the Board of Trustees elect an Annual Representative to the Los Angeles County School Trustees Association for 2017.

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 7, 2016**

Agenda Item No. 9

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

Cerritos Community College District Policy **No. 2715**

Board of Trustees

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

References:
Accreditation Standards IV.B.1.a, e, and h

The Board of Trustees is elected as the governing body of the Cerritos Community College District and is responsible to the electors for the general conduct of the college.

The Cerritos Governing Board members recognize that it is not their function, either individually or collectively, to actively engage in the administration of the District and understand that to do so or even give the appearance of doing so, can erode the trust and mutual respect which are the cornerstones of successful Board/Superintendent relationships.

Each Member of the Board of Trustees of Cerritos Community College District will:

1. Hold the educational welfare of the students as his/her primary concern, keeping in mind what is best for the entire institution, not for specific or specialized interests.
2. Establish a climate of mutual respect and trust even though legitimate differences of opinion may exist among Board Members.
3. Recognize and actively communicate that Trustee authority to act on behalf of the College rests only with the entire Board assembled in a legally constituted meeting. Board members will make no personal promises of Board action nor take any private action inconsistent with that reality.
4. Be aware that a Trustee is responsible to all citizens of the community. The authority delegated to the Trustees by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.
5. Acknowledge the Ralph N. Brown Act and conduct its meetings in open session, unless, in the judgment of the Board and only for those purposes permitted by law, it is more appropriate to hold a closed session.
6. Welcome and encourage the active involvement of students, faculty, staff, and citizens of the District with respect to establishing policy on current college operation and proposed future developments. Board members shall consider the viewpoint of these groups in their deliberation and decision.
7. Be encouraged to enhance his/her ability to function effectively as a Trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops or conferences.
8. Keep confidential all matters discussed in closed session. They shall not divulge or release such information outside closed session to any staff member or member of the public, unless a majority of Board members agree to release the

information, subject to applicable laws. This section shall not prevent the release of information about the purpose and subject(s) of the closed session as required for public information under Government Code, Section 54957.7.

9. Promote a healthy working relationship with the President/Superintendent and his or her staff by:
    a. Supporting a cohesive and responsible administration and maintaining a climate of no surprises.
    b. Supporting District personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively.
    c. Sharing all concerns, complaints and recommendations, as appropriate, with other Board members and the President/ Superintendent, as the Brown Act allows.
10. Recognize that contacts with the media are primarily handled by the Superintendent/President and/or Board President.
11. Recognize that under all circumstances that the Board is legally responsible for the effective operation of the District. Its primary function is to establish the policies by which Cerritos Community College is to be administered and assure its fiscal stability.
12. The Board shall hold the Superintendent/President and his/her administrative staff accountable for the administration of the educational program and the conduct of college business.
13. Avoid any situation that may constitute a conflict of interest and disqualify him/her from participating in decisions in which he/she has a financial interest. Conflicts of interest relate not only to the individual Trustee but also to his or her family and business partners.
14. Participate in a self-evaluation of the Board and use that evaluation to formulate Board goals and objectives for the upcoming year.
15. ENFORCEMENT
    a. The majority of the Board reserves the right to censure any Board member who does not adhere to the confidentiality of closed sessions or engages in any unethical conduct.
    b. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined the Trustee misconduct has occurred.
    c. A complaint of Trustee misconduct will be referred to the Board President. The Board President will appoint an ad hoc committee of three Trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board President, another officer of the Board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.

d. The Trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.
e. The committee shall, within a reasonable period of time, make a report of its findings to the Board of Trustees for action.

16. Board members who are found by a majority of the Board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the District Attorney for criminal prosecution, or other action as determined by the Board.
17. This policy will be reviewed during the organizational meeting following Board member elections.

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 7, 2016**

Agenda Item No. 10

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

SUBJECT: Institutional Presentation: Recognition of Outstanding Classified/Confidential Employee of the Month

ACTION

The Board of Trustees will honor Monica Castro, Administrative Secretary I in the Educational Partnerships and Programs, as Outstanding Classified/Confidential Employee of the Month for October 2016.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The Outstanding Classified/Confidential Employee Selection Committee named Monica Castro as the recipient of the Outstanding Classified/Confidential Employee of the Month Award for October 2016.

Monica was hired in 1995 as a short-term temporary employee in Admission and Records, then in 1997 she moved to the Transfer Center. In June 2000 she was hired as a Classified Employee for the Teacher TRAC Program now known as Educational Partnerships and Programs.

Monica is an integral and essential part of the Educational Partnerships and Programs Office and the college. She is a dedicated, gifted employee and model human being. Monica organizes and delegates work to the staff to ensure successful programs, services, and events. She models a high standard for quality work and her work is professional, thoughtful, and accurate. In addition to the extensive interaction with campus staff, faculty, administrators, Monica interfaces with our K-12 school partners and university partners, community based organizations, and state and federal offices and organizations. Monica's communication skills and interpersonal skills are superb. Monica excels at what she does and goes above and beyond to serve students, staff, faculty, the college, and its partners.

Monica, your dedication, commitment, and willingness to go above and beyond to meet the needs of the students and staff are exceptional. The administration, staff, and students appreciate your personal attributes and outstanding efforts. We are proud that you are a Cerritos College employee and we commend you for your outstanding service and dedication. Thank you for a job well done!

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 13

FROM:

Dr. Jose L. Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/ Assistant Superintendent

SUBJECT: Consideration of Approval of New Courses and Programs, and Modifications to Existing Courses and Programs

ACTION

It is recommended that the Board of Trustees approve new course offerings and modifications to curriculum, as attached.

FISCAL IMPACT

There is no fiscal impact.

REPORT SUMMARY

The Curriculum Committee, a standing committee of the Faculty Senate, reviews and makes recommendations on proposals for adding, expanding, deleting, or modifying programs and courses offered by the College. Curriculum Committee membership consists of a Chairperson; a faculty member from each instructional area; 1 student representative appointed by ASCC; the Vice President, Academic Affairs or designee; 1 faculty senate Vice President; and the Matriculation Officer. Consensus is the preferred decision-making process. All faculty members serving on the Curriculum Committee are voting members.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

New Course Offerings and Modifications to Curriculum.

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of December 7, 2016

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Health, Physical Education, Dance/Athletics	PEX 106 – Adapted Aquatic Exercise	This course will provide an opportunity for students with disabilities to participate in a variety of aquatic exercises that general swimming does not offer. The class will focus on exercise techniques, and strategies and provide aquatic activities to increase fitness levels of the students. Due to ADA guidelines and safety in an adapted physical education class, it is necessary that this class size be 10.	October 13, 2016
New	Health, Physical Education, Dance/Athletics	PEX 162 – Badminton Fitness and Technique Training	This course offers students an opportunity to learn and practice a fitness and technique routines based on badminton training principles.	October 13, 2016
New	Health, Physical Education, Dance/Athletics	PEX 171 - Cheerleading	This course will be valuable to students to get a basic knowledge of Cheerleading as a means to improve their physical fitness.	October 13, 2016
New	Health, Physical Education, Dance/Athletics	PEX 271 – Stunting, Acrobatics, and Tumbling	This course will be valuable to students to get a basic knowledge of Cheerleading as a means to improve their physical fitness.	October 13, 2016
Modification	Health, Physical Education, Dance/Athletics	KIN 100 – Introduction to Kinesiology	Adding distance education option in order to offer the course in different formats and to increase students access.	October 13, 2016
Modification	Health, Physical Education, Dance/Athletics	PEX 152 – Restorative Yoga	Gentle Yoga is the more commonly used terminology in the field. We are changing the title to help students identify the course more appropriately.	October 13, 2016
Modification	Health, Physical Education, Dance/Athletics	Physical Education – Associate in Arts Degree	Degree has been updated to reflect the development of new courses.	October 13, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Fine Arts, Communications	Art 119B – Exhibition Design	Southern California has become a hub of the new art economy and there are private and public art institutions in need of a skilled and experienced labor force. Students will have a unique opportunity to acquire hands-on skills in the care of display of visual and cultural objects.	October 13, 2016
New	Fine Arts, Communications	Art 119C – Curatorial Practicum	Curatorial Practicum is perfectly situated to meet the growing need for curators and educational outreach coordinators at local galleries and museums. Students will have a unique opportunity to acquire hands-on skills in the care of display of visual and cultural objects.	October 13, 2016
New	Fine Arts, Communications	Art 195B – Advanced 3D Modeling	3D printing can provide the skillset required to be competitive in a growing job market. Three-dimensional printers are revolutionizing industry, and we would like to be at the forefront of this technology as it applied to art and design. In particular, sculpture and developing prototypes of vessels and packaging.	October 13, 2016
New	Fine Arts, Communications	Mus 143A - Songwriting	This course provides students the opportunity to explore songwriting and the creative process. With the growth of the commercial music program, students entering the program with to expand their technical training with performance and songwriting skills.	October 13, 2016
New	Fine Arts, Communications	Mus 145A – Live Sound Technique	Live sound reinforcement is a rapidly growing field in the music industry. With more musicians performing live to increase revenues, the need for live sound engineers and technicians is a high demand.	October 13, 2016
Reinstatement	Fine Arts, Communications	Art 198 – Motion Graphics	Motion Graphics is an essential component to web design, video post-production, and interactive media. With the expansion of video-based web animation, this field may become the fastest growing area in digital arts.	October 13, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Fine Arts, Communications	Museum Studies – Certificate of Achievement	Developed to help train students for preparators and installers jobs at local galleries and museums.	October 13, 2016
Modification	Fine Arts, Communications	Digital Arts – Computer Animation – Associate of Arts Degree	The addition of ART 198 allows us to make greater use of our recently acquired campus-wide Adobe Creative Cloud license by incorporating Adobe AfterEffects, which is widely used in the industry, into our curriculum. The additional of ART 195B allows the students to use 3D printers. 3D printing can provide the skillset required to be competitive in a growing job market.	October 13, 2016
Modification	Fine Arts, Communications	Graphic Design – Associate of Arts Degree	The addition of ART 198 allows us to make greater use of our recently acquired campus-wide Adobe Creative Cloud license by incorporating Adobe AfterEffects, which is widely used in the industry into our curriculum. This change will give students the option of learning a skill that is in demand.	October 13, 2016
Modification	Liberal Arts	ENGL 240 (CAN ENGL 6) Creative Writing	A survey of neighboring community colleges with creative writing programs shows that Long Beach City College, L.A. Southwest, and Saddleback College all have an English 52-equivalent pre-requisite for their introductory creative writing class whereas Cerritos College has an English 100 pre-requisite for the very same class. The 100 pre-requisite is inconsistent with the English department's other 200-level offerings, as nearly all other 200-level courses in the department have a pre-requisite of English 52.	November 3, 2016
New	Liberal Arts	Chinese – Associate of Arts Degree	20+ Units already exist in Chinese education. The Chancellor's Office requires the creation of a program to support student's needs.	November 3, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Technology	ENGT 261 – SolidWorks for Sustainable Design	Students will learn basic principles of developing environmentally sustainable products, i.e. products that meets the needs of the present without compromising the ability of future generations to meet their own needs. Cerritos College students are working for a variety of companies which are impacted by needs of sustainable design, and as expressed by our industry advisory committee, the faculties have developed this class to satisfy the growing needs to California manufacturers.	November 3, 2016
New	Technology	ENGT 262 - SolidWorks for Weldments Design	Students will learn how to effectively use SolidWorks for parametric modelling of weldments and welded structures. Students will learn variety of skills through the creation of basic to complex solid weldment models and weldment shop floor drawings. This class is created upon recommendation from the ENGT Department's fall 2016 advisory committee meeting. This course will strengthen our students' ability in obtaining the best CAD designers/draftsman positions, by aligning our program offerings to the local industry needs.	November 3, 2016
New	Technology	ENGT 263 – Solidworks for Industrial Mold Tools Design	Students will learn how to effectively use SolidWorks for parametric modelling of molded parts and molds. Students will also be prepared for the Certified SolidWorks Mold Tools Design industry certification exam. This class is created upon recommendation	November 3, 2016

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
			from the ENGT department Fall 2016 Advisory Committee Meeting.	
Inactivation	Technology	ET91L – Engineering Technology Project Laboratory	This class was designed in cooperation with local k-12 school districts to create a capstone class for their students interested in the college experience. Students would take ET91L after ET101 or ET102. This pipeline of students never materialized and the department is now deleting those classes.	November 3, 2016
Inactivation	Technology	ET 104 – Engineering Technology Project Development	This class was designed in cooperation with local k-12 school districts to create a capstone class for their students interested in the college experience. Students would take ET104 concurrently while taking ET101 or ET1012. This pipeline of students never materialized and the department is now deleting those classes.	November 3, 2016
Inactivation	Technology	MTT 50 – CNC Shop Math	MTT50 is being deleted to update changes made to the curriculum to incorporate NIMS certifications into the program. MTT50 was a standalone class when MTT52 and MTT57 were setup classes only. The portions of the content of MTT50 necessary for NIMS certification are being incorporated into MTT52 and MTT57.	November 3, 2016
Inactivation	Technology	MTT 60 – Advanced Machine Tool Concepts	MTT 60 was a standalone class when MTT 100 was based on setup only. The revisions to the content of MTT 100 where materials science and process planning are	November 3, 2016

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
			embedded to the class in order to align it to the NIMS certification renders MTT 60 obsolete.	
Inactivation	Technology	MTT 170 – Computer Numerical Control Programming	MTT 170 was a standalone class when MTT 52 and MTT 57 were based on setup only. The revisions to the content of MTT 52 and MTT 57 where CNC programming is embedded to the classes in order to align it to the NIMS certification render MTT 170 obsolete.	November 3, 2016
Modification	Technology	Architecture Technology - Certificate of Achievement	Realigning title to match Chancellor's office.	November 3, 2016
Modification	Technology	Architecture Technology – Associate of Arts	Updating course title in Associate of Arts degree to match approved course titles.	November 3, 2016
Modification	Technology	Architecture (Transfer) – Associate of Arts	Updating name change to match Chancellor's office, updating course requirements and update listing as a transfer program.	November 3, 2016
Modification	Technology	Engineering Design and Production Technology – Certificate of Achievement	Update new course titles.	November 3, 2016
Modification	Technology	Engineering Design Technology – Certificate of Achievement	Update new course titles.	November 3, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Technology	Engineering Design Technology – Associate in Arts	Update degree with correct program. Update Associate of Arts degree to match Certificate of Achievement.	November 3, 2016
Modification	Technology	Automated Manufacturing – Certificate of Achievement	Update certificate of Achievement to meet industry standards.	November 3, 2016
Modification	Technology	Automated Manufacturing – Associate of Arts	Update Associate of Arts Degree to meet industry standards.	November 3, 2016
Modification	Technology	Machinist Option – Certificate of Achievement	Update Certificate of Achievement to meet industry standards.	November 3, 2016
Modification	Technology	Machinist Option – Associate of Arts	Update Associate of Arts Degree incorporating curriculum changes.	November 3, 2016
Modification	Technology	Numerical Control Machine Operator Option – Certificate of Achievement	Update Certificate of Achievement to meet industry standards.	November 3, 2016
Modification	Technology	Numerical Control Machine Operator Option – Associate of Arts	Update Associate of Arts Degree incorporating curriculum changes.	November 3, 2016
Modification	Technology	Tool and Die Make Option – Certificate of Achievement	Update Certificate of Achievement to meet industry standards.	November 3, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Technology	Tool and Die Maker Option – Associate of Arts	Update Associate of Arts Degree incorporating curriculum changes.	November 3, 2016
Modification	Technology	Automotive Aftermarket Product Development Option – Certificate of Achievement	Correcting unit value of NPD 108 on Certificate of Achievement.	November 3, 2016
Modification	Technology	Automotive Aftermarket Product Development Option – Associate in Science	New Product Development and Fabrication option Associate in Science updated to match Certificate of Achievement.	November 3, 2016
Modification	Health Occupations	SLP 105 – Speech and Language Development in Children	SLP being offered as a distance education course to provide Cerritos students with more flexible scheduling options.	November 10, 2016
Modification	Health Occupations	SLP 125 – Childhood Disorders and Treatment	Prerequisite changed because SLP 100 was an inactivated course and no longer offered by the department. Title was updated to match Chancellor's Office.	November 10, 2016
Modification	Health Occupations	SLP 230 – Adaptive Communication Technology Modification	Prerequisite changed because SLP 100 was an inactivated course and no longer offered by the department. Title was updated to match Chancellor's Office.	November 10, 2016
Modification	Health Occupations	SLP 235 – Adult Disorders and Treatment	Prerequisite changed because SLP 100 was an inactivated course and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CA 125 – Food Costing	Course has been replaced by another and no longer offered by the department.	November 10, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Health Occupations	CA 152 – Introduction to Commercial Food Production	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CA 153 – Commercial Food Production: Pantry Items	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CA 154 – Commercial Food Production: Meats & Poultry	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CDEC 66 – Administration and Supervision of Early Childhood Education Programs	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CDEC 67 – Advanced Administration and Supervision of Early Childhood Education Programs	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CDEC 173 – Early Childhood Education Occupational Work Experience	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CDEC 174 – Early Childhood Education Occupational Work Experience	Course has been replaced by another and no longer offered by the department.	November 10, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Health Occupations	CDSE 50 – Survey of Special Education	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	CDSE 52 – Special Education Inclusion in Early Childhood Programs	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	HO 9 (Non Degree Applicable) – Emergency Medical Technician I	EMT program no longer offered.	November 10, 2016
Inactivation	Health Occupations	HO 9L (Non Degree Applicable) – Emergency Medical Technician I Lab	EMT program no longer offered.	November 10, 2016
Inactivation	Health Occupations	MA 62A – Health Insurance and Billing	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	MA 62B – ICD – 9 and CPT Coding	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	NRSG 47 – (Not Degree Applicable) - Nursing Skills Lab	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	SLP 240 – Field Experience I	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Health Occupations	SLP 245 – Field Experience II	Course has been replaced by another and no longer offered by the department.	November 10, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Health Occupations	Speech-Language Pathology Aide – Certificate of Achievement	Update certificate and incorporate changes by another department.	November 10, 2016
Modification	Health Occupations	Speech Language Pathology Assistant – Associate in Arts Degree	Update degree and incorporate changes by another department.	November 10, 2016
New	Science, Engineering, and Mathematics	ENGR 215L – Circuits Laboratory	Allow students hands-on experience with the construction and testing of different electrical circuits. Such a course is considered a basic requirement for anyone going into electrical engineering.	November 10, 2016
Modification	Science, Engineering, and Mathematics	MATH 112 – Elementary Statistics	Students should be allowed to take MATH 112 as a "pass/np pass: course. Other courses comparable to MATH 112 can already be taken as "pass/no pass".	November 10, 2016
Inactivation	Science, Engineering, and Mathematics	CHEM 95 – Individualized Chemistry Instruction	Course has been replaced by another and no longer offered by the department.	November 10, 2016
Inactivation	Science, Engineering, and Mathematics	CIS 75 – SQL Administration and Implementation	Course has not been offered in over seven years due to low enrollment.	November 10, 2016
Inactivation	Science, Engineering, and Mathematics	CIS 126 – Javascript for Nonprogrammers	Course has not been offered in over seven years due to low enrollment.	November 10, 2016
Inactivation	Science, Engineering, and Mathematics	CIS 163 – Dynamics and Interactive Web Page Scripting	Course has not been offered in over seven years due to low enrollment.	November 10, 2016

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Science, Engineering, and Mathematics	CIS 2131c – Designing a Microsoft Windows Directory Service Infrastructure	Course has not been offered for more than 10 years.	November 10, 2016
Inactivation	Science, Engineering, and Mathematics	CIS 230 – Assembly Programming for Microcomputers	Course has not been offered in over seven years due to low enrollment.	November 10, 2016
Inactivation	Science, Engineering, and Mathematics	MATH 150 – Precalculus Math	Math 150 has been replaced by Math 155 - Precalculus	November 10, 2016
New	Science, Engineering, and Mathematics	Engineering: Aerospace and Mechanical Specialist – Associate of Science Degree New AS Degree	Developed to increase options for students interested in Engineering.	November 10, 2016
New	Science, Engineering, and Mathematics	Engineering: Electrical Specialty – Associate of Science Degree New AS Degree	Developed to increase options for students interested in Engineering.	November 10, 2016
Modification	Science, Engineering, and Mathematics	Engineering: Associate in Arts Degree	Change in wording to bring degree into compliance with state requirements.	November 10, 2016
Modification	Liberal Arts	ENGL 227 – Current Literature	Distance Education revision being proposed in order to increase student access to a literature class that satisfied various transfer requirements.	November 10, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No.14

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Dr. David Betancourt
Center for Teaching Excellence Coordinator

Ms. Shawna Baskette
Dean of Academic Success

SUBJECT: Consideration of Approval of Stipends for Center for Teaching Excellence Faculty Inquiry Group (FIG) Taking Place Spring Semester 2017

ACTION

It is recommended that the Board of Trustees approve stipends for the Center for Teaching Excellence Faculty Inquiry Group (FIG) taking place during the spring semester of 2017.

FISCAL IMPACT

Funds from the Center for Teaching Excellence (CTX) budget will be utilized for this expenditure for a total amount not to exceed $7,000. The following presenters, participants, and facilitators are anticipated to receive stipends:

Nasiba Makarem	$1500	Facilitator
Dani Carroll	$1500	Facilitator
Adelle Krayer	$500	Participant
Marlena Shore	$500	Participant
Diane Loera	$500	Participant
Michael Pierini	$500	Participant
Valeria Christensen	$500	Participant
Lydia Cosio	$500	Participant
Donna Wedell	$500	Participant
Jude Moreno	$500	Participant

REPORT SUMMARY

The Center for Teaching Excellence has been charged with supporting the College Strategic Goals in three of its seven areas:

Goal 1: (Student Engagement) Engaged students are invested in their education and take responsibility for their success. Cerritos College will provide relevant services, activities, and programs that inspire student engagement.

Goal 2: (Teaching Practices) Cerritos College will promote effective teaching practices informed by pedagogical expertise, collaboration, reflective self-assessment, and integration of classroom technology to facilitate student engagement and achievement of educational goals.

Goal 7: (Campus Leadership) Cerritos College will continuously improve the quality of leadership through education, assessment, and collaboration that will empower employees to foster student success.

During the spring semester of 2017, faculty will participate in Faculty Inquiry Groups (FIGs) that will be offered through the Center for Teaching Excellence. The FIGs will provide faculty the opportunity to gain knowledge and skills on the application of educational technology towards increased student engagement and success.

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 7, 2016

Agenda Item No. 15

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Vice President of Academic Affairs

PREPARED BY:

Nick Real
Instructional Dean of Technology

SUBJECT: Consideration of Approval of Perkins Grant Honorariums for Workshop Guest Speakers

ACTION

It is recommended that the Board of Trustees approve grant honorariums for the guest speakers listed below for the 2016-2017 academic year.

FISCAL IMPACT

Perkins funds in the amount of $ 500 will be utilized for this expenditure. No district general funds will be used.

REPORT SUMMARY

As part of the effort to improve the Machine Tool Technology program, the Technology Division has been awarded special funding from the Perkins program to hold a series of workshops relate to new technologies in the machining industry. The workshops will be conducted on campus by industry experts from CNC machine, tool and cutters manufacturers during the spring semester of the 2016-2017 academic year.

John Quach	Alex Dang	Tony Quiroz
Haas CNC Automation Inc.	Lyndex-Nikken	Kennametal
$100 for (3) 2-hour workshops	$100 per (1) 2-hour workshop	$100 per (1) 2-hour workshop

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 7, 2016**

Agenda Item No. 16

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Acting Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY:

Dr. Frank Mixson
Developmental Education Coordinator

Shawna Baskette
Dean of Academic Success

SUBJECT: Consideration of Approval of BSI-funded Stipends for Basic Skills Initiatives for Fall of 2016

ACTION

It is recommended that the Board of Trustees approve stipends for faculty to facilitate workshops for teaching English accelerated courses and participating in workshops for teaching English accelerated courses.

FISCAL IMPACT

General funds will not be used for these stipends. Basic Skills Initiative funds will be utilized. Upon completion of the work, the following faculty will be eligible for stipends not to exceed the amounts listed:

Name	Amount	Work
Lynn Serwin	$500	Facilitate Teaching English Accelerated Courses workshops
Niki Lovejoy	$500	Facilitate Teaching English Accelerated Courses workshops
Lesley Blake	$250	Workshop: Teaching English Accelerated Courses Workshops
Michelle Fagundes	$250	Workshop: Teaching English Accelerated Courses Workshops
Carolina Espinoza	$250	Workshop: Teaching English Accelerated Courses Workshops
Mark Nishimura	$250	Workshop: Teaching English Accelerated Courses Workshops
Michele LaPorta	$250	Workshop: Teaching English Accelerated Courses Workshops
Ryan Hitch	$250	Workshop: Teaching English Accelerated Courses Workshops
Alina Vanciu	$250	Workshop: Teaching English Accelerated Courses Workshops
	$2,750	Total Stipends

REPORT SUMMARY

The College Committee on Developmental Education will sponsor several projects that support the action plan developed in response to the California Basic Skills Initiative.

During the fall 2016 semester, faculty will facilitate or participate in two Teaching English Accelerated Courses workshops for a total of 6 hours. The workshops are facilitated by expert acceleration faculty and will prepare new faculty for teaching English in the accelerated model.

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 7, 2016**

Agenda Item No. 17

FROM:

Dr. Jose Fierro
President/Superintendent

PREPARED BY:

Steve Richardson
Executive Director, Foundation and
Community Advancement

SUBJECT: **Consideration of Approval of Request to Name CIS Lobby in New Computer Information Science Building**

ACTION

It is recommended that the Board of Trustees approve the naming rights for the MATH/CIS Lobby area in the new MATH/CIS Building; to be permanently called the James D. Woolever MATH/CIS Lobby. The location will be the first floor east side lobby area.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

In accordance with guidelines stipulated in AP 2900 Naming of Facilities, a request for naming of facilities was received and approved by the Executive Director of the Foundation and Community Advancement, and submitted to the President/Superintendent. The $5,000 donation commitment conforms to the recommended amount for this naming opportunity.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Request for Naming of Facilities
Administrative Procedure 2900 – Naming of Facilities

CERRITOS COLLEGE

Meeting Date: **[Insert Board Meeting Date]**

Regular Meeting of the Board of Trustees

Agenda Item No. 18

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Rick Miranda
Interim Vice President of Academic Affairs

PREPARED BY:

Gary Pritchard
Instructional Dean, Fine Arts/Mass Comm

James MacDevitt
Curator/Gallery Director

SUBJECT: Consideration of Acceptance of Fine Art Donation from LA Based Artist Gustavo Godoy/Vacant Marker

ACTION

The Committee on Art in Public Spaces (CAPS) recommends that the Board of Trustees accept the generous donation of a large abstract concrete sculpture titled *Vacant Marker* by LA-based artist, Gustavo Godoy. The sculpture was originally produced for an exhibition at Honor Fraser gallery in Los Angeles in 2012 and was part of a larger project loosely inspired by famed Mexican-American pitcher and Spanish-language announcer Fernando Valenzuela. Because of this inspirational connection to local baseball history, CAPS recommends the placement of this sculpture along the walkway leading to Kincaid Field.

FISCAL IMPACT

This sculpture, produced by a highly regarded, internationally exhibiting artist, is valued at $20,000, but will be donated, free-of-cost, to the college by the artist himself. There are only minimal costs associated with the installation of the work for permanent display, including lighting and appropriate signage, which will be covered through the existing budget for public art.

REPORT SUMMARY

LA-based artist Gustavo Godoy has generously offered to donate one of his large cast-concrete sculptures to Cerritos College, to be placed on permanent public display. The Committee on Art in Public Spaces (CAPS), after reviewing the donation request, recommends the acceptance of Godoy's sculpture. Mr. Godoy had previously established a relationship with Cerritos College when he participated in the inaugural *SUR: biennial* at the Cerritos College Art Gallery in 2011. Godoy's donation, *Vacant Marker*, originated as one of a number of abstract sculptures he produced for an exhibition entitled *Vacant Mounds and Markers* at a notable Los Angeles art gallery and was inspired by famed Mexican-American pitcher and Spanish-language announcer Fernando Valenzuela. The *Vacant Mounds* that originally encircled *Vacant Marker* (the piece that Godoy is offering as a donation to Cerritos College) referenced the pitching mound at Los Angeles' Dodger Stadium, a sacred spaced for Godoy as well as many other Angelenos. CAPS, therefore, recommends the placement of this sculpture along the walkway leading to Kincaid Field.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Extended description of sculpture, Vacant Marker and photos.

LA-based artist Gustavo Godoy has generously offered to donate one of his large cast concrete sculptures to Cerritos College, to be placed on permanent public display. Godoy had previously established a relationship with Cerritos College when he participated in the inaugural *SUR: biennial* at the Cerritos College Art Gallery in 2011. Godoy's donation, *Vacant Marker*, originated as one of a number of abstract sculptures he produced for an exhibition entitled *Vacant Mounds and Markers* at notable Los Angeles art gallery, Honor Fraser.

For this 2012 exhibition, he created a new body of cast concrete sculpture he called "mounds and markers," Each piece was meant to be ambiguously reminiscent of ancient altars, minimalist sculptures, futuristic architecture, and urban demolition sites. This series of sculptures not only alluded to ancient histories, but also referenced the artist's own contemporary idols. The Vacant Mounds that originally encircled Vacant Marker (the one that Godoy is donating to Cerritos College) referenced the pitching mound from Los Angeles's Dodger Stadium, a sacred space for Godoy. In 1981, Fernando Valenzuela, a Mexican pitcher for the Dodgers, quickly became an international phenomenon as he took his team to the World Series Championship and received baseball's most prestigious award for pitching, the Cy Young. Idolizing the pitcher as a child (and furthermore, the stadium), Godoy witnessed firsthand as "Fernandomania" swept the country. For the Mexican population of L.A., the success of Valenzuela was especially meaningful considering the controversial history of Dodger Stadium. The stadium was built in Chavez Ravine, an area previously home to a vibrant Mexican American community. In the 1940s, the area was particularly appealing to real estate developers, who saw the potential in the neighborhood's proximity to Downtown L.A. The residents were forcibly relocated to make room for new housing. Although the development never materialized, the land was sold to the Brooklyn Dodgers, creating a home for the newly christened Los Angeles Dodgers in Chavez Ravine. This recounting of fraught histories is prevalent in the Vacant Mounds and Markers series, as Godoy pays tribute to disenfranchised communities, the rise and fall of heroes, and the urban L.A. landscape. Los Angeles is an urban jungle comprised of a stream of traffic and construction set against a landscape of ocean, palm trees and mountains. This juxtaposition of nature vs. industry can be seen in the commonplace materials that Godoy uses to build his sculptures. Maintaining a relationship with the day laborers that build our environments, Godoy's work pays tribute to the true makers of our city. His embrace of quotidian construction supplies, readily found at any home improvement store, renders the objects familiar, yet the weight and stillness of the heavy material provides a solemn, cerebral experience. These concrete forms suggest permanence; a gesture of hope that the art object can capture and maintain the essence of time and social circumstance.

Gustavo Godoy lives and works in Los Angeles. He received a Master of Fine Arts at Vermont College in Montpelier, VT and a Bachelor of Arts at UC Santa Barbara, and has studied at the UCLA Department of Architecture and Urban Design. Solo exhibitions include the Museum of Contemporary Art, Jacksonville, FL; L.A. Mart, Los Angeles, CA; the Wexner Center for the Arts, Columbus, OH; Honor Fraser Gallery, Los Angeles, CA; and Happy Lion, Los Angeles, CA. Group exhibitions include the SUR: Biennial at Cerritos College; Barbara Davis Gallery, Houston, TX; OHWOW, Miami, FL; the Torrance Art Museum, Torrance, CA; Circus Gallery, Los Angeles, CA; Centre d'art contemporain du Parc Saint Léger, Pougues-les-Eaux, France; Mexico Arte Contemporaneo, Mexico City, Mexico; Gagosian Gallery, Beverly Hills, CA, and Workspace, Brooklyn, NY.

Vacant Marker, 2012
GUSTAVO GODOY

Cast concrete
64 x 63 x 42 inches
Gift of the Artist





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CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO 16-1207D
RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
IN SUPPORT OF UNDOCUMENTED STUDENTS

WHEREAS Cerritos College is an institution that supports all students who want to excel in their educational goals;

WHEREAS the students of Cerritos College with the approval of the Board of Trustees have established the Associated Student Body known as Associated Students of Cerritos College (ASCC);

WHEREAS ASCC recognizes Dreamers Reaching Empowerment through an Academic Movement (D.R.E.A.M) club within the Inter-club Council;

WHEREAS Dreamers are described as students who are undocumented and students who are non-residents that qualify under the California Dream Act;

WHEREAS there are also undocumented students who do not qualify as Dreamers;

WHEREAS that Dreamers and undocumented students are at a disadvantage when it comes to opportunities/resources available to students who are documented/citizens;

WHEREAS many Cerritos College students are not aware of the struggles Dreamers and undocumented students experience;

WHEREAS Cerritos College does not discriminate on the basis of immigration status;

WHEREAS there have been Dreamers and undocumented students who have been elected into student leader positions and have been involved in the community of Cerritos College;

THEREFORE, BE IT RESOLVED that the Cerritos College Board of Trustees Senate takes a stance of support for Dreamers and undocumented students.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 7th day of December, 2016, by the following vote:

AYES: 7

NOES: 0

ABSTENTIONS: 0

President of the Board of Trustees of the Cerritos Community College District

Attested to:

Clerk of the Board of Trustees of the Cerritos Community College District

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CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO 16-1207E
RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS COMMUNITY COLLEGE DISTRICT
TO DECLARE CERRITOS COLLEGE A SAFE CAMPUS FOR ALL STUDENTS

WHEREAS, Cerritos College has an obligation to serve all of its residents equally, without regard to immigration status, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status; and

WHEREAS, Cerritos College, in accordance with its mission statement: values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals; and

WHEREAS, Cerritos College is committed to providing a safe, secure, and supportive environment for all students, faculty, and staff by enforcing all federal, state, and local laws designed to eliminate illegal discrimination and harassment; and

WHEREAS, Cerritos College supports and promotes programs, initiatives, and policies designed to instill values associated with community and inclusion; and

WHEREAS, Cerritos College supports strong, student-focused policies developed to create pathways for students to obtain critical resources to complete their educational goals in a diverse and respectful learning environment such as Assembly Bill (AB) 540, signed into law on October 12, 2001, by Governor Gray Davis, recognizing the rights of certain non-resident students to be exempted from the payment of non-resident tuition; and

WHEREAS, Cerritos College does not support any political platform calling for the displacement of families or communities by mass deportation; requiring religious and/or ethnic communities in the United States to register with the government; patrolling neighborhoods in the United States based on religious or political affiliation; illegal, racially motivated stop and frisk policies; the elimination of laws protecting the rights of members of the LGBTQ community; and any political platform that is rooted in destructive policies that isolate communities or deny basic human rights and services, and diminish respect and decency toward all people; and

WHEREAS, Cerritos College, being committed to the celebration of diversity and inclusion that are integrated in California Statutes, rejects the development and implementation of all policies and programs that undermine and threaten the ability of any member of its community to pursue their educational and professional goals;

THEREFORE, BE IT RESOLVED, THAT CERRITOS COLLEGE DECLARES ITSELF A SAFE CAMPUS, AND

unless required by law or California Education Code, Cerritos College will of its own accord:

- not enter into agreements with law enforcement agencies or federal departments for the enforcement of federal immigration law;
- not honor immigration hold requests; and

- not contact, detain, question or arrest individuals solely on the basis of declared or suspected immigration status.

Cerritos College will continue to respect and support the California Trust Act, which does not allow minor infractions to trigger deportations. The Cerritos College Board of Trustees will continue to work at all levels of government to advocate for the rights of our diverse student population to obtain a quality education.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 7th day of December, 2016, by the following vote:

AYES: 7

NOES: 0

ABSTENTIONS: 0

President of the Board of Trustees of the Cerritos Community College District

Attested to:

Clerk of the Board of Trustees of the Cerritos Community College District

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**
Agenda Item No. 21

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Acceptance of Gift

ACTION
It is recommended that the Board of Trustees ratify the acceptance of the gift listed below on behalf of Cerritos College.

FISCAL IMPACT
There is no cost to Cerritos College for the donated item.

REPORT SUMMARY
The following item was received on October 3, 2016 by Cerritos College as a donation:

For Use in the Automotive Mechanical Repair Program

- Model TC3900 Leverless Tire Changer (Serial Numbers 10166971, 10165303)

  Donated by: Hunter Engineering Company
  Attn: Mr. Chris Tullus
  11250 Hunter Dr.
  Bridgeton, MO 63044

The estimated value of the above item is $2,000.00.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 22

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Sale of Surplus and Obsolete Materials/Equipment

ACTION

It is recommended that the Board of Trustees declare and approve the listed items as surplus and authorize the Director of Purchasing and Contract Administration to sell the listed items by means of a public auction by a contract with an auction company in accordance with the district's board policy and administrative procedures.

FISCAL IMPACT

Proceeds from the sale of surplus items will be deposited into the General Fund.

REPORT SUMMARY

Cerritos College is the owner of the items listed on Exhibit A. The attached listed items have exceeded their useful life and are no longer suitable for use at Cerritos College and may be disposed of through public auction sales.

In accordance with Board Policy 6550, Administrative Procedures 6550, and California Education Code Section 81450 et seq., authority is delegated to the President/Superintendent or his designee to sell or otherwise dispose of the listed items and to execute all documents in connection therewith, subject to the terms and conditions of the district's policy and administrative procedures.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Exhibit A: Electronic Equipment and Miscellaneous Material

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DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: DECEMBER 7, 2016

Qty	Description	CC #s			Serial #s		
329 Each	Computer Towers	43516	43517	42890	MXL1381RMH	MXL1381RM3	MXL12429L4
		43702	42886	42911	MXL14112YZ	MXL12Y29LN	MXL1241WNY
		42474	42898	42291	MLX02009SY	MXL1170HDJ	MXL02009SY
		43524	42907	42853	MXL1381RMB	MXL1241WNY	ZUA1181R78
		44075	42905	42925	MXL22200G8	MXL1241WND	MXL1241WNT
		43959	44005	43606	MXL207167F	MXL1269100L	MXL22200G1
		44014	44081	42906	MXL22200FV	MXL22260G7	MXL1241WNZ
		42931	42913	43587	MXL12807YQ	MXL1241WNG	MXL12910PW
		43525	42869	42873	MXL1381RM4	MXL12429LM	MXL12429KS
		43976	44037	44004	MXL207167Q	MXL22Z00FY	MXL22Z00FT
		44027	43978	43968	MXL22Z00FQ	MXL207167P	MXL20716TJ
		42917	43717	42838	MXL1241WPO	MXL14112Z8	MXL202255L
		42843	42918	43528	MXL0511JTY	MXL1241WN	MXL381RM8
		42916	43977	42854	MXL4241WNK	MXL207167X	MXL1201455
		42803	42826	42796	MXL0511JSV	MXL0511JTJ	MXL0511JSQ
		42888	42848	43715	MXL124294KL	MXL0511JTI	MXL141122G
		43899	42761	43604	MXL2061GJG	MXL1051JST	MXL1Z9100M
		44023	42885	43531	MXL22200GJ	MXL12429LB	MXL138RMC
		42986	43698	42978	MXL128072N	MXL14123HQ	MXL12807Y1
		42999	44026	43955	MXL12807XP	MXL22200GB	MXL207167L
		43712	43957	43951	MXL1411ZYY	MXL207167M	MXL2071677
		42996	43981	42775	MXL12807ZR	MXL2077167K	MXL0511JTB
		43596	43983	43006	MXL1291010	MXL207166T	MXL1280721
		43975	43822	43574	MXL207167D	MXL202255W	MXL1331G2V
		42962	43520	42992	MXL12807YH	MXL1381RMG	MXL12807XQ
		42980	42998	42966	MXL128072L	MXL12807XJ	MXL2807ZJ
		43972	42989	43969	MXL207166X	MXL1280724	MXL2071675
		42994	42997	44029	MXL12807XW	MXL12807ZC	MXL122200FX
		43003	42972	42979	MXL12807Z2	MXL12807XF	MXL12807YO
		43990	41016	43956	MXL2071679	MXL2220GL	MXL207166V
		37640	43961	44017	MXL2431TJ02	MXL2071673	MXL22200GK
		43996	44028	43980	MXL2180P7G	MXL22200G4	MXL2071674
		43993	43519	42858	MXL2180P7J	MXL1381RML	MXL12429LD
		43530	43701	42764	MXL1381RM	MXL141122ZB	MXL0511JJTZ
		43594	43724	43597	MXL129100X	MXL14112YT	MXL129100N
		39203	38949	43590	ZUA72505V3	ZUA734133C	MXL1129100T
		38895	39338	43828	ZUA7480LZH	ZUA704001C	MXL2022564
		43984	43005	42987	MXL20716VW	MXL12807YX	MXL280727
		43709	43953	43971	MXL14122C	MXL207167H	MXL207166W
		44022	43004	43954	MXL22200G6	MXL12807XK	MXL2071670
		43714	42896	42982	MXL14112YW	MXL1241WNX	MXL12807YJ
		42968	43967	42993	MXL12807XY	MXL2071676	MXL17807XR
		42301	42773	43719	ZUA0181X0C	MXL0511JVH	MXL1411ZY5
		43845	42827	42811	MXL202255M	MXL0511JX4	MXL0511JWC
		43703	43992	42131	MXL14112YN	MXL2180P7K	ZUA8350YH5
		43718	43007	43901	MXL14112ZF	MXL12807Y9	MXL2061GJK
		43002	43008	42988	MXL2807YV	MXL128072F	MXL12807XX
		42981	43000	42991	MXL12807YB	MXL12807X1	MXL12807Z6
		43970	43982	42895	MXL2071678	MXL207166Y	MXL12429KG

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DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: DECEMBER 7, 2016

Qty	Description	CC #s			Serial #s		
	Computer Towers (Continued)	42987	42878	44010	MXL12807XM	MXL202257H	MXL22200G2
		43962	43598	42935	MXL207167G	MXL129100V	MXL1Z807XV
		43581	42974	43834	ZUA1291QZX	MXL129100S	MXL202256
		43603	43547	42946	MXL1291017	MXL2131CNM	MXL12807YD
		42805	43569	42910	MXL0511JV7	MXL13316ZW	MXL1241WNW
		43841	42756	43711	MXL202255S	MXL0511JT7	MXL14112Z4
		42238	43819	43560	MXL0120WWQ	MXL20225GH	MXL1331GZY
		42995	42955	42900	MXL12807YZ	MXL1280723	MXL1241WN9
		42923	42947	42951	MXL1241WMR	MXL12807Y5	MXL12807YC
		42922	43599	43526	MXL1241WN6	MXL1291014	MXL1381RMF
		42985	42983	42942	MXL12807XH	MXL128072B	MXL12807YK
		42920	42953	42915	MXL1241WNM	MXL12807YY	MXL1241WNH
		42954	42949	43694	MXL12807YL	MXL12807X2	MXL14123HP
		44011	43529	44039	MXL22200F2	MXL1381RMQ	MXL225093B
		44006	44030	42893	MXL22200GF	MXL22200GD	MXL12429KM
		42936	42933	43693	MXL128072M	MXL128072G	MXL14123HS
		42929	42952	43721	MXL1287YP	MXL128072D	MXL14112YQ
		42855	N/A	42887	MXL12429L3	MXL22200GD	MXL12429LP
		42964	44015	44024	MXL12807YW	MXL122200G5	MXL22200FW
		43602	42990	43565	MXL1291013	MXL128072S	MXL1331G2K
		43963	42908	43974	MXL207167B	MXL1241WND	MXL207167T
		43973	42912	44021	MXL2071672	MXL2241WN8	MXL222OFS2
		42928	43592	44032	MXL1280746		
		44007	43839	43549	N/A		
		42852	43573	42739	N/A		
		42778	42789	42833	N/A		
		43818	42255	43533	N/A		
		42286	39371	37298	N/A		
		38724	42792	42825	N/A		
		43706	42860	43713	N/A		
		43534	42790	44330	N/A		
		42304	42809	42582	N/A		
		42779	42735	42970	N/A		
		42048	37710	37709	N/A		
		43588	43593	43546	N/A		
		42797	42845	42763	N/A		
		43616	37701	35173	N/A		
		43615	43632	42802	N/A		
		43308	42493	43304	N/A		
		42866	42457	42459	N/A		
		42453	43306	42464	N/A		
		43337	42418	42489	N/A		
		43313	42492	42460	N/A		
		42458	42462	42466	N/A		
		42491	42494	42454	N/A		
		42484	42461	42490	N/A		
		43336	43335	43385	N/A		
		43307	43310	43334	N/A		
		42468	42455	43305	N/A		
		42456	43312	43609	N/A		

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DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: DECEMBER 7, 2016

Qty	Description	CC #s	Serial #s
	Computer Towers (Continued)	42781 42287 42804 43558 42814 42959 43333 43600 43608 42615 43949 44031 44018 42269 43964 43958 42878 43950 43952 43716 43979 37726 37729 42285 42859 37664 37727 37728 37735	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A
7 Each	AV Carts	N/A	N/A
1 Each	Lecture Podium	N/A	N/A
3 Each	Storage Cabinets	N/A	N/A
2 Each	Electrical Demonstration Panels	N/A	N/A
3 Each	File Cabinets	N/A	N/A
23 Each	Tablet Armchairs	N/A	N/A
25 Each	Chairs	N/A	N/A
1 Each	Cybex Multi Hip Exercise Machine	N/A	N/A
1 Each	Hospital Bed	N/A	N/A
2 Pallets	Misc. Computer Accessories (Speakers, Cables, etc.)	N/A	N/A
1 Pallet	Misc. Audio Visual (VCRs, DVD Players, etc.)	N/A	N/A
2 Each	Milling Machines Model 3501	FED 01004 FED 01006	N/A

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DISPOSAL OF DISTRICT PROPERTY:
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: DECEMBER 7, 2016

Qty	Description	CC #s	Serial #s
1 Each	Elkcom Solid Surface Furnace	37840	N/A
4 Each	TVs	025040 017019 024820 024731	76530206 VT29017567 617899 MD52080474

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**
Agenda Item No. 23

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Bid No. 16P004, Campus Fiber Upgrade – Category 01, Fiber & Copper Infrastructure

ACTION

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P004, Campus Fiber Upgrade – Category 01, Fiber & Copper Infrastructure to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of $249,000, which equals the Total Base Bid Amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

FISCAL IMPACT

The amount of the lowest responsive, responsible bid for the Total Base Bid Amount is $249,000. Funding for this project will be allocated from the GO Bond.

REPORT SUMMARY

On October 4, 2016 and October 11, 2016, Cerritos College advertised the release of Bid No. 16P004 for the Campus Fiber Upgrade project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of twenty-one prequalified contractors were contacted for this project. The project includes, but is not limited to, procurement, installation, and testing of campus fiber backbone which includes the installation of harness cables into multiple building's network equipment rooms. This particular bid category scope of work pertains to the Fiber & Copper Infrastructure portion of the project work.

The bid category had a bid due date of October 27, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid two categories for various elements of the Project work. For Category 01 (Fiber & Copper Infrastructure), a Class B or C-10 license was required. The construction cost estimate for the work was $500,000.

Attendance was mandatory at the pre-bid conference meeting and job walk scheduled on October 14, 2016. A combined attendance total of fifteen contractors attended the mandatory pre-bid conference and job walk meeting on October 14, 2016.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. Three contractors submitted bids for this category of the multi-prime bid.

Recommendation of award of contract was predicated on the lowest responsive, responsible bidder for the Total Base Bid Amount as stipulated in the Bid and Contract Documents. A summary of the Bid Opening Results are attached hereto detailing the responsive bid received.

Upon completion of Cerritos College's due diligence review, RDM Electric Co., Inc. is the lowest responsive and responsible bidder for this project work, and acceptance of the bid is in the best interest of the District. A summary of the contractor's designated subcontractors that was submitted with their bid, as required by Public Contract Code Section 4100 et seq., is attached.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Bid Results for Bid No. 16P004, Campus Fiber Upgrade – Category 01, Fiber & Copper Infrastructure
Designated Subcontractors Summary – RDM Electric Co., Inc.
Draft Contract Agreement for Bid No. 16P004 – Category 01 – RDM Electric Co., Inc.

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Cerritos Community College District

Bid No. 16P004, Category 01 (Fiber & Copper Infrastructure)

Project: Campus Fiber Upgrade

Bid Opening Results

Bid Due Date: October 27, 2016; 2:00 pm

	RDM Electric Co., Inc. Chino, CA	Mel Smith Electric Co., Inc. Stanton, CA	Golden Phoenix Construction Co., Inc. Pasadena, CA
Base Bid Amount	$ 199,000.00	$ 376,000.00	$ 494,000.00
Allowance Amount	$ 50,000.00	$ 50,000.00	$ 50,000.00
TOTAL BASE BID AMOUNT	**$ 249,000.00**	**$ 426,000.00**	**$ 544,000.00**
DELTA FROM LOWEST BID		$ 177,000.00	$ 295,000.00

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Cerritos Community College District
Bid No. 16P004 - Category 01 (Fiber & Copper Infrastructure)
Project: Campus Fiber Upgrade
Designated Subcontractors Summary

RDM Electric Co., Inc.
Chino, CA

Subcontractor Name	Street Address	City	State	ZIP	Portion of Work	Bid Amount

The prime contractor will not be using any subcontractors for this project.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 24

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Rejection of All Bids for Bid No. 16P004, Campus Fiber Upgrade – Category 02, Low Voltage (Fiber & Copper)

ACTION

It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids for Category 02, Low Voltage (Fiber & Copper) pursuant to the bid and contract documents, and per Public Contract Code for the reasons as noted below.

FISCAL IMPACT

Funding for the initial advertising of this project, and the rebid of this bid category, will be allocated from the GO Bond.

REPORT SUMMARY

On October 4, 2016 and October 11, 2016, Cerritos College advertised the release of Bid No. 16P004 for the Campus Fiber Upgrade project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of twenty-one prequalified contractors were contacted for this project. The project includes, but is not limited to, procurement, installation, and testing of campus fiber backbone which includes the installation of harness cables into multiple building's network equipment rooms. This particular bid category scope of work pertains to the Low Voltage (Fiber & Copper) portion of the project work.

The bid category had a bid due date of October 27, 2016. The project was bid as a multi-prime project, whereby Cerritos College bid two categories for various elements of the Project work. Category 01 has been recommended for award at the December 7, 2016 Board of Trustees' meeting.

For Category 02, Low Voltage (Fiber & Copper), a Class B, C-10, or C-7 license was required. The construction cost estimate for the work was $1,000,000.

Attendance was mandatory at the pre-bid conference meeting and job walk scheduled on October 14, 2016. A combined attendance total of fifteen contractors attended the mandatory pre-bid conference and job walk meeting on October 14, 2016.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. One contractor submitted a bid for this category of the multi-prime bid.

Upon completion of Cerritos College's due diligence review of the bid received, it was determined that the bid exceeded the construction cost estimate for the project category. Additionally, staff had confirmed that there would be several contractors submitting bids. However, upon the actual due date, only one contractor submitted a bid as noted above. Furthermore, the contractor that submitted a bid was over their Qualification Limit as determined during the Formal Prequalification process, which rendered the bid nonresponsive.

For the reasons stated above, Staff recommends that all bids received for Category 02, Low Voltage (Fiber & Copper) be rejected pursuant to the bid and contract documents with the intent to re-bid this portion of the project.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Bid Results for Bid No. 16P004, Campus Fiber Upgrade – Category 02, Low Voltage (Fiber & Copper)

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Cerritos Community College District

Bid No. 16P004, Category 02 (Low Voltage - Fiber & Copper)

Project: Campus Fiber Upgrade

Bid Opening Results

Bid Due Date: October 27, 2016; 2:00 pm

	Pacific Coast Cabling, Inc. dba PCC Network Solutions Chatsworth, CA
Base Bid Amount	$ 967,000.00
Allowance Amount	$ 90,000.00
TOTAL BASE BID AMOUNT	**$ 1,057,000.00**
DELTA FROM LOWEST BID	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**
Agenda Item No. 25

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Rejection of All Bids for Bid No. 16P005, Health Wellness Complex – Phase I (Site Prep)

ACTION
It is recommended that the Board of Trustees authorize and approve Cerritos College to reject all bids pursuant to the bid and contract documents, and per Public Contract Code for the reasons as noted below.

FISCAL IMPACT
Funding for the initial advertising of this project, and the rebid, will be allocated from the GO Bond.

REPORT SUMMARY
On September 13, 2016 and September 20, 2016, Cerritos College advertised the release of Bid No. 16P005 for the Health Wellness Complex – Phase I (Site Prep) project. In addition to advertisement in a local area publication, all prequalified contractors with applicable licenses specific to each bid category on Cerritos College's prequalification list were invited to provide a bid for the project. A total of seventy-one prequalified contractors were contacted for this project. The project includes, but is not limited to, selective demolition, building demolition, temporary electrical, temporary plumbing, grading, abatement and disconnecting of existing MEP (Mechanical, Electrical and Plumbing) utilities, site work, and landscape necessary to build the future Health and Wellness Complex.

The bid category had a bid due date of October 20, 2016. The project was bid as a single-prime project; for the project a Class A, B, C-12, or C-21 license was required. The construction cost estimate for the work was approximately $1,500,000.

Attendance was mandatory at one of the two pre-bid conference meeting and job walks scheduled on September 23, 2016 and September 30, 2016. A combined attendance total of eight contractors attended one of the two mandatory pre-bid conference and job walk meetings on September 23, 2016 and September 30, 2016.

Previous to the bid due date, reminders were sent to the eligible contractors, as well as several rounds of phone calls to identify interest and confirm level of bid commitment from the potential bidders. One contractor submitted a bid for this project.

Upon completion of Cerritos College's due diligence review of the bid received, it was determined that the bid exceeded the construction cost estimate for the project. Additionally, the week of the bid due date, staff confirmed that three contractors would be submitting bids. However, upon the actual bid due date, only one contractor submitted a bid as noted above.

For the reasons stated above, Staff recommends that all bids received for the project be rejected pursuant to the bid and contract documents with the intent to re-bid this project by adding this portion of the work to Bid No. 16P006, Health & Wellness Complex that is currently out to bid by issuing an addendum.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Bid Results for Bid No. 16P005, Health Wellness Complex – Phase I (Site Prep)

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Cerritos Community College District

Bid No. 16P005

Project: Health Wellness Complex - Phase I (Site Prep)

Bid Opening Results

Bid Due Date: October 20, 2016; 2:00 pm

	Southern California Grading, Inc. Irvine, CA
Base Bid Amount	$ 2,000,000.00
Allowance Amount	$ 60,000.00
TOTAL BASE BID AMOUNT	**$ 2,060,000.00**
DELTA FROM LOWEST BID	

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 26

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services /
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: **Consideration of Approval of Resolution No. 16-1207A, Allowing the Award of Contracts on the Health and Wellness Complex to Prequalified Bidders Based on Surety Bonding Limits**

ACTION

It is recommended that the Board of Trustees approve Resolution No. 16-1207A, authorizing Cerritos College to prequalify prospective bidders for its Health and Wellness Complex project based on bonding limits provided by their current sureties, rather than the Qualification Limit established through the formal bid prequalification process.

FISCAL IMPACT

There is no cost to Cerritos College for prospective bidders to prequalify.

REPORT SUMMARY

California Public Contract Code Section 20651.5 permits the governing board of any community college district to require each prospective bidder for a contract, as described under Section 20651 et seq., to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the district, including a complete statement of the prospective bidder's financial ability and experience in performing public works.

On April 20, 2011, the Board of Trustees authorized Cerritos Community College District to adopt the formal bid prequalification procedures and rating system that is authorized by and in compliance with the requirements set forth in Public Contract Code Section 20651.5. The prequalification package is completed in advance by select trade categories competing for specific construction projects that are formally bid. The Formal Bid Prequalification Package requests select trade categories to disclose information relating to certain areas to include, but not limited to:

- Experience with public education construction projects
- Quality and timeliness of past performance
- Reliability and responsibility
- Safety record
- Compliance with wage, hours, and other fair labor standards

- Integrity and business ethics for the firm and its key personnel
- Financial and operational capability

On October 7, 2015, through Resolution No. 15-1007A, the Board approved a revised Formal Bid Prequalification Package that included clearer instructions to contractors, ease of use of completing the form electronically, inclusion of new mandatory requirements (i.e., DIR registration number), additional and better organization of Mandatory Evaluation Criteria, updating of insurance requirements, and updating of the Evaluation Worksheet to make it clearer and more impartial and objective. The revised Formal Bid Prequalification Package was implemented for calendar year 2016.

Among the prequalification criteria contained within the Formal Bid Qualification Package was the Qualification Limit, which was designed to be one indicator of a bidder's financial strength. The Qualification Limit is determined by the lesser of the following values: (1) the average dollar value of the bidder's three largest public education projects within the last five years or (2) ten times the bidder's current working capital. Bidders are also required to provide an audited (or reviewed) financial statement, as well as letters from their current sureties indicating the bonding limits on a single project basis and on an aggregate basis.

The Health and Wellness Complex is currently out for bid. Bids were originally due on December 1, 2016, but the bid deadline has been recently extended to January 12, 2017. Because the Health and Wellness Complex project is estimated to cost more than $50 million, the various bid packages reflect a correspondingly high dollar value. Based on the results from the 2016 prequalification process and the magnitude of this project, the Construction Manager, Tilden-Coil Constructors, Inc. has reported that there will be an extremely limited pool of available bidders; for some bid categories, no bidders can prequalify based on the Qualification Limit as determined above.

Accordingly, College staff recommends that the Board of Trustees authorize Cerritos College to prequalify prospective bidders for this particular project based on bonding limits provided by their current sureties, rather than the Qualification Limit. This action will allow for greater competition among qualified contractors for this project while still ensuring quality and performance. Moreover, this will minimize delays to the construction schedule and limit exposure to budget overruns due to price escalation given current construction market indicators. Therefore, staff finds that this course of action is in the best interests of Cerritos College.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Resolution No. 16-1207A

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 16-1207A

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT ALLOWING THE AWARD OF CONTRACTS ON THE HEALTH AND WELLNESS COMPLEX TO PREQUALIFIED BIDDERS BASED ON SURETY BONDING LIMITS

WHEREAS, in accordance with Public Contract Code Section 20651.5, the Board of Trustees has authorized Cerritos Community College District ("District") to prequalify prospective bidders for its Health and Wellness Complex project ("Project").

WHEREAS, the prequalification criteria established for the Project includes a "Qualification Limit," which was designed to be one indicator of a bidder's financial strength based on bidders' prior public education work in addition to financial statements and surety letters regarding bonding limits.

WHEREAS, the large size of the Project has resulted in an extremely limited pool of available bidders and, for some bid categories, no bidders can prequalify based on the Qualification Limit criteria established in the most recent Formal Bid Prequalification Package.

WHEREAS, the College staff desires to prequalify prospective bidders for this particular Project based on bonding limits provided by their current sureties, rather than the Qualification Limit.

WHEREAS, based on the facts and evidence presented by College staff, the Board of Trustees finds that authorizing the College to prequalify bidders for this Project based on bonding limits provided by their current sureties will allow for greater competition among qualified contractors for this Project while still ensuring quality and performance, will minimize delays to the construction schedule, and will limit exposure to budget overruns due to price escalation given current construction market indicators; and

WHEREAS, the Board of Trustees finds that this course of action and resolution are in the best interests of the College.

NOW THEREFORE, the Board of Trustees of the Cerritos Community College District hereby resolves as follows:

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. The prequalification criteria previously approved by the Board of Trustees for the Project are hereby amended to permit the College to prequalify bidders based on bonding limits provided by bidders' current sureties, rather than the Qualification Limit established in the Formal Bid Prequalification Package.

Section 3. The Board of Trustees hereby delegates to the President/Superintendent, or his designee, authority to amend the Formal Bid Prequalification Package for this Project to the extent such amendments are necessary and appropriate to implement Section 2.

Section 4. That this Resolution No. 16-1207A shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 7th day of December, 2016, by the following vote:

AYES: 7

NOES: 0

ABSTENTIONS: 0

President of the Board of Trustees of the Cerritos Community College District

Attested to:

Clerk of the Board of Trustees of the Cerritos Community College District

005427.00048
14596881.1

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 27

FROM: _____

Dr. Jose Fierro
President/Superintendent

REVIEWED BY: _____

Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

PREPARED BY: _____

Noorali Delawalla
Director of Fiscal Services

SUBJECT: **Consideration of Approval of Resolution Nos. _____ and _____ 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, 2017 to December 31, 2017.**

ACTION

It is recommended that the Board of Trustees approve Resolution Nos._____ and _____ 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, 2017 to December 31, 2017.

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, 2017. 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, 2017 through December 31, 2017.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

LACOE Resolution Nos._____ and _____ - Signature Authority List of Names

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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, 2017* to *December 31, 2017* in accordance with governing board approval dated *December 7, 2016*.

NOTE: Please TYPE name under signature.

Signature _____
Clerk (Secretary) of the Board

Column 1 Signatures of Members of Governing Board	Column 2 Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:
Signature: _____ Type: Zurich Lewis President of the Board of Trustees/Education	Signature: _____ Type: Dr. Jose Fierro Title: President/Superintendent
Signature: _____ Type: Carmen Avalos Vice President of the Board of Trustees/Education	Signature: _____ Type: Mr. Felipe Lopez Title: Vice President of Business Services/Assistant Superintendent
Signature: _____ Type: Dr. Shin Liu Cler of the Board of Trustees/Education	Signature: _____ Type: Mr. Edmund (Rick) Miranda Title: Acting Vice President of Academic Affairs/Assistant Superintendent
Signature: _____ Type: John Paul Drayer Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Stephen B. Johnson Title: Vice President of Student Services/Assistant Superintendent
Signature: _____ Type: Marisa Perez Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Adriana Flores-Church Title: Vice President of Human Resources/Assistant Superintendent
Signature: _____ Type: Martha Camacho-Rodriguez Member of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Director of Fiscal Services
Signature: _____ Type: Dr. Sandra Salazar Member of the Board of Trustees/Education	Signature: _____ Type: Mar 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 7, 2016**
Agenda Item No. 28

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of the Second Amendment to the Agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees ratify the second amendment to the agreement with the California Department of Education for the California State Preschool Program for Fiscal Year 2016-2017.

FISCAL IMPACT
The District will receive funding in the amount of $40.45 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $836,152; funding is made possible through the California Department of Education. No general funds will be used.

REPORT SUMMARY
The District annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – AMENDMENT
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the California State Preschool Program whereby CDE will reimburse the District to provide preschool education services. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The second amendment provides for an increase in the minimum number of child days of enrollment to 20,671 from the previously approved amended days of enrollment which was 20,641; the minimum days of operation remain unchanged at 243. CDE proposes to enter into an amendment with Cerritos College for fiscal year (FY) 2016-2017 to provide preschool education services for a MRA of $836,152, which is a $40,851 increase in revenue to Cerritos College from the previously approved amount of $795,301.

Period: The time period of the agreement remains unchanged and is July 1, 2016 through June 30, 2017.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Amendment No. 2 to Contract No. 16C0016 – California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017
Amendment No. 1 to Contract No. 16C0016 – California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017
Contract No. 16C0016 – California Department of Education, California State Preschool Program (CSPP), Fiscal Year 2016-2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**
Agenda Item No. 29

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of the Amendment to the Agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017

ACTION
It is recommended that the Board of Trustees ratify the amendment to the agreement with the California Department of Education for General Child Care and Development Programs for Fiscal Year 2016-2017.

FISCAL IMPACT
The District will receive funding in the amount of $40.20 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $173,142; funding is made possible through the California Department of Education. No general funds will be used.

REPORT SUMMARY
The District annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – AMENDMENT
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM FOR FISCAL YEAR 2016-2017
Requested by: Ms. Sandra Marks, Instructional Dean of Health Occupations

Purpose: Cerritos College has entered into an agreement over the past several years with the California Department of Education ("CDE") under the General Child Care and Development Programs whereby CDE will reimburse the District to provide preschool education services to children under the age of three. Maximum reimbursable amounts (MRA) under the program are dependent upon yearly state funding allocations. The amendment provides for an increase in the minimum number of child days of enrollment to 4,307 from the previously approved amended days of enrollment which was 4,301; the minimum days of operation remain unchanged at 243. CDE proposes to enter into an amendment with Cerritos College for fiscal year (FY) 2016-2017 to provide preschool education services for a MRA of $173,142, which is a $8,459 increase in revenue to Cerritos College from the previously approved amount of $164,683.

Period: The time period of the agreement remains unchanged and is July 1, 2016 through June 30, 2017.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Amendment No. 1 to Contract No. 16C0015 – California Department of Education, General Child Care and Development Programs (CCTR), Fiscal Year 2016-2017
Contract No. 16C0015 – California Department of Education, General Child Care and Development Programs (CCTR), Fiscal Year 2016-2017

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**
Agenda Item No. 30

FROM:
Dr. Jose Fierro
President/Superintendent

REVIEWED BY:
Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:
Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Ratification of Agreement with UAW-Labor Employment and Training Corporation (UAW-LETC) for Information Technology Training and Certification

ACTION
It is recommended that the Board of Trustees ratify the agreement with UAW-Labor Employment and Training Corporation (UAW-LETC) for Information Technology Training and Certification.

FISCAL IMPACT
Cerritos College will receive funding in the amount of $471,100; funding is made possible through UAW-Labor Employment and Training Corporation's award through the U.S. Department of Labor ETA and the H-1B TechHire Partnership Grant.

REPORT SUMMARY
The District annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

SERVICES – NEW
UAW-LABOR EMPLOYMENT AND TRAINING CORPORATION (UAW-LETC)
AGREEMENT FOR INFORMATION TECHNOLOGY TRAINING AND CERTIFICATION
Requested by: Ms. Bellegran Gomez, Director of Community Advancement

Purpose: Cerritos College wishes to enter into an agreement with UAW-Labor Employment and Training Corporation (UAW-LETC) for the college to provide Information Technology Training and Certification for up to 75 participants (ages 17-29), and up to 10 incumbent workers (ages 18-64). UAW-LETC has been awarded funding from the U.S. Department of Labor ETA and the H-1B TechHire Partnership Grant; Cerritos College will serve as a sub-contractor to UAW-LETC.

Period: The time period will be from July 1, 2016 through June 30, 2018.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
Contract No. 16C0098 – UAW-Labor Employment and Training Corporation

Contract No. 16C0098

PROFESSIONAL SERVICES AGREEMENT

Subcontractor: CERRITOS COLLEGE

Title: DOL H-1B TechHire L.A. Grant

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BETWEEN
UAW-LABOR EMPLOYMENT AND TRAINING CORPORATION (UAW-LETC)
AND

CERRITOS COLLEGE

THIS AGREEMENT, dated July 1, 2016 for reference purpose, is made and entered into by and between UAW-Labor Employment and Training Corporation, a corporation, hereinafter called UAW-LETC, and CERRITOS COLLEGE, hereinafter called Subcontractor.

RECITALS

WHEREAS, UAW-Labor Employment and Training Corporation has been awarded by the Department of Labor ETA the H-1B TechHire Partnership Grant Project #HG-29366-16-60-A-6, hereinafter called the Project; and

WHEREAS, UAW-LETC, a non-profit California corporation operates employment and training programs funded by various government agencies and departments; and

WHEREAS, Subcontractor provides community college students with high quality, comprehensive instructional programs and support services that offer pathways to achieve educational and career goals, and participates in programs funded by various government agencies and departments; and

WHEREAS, Subcontractor desires to participate to provide services under the Project in collaboration with UAW-LETC,

NOW, THEREFORE, UAW-LETC and Subcontractor agree as follows:

1. INTRODUCTION

§101 Parties to the Agreement

A. The parties to this Agreement are:

UAW-Labor Employment and Training Corporation (UAW-LETC), a non-profit corporation, having its principal office at 11010 E. Artesia Blvd., Cerritos, CA 90703-2551.

Subcontractor known as CERRITOS COLLEGE having its principal office at 11110 Alondra Blvd., Norwalk, CA 90650.

§102 Representatives of the Parties and Service of Notices

A. The representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands and communications shall be given are as follows:

The representative of UAW-LETC shall be, unless otherwise stated in the Agreement:

Henryetta Andrade
South Los Angeles Worksource Center
3965 South Vermont Avenue
Los Angeles,CA 90037

The representative of Subcontractor shall be:

Bellegran Gomez
CERRITOS COLLEGE
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451 ext. 2510

B. Formal notices, demands and communications to be given hereunder by either party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and shall be deemed communicated as of the date of mailing.

C. If the name of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice shall be given, in accord with this section, within five (5) working days of said change.

§103 Independent Subcontractor

A. Subcontractor is acting hereunder as an independent Subcontractor and not as an agent or employee of UAW-LETC. No employee of Subcontractor has been, is, or shall be an employee of UAW-LETC by virtue of this Agreement, and Subcontractor shall so inform each employee organization and each employee who is hired or retained under this Agreement. Subcontractor shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of UAW-LETC.

2. TERM AND SERVICES TO BE PROVIDED

§201 Time of Performance

The term of this Agreement shall commence on 07/01/2016 and end 06/30/2018. UAW-LETC may, at its discretion, exercise an option to renew this subcontract for two additional one-year periods.

§202 Services to be Provided by Subcontractor

Subcontractor shall provide contractual services at CERRITOS COLLEGE sites which are supported by the work task schedule identified in this section.

CERRITOS COLLEGE will enroll up to 75 participants ages 17-29 into the TechHire L.A. program to obtain training and certification in the high-tech field of Information Technology. CERRITOS COLLEGE will also enroll up to 10 currently employed participants ages 18-64 to obtain training and certification in Information Technology.

Responsibilities

CERRITOS COLLEGE shall:

1. Provide outreach, recruitment, assessment, orientation, referral, and registration/enrollment assistance in conjunction with UAW-LETC staff.
2. Coordinate with UAW-LETC staff to conduct onsite orientations for recruitment and enrollments of eligible participants interested in participating in the program.
3. Provide additional assessment as deemed necessary to evaluate suitability/eligibility of participant for training.
4. Provide at the successful completion of each cohort training, copies of certifications or transcripts for each student to UAW-LETC to process for performance credit.
5. Address the educational and workforce needs of a diverse population through its general education, workforce training, academic courses, and university transfer programs.

A. Participant Outcome Table:

	REQUIRED ACTIVITY	Goals
1.	Up to 75 TechHire L.A. participants aged 17-29 and up to 10 incumbent workers aged 18-64 will be enrolled into Information Technology training and receive industry-recognized certificates upon successful completion of training courses.	Training and certification of up to 75 TechHire L.A. participants (aged 17-29) and 10 incumbent workers (aged 18-64)

3. PAYMENT

§301 Compensation and Method of Payment

A. UAW-LETC shall pay to Subcontractor as compensation for complete and satisfactory performance of the terms of this Agreement of enrollment, training, and certification of one TechHire L.A. participant (aged 17-29) the amount of $5,900, or one incumbent worker (aged 18-64) the amount of $2,860, based on project deliverables as identified in Section 202. Total payment shall not exceed the total contract amount of $442,500 for participants aged 17-29 and $28,600 for incumbent workers.

B. For participants who do not complete the course of instruction, UAW-LETC shall pay to Subcontractor a prorated share of the total amount based on the percentage of time participant spent in training. Evidence of participant attendance shall accompany invoice.

C. Subcontractor shall submit quarterly invoices to UAW-LETC or within 30 days after delivery of service (i.e. completion of training). The invoice should detail the work completed for the period that is covered by the invoice. Each invoice shall be submitted on Subcontractor's letterhead together with complete supporting documents and information which shall include, but not limited to, the following:

D. Original invoice

E. Copies of enrollment documentation for each participant

F. Copies of Certificates for training completed by each participant

G. Copies of class rosters, daily attendance reports, and/or transcripts

H. UAW-LETC may request changes to the content and format of the invoice and supporting documentation at any time. UAW-LETC reserves the right to request additional supporting documentation. All invoices must be signed by an officer of Subcontractor under penalty of perjury that the information submitted is true and correct.

4. STANDARD PROVISIONS

§401 This agreement shall be governed by the provisions of the Project and is subject to the terms and conditions of the Project, which are provided in Attachment A.

5. INDEMNIFICATION

§501 To the extent permitted by law, Subcontractor agrees to indemnify, defend and hold harmless UAW-LETC and their respective officers, agents, and employees from any and all claims and losses incurred by Subcontractor during the Agreement term.

6. INSURANCE REQUIREMENTS

§601 During the term of this Agreement, Subcontractor shall provide and maintain at its own expense a program of insurance having coverage and limits customarily carried and actually arranged by the Subcontractor.

7. MONITORING

§701 Within 15 days of the end of each quarter, Subcontractor shall submit narrative program reports along with a spreadsheet summarizing each participant's progress in the program

§702 UAW-LETC has the right to monitor Subcontractor activities at any time. Subcontractor will cooperate with UAW-LETC and provide whatever information is required for monitoring

§703 Any corrective actions required or designated by UAW-LETC must be implemented by Subcontractor in the timely manner.

8. AMENDMENTS

§801 This Agreement may only be amended in writing by the signatories of both parties.

9. TERMINATION

§901 Either party to this Agreement may terminate this Agreement or any part hereof upon giving the other party at least thirty (30) days written notice prior to the effective date of such termination, which date shall be specified in such notice.

10. ENTIRE AGREEMENT

§1001 This Agreement contains the full and complete Agreement between the two parties. Neither verbal agreement nor conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement.

11. SIGNATURE PAGE

IN WITNESS WHEREOF, UAW-LETC and Subcontractor have caused this Agreement to be executed by their duly authorized representatives.

Executed this _____ day of _____, 2016

For: **UAW-LETC**

BY: _____

Print Name/Title: Phillip Tan, Vice President, Finance

Date: _____

Executed this _____ day of _____, 2016

For: **CERRITOS COLLEGE**

BY: _____

Print Name/Title: _____

Date: _____

ATTACHMENT A – TERMS AND CONDITIONS

This attachment tabulates the entire terms and conditions of the Project. The standard provisions contained therein apply to this Agreement.

TERMS AND CONDITIONS LIBRARY

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1. Order of Precedence

The terms and conditions of this Notice of Award and other requirements have the following order of precedence if there is any conflict in what they require: (1) Section 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (ACWIA), as amended (codified at 29 USC 3224a); (2) Public Law 114-113: Consolidated Appropriations Act, 2016; (3) other applicable Federal statutes and their implementing regulations; (4) terms and conditions of award.

2. Funding Opportunity Announcement

The Funding Opportunity Announcement and any amendments (https://doleta.gov/grants/pdf/FOA-ETA-16-01.pdf, https://doleta.gov/grants/pdf/FOA-ETA-16-01_Amend1.pdf, https://doleta.gov/grants/pdf/FOA-ETA-16-01_Amend2.pdf) are hereby incorporated into this Grant Agreement. Recipients are bound by the authorizations, restrictions, and requirements contained in the Funding Opportunity Announcement. Expenditure of grant funds certifies that your organization has read and will comply with all parts of this grant agreement.

3. Approved Statement of Work

The award recipient's project narrative is taken as the Statement of Work. It has been included as Attachment D. If there is any inconsistency between items in this project narrative and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail.

4. Approved Budget

The recipient's budget documents are attached in this Notice of Award Package. The documents are: 1) the SF-424, included at Attachment A; 2) the SF-424 A, included at Attachment B; and 3) the Budget Narrative, included at Attachment C. The recipient must confirm that all costs are allowable before expenditure. Pursuant 2 CFR 2900.1, approval of the budget as awarded does not constitute prior approval of those specified in 2 CFR 200 or this grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

5. Evaluation, Data, and Implementation

The recipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.

Additional resources and information to assist you is located on the ETA website at https://www.doleta.gov/grants/resources.cfm. This site contains information about the Uniform

Guidance, general terms and conditions, indirect cost assistance, recipient training resources and other relevant information.

6. Indirect Cost Rate and Cost Allocation Plan

☐ **A.** A current federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached. Regarding only the NICRA:

(1) Indirect Rate approved: ___%

(2) Type of Indirect Cost Rate:

(3) Allocation Base:

(4) Current period applicable to rate:

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the life of the grant, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct and indirect costs consistent with institutional requirements and DOL regulations for prior approval, however the total amount of grant award funding will not be increased. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

☒ **B.** (1) ☐ Latest NICRA or CAP approved by the Federal Cognizant Agency[1] (FCA) is not current,

(2) ☐ No NICRA or CAP has ever been approved by an FCA.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category "j", however only $86,880 will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the awardee provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, ETA will issue a grant modification to the award to remove the restriction on those funds.

The awardee must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL's Division of Cost Determination (DCD), or to the awardee's Federal Cognizant Agency. In addition, the awardee must notify the Federal Project Officer that the documents have been sent. Contact information for the DCD is available at http://www.dol.gov/oasam/boc/dcd/. If this proposal is not submitted within 90 days of the effective date of the award, no funds will be approved for the reimbursement of

[1] The Federal agency providing the organization the preponderance of direct Federal funds.

indirect costs. Failure to submit an indirect cost proposal by the above date means the grantee will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

The total amount of DOL's financial obligation under this grant award will not be increased to reimburse the awardee for higher negotiated indirect costs.

☐ **C.** The organization elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. Audit disallowances may occur if indirect costs are misclassified as direct.

☐ **D.** The organization has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

If DOL is your FCA, grantees should work with DOL's DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL's DCD is available at http://www.dol.gov/oasam/boc/dcd/ . This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has Frequently Asked Questions providing general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at http://www.dol.gov/oasam/faqs/FAQ-dcd.htm.

7. Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is:

Name: Tarah Holt

Telephone: 415 625 7928

E-mail: Holt.Tarah@dol.gov

The FPO is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer through the use of a formally executed award modification.

8. Notice of Award

Funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. Obligations and costs may not exceed the amount awarded by the NOA modification unless otherwise modified by ETA. Funds are obligated for the amount indicated in the "Modification 0" NOA in accordance with the recipient's award amount. The Federal obligation level will be amended by the Grant Officer to increase (or adjust) amounts available to the recipient as funds become available for obligation and additional Notice of Award (or Deobligation) grant modifications are required and issued.

9. OTCnet Program Check Capture Legal Notices

The Department of Labor, Employment Training and Administration will be using U.S. Treasury Paper Check Conversion. Henceforth, processing of Check Payments received in Person or by Mail will be converted into an electronic funds transfer (EFT).

10. Funding Restrictions

a. Consultant Rate Limitation

The total salary and bonus of any consultant who provides services under a program cannot exceed the daily rate of $585.

b. Budget Flexibility

As directed in 2 CFR 200.308(e), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer.

Any changes to personnel costs within the personnel line item do not require a grant modification unless the changes result in a change to the amount listed on the SF 424a Personnel line. It is recommended that your assigned Department of Labor (DOL) Federal Project Officer (FPO) review within-line changes prior to implementation to ensure they do not require a modification.

c. Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable Mileage Reimbursement Rates for Federal employees. The 2015 Mileage Reimbursement Rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2016	$0.54
Privately owned motorcycle	January 1, 2016	$0.51

Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.

d. Foreign Travel

Foreign travel is not allowable except with prior written approval. Prior written approval must be obtained from the Grant Officer through the process described in 2 CFR 200.407 and 2 CFR 2900.16. All travel, both domestic and Grant Officer-approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

11. Administrative Requirements

a. System for Award Management and Universal Identifier Requirements

1. Requirement for System of Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for unique entity identifier

If you are authorized to make subawards under this award, you:

i. Must notify potential subrecipients that no entity (see definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

i. System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at http://www.sam.gov.)

ii. Unique entity identifier means the identifier required for SAM registration to uniquely identify business entities.

iii. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

   a. A Governmental organization, which is a State, local government, or Indian Tribe;
   b. A foreign public entity;
   c. A domestic or foreign nonprofit organization;
   d. A domestic or foreign for-profit organization; and
   e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

iv. Subaward:

   a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

v. Subrecipient means an entity that:
a. Receives a subaward from you under this award; and
b. Is accountable to you for the use of the Federal funds provided by the subaward.

b. Federal Funding Accountability and Transparency Act

1. Reporting of first-tier subawards

i. Applicability. Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).

ii. Where and when to report.
a. You must report each obligating action described in paragraph [1.i.] of this award term to http://www.fsrs.gov.
b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
c. *What to report.* You must report the information about each obligating action that the submission instructions posted at http://www.fsrs.gov specify.

2. Reporting Total Compensation of Recipient Executives.

i. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
a. the total Federal funding authorized to date under this award is $25,000 or more;
b. in the preceding fiscal year, you received—
(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(C) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

ii. *Where and when to report.* You must report executive total compensation described in paragraph [2.i.] of this award term:
a. As part of your registration profile at http://www.sam.gov.
b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives.

i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.]of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

a. In the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:

a. To the recipient.

b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions

If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.

For purposes of this award term:

i. *Entity* means all of the following, as defined in 2 CFR part 25:

a. A Governmental organization, which is a State, local government, or Indian tribe;

b. A foreign public entity;

c. A domestic or foreign nonprofit organization;

d. A domestic or foreign for-profit organization;

e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

ii. *Executive* means officers, managing partners, or any other employees in management positions.

iii. Subaward:

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

iv. *Subrecipient* means an entity that:
a. Receives a subaward from you (the recipient) under this award; and
b. Is accountable to you for the use of the Federal funds provided by the subaward.

v. *Total* compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
a. Salary and bonus.
b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
e. Above-market earnings on deferred compensation which is not tax-qualified.
f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

c. Personally Identifiable Information

Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872)

d. Recipient Integrity and Performance Matters

1. General reporting requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds $10,000,000 for any period of time during the project period of this award, then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS)(then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph B. of this award term by updating the information in SAM) about civil, criminal, or administrative proceedings described in paragraph B. of this award term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 417b). As required by section 3010 of Public Law 111–212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

2. Proceedings about which you must report

Submit the information required about each proceeding that:

1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
2. Reached its final disposition during the most recent 5-year period; and
3. Is one of the following:
    i. A criminal proceeding that resulted in a conviction, as defined in paragraph E. of this award term
    ii. A civil proceeding that resulted in a finding of fault and liability and your paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
    iii. An administrative proceeding, as defined in paragraph e. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
    iv. Any other criminal, civil, or administrative proceeding if:
        a. It could have led to an outcome described in paragraph B.3.a, b, or c of this award term;
        b. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
        c. The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures

Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph B. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting frequency

During any period of time when you are subject to the requirement in paragraph A. of this award term, you must report FAPIIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.

5. Definitions

For purposes of this award term:

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Total value of currently active grants, cooperative agreements, and procurement contracts includes —

i. Only the Federal share of the funding under any award with a recipient cost share or match; and
ii. The value of all options, even if not yet exercised.

e. Audits

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend $750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

f. Equipment

Recipients must receive prior approval from the DOL/ETA Grant Officer for the purchase of any equipment with a per unit acquisition cost of $5,000 or more, and a useful life of more than one year. This includes the purchases of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

This grant award does not give approval for equipment specified in a recipient's budget or statement of work unless specifically approved above. If not specified above, the recipient must submit a detailed description list to the FPO for review within 90 days of the Notice of Award date. We strongly encourage grantees to submit equipment purchase requests as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

g. Program Income

The Addition method as described in 2 CFR 200.307 must be used in allocating any program income generated for this grant award. The recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Reporting on program income expenditures must be reported on the ETA-9130.

h. Supportive Services & Participant Support Costs

When supportive services are expressly authorized by program statute, regulation or Funding Opportunity Announcement, this award waives the prior approval requirement for participant support costs as described in 2 CFR 200.456. Costs must still meet the basic considerations at 2 CFR 402 – 200.411. Questions regarding supportive services and participant support costs should be directed to the Federal Project Officer assigned to the grant.

i. Pre-Award

All costs incurred by the recipient prior to the start date specified in the award issued by the Department are ***incurred at the recipient's own expense.***

j. Reports

All ETA recipients are required to submit quarterly financial and progress reports for each grant award.

1. Quarterly Financial Reports

All ETA recipients are required to report quarterly financial data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. A final financial closeout report is required to be submitted no later than 90 calendar days after the grant period of performance ends. For guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 13-12.

ETA requires all grant recipients to submit the 9130 form electronically through an on-line reporting system. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period.

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award. To gain access to the online financial reporting system, a request for a password and pin must be submitted via e-mail to ETApassword.pin@dol.gov. The Financial Report Access Document, copies of the ETA 9130, and detailed reporting instructions are available at www.doleta.gov/grants/financial_reporting.cfm.

2. Quarterly Progress Reports

Recipients are required to submit a quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

i. The last quarterly progress report that recipients submit will serve as the grant's Final Performance Report. This report should provide both quarterly and cumulative information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
ii. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
iii. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

k. Managing Subawards

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The provisions of the Terms and Conditions of this award will be applied to any subrecipient under this award. The recipient is responsible for the monitoring of the subrecipient, ensuring that the Terms

and Conditions are in all subaward packages and that the subrecipient is in compliance with all applicable regulations and the terms and conditions of this award (2 CFR 200.101(b)(1)).

l. Final Year/Closeout Requirements

At the end of the grant period, the recipient will be required to close the grant with ETA. The recipient will be notified approximately 15 days prior to the end of the period of performance that the initiation of closeout will begin at the end of the grant. Information concerning the recipient's responsibilities at closeout may be found in 2 CFR 200.343.

m. Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Procurement

The Uniform Administrative Requirements (2 CFR 200.317-36) require all recipient procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

o. Vendor/Contractor

The term "contractor", sometimes referred to as a vendor, is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. (2 CFR 200.23) These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.330. When procuring contractor provided goods and services, DOL ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which call for free and open competition.

p. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not

be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

q. Bayh-Dole Act

With the exception of grants made for educational purposes, all non-federal entities must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a). To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant.

r. Creative Commons License Requirement

Pursuant to 2 CFR 2900.13, intellectual property must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. For general information on CC BY, please visit http://creativecommons.org/licenses/by/4.0. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

s. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held to the requirements in 2 CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

t. Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.407. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the non-Federal entities written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must

be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

12. Appropriations Requirements

a. Funding for Travel to and from Meetings with an Executive Branch Agency

Pursuant to P.L. 114-113, Division E, Title VII, Section 739, grant funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the grant or contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-12-12 dated May 11, 2012 or any subsequent revisions to that memorandum.

b. Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 114-113, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

c. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 114-113, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

d. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 114-113, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

e. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 114-113, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here:http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm .

f. Participant Minimum Age

Pursuant to P.L. 114-113, Division H, Title I, Section 104, H-1B funds must only be used: 1) for training individuals and for the related activities necessary to support such training, 2) for training individuals in the occupations and industries for which employers are using H-1B visas to hire foreign workers, and 3) to serve individuals who are older than 16 years of age and who are not currently enrolled in a school with a local educational agency.

g. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 114-113, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in the 2 CFR 200 and, when appropriate, both must be complied with.

h. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 114-113, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do no come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

i. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 114-113, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.

j. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 114-113, Division H, Title V, Section 520, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

k. Requirement for Blocking Pornography

Pursuant to P.L. 114-113, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

l. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 114-113, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

13. Public Policy

a. Executive Orders

12928: Pursuant to Executive Order 12928, the recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

13043: Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

13513: Pursuant to Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

13166: As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to http://www.lep.gov.

b. Veteran's Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations

implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

c. Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 et seq., provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

d. Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

e. Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

f. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at http://www.usfa.dhs.gov/applications/hotel/ to see if a property is in compliance, or to find other information about the Act.

g. Prohibition on Trafficking in Persons

Trafficking in persons

i. Provisions applicable to a recipient that is a private entity.
   a. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
      i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Ii. Procure a commercial sex act during the period of time that the award is in effect; or

iii. Use forced labor in the performance of the award or subawards under the award.

b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or]

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

1. Associated with performance under this award; or
2. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 29 CFR Part 98.

ii. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

a. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

i. Associated with performance under this award; or

ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 29 CFR Part 98.

iii. Provisions applicable to any recipient.

a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and

ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

iv. Definitions. For purposes of this award term:

a. "Employee" means either:

i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to,

a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

b. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
c. "Private entity":
    i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
    ii. Includes:
        1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
        2. A for-profit organization.
d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

h. Buy American Notice Requirement

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

i. Violation of the Privacy Act

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 31

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Contracts Under $25,000 for the Month of October 2016

ACTION
It is recommended that the Board of Trustees approve the Contracts Under $25,000 that were processed during the month of October 2016.

FISCAL IMPACT
Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY
This report of Contracts Under $25,000 that were processed during the month of October 2016 is provided for review and approval. The report provides the contract number, vendor name, description of services, start date, end date, amount, and requesting department

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
October 2016 – Contracts Under $25,000

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New/Amended Contracts Under $25,000
for the Month of October 2016

NEW CONTRACTS

NUMBER	CONTRACTOR	SERVICE	START DATE	END DATE		COST	REQUESTOR
16C0077	CitiHousing Real Estate	Contractor to provide not-for-credit, fee-based workshops in the area of Money & Investment classes on an as-needed basis.	12/01/2016	11/30/2016	$	2,000.00	Community Education
16C0078	Curtis Adney	Contractor to provide not-for-credit, fee-based workshops in the area of College Preparation classes on an as-needed basis.	02/16/2017	02/15/2022	$	2,000.00	Community Education
16C0079	Franklin Haynes Marionettes	Contractor to provide a puppet show for the Child Development Center at their Meet Our Neighbor program event	10/25/2016	10/25/2016	$	275.00	Child Development Center
16C0080	ABC Unified School District	District to reimburse ABCUSD for the cost of bus transportation for students to attend campus tours, business tours, and/or speaker panels.	10/03/2016	06/30/2017	$	500.00	CTE
16C0081	Downey Unified School District	District to reimburse DUSD for the cost of bus transportation for students to attend campus tours, business tours, and/or speaker panels.	10/03/2016	06/30/2017	$	500.00	CTE
16C0082	Lynwood Unified School District	District to reimburse LUSD for the cost of bus transportation for students to attend campus tours, business tours, and/or speaker panels.	10/03/2016	06/30/2017	$	500.00	CTE
16C0083	Norwalk-La Mirada Unified School District	District to reimburse NLMUSD for the cost of bus transportation for students to attend campus tours, business tours, and/or speaker panels.	10/03/2016	06/30/2017	$	500.00	CTE
16C0084	Paramount Unified School District	District to reimburse PUSD for the cost of bus transportation for students to attend campus tours, business tours, and/or speaker panels.	10/03/2016	06/30/2017	$	500.00	CTE
16C0085	Cerritos College Foundation	Contractor to provide a series of Microsoft Excel Trainings for Business/Fiscal Services Department	10/28/2016	12/02/2016	$	2,400.00	Fiscal Services
16C0086	Liebert Cassidy Whitmore	Contractor to present a workshop for the 2016/2017 Falcon Leadership Academy	02/03/2017	02/03/2017	$	500.00	President's Office
16C0087	General Dynamics Information Technology	Contractor to report mandated informtion to the IRS regarding the Hope Scholarship and LifeTime Learning Credit for tax year 2016.	10/01/2016	09/30/2017	$	20,000.00	Fiscal Services
16C0088	Audi of America	Contractor to loan a 2012 Audi A4 to the Automotive Department educational purposes.	10/24/2016	Upon complete destruction of vehicle, or vehicle return to Audi		No Cost	Technology
16C0089	Duffy, Rita	Contractor to serve as a guest speaker for the Center for Philosophy and Women's and Gender Studies.	11/08/2016	11/08/2016	$	1,000.00	Hum. Soc Sci
16C0090	Granicus, Inc	Contractor to provide Webcasting and SDI encoding app for the Board of Trustees meetings	03/01/2016	06/30/2017	$	8,028.00	President's Office
					$	*38,703.00*	

* Contract was submitted as a separate board item due to dollar amount and has already been approved

** No contract was issued under this contract number

*** Pending

****For tracking purposes only

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 32

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of
Business Services/
Assistant Superintendent

PREPARED BY:

Mark B. Logan
Director, Purchasing and
Contract Administration

SUBJECT: Consideration of Approval of Purchase Orders for the Month of October 2016

ACTION
It is recommended that the Board of Trustees approve the purchase orders processed during the month of October 2016.

FISCAL IMPACT
Funding sources vary and are dependent upon the goods/services purchased.

REPORT SUMMARY
This report of purchase orders processed during the month of October 2016 is provided for review and approval. The report provides the purchase order date, purchase order number, vendor name, description, requesting department, account string (funding source) and amount of the purchase order.

NOTICING REQUIREMENTS
None is required beyond posting of this item on the agenda.

ATTACHMENT(S)
October 2016 – Purchase Order Report

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 34

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Noorali Delawalla
Acting Vice President of Business Services/
Assistant Superintendent

SUBJECT: Consideration of Approval to Make Budget Transfers and Budget Adjustments

ACTION

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented.

FISCAL IMPACT

The overall fiscal impact of the budget adjustments will have no effect on the Restricted General Fund ending balance.

REPORT SUMMARY

Page 1 are budget transfers between major account classifications for the Restricted General Fund. These transfers are self-balancing and have no effect on their ending balance.

Page 2 reflects a new grant for the Strong Workforce Program, and a revenue increase for Extended Opportunity Program Services for 2016-17, in order to align with its current apportionment, per the Chancellor's Office. This adjustment has no effect on the Restricted General Fund ending balance. Expenditures will be adjusted correspondingly.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

Budget Adjustment Details (2 Pages).

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BUDGET TRANSFERS FOR DECEMBER 7, 2016

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	(5,000)
CAPITAL OUTLAY	$	(26,320)
PAYMENTS TO OR FOR STUDENTS	$	
CONTINGENCY	$	
TOTAL	$	**(31,320)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	15,562
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	15,758
TOTAL	$	**31,320**

Transfers: To transfer budget to specific line items to cover expenditures.

Fiscal Impact: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Extended Opportunity Program Services; Board Financial/ Assistance Program

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BUDGET ADJUSTMENTS FOR DECEMBER 7, 2016

01.3 FUND - GENERAL FUND - RESTRICTED

Revenue Budget

00000.0-00000-70260-8627-0000000 (01.3 Fund) State - Strong Workforce Program To set up 2016-17 budget for Strong Workforce Program per Chancellor's Office. Expenses allocated to stipends; salary and related payroll taxes for classified and adult hourly; supply; travel and conference.	$	1,572,942
00000.0-00000-71200-8622-0000000 (01.3 Fund) State - Extended Opportunity Program Services To reflect 2016-17 allocation for Extended Opportunity Program Services. Expenses allocated to salary and related payroll taxes for part time counselor and adult hourly; travel and conference; payments to or for students.	$	79,213
00000.0-xxxxx-72000-8130-0000000 (01.3 Fund) Federal - Workforce Innovation and Opportunity Act To adjust revenue account for Workforce Innovation and Opportunity Act program for 2016-17. Expenses allocated to salary and related payroll taxes for academic apprenticeship hourly and adult hourly.	$	8,368
00000.0-00100-72003-8627-0000000 (01.3 Fund) State - Adult Education Block Grant To move the budget for Adult Education Block Grant to new location for proper accounting. Contracted Services account was reduced.	$	(281,665)
00000.0-00000-72004-8627-0000000 (01.3 Fund) State - Adult Education Block Grant Data and Accountability To set up budget for 2016-17 for Adult Education Block Grant Data and Accountability. Expenses allocated to salary and related payroll taxes for academic hourly and adult hourly; textbooks; supply; and contracted services.	$	281,665
00000.0-00000-72800-8629-0000000 (01.3 Fund) State - Cooperative Agency Resources Education To reflect 2016-17 allocation for Cooperative Agency Resources Education. Expenses allocated to salary and related payroll taxes for adult hourly; advertising; and payments to and for students.	$	6,373
Total Revenue Budget	$	**1,666,896**

Fiscal Impact: No effect on ending balance; expenditures will be adjusted correspondingly.

Number of Adjustment Requests: Six (6)

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 35

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Noorali Delawalla
Acting Vice President of Business Services/Assistant Superintendent

SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending September 30, 2016

ACTION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) for the quarter ending September 30, 2016.

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, 2016 showing that revenues exceeded expenditures by $13,833,595. In addition, the ending cash balance *excluding borrowed funds* in the Unrestricted and Restricted General Fund was a positive $45,022,950.

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, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

District: (810) CERRITOS

Fiscal Year: 2016-2017
Quarter Ended: (Q1) Sep 30, 2016

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Ali Delawalla

CBO Phone: Use format 999-555-1212 562-860-2451

CBO Signature:

Date Signed:

Chief Executive Officer Name: Dr. Jose Fierro

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name: Ali Delawalla

Title: Acting Vice President

Telephone: Use format 999-555-1212 562-860-2451

Fax: Use format 999-555-1212 562-924-2800

E-Mail: ndelawalla@cerritos.edu

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Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 cataliq@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (810) CERRITOS

Fiscal Year: 2016-2017
Quarter Ended: (Q1) Sep 30, 2016

Line	Description	As of June 30 for the fiscal year specified: Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I.	**Unrestricted General Fund Revenue, Expenditure and Fund Balance:**				
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,557,303	93,624,176	111,747,554	99,734,393
A.2	Other Financing Sources (Object 8900)	89,258	157,687	302,294	114,000
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	86,646,561	93,781,863	112,049,848	99,848,393
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	81,923,305	85,145,568	90,900,144	103,511,898
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,503,312	508,223	16,205,872	6,936
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	83,426,617	85,653,791	107,106,016	103,518,834
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	3,219,944	8,128,072	4,943,832	-3,670,441

https://misweb.cccco.edu/cc311q/view.aspx

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D.	Fund Balance, Beginning	10,893,370	14,113,314	22,241,386	27,185,222
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,893,370	14,113,314	22,241,386	27,185,222
E.	Fund Balance, Ending (C. + D.2)	14,113,314	22,241,386	27,185,218	23,514,781
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.9%	26%	25.4%	22.7%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	16,864	17,790	17,741	17,251

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		18,494,273	28,793,657	45,022,950
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	48,994,236	18,494,273	28,793,657	45,022,950

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)	99,734,393	99,734,393	30,042,741	30.1%
I.2	Other Financing Sources (Object 8900)	114,000	114,000	4,891	4.3%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	99,848,393	99,848,393	30,047,632	30.1%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	103,511,898	103,511,898	16,207,101	15.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,200	1,200	6,936	578%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	103,513,098	103,513,098	16,214,037	15.7%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	-3,664,705	-3,664,705	13,833,595	
L.	Adjusted Fund Balance, Beginning	27,185,222	27,185,222	27,185,222	
L.1	**Fund Balance, Ending (~~C. + L.2~~)** (K + L)	23,520,517	23,520,517	41,018,817	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	22.7%	22.7%		

V. Has the district settled any employee contracts during this quarter? YES

If yes, complete the following: ***(If multi-year settlement, provide information for all years covered.)***

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic Temporary		Classified	
	Total Cost Increase*	% *	Total Cost Increase*	% *	Total Cost Increase*	% *	Total Cost Increase*	% *
a. SALARIES:								
Year 1: 2015-16			1,579,835	5%	1,269,279	11%		
Year 2: 2016-17			789,918	2.5%	288,473	2.5%		
Year 3: 2017-18			789,918	2.5%	288,473	2.5%		
b. BENEFITS:								
Year 1: 2015-16			212,962		130,609			
Year 2: 2016-17			121,094		29,683			
Year 3: 2017-18			135,707		29,683			

** 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.
Increased in salary and benefits will be covered through increased FTES base funding and ending balance.

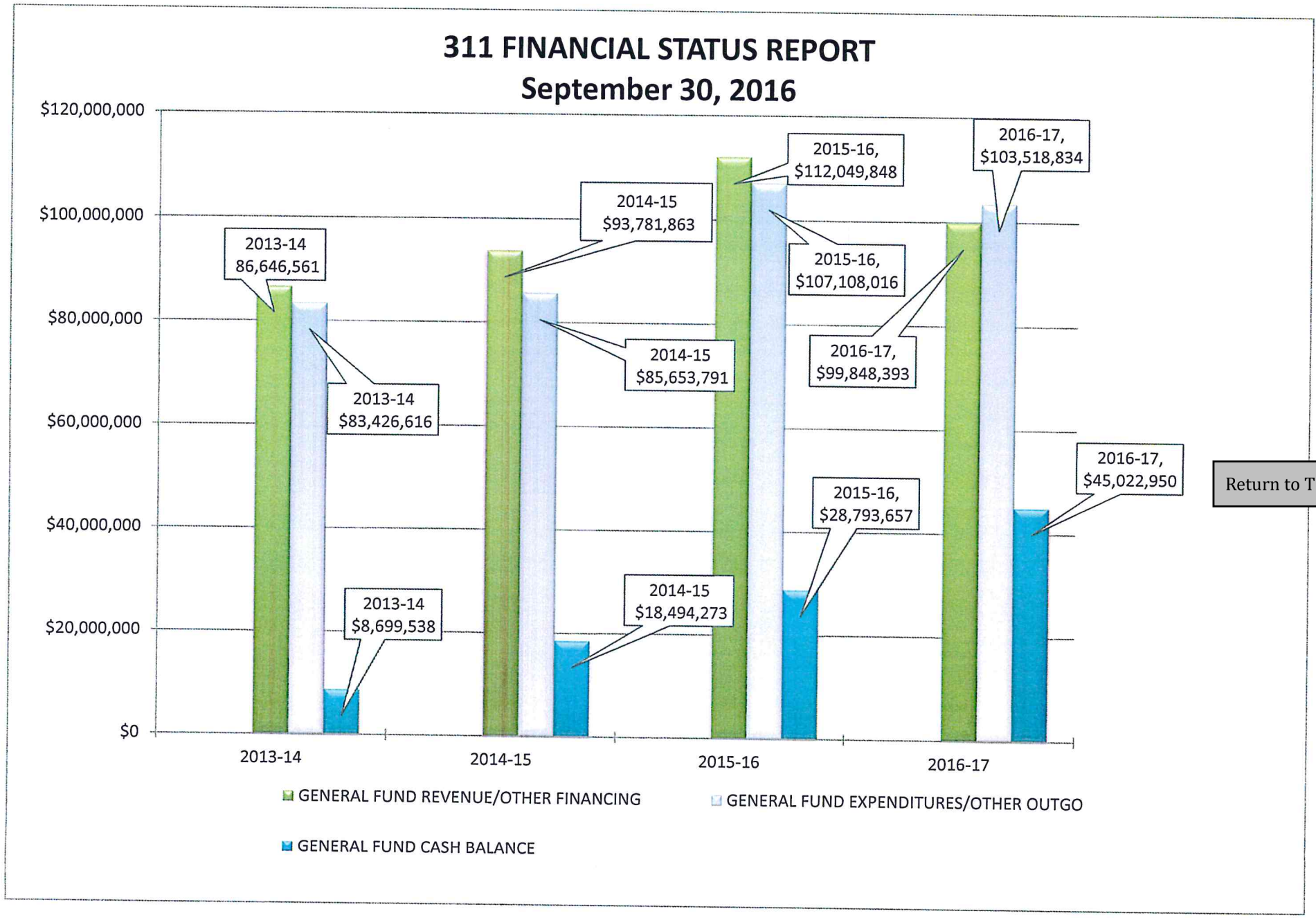
VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? NO

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.)

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CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 36

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources/Assistant Superintendent

SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for 2016-2017 Academic Year

ACTION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as presented on the attached list.

FISCAL IMPACT

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

REPORT SUMMARY

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human 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

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EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Custodian (Facilities), Classified Salary Schedule: Grade 23, Step 1 ($3,341/month, Includes 5% shift differential) effective January 3, 2017:
Kenyetta Mcmichael

Custodian (Facilities), Classified Salary Schedule: Grade 23, Step 1 ($3,341/month, Includes 5% shift differential) effective January 3, 2017:
Faizal Pedraza

EOPS Specialist (EOPS), Classified Salary Schedule: Grade 38, Step 2 ($4,707.00/month), promotion effective: December 8, 2016:
Richard Garcia

Out-of-Class* assignment as Administrative Services Technician 32, Step 3 ($4,286.00/month) effective November 1, 2016 not to exceed October 31, 2017: *Brenda Sierra*

Out-of-Class* assignment as Career Technical Education Coordinator 45L, Step 2 ($7,389.12/month, includes 5% Out-of-Class) effective November 1, 2016 not to exceed October 31, 2017: *Kathy Hogue*

** Classified employees required to work in a higher classification according to the provisions of Administrative Procedure 7233 (AP 7233) and Article 5.12 of the CSEA collective bargaining agreement, shall qualify for "out-of-class" pay and their salary be adjusted upward for the entire period required to work out-of-classification.*

II. Short-term hourly employment (as needed), variable hours per day not to exceed 25 hours a week, for a period not to exceed June 30, 2016, or 175 total workdays, whichever occurs first

Name	Unit	Classification	Rate	Cleared for Employment
Barahonda, Rose D.*	Financial Aid	Instructional Aide ll	$13.30/hr	11/14/16
Barcelona, Jonna Rose Valen*	Financial Aid	Division Clerk	$10.37/hr	11/16/16
Barraza, Crystal	Success Center	Instructional Aide l	$10.00/hr (1)	11/16/16
Bautista, Kimo Anthony*	Financial Aid	Division Clerk	$10.37/hr	11/16/16

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: December 7, 2016

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Beck, Hillary Antonette	Success Center	Instructional Aide ll	$13.30/hr (1)	11/14/16
Beltran, Antonio	Academic Affairs	ASL Interpreter (Instruction Support)	$42.58/hr	11/14/16
Bonales, Stephanie Lynn*	DSPS	Aide-Special (Interpreter Certified)	$42.58/hr	11/14/16
Brown, Donisha Roquelle	Financial Aid	Secretary Clerk	$10.94/hr	11/21/16
Casian, Maria*	Child Development Center	Instructional Aide l	$10.00/hr (1)	11/14/16
Cedillos, Ashlie Bonita*	Financial Aid	Instructional Aide ll	$13.30/hr	11/14/16
Cervantes, Leslie Ruth*	Financial Aid	Division Clerk	$10.37/hr	11/22/16
Chavez, Pedro*	Financial Aid	Instructional Aide ll	$13.30/hr	11/14/16
Cuevas, Joel Isaiah	Success Center	Instructional Aide l	$10.00/hr (1)	11/14/16
Diaz Nino*	Financial Aid	Instructional Aide ll	$13.30/hr	11/14/16
Dy Liacco, Kevin A.	Success Center	Instructional Aide ll	$13.30 (1)	11/14/16
Eckhart, Sherry	Fine Arts	Continuing Ed. Specialist Arts/Craft	$23.31/hr	11/14/16
Ferruz, Paola	Financial Aid	Instructional Aide ll	$13.30/hr	11/18/16
Figueroa, Anthony*	Facilities	Custodian	$10.14/hr	11/14/16
Fragoso, Briana Valeria*	Financial Aid	Secretary Clerk	$10.94/hr	11/16/16
Galvan, Brenda Desiree	Financial Aid	Instructional Aide ll	$13.30/hr	11/18/16
Gudiel, Marlen Yolanda*	Child Development Center	Instructional Aide l	$10.00/hr (1)	11/14/16
Hernandez, Tanya	Child Development Center	Instructional Aide l	$10.00/hr (1)	11/14/16
Issac, Terrance*	Adult Education	Secretary Clerk	$10.94/hr	11/14/16
Johnson, Nicholas Stephen*	Financial Aid	Division Clerk	$10.37/hr	11/14/16
Madlangbayan, Aizel Jo*	Financial Aid	Instructional Aide II	$13.30/hr	10/21/16
Maldonado, Cintia M.*	CalWORKs	Instructional Aide II	$10.00/hr	11/14/16
Martin, Tania Isabel*	Financial Aid	Secretary Clerk	$10.94/hr	11/16/16
Martinez, Laura*	Adult Education	Community Education Specialist	$30.27/hr	11/17/16
McCall, Jowana L.	HPEDA	Locker Room Attendant	$10.00/hr	11/17/16
Medina, Andrea*	Financial Aid	Instructional Aide II	$13.30/hr	11/07/16
Medrano, Brian A*	Financial Aid	Division Clerk	$10.37/hr	11/22/16
Medrano, Brian A*	Financial Aid	Secretary Clerk	$10.94/hr	11/22/16
Morales, Briana E*	Financial Aid	Secretary Clerk	$10.94/hr	11/09/16
Moreno, Jesselyn V*	Financial Aid	Secretary Clerk	$10.94/hr	11/22/16
Moreno, Martha L	Facilities	Custodian	$10.14/hr	10/24/16

* Categorically Funded
** Specially Funded

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Murillo-Reyes, Esmeralda*	Financial Aid	Division Clerk	$10.37/hr	11/09/16
Nettles, Alexus Michelle*	Financial Aid	Instructional Aide II	$13.30/hr	11/07/16
Ochoa, Alex*	Financial Aid	Secretary Clerk	$10.94/hr	11/09/16
Ortiz, Marissa*	DSPS	Interpreter III	$27.52/hr	10/31/16
Phillips, Christina*	Health Occupations	CDC Substitute Teacher	$20.99/hr	10/26/16
Ramos, Kimberly*	Financial Aid	Division Clerk	$10.37/hr	11/16/16
Raya, Karla	Library	Program Assistant	$10.37/hr	11/16/16
Rivas, Rodrigo Junior*	Financial Aid	Instructional Aide II	$13.30/hr	11/14/16
Rivera, Ivan U*	Financial Aid	Instructional Aide II	$13.30/hr	11/14/16
Rodriguez Perez, Cynthia*	Financial Aid	Division Clerk	$10.37/hr	10/26/16
Rodriguez, Erick I*	Financial Aid	Division Clerk	$10.37/hr	11/09/16
Ruiz, Rita*	Financial Aid	Instructional Aide II	$13.30/hr	11/09/16
Saavedra Meza, Alexandria C.*	Financial Aid	Instructional Aide II	$13.30/hr	11/02/16
Sanchez, Margarita*	Financial Aid	Division Clerk	$10.37/hr	11/22/16
Sanchez, Margarita*	Financial Aid	Secretary Clerk	$10.94/hr	11/22/16
Silveria, Deborah D.*	Adult Education	Community Education Specialist	$30.27/hr	11/17/16
Velasquez, Hillary*	Financial Aid	Division Clerk	$10.37/hr	11/21/16
Velasquez, Hillary*	Financial Aid	Secretary Clerk	$10.94/hr	11/21/16

* Categorically Funded
** Specially Funded

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 37

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources
Assistant Superintendent

SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year

ACTION
It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list.

FISCAL IMPACT
No additional financial effect. This is budgeted in the General Fund.

REPORT SUMMARY
The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

The Office of Human 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 2016-2017 Academic Year

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FACULTY: TEMPORARY PART-TIME
2016-2017 ACADEMIC YEAR

I. BUSINESS EDUCATION, HUMANITIES, SOCIAL SCIENCES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Lee, Anthony	NH	History	1AD	63.16
Read, Robert	RE	History	3AM	67.81

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Carlson, Debbie	NH	Art	1AM	61.03
Frye, Cynthia	NH	Public Relations	1AB	58.96
Lord, Benjamin	NH	Art	1AM	61.03
Phillips, Lyndsay	NH	Art	1AM	61.03
Landsberg, Maria	RE	Art	1BM	61.03
Russell, Bruce	RE	Music	6BM	76.67

III. HEALTH OCCUPATIONS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Buchheit, Amanda	NH	Speech Language Pathology	1AM	61.03
Contreras, Anne	NH	Dental Assisting	1AB	58.96
Cho, David	NH	Speech Language Pathology	1AM	61.03

IV. STUDENT SERVICES

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Maravilla, Carmen	NH	Financial Aid Counseling	1CM	49.14
Pena, Maria	NH	DSPS Specialist	1AM	61.03
Penn, Tenia	NH	Financial Aid Counseling	1CM	49.14
Rosas, Carlos	NH	CalWORKs Counseling	1CM	49.14

V. SCIENCE, ENGINEERING, MATHEMATICS

Part-Time Instructors			Salary	
Name	**Status***	**Discipline**	**Placement****	**Rate**
Holbrook, Veronica	NH	Mathematics	1AM	61.03
Takemae, Seiji	NH	Physics/Astronomy	1AM	61.03

* NH=New Hire, RE=Reemployed

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VI. SUCCESS CENTER

Part-Time Instructors

Name	Status*	Discipline	Salary Placement**	Rate
Sales, Sherwin	NH	Success Center - Language	1AM	61.03

***** *NH=New Hire, RE=Reemployed*

****** *Instructors:*

1AB=1st Semester-Bachelors, 1AM=1st Semester-Masters, 1AD=1st Semester-Doctorate
1BB=2nd Semester-Bacherlors, 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 SemesterDoctorate
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=1th Semester-Masters, 6AD=11th Semester-Doctorate
6BB=>12 Semesters-Bachelors, 6BM=>12 Semesters-Masters, 6BD=>12 Semesters-Doctorate

Counselors and Librarians:

1CM=1st Semester-Masters, 1CD=1st Semester-Doctorate
1DM=2nd Semester-Masters, 1DD=2nd Semester-Doctorate
2CM=3rd Semester-Masters, 2CD=3rd Semester-Doctorate
2DM=4th Semester-Masters, 2DD=4th Semester-Doctorate
3CM=5th Semester-Masters, 3CD=5th Semester-Doctorate
3DM=6th Semester-Masters, 3DD=6th Semester-Doctorate
4CM=7th Semester-Masters, 4CD=7th Semester-Doctorate
4DM=>8 Semesters-Masters, 4DD=>8 Semesters-Doctorate

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 38

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources/Assistant Superintendent

SUBJECT: Consideration of Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent

ACTION

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The employees included on the attached list have given notice of their separation from employment. The Office of Human Resource 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

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EMPLOYEE RESIGNATIONS (INCLUDING SEPARATIONS AND RETIREMENTS) ACCEPTED BY THE PRESIDENT
Board Policy 7350

	Name	Unit	Classification	Effective Date
1)	Alegre, Rose	Admissions & Records	Administrative Secretary II	12/30/2016
2)	Gois, Phillip	Facilities – Operations	Custodian	12/30/2016

Presented to the Board of Trustees: December 7, 2016

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **December 7, 2016**

Agenda Item No. 41

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human Resources/Assistant Superintendent

SUBJECT: Consideration of Ratification of Temporary Management "Out-of-Classification" Assignment

ACTION

It is recommended that the Board of Trustees ratify a temporary "out-of-classification" assignment for Yvette Tafoya, EOPS Assistant Director to perform additional responsibilities effective November 3, 2016, for assigned days and a period not to exceed December 23, 2016.

FISCAL IMPACT

No fiscal impact. The Dean of Student Services position is vacant.

REPORT SUMMARY

The Dean, Student Services position replacement process is underway. Ms. Frances Gusman has been in the position of Interim Dean, Student Services since the opening day of the fall semester. However, Ms. Gusman is about to reach her annual earnings limit per retirement state law. A coverage schedule with Ms. Gusman is in place to maximize benefit to all functions of the Office of Student Affairs through the bulk of the peak times of the fall semester. During the days Ms. Gusman is not in service, Ms. Tafoya is to provide management coverage to the Office of Student Affairs. Ms. Tafoya performed similar functions in the past and possesses the most current knowledge and familiarity important in the position. Key responsibilities include student government and other student life advising and other business, student grievance and conduct case supervision and/or processing, and employee supervision.

During the temporary "out-of-class" assignment, Ms. Yvette Tafoya will receive a temporary upward salary placement adjustment of two Grades. Ms. Tafoya will move from Grade 32, Step 6 ($9,932/Mo) to Grade 34, Step 6 ($10,606/Mo) of the Management Salary Schedule. This "out-of-class" assignment is done in accordance to Administrative Procedure 7233. It is recommended that the Board of Trustees ratify this temporary "out-of-classification" assignment for Ms. Tafoya.

NOTICING REQUIREMENTS

None is required beyond posting of this item on the agenda.

ATTACHMENT(S)

None