

**Governing Board**  
Sheila A. Grilli, *President*  
John E. Márquez *Vice President*  
John T. Nejedly *Secretary*  
Greg Erholm  
Vicki Gordon  
Ivan De Los Santos, *Student*

**Chancellor**  
Helen Benjamin, Ph.D.



**College Presidents**  
Contra Costa College  
Denise Noldon, Ph.D.  
Diablo Valley College  
Peter Garcia  
Los Medanos College  
Bob Kratochvil

**GOVERNING BOARD AGENDA**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

**Regular Meeting/Study Session**

**July 24, 2013**

<b>Closed Session</b>	<b>3:00 p.m.</b>
<b>Public Session</b>	<b>4:00 p.m.</b>

**George R. Gordon Education Center**  
**500 Court Street**  
**Martinez, California 94553**

<b>925.229.1000</b>	<b>Phone</b>
<b>925.370.2019</b>	<b>Fax</b>

**[www.4cd.edu](http://www.4cd.edu)**

**E R R A T A**

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It is requested that the following changes be made to the July 24, 2013, Governing Board Agenda:

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The following item has been added

- Page 2 Under X. **NONCONSENT AGENDA – ACTION ITEMS**
  - B. **HUMAN RESOURCES BOARD REPORTS –**  
Recommend approval of:
    - 6-B Approval of Tentative Agreement with Public Employees Union, Local 1 for the 2013-14 Fiscal Year

**X. NONCONSENT AGENDA – ACTION ITEMS**

Please add the attached Board report to your agenda:

- B. **HUMAN RESOURCES BOARD REPORTS** – Recommend approval of:
  - 6-B Approval of Tentative Agreement with Public Employees Union, Local 1, for the 2013-14 Fiscal Year

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA**  
George R. Gordon Education Center  
500 Court Street  
Martinez, California 94553

July 24, 2013  
Closed Session: 3:00 p.m.  
Public Session: 4:00 p.m.

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*Written materials distributed to the Governing Board within 72 hours of the Board's regular meeting/study session are available for public inspection at the Chancellor's Office in the District Office located at 500 Court Street, Martinez, California, 94553. This does not apply to closed session materials.*

**I. CALL TO ORDER – 3:00 P.M.**

- Call regular meeting/study session to order. Notation of Board member(s) absent under provisions of Board Report No. 30-F, 2.12.86.

**II. CLOSED SESSION - APPROXIMATELY 3:05 P.M.\***

- A. Denial of claim
  - Claimant: Catherine Lactaen
  - Agency claimed against: Contra Costa Community College District
- B. Public employee performance evaluation
  - Chancellor
- C. Public employee discipline/dismissal/release
  - 1. Case No. 02-06-11
  - 2. Case No. 04-01-13
- D. Conference with legal counsel – existing litigation
- E. Conference with labor negotiator
  - 1. Agency negotiator: Eugene Huff
    - a. Employee organizations: United Faculty and Public Employees Union, Local 1
    - b. Unrepresented employees: Management/supervisory/confidential employee group

*\*If closed session is not concluded by 4:00 p.m., the Board will reconvene the public session and recess to closed session at the conclusion of the public session.*

**III. RECONVENE PUBLIC SESSION – APPROXIMATELY 4:00 P.M.**

- Announcement of reportable actions taken by Governing Board in closed session

**IV. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

**V. PUBLIC COMMENT**

*According to Government Code Section 54954.2(a), when responding to public comment, Governing Board members and staff may respond as summarized below:*

- *briefly respond to statements made or questions posed by persons making public comment;*
- *ask questions for clarification or make a brief announcement;*
- *provide a reference to staff or other resources for factual information;*
- *request staff to report back to the body at a later meeting; or*
- *direct staff to place the matter on a future agenda.*

*The mission of the Contra Costa Community College District is to attract students and communities, to cultivate a sustainable culture of wellbeing, learning, success and achievement for our students. As a District, we are dedicated to continuously increasing our ability to serve the evolving needs of our students and community by providing accessible, equitable and outstanding higher education learning opportunities and support services. All decisions about resources are informed by looking at access and success through an equity lens.*

**VI. STUDY SESSION – STATEWIDE STUDENT SUCCESS TOOLS**

- Gregory Stoup, Senior Dean, Research and Planning

**VII. CONSENT AGENDA - ACTION ITEMS**

*Time will be provided before the vote for clarification questions on any item under the Consent Agenda. Clarification questions may be asked without removing an item from the Consent Agenda. By single motion, the Governing Board approves the following items or actions which reflect application of Board Policy and California Education Code. Any items marked consent may be moved from the list at the option of a Board member, or with Board consent, the Chancellor or a member of the public and acted on separately.*

**VIII. MINUTES – Recommend approval of:**

- Minutes of special meeting June 18, 2013, regular meeting June 26, 2013, and special meeting July 1, 2013
- A. **FINANCE AND ADMINISTRATION BOARD REPORTS** - Recommend approval of:
  - 1-A Ratification of payroll for month ended June 30, 2013
  - 1-B Ratification of vendor payments for month ended June 30 2013
  - 1-C Denial of claim
- B. **PURCHASING BOARD REPORTS** - Recommend approval of:
  - 2-A Agreements and amendments to agreements
  - 2-B Purchase orders and change orders
- C. **HUMAN RESOURCES BOARD REPORTS** - Recommend approval of:
  - 3-A Employment and change of status of management/supervisory/confidential employees
  - 3-B Employment and change of status of contract academic employees
  - 3-C Employment and change of status of temporary academic employees
  - 3-D Employment and change of status of classified employees
- D. **EDUCATION AND TECHNOLOGY BOARD REPORTS** – Recommend approval of:
  - 4-A New Associate in Art - Transfer (A.A.-T) Degree in Geography – Contra Costa College
  - 4-B New Associate in Art - Transfer (A.A.-T) Degree in Kinesiology – Contra Costa College
  - 4-C New Associate in Art – Transfer (A.A.-T) Degree in Psychology - Contra Costa College
  - 4-D New Associate in Art – Transfer (A.A.-T) Degree in Sociology – Contra Costa College

**IX. ACTION ITEMS REMOVED FROM CONSENT AGENDA**

**X. NONCONSENT AGENDA - ACTION ITEMS**

- A. **FINANCE AND ADMINISTRATION BOARD REPORT** - Recommend approval of:
  - 5-A Proposed revisions to Board Policy 5029, Donor Recognition, (second reading)
- B. **HUMAN RESOURCES BOARD REPORT** - Recommend approval of:
  - 6-A Classification descriptions and/or salary schedules
    - Amendment to classification descriptions of chancellor and director of internal audit services
  - 6-B Approval of Tentative Agreement with Public Employees Union, Local 1 for the 2013-14 Fiscal Year
- C. **EDUCATION AND TECHNOLOGY BOARD REPORT** - Recommend approval of:
  - 7-A No report



- D. **FACILITIES PLANNING BOARD REPORTS** - Recommend approval of:
  - 8-A Facilities planning agreements and amendments to agreements
  - 8-B Declaration and termination of emergency contract actions at Diablo Valley College
  - 8-C 2015-19 Five Year Capital Outlay Plan
- E. **MISCELLANEOUS BOARD REPORTS** - Recommend approval of:
  - 9-A Proposed revisions to District Governance Council (DGC) Bylaws, (second reading)
  - 9-B Proposed New Board Policy 1020, Conflict of Interest, (second reading)

**XI. GENERAL AGENDA ITEMS - INFORMATION/DISCUSSION**

- A. Grand Jury Report No. 1309: Solar Energy Projects in School Districts
- B. Grand Jury Report No. 1310: Contra Costa Detention Facilities
- C. Grand Jury Report No. 1311: Assessing Fiscal Risk
- D. Board ad hoc subcommittee draft report for 2013-14 Governing Board objectives
- E. Investment of General Obligation Bond Funds
- F. Fiscal trends report as of May 31, 2013
- G. Annual report on delegation of authority to enter into contracts
- H. Measure A 2002 and Measure A 2006 bond update report
- I. New course offerings: Los Medanos College - JOURN-129; JOURN-130; JOURN-131; JOURN-132
- J. Resignations, retirements, 39-month reemployment and/or leaves of absence

	<u>Location</u>	<u>Position</u>
<b>Resignation</b>	Diablo Valley College	• Senior Academic Student Services Manager
<b>Retirement</b>	Contra Costa College	• Dean

**XII. REMARKS FROM GOVERNING BOARD AND CHANCELLOR**

**XIII. GOVERNING BOARD SUGGESTIONS FOR FUTURE AGENDA TOPICS**

**XIV. SIGN DOCUMENTS**

**XV. ADJOURN**

<p><i>More detailed information about each agenda item is contained in the Governing Board reports, copies of which are available upon request at the office of the Chancellor and at each college President's office. The Contra Costa Community College District will provide reasonable accommodations for disabled individuals planning to attend Governing Board meetings. For information and arrangements call the Executive Coordinator to the Governing Board at 925.229.6821.</i></p>
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**ITEM** Statewide Student Success Tools

**DATE** July 24, 2013

The Board study session will focus on two new information and decision support tools recently made available by the State Chancellors Office: the *Student Success Scorecard* and the *Salary Surfer*.

The *California Community College Student Success Scorecard* was released by the State Chancellor's office in April 2013. The development of the *Scorecard* was one of the recommendations of the Student Success Task Force as part of an effort to provide community stakeholders information on key student progress and success metrics in order to improve college performance. The *Scorecard* provides information on high order outcomes (degree and certificate completion and transfer activity) as well as momentum point activity, namely, those events that occur partway through a student's academic experience that are correlated with higher rates of degree completion and transfer. The *Scorecard* also provides disaggregated data showing the performance of students by age, gender and ethnicity.

Also emerging as a recommendation of the Student Success Task Force is the development of a wage tracking system to monitor the salary gains of community college students associated with the receipt of their credential. The State Chancellor's Office released the web-based *Salary Surfer* in June of this year, allowing the public to observe the salary timeline of students across three periods: (a) two years prior to receiving their credential; (b) two years after receiving their credential; and (c) five years after receiving their credential. The *Salary Surfer* provides users with an historical snapshot of the wage gains associated with each program of study and by each type of credential (degrees and certificates). Both the *Scorecard* and the *Salary Surfer* provide data at the system/ state level as well as for individual community colleges.

The study session will include an orientation to the content provided by the *Scorecard* and the *Salary Surfer*. The training will include a brief overview of both tools, how to access the information and a more detailed review of the information provided for each of the District's three colleges, including a discussion of the important limitations and caveats associated with each tool. At the close of the training, each Board member will gain knowledge on how to access the information provided by both tools, and they will be informed as to which questions the tools can help answer as well as those questions that cannot be answered.

Helen Benjamin

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 1-A

**DATE** July 24, 2013

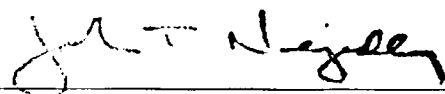
**PURPOSE** Ratification of Payroll for Month Ended June 30, 2013

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the following payrolls for the period of June 1, 2013, through June 30, 2013, be ratified.

<u>Description</u>	<u>Amount</u>
Regular Payroll:	
Certificated	\$ 3,879,268.19
Classified	2,534,150.64
Supplemental Payroll:	
Certificated	2,625,256.69
Classified	398,571.15
Elected Officials	3,823.00
Students	260,407.89
Employer-paid benefits	<u>3,600,681.84</u>
Total Payroll June 2013	<u>\$ 13,302,159.40</u>

Disposition APPROVED Date July 24, 2013  
Governing Board

  
Secretary

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 1-B

**DATE** July 24, 2013

**PURPOSE** Ratification of Vendor Payments for Month Ended June 30, 2013

**TO MEMBERS OF THE GOVERNING BOARD**

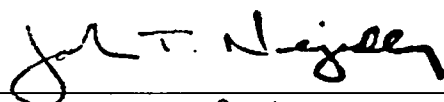
It is recommended that the following payments for the period of June 1, 2013, through June 30, 2013, be ratified.

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
11/12	General Fund	\$ 7,525,114.55
	4000 – Supplies and materials	\$ 382,354.02
	5000 – Contracts, utilities and other operating	938,523.53
	6000 – Equipment and other capital outlay	276,886.05
	7000 – Payments to students and other outgoing	5,927,350.95
29	Debt Service Fund	90,203.80
39	Special Revenue Fund	7,197.48
41	Capital Projects Fund	9,481.63
42	Bond Construction, 2002 Measure A	60,266.46
43	Bond Construction, 2006 Measure A	2,117,933.01
51	Bookstore Fund	430,366.02
52	Cafeteria Fund	15,047.40
59	Data Center Fund	11,058.31
61	Self-Insurance Fund	27,117.99
69	Retiree Health Benefits Fund	2,204,859.35
74	Student Financial Aid Fund	<u>389,746.27</u>
	Total Payments	<u>\$ 12,888,392.27</u>

Payments greater than \$10,000.00 are detailed on the attached report.

Disposition APPROVED  
 Governing Board

Date July 24, 2013



Secretary

Included in Board Report No. 1-B are the following payments in excess of \$10,000.00, except for: utilities, payroll-related withholding and employer expenditures, bookstore purchases of resale merchandise, and payment of sales tax.

<u>PAYEE</u>	<u>AMOUNT</u>
ALEKS Corporation CCC - Subscription to individualized assessment educational systems	\$ 14,875.00
Bank of Sacramento DVC - Retention escrow for D-611 commons area construction project (A**)	59,884.28
Bay Area News Group DW - Advertising services for summer ad campaign	12,109.50
Breza, Judy LMC - Consulting services within the business director capacity for May 2013	13,550.00
CENTRAL Education Services DW - Marketing services for international education	16,000.00
CoLab DW - Services related to the implementation of industry engagement strategies as part of the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant	13,333.32
Contra Costa County Office of Education DVC - Agreement for the Regional Occupation Program (ROP) to develop a Career Technical Education collaborative project focusing on increasing science, technology, engineering, math (STEM) and green technology opportunities for ROP students.	26,414.12
Data911 DVC - Two computers for police vehicles to be in compliance with local law enforcement agencies	12,659.40
DecoTech Systems, Inc. DW - Technology equipment for P-609 IT infrastructure upgrade project (A**)	555,891.71
East Bay Restaurant Supply Inc. DVC - Equipment and warranty for the hotel restaurant management program	23,821.73

<u>PAYEE</u>	<u>AMOUNT</u>
Flintco Pacific Inc. DVC - General construction for D-611 commons area construction project (A**)	\$ 538,958.56
Goodland Landscape Construction DVC - General construction for D-634 ball field upgrades project (A**)	80,332.95
HLC Associates DVC - Construction project management services (A**)	20,775.00
IBI Group CCC - Construction planning services for C-581 music building renovation project (A*)	25,000.00
IMPAC Government Services (U.S. Bank) CCC - Procurement card purchases for 4/1/13 – 4/30/13 DO - Procurement card purchases for 4/1/13 – 4/30/13 DVC - Procurement card purchases for 4/1/13 – 4/30/13 LMC - Procurement card purchases for 3/1/13 – 3/31/13	110,565.86 \$ 34,133.98 8,802.38 56,644.43 10,985.07
James Marta & Company CPA DW - Progress billing for June 2013 District audit	14,000.00
Jobelephant, Inc. DW - Advertising and recruitment services for open positions	10,050.00
M & M Project Inspection Inc. DVC - Inspector of record services for D-611 commons area construction project (A**)	12,918.00
Pitt, Jessica DW - Provide assistance with the implementation of key regional components of the TAACCCT initiative as the regional workforce coordinator	11,917.00
Mount Diablo Unified School District DVC - Participate in the STEM program as part of the county-wide SB70 Community Collaborative grant	35,000.00
Oakley & Oakley Corp. CCC - General construction for C-617 college center telecommunications pathways project (A**)	13,000.00
Pasco Scientific DVC - Equipment for the geology department	13,799.45

<u>PAYEE</u>	<u>AMOUNT</u>
Per Plan Per Specs, Inc.	\$ 51,637.5
CCC - Inspection services for C-617 new college center project (A**)	\$ 25,462.50
CCC - Inspection services for C-581 music building renovation project (A*)	26,175.00
SJ Amoros Construction Co., Inc.	636,060.55
LMC - General construction for L-612 student services remodel project (A**)	
Smith-Emery of San Francisco, Inc.	19,638.40
DVC - Field inspections and laboratory testing services for D-611 commons project (A**)	
Summit 7 Systems, Inc.	10,494.31
DW - Consulting, upgrade and migration for SQL 2012 and Sharepoint 2010 software	
Thornton Tomasetti, Inc.	18,418.75
CCC - Seismic repair services (A**)	
tBP/Architecture	14,427.01
CCC - Architectural and engineering design services for C-617 new college center project (A**)	
Business Procedure 11.15 authorizes managers to purchase materials and services not to exceed the maximum limit for any one transaction. The following variance is presented:	
TRIDIM Filter Corp.	1,052.98
DVC - Equipment for the buildings and grounds department	

(A\*) Purchased with Measure A Bond (2002) funds

(A\*\*) Purchased with Measure A Bond (2006) funds

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 1-C

**DATE** July 24, 2013

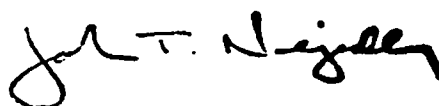
**PURPOSE** Denial of Claim

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the Assistant Secretary be authorized to reject the following claim:

<u>Claim No.</u>	<u>Name of Claimant</u>	<u>Address of Claimant</u>
482144	Catherine Lactaen	Blackman Legal Group, Attorneys at Law 2317 Broadway St. Suite 1 Redwood City, CA 94063

Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary



**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REVISED**

**REPORT NO.** 2-A

**DATE** July 24, 2013

**PURPOSE** Agreements and Amendments to Agreements

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the Assistant Secretary be authorized to execute the following agreements and amendments to agreements:

**CONTRA COSTA COLLEGE**

**NEW/RENEWAL AGREEMENTS:**

California Department of  
Education

Contract No:	2586.35	(Revenue)
Contract Amount:	Maximum: \$1,094,889.00	
Contract Period:	07/01/13 through 06/30/14	
Services:	A renewal agreement for state preschool services.	

L.E.N. Business & Language  
Institute

Contract No:	7288.4	(Categorical)
Contract Amount:	Maximum: \$33,000.00	
Contract Period:	07/01/13 through 06/30/14	
Services:	A renewal agreement to provide consulting services as the Tech Prep Coordinator.	

L.E.N. Business & Language  
Institute

Contract No:	7289.3	(Categorical)
Contract Amount:	Maximum: \$55,000.00	
Contract Period:	07/01/13 through 06/30/14	
Services:	A renewal agreement to provide a coordinator for the sixth year of the C5CTE Career Exploration Grant.	

Husser Consulting

Contract No: 7751.1 (Categorical)  
Contract Amount: Maximum: \$10,450.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement to provide tours to middle school students to highlight emerging jobs and green careers in the Richmond area.

The Regents of the University of

California

Contract No: 7884.0 (Revenue)  
Contract Amount: Maximum: \$24,000.00  
Contract Period: 05/07/13 through 05/31/14  
Services: A new agreement to develop Nanotechnology lab modules for implementation in science and engineering classes.

University of Phoenix, Inc.

Contract No: 7886.0 (No Cost)  
Contract Amount: Maximum: None  
Contract Period: 06/01/13 through termination  
Services: A new agreement to administer a tuition and prior learning assessment reduction program for employees.

West Contra Costa Unified  
School District

Contract No: 7888.0 (No Cost)  
Contract Amount: Maximum: None  
Contract Period: 06/17/13 through 07/12/13  
Services: A new agreement to provide community-based instruction in an employment setting for special education students.

City of Richmond Fire  
Department

Contract No: 7890.0 (Revenue)  
Contract Amount: Maximum: \$7,162.01  
Contract Period: 07/01/13 through 12/31/13  
Services: A new agreement to provide educational services in EMT Emergency Medical Systems training.

Alejandra Oseguera

Contract No: 7893.0 (Cost)  
Contract Amount: Maximum: \$15,000.00  
Contract Period: 06/03/13 through 08/16/13  
Services: A new agreement to provide support services for the Contra Costa College Science, Technology, Engineering and Mathematics (STEM) Hispanic Serving Institution (HSI) Connection program.

Jennifer Mendoza

Contract No: 7894.0 (Cost)  
Contract Amount: Maximum: \$12,500.00  
Contract Period: 06/15/13 through 09/15/13  
Services: A new agreement to develop and implement a *Plan of Action* for the new STEM Learning Center for Academic Excellence under the HSI STEM grant.

**AMENDMENTS TO AGREEMENTS:**

Contra Costa County,  
Employment and Human  
Services Department

Contract No: 2587.33 (Categorical)  
Contract Amount: Maximum: \$1,062,999.00  
Contract Period: 07/01/12 through 06/30/13  
Services: An amended agreement to increase the maximum amount from \$1,057,336.00 to \$1,062,999.00 to provide full-day and part-day expanded state preschool services.

Gateway to College

Contract No: 7629.0 (Revenue)  
Contract Amount: Maximum: \$444,710.00  
Contract Period: 01/01/12 through 12/31/14  
Services: An amended agreement to increase the maximum amount from \$368,570.00 to \$444,710.00 and extend the ending date from 06/30/13, to 12/31/14, to provide a high school dropout recovery program in collaboration with the West Contra Costa Unified School District.

**DIABLO VALLEY COLLEGE**

**NEW/RENEWAL AGREEMENTS:**

Contra Costa County Office of  
Education, Regional Occupation  
Program

Contract No: 5392.11 (Categorical)  
Contract Amount: Maximum: \$30,000.00  
Contract Period: 07/01/13 through 05/30/14  
Services: A renewal agreement for the Regional Occupation Program to develop a Career Technical Education collaborative project focusing on increasing science, technology, engineering, math and green technology opportunities.

San Ramon Valley Unified School  
District (SRVUSD)

Contract No: 7008.5 (Categorical)  
Contract Amount: Maximum: \$25,000.00  
Contract Period: 07/01/13 through 05/30/14  
Services: A renewal agreement to participate in the SRVUSD Science, Technology, Engineering and Math program as part of the countywide SB70 Community Collaborative Grant.

International Education Center

Contract No: 7752.3 (Revenue)  
Contract Amount: Maximum: \$43,200.00  
Contract Period: 08/01/13 through 12/31/13  
Services: A renewal agreement to provide four credit classes in the Fall 2013 semester.

**DISTRICT**

**NEW/RENEWAL AGREEMENTS:**

Rich Consultants, Inc.

Contract No: 4942.15 (Cost)  
Contract Amount: Maximum: \$135,000.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement to provide consulting services regarding health benefits.

Total Compensation Systems, Inc.

Contract No: 7243.2 (Cost)  
Contract Amount: Maximum: \$9,600.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement to provide actuarial and GASB consulting services related to retiree health benefits.

Michael E. Hill

Contract No: 7419.3 (Cost)  
Contract Amount: Maximum: \$20,000.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement to provide enrollment management planning services for finance and budgeting.

Garcia, Hernandez, Sawhney & Bermudez LLP

Contract No: 7891.0 (Cost)  
Contract Amount: Maximum: \$40,000.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A new agreement to provide legal advice and training specifically on diversity hiring issues.

Universal Sports Academy

Contract No: 7892.0 (Cost)  
Contract Amount: Maximum: \$4,500.00  
Contract Period: 12/06/13 through 12/07/13  
Services: A new agreement for facility rental for the District's 65<sup>th</sup> anniversary celebration.

Office Depot, Inc.

Contract No: 7895.0 (Cost)  
Contract Amount: Maximum: \$290,000.00 (annually)  
Contract Period: 08/01/13 through 07/31/16  
Services: A new agreement to provide Districtwide office supplies.

**AMENDMENTS TO AGREEMENTS:**

Department of General Services,  
Office of Administrative Hearings

Contract No: 7786.00 (Cost)  
Contract Amount: Maximum: \$68,000.00  
Contract Period: 04/17/12 through 06/30/14  
Services: An amended agreement to increase the maximum amount from \$48,000.00 to \$68,000.00 to provide the services of administrative law judges for the purpose of conducting hearings.

**LOS MEDANOS COLLEGE**

**NEW/RENEWAL AGREEMENTS:**

Contra Costa County,  
Employment and Human  
Services Department

Contract No: 2886.19 (Categorical)  
Contract Amount: Maximum: \$37,000.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement for foster parent and relative caregiver training.

University of California (UC),  
Davis

Contract No: 4698.14 (Cost)  
Contract Amount: Maximum: \$3,850.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement for the UC Davis transfer opportunity program.

Beyond the Words, Inc.

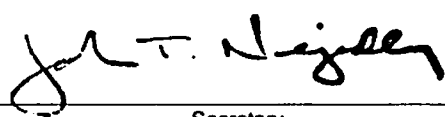
Contract No: 6641.4 (Categorical)  
Contract Amount: Maximum: \$320,000.00  
Contract Period: 07/01/13 through 06/30/14  
Services: A renewal agreement to provide sign language interpreter services for hearing-impaired students.

Antioch Unified School District

Contract No: 7765.1 (Revenue)  
Contract Amount: Maximum: \$6,000.00  
Contract Period: 06/17/13 through 09/30/13  
Services: A renewal agreement to provide tutors for academic assistance in mathematics, English and college readiness seminars.

Los Medanos College Foundation

Contract No: 7889.0 (Cost)  
Contract Amount: Maximum: \$54,250.00  
Contract Period: 07/01/13 through 06/30/13  
Services: A new agreement to provide various services that will benefit the college.



**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 2-B

**DATE** July 24, 2013

**PURPOSE** Purchase Orders and Change Orders

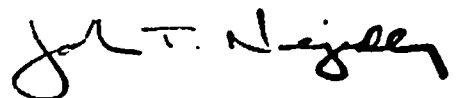
**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that purchase orders dated June 1, 2013, through June 30, 2013, in the total amount of \$330,376.35 and change orders dated June 1, 2013, through June 30, 2013, in the net increase of \$26,764.72, be approved.

It is further recommended that the following purchase order in excess of \$175,000.00 be approved.

<u>Order No.</u>	<u>Vendor and Description</u>	<u>Amount</u>
15278	Ellucian, Inc. – Purchase order for software maintenance renewal – DO	\$354,175.00

Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary

BOARD BACK-UP NO. 2-B

Board Report No. 2-B includes the following purchase orders in excess of \$10,000.00 up to and including \$175,000.00.

<u>Order No.</u>	<u>Vendor and Description</u>	<u>Amount</u>
4927	Star Media Consultants LLC – Blanket order to provide labor and materials for smart classroom conversion – DVC	\$ 14,379.58
4933	Knorr Systems, Inc. – Blanket order for complete package heating system of swimming pool – DVC	131,706.84
4951	All American Label, Inc. – Blanket order to provide labor and materials for signage – SRC	11,094.00
4952	CSB Construction, Inc. – Blanket order to provide labor and materials for classroom sound reduction – DVC	25,950.00
15251	Systems & Space, Inc. – Purchase order for music department furniture – DVC	15,956.80
15257	Walnut Creek Ford – Purchase order for buildings and grounds department vehicle – LMC	18,521.09
15259	Drafting Equipment Warehouse LLC – Purchase order for architecture department equipment – DVC	17,805.94
15273	Foundation for California Community Colleges – Purchase order for database annual license fee – DO	26,201.37
15275	RDM Industrial Products, Inc. – Purchase order for architecture department equipment – DVC	17,117.24



**GOVERNING BOARD**

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 3-A

**DATE** July 24, 2013

**PURPOSE** Employment and Change of Status of Management/Supervisory/Confidential Employees

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the following manager be employed, time subject to assignment, for the position and at the salary rate indicated below:

<u>Name</u>	<u>Payroll Title/Monthly Salary</u>	<u>Effective Date/ Location</u>
Girardelli, Dawnalynn	Senior Academic/Student Services Manager Range M4, Step 2 Full-time, 12 months \$7,338.00	06-03-13* DVC

\*Amending Governing Board Report No. 90-A, dated June 26, 2013

It is recommended that the following change in assignment be approved:

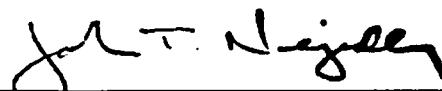
<u>Name</u>	<u>Payroll Title/Monthly Salary</u>	<u>To</u>	<u>Effective Date/ Location</u>
Olatunji, Aderonke	Director of Internal Audit Services Range M6, Step 5 Full-time, 12 months \$9,581.00	Director of Business Services Range M9, Step 3 Full-time, 12 months \$10,066.00	07-15-13 DST to LMC

It is recommended that the following temporary assignments be approved:

Ferguson, Vicki	Academic/Student Services Manager Range M3, Step 4 Full-time, 12 months 5% longevity \$8,262.00	Dean (Interim) Range M8, Step 4 Full-time, 12months 5% longevity \$10,576.00	07-01-13 thru 09-30-13 (Continuation from 03-01-11) CCC
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<u>Name</u>	<u>Payroll Title/Monthly Salary From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Ma, Jennifer	Financial Aid Specialist Range 56, Step 5 Full-time, 12 months \$4,485.00	Financial Aid Supervisor (Interim) Range 77, Step 2 Full-time, 12 months \$6,979.00	07-01-13 thru 12-31-13 (Continuation from 03-18-13) CCC

Disposition APPROVED Date July 24, 2013  
Governing Board

  
Secretary

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 3-B

**DATE** July 24, 2013

**PURPOSE** Employment and Change of Status of Contract Academic Employees

**TO MEMBERS OF THE GOVERNING BOARD**

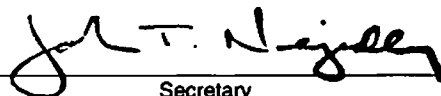
It is recommended that the following first-year contract academic employees be employed in accordance with the provisions of the Faculty Salary Schedule:

<u>Name</u>	<u>Discipline/Criteria</u>	<u>Salary Placement</u>	<u>Effective Date/ Location</u>
Haslam, Alan	English Master's - English	I-1 \$50,556.00	08-15-13 thru 05-21-14 DVC
Roth, Heather	English; Reading Community College Limited Service Credential; equivalency process	III-11 \$76,068.00	08-15-13 thru 05-21-14 CCC
Schwarz, Elizabeth	Culinary Arts/Food Technology Bachelor's and two years work experience	I-7 \$60,732.00	08-15-13 thru 05-21-14 CCC
Speirs, Kenneth	English Doctorate - English and American Literature	I-1 \$50,556.00	08-15-13 thru 05-21-14 DVC
Wong, Mark	Physics/Astronomy; Engineering Bachelor's - Physics; Master's - Materials Science and Engineering	VII-6 \$73,572.00	08-15-13 thru 05-21-14 CCC

It is recommended that the following new salary classifications for the listed contract academic employees be approved for the period indicated. Requirements for the classification have been fulfilled and verified in accordance with the provisions of Article 20.3.1.5 of the United Faculty Agreement.

<u>Name</u>	<u>Salary Placement</u>	<u>Academic Year</u>	<u>Location</u>
Henderson, Silvester	V-22	2013-2014	LMC
Hernandez, Carol	VI-12	2013-2014	LMC

Disposition APPROVED Date July 24, 2013  
 Governing Board

  
 Secretary

Haslam, Alan - English Assistant Professor

- Experience
- English Adjunct Professor, Sierra Community College, Rocklin, CA
  - English Adjunct Professor, Consumnes River College, Sacramento, CA
  - English Adjunct Professor, Solano Community College, Fairfield, CA
  - Communication and Assessment Analyst, Student Affairs, Sacramento State University, Sacramento, CA
- Education:
- Bachelor's - English
  - Doctorate - English

Roth, Heather - English/Reading Assistant Professor

- Experience:
- English Adjunct Professor, Contra Costa College, CA
- Education:
- Bachelor's - English
  - Community College Limited Service Credential – Basic Education; Language Arts and Literature
  - Reading Specialist Credential

Schwarz, Elisabeth - Culinary Arts Assistant Professor

- Experience:
- Culinary Arts Adjunct Professor, Contra Costa College, CA
  - Executive Chef and Menu Consultant, Fairfield, CA
  - Head Chef, Novato, CA
- Education:
- Bachelor's - Organizational Management

Speirs, Kenneth - English Assistant Professor

- Experience:
- Lecturer, University of California, Berkeley, CA
  - English Professor, Long Beach City College, Long Beach, CA
  - English Assistant Professor, Kingsborough Community College, New York, NY
- Education:
- Bachelor's - English
  - Master's - English
  - Doctorate - English and American Literature

Wong, Mark - Physics/Astronomy; Engineering Assistant Professor

- Experience:
- Physics/Astronomy; Engineering Adjunct Professor, Contra Costa College, CA
  - Acting Director for the Center for Science Excellence, Contra Costa College, CA
- Education:
- Bachelor's - Physics
  - Master's - Materials Science and Engineering

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 3-C

**DATE** July 24, 2013

**PURPOSE** Employment and Change of Status of Temporary Academic Employees

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the following temporary academic employees be employed:

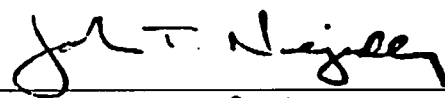
**SEMESTER SALARY SCHEDULE**

<u>Name</u>	<u>Discipline/Criteria</u>	<u>Salary Placement</u>	<u>Effective Date/ Location</u>
Aaron, Ashley	Ethnic Studies Master's - Ethnic Studies	I-1 \$53.59	08-13-13 CCC
Adesokan, Bukola	English Master's - English	III-1 \$57.96	08-13-13 CCC
Broadfoot, Robert	Drama/Theater Arts Master's - Fine Arts (Dramatic Art)	III-1 \$57.96	06-17-13 LMC
Clark, Troy	Geography Master's - Geography	IV-1 \$60.15	06-17-13 CCC
Davis, Benjamin	Mathematics Equivalency process	V-1 \$62.32	06-17-13 CCC
Focari, Vanessa	Communication Studies Master's - Speech Communication	III-1 \$57.96	08-13-13 CCC
Foster, Chriss	English Master's - English Literature	VII-10 \$81.90	06-18-13 CCC
Gutierrez, Ana	English Equivalency process	IV-12 \$79.71	06-17-13 LMC
Hudson, Kathryn	English Master's - English	IV-2 \$60.15	08-13-13 CCC
Kane, Jason	Communication Studies Master's - Communication	III-1 \$57.96	06-17-13 CCC

<u>Name</u>	<u>Discipline/Criteria</u>	<u>Salary Placement</u>	<u>Effective Date/ Location</u>
Longero, Douglas	Coaching Bachelor's and two years work experience	III-10 \$73.19	06-10-13* DVC
Nabas, Nicholas	Art History Master's - Art History	III-1 \$57.96	06-15-13 DVC
Niyogi, Sanghamitra	Sociology Doctorate - Sociology	VII-1 \$66.67	08-13-13 DVC
Odom, Jesekeh	Counseling Master's - Counseling	IV-1 \$60.15	06-17-13 CCC
Palafox, Jorge	Emergency Medical Technologies Bachelor's and two years work experience	IV-6 \$66.67	08-13-13 CCC
Phalen, Caitlin	Intern - Communication Studies Currently enrolled in a master's degree program	I-1 \$53.59	06-15-13 DVC
Phalen, Darren	Intern - Communication Studies Currently enrolled in a master's degree program	II-1 \$55.79	06-15-13 DVC
Pollack, Haley	History Master's - History	III-1* \$57.96*	08-13-13 DVC
Riazati, Farzan	Mathematics Doctorate - Mathematics	I-1 \$53.59	08-13-13 DVC
Robles, Alma	Foreign Languages (Spanish) Master's - Spanish	IV-1 \$60.15	08-13-13 DVC
Sun, Ya-Lin	Biological Sciences Doctorate - Biology	VII-1 \$66.67	08-13-13 DVC
Villafane, Angela	Ethnic Studies Master's - Ethnic Studies	V-1 \$62.32	08-13-13 CCC
Wagner, Amy	Earth Science Doctorate - Oceanography	VII-1 \$66.67	06-15-13 DVC
Wei, David	Coaching Bachelor's and two years work experience	I-1 \$53.59	06-18-13 CCC

\*Amending Governing Board Report No. 90-C, dated June 26, 2013

Disposition APPROVED Date July 24, 2013  
Governing Board

  
Secretary

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 3-D

**DATE** July 24, 2013

**PURPOSE** Employment and Change of Status of Classified Employees

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the following regular monthly classified employee be employed, time subject to assignment, for the position and at the salary rate indicated:

<u>Name</u>	<u>Payroll Title/Monthly Salary</u>	<u>Effective Date/ Location</u>
Saeteurn, May	Student Services and Instructional Support Coordinator Range 62, Step 1 Full-time, 12 months \$4,269.00	07-08-13 CCC

It is recommended that the following re-employment action under Article 13.7 of the Local I Contract be approved:

<u>Name</u>	<u>Payroll Title/Monthly Salary</u> <u>From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Gleason, Timothy	Media Design Specialist Range 66, Step 5 50% time, 12 months \$2,869.50	Media Design Specialist Range 66, Step 5 75% time, 12 months \$4,304.25	07-01-13 CCC

It is recommended that the following changes in assignment be approved:

Saffold, Darryl	Police Services Officer Range 64, Step 2 Full-time, 12 months 5% shift differential \$4,947.60	Police Services Officer Range 64, Step 2 Full-time, 12 months 10% shift differential \$5,183.20	07-01-13 LMC to CCC
Valentin, Manuel	Police Services Officer Range 64, Step 4 Full-time, 12 months 10% shift differential \$5,721.10	Police Services Officer Range 64, Step 4 Full-time, 12 months \$5,201.00	7-01-13 CCC

<u>Name</u>	<u>Payroll Title/Monthly Salary From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Williams, Brian	Science Laboratory Technician II Range 56, Step 3 Full-time, 10 months \$4,063.00	Science Laboratory Technician II Range 56, Step 3 Full-time, 11 months \$4,063.00	07-01-13 CCC

It is recommended that the following temporary assignments be approved for the period indicated, or shorter, depending on need:

Almassey, Nicole	Administrative Assistant Range 56, Step 1 75% time, 12 months \$2,760.75	Administrative Assistant Range 56, Step 2 Full-time, 12 months \$3,868.00	06-10-13 thru 07-18-13 (Continuation from 06-10-13) LMC
Barno, Maria	Scheduling Specialist Range 56, Step 5 Full-time, 12 months 5% longevity \$4,712.00	Scheduling Specialist Range 56, Step 5 + 5% Full-time, 12 months 5% longevity \$4,947.60	07-01-13 thru 12-31-13 Assuming additional duties of Senior Dean (Continuation from 07-01-11) DVC
Boland Drain, Sarah	Employment Center Coordinator Range 64, Step 5 Full-time, 12 months \$5,463.00	Employment Center Coordinator Range 64, Step 5 72.5% time, 12 months \$3,960.68	06-17-13 thru 07-25-13 DVC
Franco, Catherine	Financial Aid Assistant II Range 53, Step 5 Full-time, 12 months \$4,165.00	College Human Resources Assistant Range 56, Step 5 75% time, 12 months \$3,363.75 and Financial Aid Assistant II Range 53, Step 5 6% time, 12 months \$249.90	05-24-13 thru 05-31-13 DVC



<u>Name</u>	<u>Payroll Title/Monthly Salary From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Franco, Catherine	College Human Resources Assistant Range 56, Step 5 75% time, 12 months \$3,363.75	College Human Resources Assistant Range 56, Step 5 75% time, 12 months \$3,363.75 and Financial Aid Assistant II Range 53, Step 5 6% time, 12 months \$249.90	06-01-13 thru 06-30-13 DVC
Gardner, James	Shop Equipment Assistant Range 51, Step 2 50% time, 11 months \$1,709.50	Shop Equipment Assistant Range 51, Step 2 75% time, 11 months \$2,564.25	06-01-13 thru 06-30-13 (Continuation from 09-01-12) CCC
Haas, Karen	Admissions/Records Assistant II Range 49, Step 5 50% time, 12 months \$1,886.50	Admissions/Records Assistant II Range 49, Step 5 75% time, 12 months \$2,829.75	06-01-13 thru 06-30-13 (Continuation from 11-05-12) LMC
Hall, Rikki	Admissions/Records Assistant II Range 49, Step 4 Full-time, 12 months \$3,592.00	Senior Admissions/Records Assistant Range 53, Step 4 Full-time, 12 months \$3,964.00	06-01-13 thru 06-30-13 (Continuation from 08-20-12) LMC
Hankins, Charles	Police Services Officer Range 64, Step 5 Full time, 12 months 5% shift differential \$5,736.15	Police Services Officer Range 64, Step 5 + 5% Full time, 12 months 5% shift differential \$6,009.30	07-01-13 thru 12-31-13 Assuming assignment of Field Training Officer (Continuation from 07-01-12) CCC

<u>Name</u>	<u>Payroll Title/Monthly Salary From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Holt, Thomas	Police Services Officer Range 64, Step 5 Full-time, 12 months \$5,463.00	Police Services Officer Range 64, Step 5 + 5% Full-time, 12 months \$5,736.15	07-01-13 thru 06-30-14 Assuming assignment of Detective (Continuation from 01-01-12) DVC
Jackson, Michele	Marketing and Communications Coordinator Range 66, Step 5 Full-time, 12 months 5% longevity \$6,030.00	Marketing and Communications Coordinator Range 66, Step 5 + 5% Full-time, 12 months 7.5% longevity \$6,489.00	07-01-13 thru 07-31-13 Assuming additional duties of Dean (Continuation from 01-01-10) CCC
Lares, Imelda	Admissions/Records Assistant II Range 49, Step 5 75% time, 12 months \$2,829.75	Admissions/Records Assistant II Range 49, Step 5 Full-time, 12 months \$3,773.00	06-01-13 thru 06-30-13 (Continuation from 09-04-12) LMC
McDonald, Kathryn	Police Services Officer Range 64, Step 5 Full-time, 12 months 5% shift differential \$5,736.15	Police Services Officer Range 64, Step 5 + 5% Full-time, 12 months 5% shift differential \$6,009.30	07-01-13 thru 12-31-13 Assuming assignment of Field Training Officer (Continuation from 07-01-12) DVC
Mills, Sandra	Computer Aided Instructional Laboratory Coordinator Range 56, Step 5 Full-time, 10.5 months 5% longevity \$4,712.00	Computer Aided Instructional Laboratory Coordinator Range 56, Step 5 + 5% Full-time, 10.5 months 5% longevity \$4,947.60	7-01-13 thru 12-31-13 Assuming duties of lead tutor (Continuation from 09-29-08) LMC
Orangunwa, Adeirawo	Administrative Assistant Range 56, Step 5 75% time, 12 months \$3,363.75	Administrative Assistant Range 56, Step 5 Full-time, 12 months \$4,485.00	08-15-13 thru 06-30-14 LMC

<u>Name</u>	<u>Payroll Title/Monthly Salary From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Parsons, Sandra	Assessment Center Technician Range 52, Step 5 Full-time, 12 months \$4,063.00	Student Services and Instructional Support Coordinator Range 62, Step 1 80% time, 10 months \$3,415.20	05-28-13 thru 06-30-13 DVC
Phillips, Melody	Senior Administrative Assistant Range 58, Step 5 Full-time, 12 months \$4,712.00	Satellite Business Services Coordinator Range 65, Step 3 Full-time, 12 months \$5,074.00	06-01-13 thru 12-31-13 DVC
Rafii, Diana	Administrative Secretary Range 52, Step 5 Full-time, 12 months 5% longevity \$4,269.00	District Accounting Specialist Range 57, Step 4 Full-time, 12 months 5% longevity \$4,597.00	7-01-13 thru 7-11-13 (Continuation from 04-08-13) DST
Saelee, Nai	District Account Specialist Range 57, Step 3 Full-time, 12 months \$4,165.00	Fiscal Operations Specialist Range 76, Step 1 Full-time, 12 months \$6,030.00	07-01-13 thru 07-11-13 (Continuation from 03-25-13) DST
Sano, David	Police Services Officer Range 64, Step 5 Full-time, 12 months 5% shift differential 5% longevity \$6,025.95	Police Services Officer Range 64, Step 5 + 5% Full-time, 12 months 5% shift differential 5% longevity \$6,312.90	07-01-13 thru 12-31-13 Assuming assignment of Field Training Officer (Continuation from 07-01-12) CCC
Soto, Annica	Admissions/Records Assistant II Range 49, Step 5 Full-time, 12 months \$3,773.00	Senior Admissions/Records Assistant Range 53, Step 5 Full-time, 12 months \$4,165.00	06-01-13 thru 06-30-13 (Continuation from 09-10-12) LMC

<u>Name</u>	<u>Payroll Title/Monthly Salary From</u>	<u>To</u>	<u>Effective Date/ Location</u>
Steinecke, Joy	College Human Resources Assistant Range 56, Step 3 75% time, 12 months \$3,047.25	College Human Resources Assistant Range 56, Step 3 Full-time, 12 months \$4,063.00	07-01-13 thru 12-31-13 (Continuation from 05-21-13) CCC
Towers, Teresa	Senior Offset Technician Range 52, Step 5 Full-time, 12 months 17.5% longevity \$4,830.00	Reprographics Production Coordinator Range 56, Step 4 Full-time, 12 months 17.5% longevity \$5,074.00	06-01-13 thru 12-31-13 DVC

It is recommended that the following monthly employees be employed to work during their non-scheduled work month for the position and the period indicated:

<u>Name</u>	<u>Payroll Title</u>	<u>Effective Date/ Location</u>
Appel, Eric	Computer Aided Instructional Laboratory Coordinator	06-03-13 thru 06-27-13 CCC
Basilious, Noha	Financial Aid Assistant I	06-17-13 thru 06-20-13 DVC
Beas, Priscilla	Financial Aid Assistant I	06-03-13 thru 06-06-13 DVC
Chapman, Eloine	Senior Web Administrator	06-03-13 thru 06-06-13 DVC
Enea, Sebastian	Instructional Assistant	06-03-13 thru 08-09-13 LMC
Estrada, Betty	Student Activities Assistant	06-17-13 thru 06-30-13 DVC
Gomes, Nicole	Financial Aid Assistant I	06-10-13 thru 06-14-13* DVC
Heiden, Scott	Theater Staging Specialist	06-17-13 thru 06-27-13 DVC
Larkin, Sara	Student Activities Coordinator	06-15-13 thru 06-30-13 DVC

<u>Name</u>	<u>Payroll Title</u>	<u>Effective Date/ Location</u>
Mayo, Joeretha	Financial Aid Assistant I	06-11-13 thru 06-13-13 DVC
Schall, John	Media Design Specialist	06-03-13 thru 06-14-13 LMC
Seider, Christine	Child Care Center Assistant	06-24-13 thru 06-26-13 DVC

\*Amending Governing Board Report No. 90-D, dated June 26, 2013

It is recommended that the following hourly classified employees be employed under the provision of Education Code Section 88003, time subject to assignment, for the positions indicated:

#### SUBSTITUTE

<u>Name</u>	<u>Payroll Title</u>	<u>Effective Date</u>	<u>Location</u>
Adesina, Kehinde	Contract Class Tutor II	06-03-13	DVC
Beil, Eileen	Science Laboratory Technician I	06-17-13	DVC
Carriger, Steven	Equipment Maintenance Worker	06-10-13	LMC
Ishekwene, Rhonda	Custodian I	06-10-13	LMC
Long, Christopher	Computer Center Technician II	05-15-13	DVC
Ramos, Ignacio	Custodian II	06-27-13	DVC

#### SHORT-TERM

Adesina, Kehinde	Student Activities Coordinator	06-03-13	DVC
Alghazali, Nagibah	Instructional Aide	05-13-13	CCC
Anvari, Niousha	Office Assistant II	06-01-13	DVC
Ayyad, Islam	Admissions/Records Assistant I	06-03-13	CCC
Balangan, Phoebe	Financial Aid Assistant II	07-01-13	DVC
Ballesteros, Tania	Instructional Assistant	05-28-13	DVC
Bauder, Aubria	Instructional Aide	06-17-13	DVC
Buckner, Erin	Contract Class Tutor I	06-17-13	DVC
Butler, Frogard	Instructional Assistant	06-17-13	DVC
Galvez, Veronica	Instructional Assistant	06-03-13	CCC
Griffin, Brittney	Instructional Aide	06-17-13	DVC
Moscoso, Felipe	Financial Aid Assistant I	06-03-13	CCC
Nguyen, Monica	Instructional Aide	06-17-13	DVC
Nguyen, Phuc	Instructional Aide	06-17-13	DVC
Pina, Demis	Campus Facilities Assistant	05-23-13	DVC
Rodriguez, Yvette	Instructional Aide	06-07-13	DVC
Samuel, Yewande	Contract Class Tutor I	06-17-13	DVC
Silverson, Nicole	Instructional Assistant	06-17-13	DVC

<u>Name</u>	<u>Payroll Title</u>	<u>Effective Date</u>	<u>Location</u>
Soriaga, Roandrick	Instructional Aide	06-06-13	DVC
Taylor, Dominique	Admissions/Records Assistant I	07-01-13	LMC

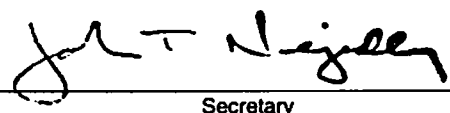
**PROFESSIONAL EXPERT/RECREATION PROGRAM**

Anasse, Najwa	Swim Program Instructor III/Lifeguard	05-01-13	CCC
Brown, Marcus	Swim Program Instructor III/Lifeguard	05-01-13	CCC
Cambier, Kenneth	Community Service Program Instructor III (Upward Bound)	06-13-13	DVC
Carlson, Ann	Self-Funded/Fee Based Program Instructor III (International Education Center)	06-01-13	DVC
Castellano, Letianna	College for Kids Instructional Aide I (Office)	06-18-13	DVC
Craig, Sarah	Swim Program Head Instructor/Supervisor	05-01-13	CCC
De Gennaro, Evan	Self-Funded/Fee Based Program Instructor IV (International Education Center)	06-21-13	DVC
Duong, Vin	Advanced Technical Expert (First 5)	07-01-13	CCC
Durell, Harris	Community Service Program Instructor II (College for Kids – Flag Football)	06-19-13	DVC
Grose, Peter	Community Service Program Instructor III (College for Kids - Water Color)	06-18-13	DVC
Hillhouse, Caroline	Community Service Program Instructor III (Educational Talent Search and Upward Bound)	06-13-13	DVC
Moats, Conan	Community Service Program Instructor III (College for Kids - Creative Writing)	06-18-13	DVC
Molina, Nelson	Swim Program Head Instructor/Supervisor	05-01-13	CCC
Olinga, Afsaneh	Community Service Program Instructor III (Educational Talent Search and Upward Bound)	06-13-13	DVC
Prado, Olivia	Swim Program Instructor II/Lifeguard	06-04-13	CCC
Temple, Peter	Technical Expert (Student Services)	05-20-13	CCC
Toms, Kyle	Swim Program Head Instructor/Supervisor	05-01-13	CCC
Tsuyuki, Kaitlyn	College for Kids Instructional Aide I (Math)	06-18-13	DVC
Urbina, Jonathan	College for Kids Instructional Aide I (Keyboarding)	06-18-13	DVC
Watu-Khuthaza, Tumikia	Self-Funded/Fee Based Program Instructor VII (Community Education)	08-24-13	CCC
Weintraub, Carissa	Community Service Program Instructor III (Educational Talent Search and Upward Bound)	06-13-13	DVC
Wilder-Collins, Noelle	College for Kids Instructional Aide I (Office)	06-18-13	DVC

**GRATUITOUS**

Nguyen, Kha	Instructional Aide	06-17-13	DVC
Parker, Daniel	Instructional Aide	07-01-13	DVC

Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 4-A

**DATE** July 24, 2013

**PURPOSE** New Associate in Art - Transfer (A.A.-T) Degree in Geography – Contra Costa College

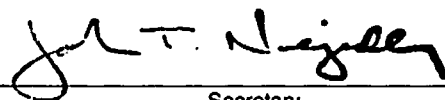
**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the attached, new A.A.-T degree in Geography at Contra Costa College be approved.

The proposed new A.A.-T degree has been reviewed by the District's Educational Planning Committee, as required by Board Policy 4008.

Disposition APPROVED  
Governing Board

Date July 24, 2013



Secretary

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase I – CONCEPT PROPOSAL/QUESTIONNAIRE**

**College:** Contra Costa College

**Date:** May 21, 2013

**Program Name/Description:** Associate in Art Transfer Degree in Geography

Geography is the study of the earth and its land, features, inhabitants, and phenomena from a spatial perspective. Most geographers work in one of two main branches of geography: physical and cultural. Physical geographers examine the physical aspects of a region, including its land forms, climates, soils, vegetation, water, plants, and animals. Cultural geographers analyze the spatial implications of human activities within a given area, including its economic activities, social characteristics, and political organization, and are further classified on the basis of their specific focus.

**Describe the purpose and goals of the program and who it is intended to serve.**

The purpose of this Transfer degree is to provide preparation for community college students to transfer into the CSU system. This proposal is in accordance with SB 1440 and is submitted with the intent to provide extended opportunities for students, particularly for underrepresented student populations. This Transfer degree will provide students interested in pursuing a Bachelor's degree in Geography with the lower-division coursework required to transfer into the CSU system.

**Why is it important to offer this program at this time? Who are the college and community stakeholders advocating for this program?**

The justification for the Geography AA-T degree falls within our college mission statement that "to ensure opportunities for effective student learning that leads to successful completion of a degree or transfer program." Contra Costa College serves an urban area within West Contra Costa County, with an intended goal to provide a learning environment that leads to successful completion of a degree that will assist with the ability to transfer into a CSU system. The benefits with the AA-T, is to increase students' ability to complete a large number of required lower division classes while completing their major classes as mechanism to earn this degree at the community college level and complete a baccalaureate degree in the CSU system. The AA-T acts as a framework the students can follow and take with them when they meet with their advisors. Moreover, with this degree, students will be relieved of the uncertainty of whether a particular course is eligible for transfer in the major field; they will know without a doubt that they have completed the requirements necessary for lower division courses needed for the baccalaureate degree. Transfer degrees such as this one can be considered a major stepping stone in the transfer process based on California's first attempt to create uniform lower division curricula. Although assist.org should still be used for specific articulation agreements, a beginning student now has a general roadmap for major requirements, which can save valuable time and money.

The creation of the Geography Associate in Art Transfer (AAT) degree involved the collaborative efforts of the several department faculty, many whom have taught geography at our college and at other higher education institutions. Catalogs at neighboring community colleges and state universities, our college's Center for Science



Excellence and Hispanic Serving Institution - STEM Directors, and Contra Costa College Curriculum Committee members were also consulted.

**Do other colleges in the district or region offer a similar program? (Describe the rationale for duplication and whether or not conversations have taken place)**

The proposed changes to this curriculum are in line with the current trend toward meeting the requirements for the state legislation for SB1440 for all of the community colleges in California.

**Will the program offer a degree or certificate or both?**

The Associate in Art (AA-T) Geography for Transfer will replace our current terminal associate (AA) degree in geography. We are providing a transfer degree with faculty, facility and courses that already exist and are sufficient to accommodate this new degree.

**Describe generally the types of course that will be offered.**

We reviewed our curriculum and analyzed it against CID course descriptors and lower division major preparation into the CSU system and participated in the state-wide C.ID.net project with the academic senate using the TMC degree template in the development of this transfer degree. The TMC has a 2-unit Geographic Information System course; whereas, our college's course is a 3-unit version. It might be noted that our college separates the geography laboratory course from the lecture course. Our college does not offer courses in world regional geography, map interpretation and analysis, nor weather and climate.

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase II – CURRICULUM AND NEEDS ASSESSMENT**

College: Contra Costa College

Date: May 21, 2013

Program: Associate in Art Transfer Degree in Geography

List the proposed courses for the program, including title, number of units, and a brief course description.

*Required Core Courses: Select 6 to 7 units from the following:*

***GEOG 120 (GEOG 110) Physical Geography - 3 units***

This course is an introduction to earth's physical environment. This includes a discussion of natural processes and patterns related to weather and climate, the atmosphere, development of landforms, earthquakes, natural hazards, and natural resources. This course also explains the distribution of plant biomes, plate tectonics, and the impact of human activities on the natural environment.

***GEOG 120L (GEOG 111) Physical Geography Laboratory - 1 unit***

This course is a complement to Geography 120. Students are introduced to laboratory skills in physical geography that include interpretation and analysis physical geographic concepts using maps.

***GEOG 130 (GEOG 120) Cultural Geography - 3 units***

This course is an introduction to patterns in the contemporary human landscape. The course examines the population growth and distribution, agriculture, human migration, economic development, historical development, and the spread of culture and religions.

*List A: Select 6 to 7 units from the following:*

***GEOG 150 (GEOG 140) California Geography - 3 units***

This course examines physical and human geographic features in California, and focusses on the effects of the physical environment on the human environment. Discussion of the physical environment will include climate, weather, landforms, faults and earthquakes, and resource use. The human environment discussion will focus on population migration, historical trends, demographics, agriculture, urban economic development, and cultural/political norms.

***GEOG 126 (GEOG 155) Introduction to Geographic Information Systems - 3 units***

This course is an introduction to Geographic Information Systems (GIS) as a tool for spatial analysis. The course will cover GIS concepts, techniques and methodologies. Lab activities will be used to reinforce lecture concepts. The course will prepare students for advanced university level courses in spatial analysis or for entry level positions in GIS related fields.

***GEOG 300 (GEOG 160) Regional Field Studies - 1 unit***

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience.

***List B: 6 units***

***ANTHR 130 (ANTHR 120) Cultural Anthropology - 3 units***

This course is an introductory cultural anthropology course featuring dramatic and unique film footage from around the world, embracing cultures from all continents, highlighting major lifestyles, and illustrating human adaptations to environment from the beginnings of the human species to the present. This course will help students appreciate the diversity of human cultures around the world.

***GEOL 120 (GEOL 100) Physical Geology - 3 units***

This course is a study of the earth's processes and materials. This includes the study of earthquakes, volcanoes, climate change, plate tectonics, the earth's origins, rocks, minerals, weathering, erosion, mountain building, streams, groundwater, water resources, and environmental issues relevant to geology.

**List the proposed sequencing of courses for years 1 and 2.**

<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
GEOG 120	GEOG 130	GEOL 120	GEOG 126
GEOG 120L	ANTHR 130	GEOG 300	GEOG 150

**Describe the staffing needs for the program including full-time/part-time faculty and classified staff.**

The Geography program is in the Social Sciences Department. There are currently four part-time faculty members who teach courses in the Geography major. All faculty who teach courses within this program meet the state minimum qualifications and possess knowledge and experience in the Geography program area. At this time, the staffing needs are adequate.

**Describe the equipment and supply needs of the new program.**

No additional resources will be required beyond the college's current instrumentation and equipment.

**Describe the facilities needs for the program.**

No additional resources will be required beyond the college's current classroom and laboratory facilities, library, computer and learning resources.



CCC CURRICULUM INVENTORY  
Program or Course Proposal  
SIGNATURE PAGE  
Substantial Change

Program: AA-T GEOGRAPHY

**CURRICULUM & INSTRUCTIONAL ADMINISTRATION:**

The program(s) and/or course(s) has/have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of the California Code of Regulations, Title 5.

5/6/13  
Date

Kenyetta Tribble  
Name

*Kenyetta Tribble*  
Signature, Curriculum Committee Chair

5/17/13  
Date

Dr. Donna Floyd  
Name

*Donna Floyd*  
Signature, Vice President of Instruction

5/17/13  
Date

Dr. Denise Noldon  
Name

*Denise E. Noldon*  
Signature, President

**DISTRICT (check one):**

On \_\_\_\_\_ (date), the governing board of the \_\_\_\_\_ District approved the program and/or course proposal(s) attached to this request.

The governing board has delegated to me the authority to approve program and/or course proposal(s), and I have approved the proposal(s) attached to this request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature, Superintendent/Chancellor

**CAREER TECHNICAL EDUCATION (CTE) PROGRAMS ONLY:**

The program(s) fulfill(s) the requirements of employers in the occupation, provide students with appropriate occupational competencies, and meet any relevant professional or licensing standards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature, Regional Consortium Chair



CONTRA COSTA COLLEGE

REQUEST FOR NEW MAJOR/ CHANGE OF MAJOR  
REQUEST FOR NEW CERTIFICATE/CHANGE OF CERTIFICATE  
REQUEST FOR NEW DEPARTMENT/ CHANGE OF DEPARTMENT

You may use this form to: (Please check the appropriate box)

- |                                     |   |                          |  |
|-------------------------------------|---|--------------------------|--|
| <input type="checkbox"/>            | Delete an entire major                    | <input type="checkbox"/> | Delete an entire certificate                       |
| <input type="checkbox"/>            | Create a new major in a program           | <input type="checkbox"/> | Create a new certificate in a program              |
| <input type="checkbox"/>            | Add another major                         | <input type="checkbox"/> | Add another certificate                            |
| <input type="checkbox"/>            | Change the name of a major                | <input type="checkbox"/> | Change the name of a certificate                   |
| <input checked="" type="checkbox"/> | Replace an existing major                 | <input type="checkbox"/> | Replace an existing certificate                    |
| <input type="checkbox"/>            | Other changes to major                    | <input type="checkbox"/> | Other changes to certificate                       |
| <input type="checkbox"/>            | Change a major by adding/deleting courses | <input type="checkbox"/> | Change a certificate by adding or deleting courses |
| <input type="checkbox"/>            | Create a new Department/Program           | <input type="checkbox"/> | Change the name of a Department/Program            |

Reason for Change (if applicable):

This degree has been created with the Transfer Model Curriculum (TMC) template for geography currently vetted by the California Community College and California State Universities Chancellors offices in collaboration with Community College and CSU faculty senates. This degree meets the legal mandate for transfer degrees as required in SB 1440 (2010).

Department Name:	Social Sciences
Program Name:	Geography
Name of Major:	Associate in Art Transfer Degree in Geography (Geography AA-T)
Name of Certificate:	

<input type="checkbox"/> Certificate of Achievement	<input type="checkbox"/> Certificate of Accomplishment	Total of Hours (if applicable)
<b>Course(s) added/unit value:</b> Please indicate if course is required or is required as one option from a list of approved courses; i.e., "6 units from the following:"		<b>Course(s) deleted/unit value:</b>
<b>Transfer Major (AA-T) - Geography.....18 - 20 Units</b> Although this degree meets the legal mandate for CSU transfer degrees, students should follow the specific articulation agreement found at <a href="http://www.assist.org">www.assist.org</a> for the selected transfer institution. Associate in Art degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and IGETC or CSU GE breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.  <b>Required Core Courses (State C-ID code) Course Title: Select 6 to 7 units from the following:</b> 3 units GEOG 120 (GEOG 110) Physical Geography 1 unit GEOG 120L (GEOG 111) Physical Geography Laboratory 3 units GEOG 130 (GEOG 120) Cultural Geography  <b>List A: Select 6 to 7 units from the following:</b> 3 units GEOG 150 (GEOG 140) California Geography 3 units GEOG 126 (GEOG 155) Introduction to Geographic Information Systems 1 unit GEOG 300 (GEOG 160) Regional Field Studies  <b>List B: 6 units</b> 3 units ANTHR 130 (ANTHR 120) Cultural Anthropology 3 units GEOL 120 (GEOL 100) Physical Geology  A certificate of achievement may be earned by completing all of the necessary courses with a grade of "C" or better.		

<b>Recommended Preparation:</b> Transfer students are emphatically encouraged to follow the transfer institution specific articulation agreements found on <a href="http://www.assist.org">www.assist.org</a>	
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Previous Total Units:	N/A
New Total Units:	20

**Suggested Sequence of Courses (optional)**

Fall	Spring	Fall	Spring
Geog 120 Geog 120L	Geog 130 Anthr 130	Geol 120 Geog 300	Geog 126 Geog 150

New/Revised Majors/Certificates become effective: 2012-2013 Catalog

\*\*\*\*SIGNATURES \*\*\*\*

<b>Faculty originator:</b>	Chris Johnson	<b>Date:</b>
<b>Department Chair:</b>	Manu Ampim	<b>Date:</b>
<b>DIC Chair:</b>	Mickele Arnold	<b>Date:</b>
<b>Division Dean:</b>	Terence Elliott	<b>Date:</b>
<b>CIC Chair:</b>	Kenyetta Tribble	<b>Date:</b>
<b>Senior Dean of Instruction:</b>	Donna Floyd	<b>Date:</b>

Signatures on Record

**Distribution:** Instruction Office (original), Articulation Office, Admissions and Records Office, Faculty Originator, Department Chair, and Division Office

*Form Revised 11/07*

**\*\*This degree will be listed in the Catalog with the following admonishment:**

*Pending the approval of the California State Chancellor's office .*

**Transfer Model Curriculum (TMC) Template for Geography**

Template # 1013  
Rev. 3: 03/01/13

CCC Major or Area of Emphasis: Geography  
TOP Code: 220600  
CSU Major(s): Geography  
Total Units: 18-20 (all units are semester units):

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website:

[http://web1.assist.org/web-assist/help/help-csu\\_ge.html](http://web1.assist.org/web-assist/help/help-csu_ge.html).

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE** and **LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Geography for Transfer Degree				
College Name:				
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS		
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units CSU GE/ IGETC Area
<b>REQUIRED CORE: (6-7units)</b>				
Introduction to Physical Geography (3) OR Introduction to Physical Geography with Laboratory (4) OR Introduction to Physical Geography (3) AND Physical Geography Laboratory (1) Introduction to Human Geography (3)	GEOG 110  GEOG 115  GEOG 110  GEOG 111 GEOG 120			
<b>LIST A: Select two to three (6-7 units)</b>				
Physical Geography Laboratory (1) (If GEOG 115 or GEOG 111 not taken in <b>REQUIRED CORE</b> ) World Regional Geography (3) California Geography (3)	GEOG 111  GEOG 125  GEOG 140			

Introduction to Geographic Information Systems and Techniques with Laboratory (2)	GEOG 155				
Map Interpretation and Analysis (2)	GEOG 150				
Introduction to Weather and Climate (3)	GEOG 130				
Regional Field Studies (1)	GEOG 160				
<b>LIST B: Select two (6 units)</b>					
Any course from LIST A not already used.					
Any CSU transferable Geography course.	<b>BCT</b>				
Any course (in or outside of the Geography discipline) that is articulated as lower division preparation in for the Geography major at a CSU.	<b>AAM</b>				
Introduction to Cultural Anthropology (3)	ANTH 120				
Physical Geology (3)	GEOL 100				
<b>Total Units for the Major:</b>	<b>18</b>	<b>Total Units for the Major:</b>		sum	
		<b>Total Units that may be double-counted</b>		sum	
		<i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>			
		<b>General Education (CSU GE or IGETC) Units</b>			
		<b>Elective (CSU Transferable) Units</b>		sum	
		<b>Total Degree Units (maximum)</b>			<b>60</b>



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**A. Appropriateness of Mission**

**1. Statement of program goals and objectives:**

Associate in Art in Geography for Transfer Program Goals:

The purpose of this Transfer degree is to provide preparation for community college students to transfer into the CSU system. This proposal is in accordance with SB 1440 and is submitted with the intent to provide extended opportunities for students, particularly for underrepresented student populations.

Associate in Art in Geography for Transfer Program Objectives:

This Transfer degree will provide students interested in pursuing a Bachelor's degree in Geography with the lower-division coursework required to transfer into the CSU system.

Associate in Art in Geography for Transfer Program Outcomes:

Upon completion of this degree students will be able to:

1. Describe how geography looks at the world through spatial patterns.
2. Explain why culture is a key component in the development of the human landscape.
3. Analyze the concept of region as central concept in geography.
4. Critique how people modify the landscape to meet their personal and societal needs.
5. Describe how the earth is affected by the sun and moon.

**2. Catalog Description**

Geography is the study of the earth and its land, features, inhabitants, and phenomena from a spatial perspective. Most geographers work in one of two main branches of geography: physical and cultural. Physical geographers examine the physical aspects of a region, including its land forms, climates, soils, vegetation, water, plants, and animals. Cultural geographers analyze the spatial implications of human activities within a given area, including its economic activities, social characteristics, and political organization, and are further classified on the basis of their specific focus.

Successful completion of Associate in Art in Geography for Transfer guarantees admissions into the California State University system, by satisfactory completion of the following:

- (A) A minimum of 20 semester units in a major or area of emphasis, as determined by the community college district, with a "C" or better, and while maintaining a minimum grade point average (GPA) of at least a 2.0 in all CSU transferable coursework.
- (B) Complete 60 semester CSU transferable units using either the intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU-GE Breadth) pattern.
- (C) No more than 60 semester units are required.

**3. Program Requirements:**

**Required Core Courses (State C-ID code) Course Title: 6 to 7 Units**  
3 units GEOG 120 (GEOG 110) Physical Geography

1 unit GEOG 120L (GEOG 111) Physical Geography Laboratory  
 3 units GEOG 130 (GEOG 120) Cultural Geography

**List A: 6 to 7 Units**

3 units GEOG 150 (GEOG 140) California Geography  
 3 units GEOG 126 (GEOG 155) Introduction to Geographic Information Systems  
 1 unit GEOG 300 (GEOG 160) Regional Field Studies

**List B: 6 Units**

3 units ANTHR 130 (ANTHR 120) Cultural Anthropology  
 3 units GEOL 120 (GEOL 100) Physical Geology

A certificate of achievement may be earned by completing all of the necessary courses with a grade of "C" or better.

**Recommended Preparation:** Transfer students are emphatically encouraged to follow the transfer institution specific articulation agreements found on [www.assist.org](http://www.assist.org)

*.NOTE: \*course can be double counted in major and GE/IGETC pattern.*

<b>Major</b>	<b>20</b>
<b>CSU GE Breadth</b>	<b>30</b>
<b>IGETC</b>	<b>30</b>
<b>Electives (as needed)</b>	<b>10</b>
<b>Degree Total (maximum)</b>	<b>60</b>

**Background and Rationale:**

The creation of the Geography Associate in Art Transfer (AAT) degree involved the collaborative efforts of the several department faculty many whom have taught geography at our college and at other higher education institutions. Catalogs at neighboring community colleges and state universities, our college's Center for Science Excellence and Hispanic Serving Institution - STEM Directors, and Contra Costa College Curriculum Committee members were also consulted.

We reviewed our curriculum and analyzed it against CID course descriptors and lower division major preparation into the CSU system and participated in the state-wide C.ID.net project with the academic senate using the TMC degree template in the development of this transfer degree. The TMC has a 2-unit Geographic Information System course whereas our college's course is a 3-unit version. It might be noted that our college separates the geography laboratory course from the lecture course. Our college does not offer courses in world regional geography, map interpretation and analysis, nor weather and climate.

The justification for the Geography AA-T degree falls within our college mission statement that "to ensure opportunities for effective student learning that leads to successful completion of a degree or transfer program." Contra Costa College serves an urban area within West Contra Costa County, with an intended goal to provide a learning environment that leads to successful completion of a degree that will assist with

the ability to transfer into a CSU system. The benefits with the AA-T, is to increase students' ability to complete a large number of required lower division classes while

completing their major classes as mechanism to earn this degree at the community college level and complete a baccalaureate degree in the CSU system. The AA-T acts as a framework the students can follow and take with them when they meet with their advisors. Moreover, with this degree, students will be relieved of the uncertainty of whether a particular course is eligible for transfer in the major field; they will know without a doubt that they have completed the requirements necessary for lower division courses needed for the baccalaureate degree. Transfer degrees such as this one can be considered a major stepping stone in the transfer process based on California's first attempt to create uniform lower division curricula. Although assist.org should still be used for specific articulation agreements, a beginning student now has a general roadmap for major requirements, which can save valuable time and money.

#### **Criteria B – Need:**

4. **Enrollment and Completer Projections – not applicable**
5. **Place of Program in Curriculum/Similar Programs - Associate in Art (AA-T) Geography for Transfer will replace our current terminal associate (AA) degree in geography. We are providing a transfer degree with faculty, facility and courses that already exist and are sufficient to accommodate this new degree.**
6. **Similar Programs at Other Colleges in Service Area – not applicable**
7. **Labor Market Information & Analysis – not applicable**
8. **Employer Survey – not applicable**
9. **Explanation of Employer Relationships – not applicable**
10. **List of Members of Advisory Committee – not applicable**
11. **Recommendation of Advisory Committee – not applicable**

#### **Criteria D - Adequate Resources:**

##### **15, 16, 17, and 18**

No additional resources will be required beyond the college's current resources. This includes: classroom and laboratory facilities, library, computer and learning resources, instrumentation and equipment, and financial support. All faculty who teach courses within this program meet the state minimum qualifications and possess knowledge and experience in this program area.

#### **Criteria E - Compliance:**

Contra Costa College is accredited through the Accreditation Commission of California Community and Junior Colleges. There are no licensing nor unique accrediting standards that apply to this program. No additional student selection criteria is in place; this program complies with CCR, title 5, 55201 and 58106. Additionally, there are no additional fees required beyond those identified in CEC section 76300.

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Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: San Francisco State 12-13 General Catalog Semester | From: Contra Costa College Semester

====Geography, BA====

Second year written composition is a prerequisite to the upper division Graduation Writing Assessment Requirement (GWAR) course in the major.

Table with 4 columns: Course ID, Course Name, Credits, and Description. Rows include ENG 214, ENGL 1B, ENGL 1C, and ENGL 2B with their respective descriptions and credit values.

A minimum grade of C is required.

OR

OR

An Equivalent Course: Although not articulated to SF State's English 214, the following course(s) will satisfy SF State's Second Year Composition Requirement which meets the prerequisite for Graduation Writing Assessment Requirement (GWAR).

Second Year Composition Requirement: |No course articulated.

A minimum grade of C is required.

Core Courses (lower division):

Table with 4 columns: Course ID, Course Name, Credits, and Description. Rows include GEOG 101, GEOG 102, GEOG 107, and GEOG 103 with their respective descriptions and credit values.

Please see the San Francisco State University Bulletin for additional requirements and upper division courses or visit the SFSU web site at http://www.sfsu.edu.

END OF MAJOR

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: CSU East Bay | From: Contra Costa College  
12-13 General Catalog | Quarter | 12-13 General Catalog Semester

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====Geography B.A.====

Undergraduate Baccalaureate Degrees

California State University, East Bay offers three baccalaureate degrees: a Bachelor of Arts (B.A.) degree, a Bachelor of Fine Arts (B.F.A.), and a Bachelor of Science (B.S.) degree. The degree awarded appears on your diploma and permanent record.

Degree Components

1. General Education Requirements:

All students who earn a baccalaureate degree from CSU East Bay are required to complete at least 72 quarter (48 semester) units of general education. Of the 72 quarter units, at least 12 quarter (9 semester) units must be upper division (junior-senior) level courses taken at CSU East Bay.

Transfer students can fulfill the lower division (freshman-sophomore) General Education requirements by completing either the CSU GE-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students can access information on specific courses meeting General Education requirements on this ASSIST site, or see your community college counselor for more information.

Community college courses that meet either the CSU GE-Breadth or IGETC may also be used to satisfy the lower division (freshman-sophomore) major requirements listed below.

2. Major Requirements:

Both the Geography B.A. and B.S. degrees require a total of 180 quarter units; the majors consist of 61-73 quarter units including both lower and upper division coursework. The following courses are the required lower division (freshman-sophomore) major requirements:

GEOG 2100 Physical Geography (4) | GEOG 120 Physical Geography (3)

GEOG 2300 Cultural Geography (4) | GEOG 130 Cultural Geography (3)

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

## ===== Geography B.A. (continued)

GEOG 2310 Economic and Resource (4) | No Course Articulated
Geography

GEOG 2410 Introduction to Maps (4) | No Course Articulated
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Proficiency Requirement: Complete one of the following proficiency requirements by taking courses or by passing an examination. Proficiency in reading a modern language at the first-year level; or proficiency in statistics at the level of a 3000 (junior) series course. Examinations will be given once each quarter during the first week of instruction. Appropriate coursework will be recommended to students who do not pass an examination.

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Questions regarding the major requirements listed above may be directed to the Geography and Environmental Studies Department at (510) 885-3193. For upper division (junior-senior) major and option requirements, please see the CSU East Bay catalog or visit our web site at <http://www.csueastbay.edu/ecat>.

## 3. Graduation Requirements:

The American Institutions requirement may be completed prior to transfer. Students can complete the U.S. History, Constitution, and American Ideals Requirement by passing a comprehensive examination if offered at the community college or by completing the required courses (generally two). Designated courses that satisfy the CSU American Institutions requirement can also be found on this ASSIST site. Community college courses used to meet the American Institutions requirement may also be used to meet another GE area requirement. See your community college counselor for more information.

Cultural Groups/Women Requirement: Courses that meet this requirement should recognize the contributions to U.S. society made by cultural groups, women, and gays/lesbians. This course (lower or upper division level) may be used to meet a GE area requirement.

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

=====  
**Geography B.A. (continued)**

**Performing Arts and Activities Requirement:** Courses in this area provide an opportunity to develop an appreciation of the visual and performing arts and activities through direct experience. Students are guided by participation toward an understanding of the techniques, processes, and possibilities inherent in such aspects of culture as art, theatre, music, creative writing, and sport. Courses in this area enhance student development through accomplishment. At least 40% of the class time in these courses must be activity or performance. This course may be either a lower (freshman-sophomore) or upper division (junior-senior) course. It is possible that this course can meet a general education requirement, in addition to this requirement.

The **Second Composition** requirement can be satisfied by: 1) a course articulated with CSU East Bay ENGL 1002; 2) an IGETC Area 1B Critical Thinking course; or 3) a second course, if listed, certified for CSU GE Area A2 (IGETC Area 1A). This course may be used to meet a GE area requirement as well as the second composition requirement. See your community college counselor for more information.

**University Writing Skills Requirement (UWSR):** This requirement will be completed after transfer. Unless exempt, students are required to satisfy the UWSR as soon as they have completed 90 quarter (60 semester) units. Students are expected to complete a freshman composition course and a second composition course prior to satisfying the UWSR. For a list of exemptions, see the testing web site at [www.testing.csueastbay.edu](http://www.testing.csueastbay.edu).

For additional graduation requirements please see the University Catalog at <http://www.csueastbay.edu/ecat/20092010/u-010babs.html#section2>

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

=====  
Geography B.A. (continued)

Admission Requirements for Upper Division Transfer:

1. Completed 60 transferable semester (90 quarter) units.
2. Completed at least 30 semester (45 quarter) units with a grade of "C" or better in each course meeting CSU's General Education-Breadth or IGETC requirements, including: Oral Communication (CSU GE A1; IGETC 1C), Written Communication (CSU GE A2; IGETC 1A), Critical Thinking (CSU GE A3; IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE B4; IGETC 2).
3. Must have an overall grade point average of 2.0 or better (2.4 for California non-residents) in all transferable units attempted.
4. Be in good standing at the last college or university attended.

To apply to CSU East Bay go to: <http://www.csumentor.edu>

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END OF MAJOR

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.



**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 4-B

**DATE** July 24, 2013

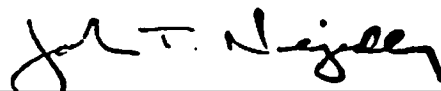
**PURPOSE** New Associate in Art - Transfer (A.A.-T) Degree in Kinesiology – Contra Costa College

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the attached, new A.A.-T degree in Kinesiology at Contra Costa College be approved.

The proposed new A.A.-T degree has been reviewed by the District's Educational Planning Committee, as required by Board Policy 4008.

Disposition APPROVED Date July 24, 2013  
Governing Board

  
Secretary

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase I – CONCEPT PROPOSAL/QUESTIONNAIRE**

**College:** Contra Costa College

**Date:** May 21, 2013

**Program Name/Description:** Associate in Art Transfer Degree in Kinesiology

Kinesiology is an academic area of study concerned with the art and science of human movement. The Department offers an Associate of Arts Transfer degree in Kinesiology, with the focus to transfer to the California State University Kinesiology programs.

The purpose of the Department of Kinesiology is (1) to provide an opportunity for students to study the discipline of Kinesiology; and (2) to provide opportunities for learning and participation in a wide variety of motor activities. It also involves an investigation of the historical, cultural, philosophical, psychological, and social factors which result from and influence play, games, and sports.

**Describe the purpose and goals of the program and who it is intended to serve.**

The purpose of this Transfer degree is to provide preparation for community college students to transfer into the CSU system. This proposal is in accordance with SB 1440 and is submitted with the intent to provide extended opportunities for students, particularly for underrepresented student populations. Students who successfully complete the Associate in Arts Degree in Kinesiology will be prepared to transfer into a CSU system Kinesiology program. This Transfer degree will provide students interested in pursuing a Bachelor's degree in Kinesiology with the lower-division coursework required to transfer into the CSU system.

Students who complete the Bachelor's degree in Kinesiology will be able to pursue careers in allied health, fitness professions, teaching, coaching, sports medicine, as a recreational therapist, community activities director, athletic trainer, activities director, community college teacher, community fitness agency director, exercise/nutrition counselor, physical education teacher, physical therapist, university instructor, or wellness specialist.

**Why is it important to offer this program at this time? Who are the college and community stakeholders advocating for this program?**

The creation of the Kinesiology AA-T degree involved the collaborative efforts of the several department faculty whom have taught Kinesiology at our college and at other higher education institutions. Catalogs at neighboring community colleges and state universities, our college's Center for Science Excellence and Hispanic Serving Institution -STEM Directors, and Contra Costa College Curriculum Committee members were also consulted as well as STEM faculty members.

We reviewed our curriculum and analyzed it against C-ID course descriptors and lower division major preparation into the CSU system and participated in the state-wide C-ID.net project with the academic senate using the TMC degree template in the development this transfer degree.

The justification for the Associate in Arts in Kinesiology for Transfer degree falls within our college mission statement that “to ensure opportunities for effective student learning that leads to successful completion of a degree or transfer program.” Contra Costa College serves an urban area within West Contra Costa County, with an intended goal to provide a learning environment that leads to successful completion of a degree that will assist with the ability to transfer into a CSU system. The benefits with the Associate Degrees for Transfer, is to increase students’ ability to complete a large number of required lower division classes while completing their major classes as mechanism to earn this degree at the community college level and complete a baccalaureate degree in the CSU system. The Associates for Transfer degree acts as a framework the students can follow and take with them when they meet with their advisors. Moreover, with this degree, students will be relieved of the uncertainty of whether a particular course is eligible for transfer in the major field; they will know without a doubt that they have completed the requirements necessary for lower division courses needed for the baccalaureate degree. Transfer degrees such as this one can be considered a major stepping stone in the transfer process based on California’s first attempt to create uniform lower division curricula. Although assist.org should still be used for specific articulation agreements, a beginning student now has a general roadmap for major requirements, which can save valuable time and money.

**Do other colleges in the district or region offer a similar program? (Describe the rationale for duplication and whether or not conversations have taken place)**

Currently, there are limited number of AA-T, and AS-T Kinesiology degrees throughout California. Within the Contra Costa College District, all three colleges are in the process of creating the AA-T Kinesiology degree. Creating AA-T and AS-T degrees is a statewide mandate, so all community colleges will be creating them.

**Will the program offer a degree or certificate or both?**

The new AA-T Kinesiology degree is in addition to our current local AS degree in Kinesiology. Contra Costa College is also currently offering a Certificate of Achievement in Fitness Training.

**Describe generally the types of course that will be offered.**

The AA-T Kinesiology degree, nursing pre-requisites, science degree programs, and many general education requirements share many of the same required courses. This program will create additional demands on the science departments for students to complete the college level science courses. But science major students can easily complete the requirements of the Kinesiology degree and receive two degrees at the end of their program of study.

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase II – CURRICULUM AND NEEDS ASSESSMENT**

College: Contra Costa College

Date: May 21, 2013

Program: Associate in Art Transfer Degree in xx

List the proposed courses for the program, including title, number of units, and a brief course description.

**Required Core Courses (14 units)**

***KINES 190 Introduction to Kinesiology (3 units)***

This course is intended to prepare students to enter the professional field of kinesiology. It is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

***BIOSC 132 Human Anatomy (4 units)***

This course covers the structure or morphology of the human body, including basic cytology, histology, and all major organs and organ systems. In addition, the two main integrative systems of the body, the nervous and endocrine systems are also covered, with a greater emphasis on neuroanatomy than on endocrinology. The course is taught both systemically and regionally, with developmental anatomy added when applicable. The muscles, bones, nerves and circulation of the limbs and back are approached regionally so as to better integrate all structures for student comprehension and retention. Organs, organ systems and neuroanatomy are taught from a systemic perspective. Course material progresses from a cellular and tissue level to an organ and organ system level. As each region or organ system is completed, its relationship to other organ systems and the whole organism is stressed. Specific functions especially as they are related intimately to structure are also studied. For example, the presentation of the heart and of the Central Nervous System include information on function. Finally, clinical correlations are given throughout the course as this course is primarily taken by pre-health professionals.

***BIOSC 134 Human Physiology (4 units)***

This course is about the function of the human body and covers all major body systems and the two main integrative systems, the nervous and endocrine systems in detail. Course material progresses from a cellular and molecular level to an organism level and regulation and integration of functions is emphasized. This is because several mechanisms within the body work in similar fashions and understanding them on a molecular level enables students to comprehend how several functions in different systems occur in the body. For example, study of binding characteristics and receptors can be applied to gated membrane transport channels, receptors for hormones, muscle contraction, action of calcium within cells, activation of second messenger systems and many others. Integration and interrelation of functions and some pathologies are also covered. Minimal anatomy is covered, mainly as it is needed to understand the function

of the heart, the lungs and pleural membranes and the digestive system. Several clinical correlations are also given throughout the course.

***3 units of movement based courses to be selected from at least three of the following areas: Aquatics, Combative, Team Sports, Individual Sports, Fitness, or Dance***

**Additional Requirements (minimum 6 units)**

***Select two courses (minimum 6 units) from the following:***

***HED 133 Safety and First Aid (3 units)***

This course is designed to train students to respond to an emergency before medical help arrives. Areas to be covered include but are not limited to anatomy and physiology of the body, victim assessment, artificial resuscitation, injuries, bandaging, poisoning, burns, water emergencies, childbirth, geriatric emergencies, and moving victims. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certifications will be granted upon successful completion of requirements.

***MATH 164 Introduction to Probability and Statistics (4 units)***

This course introduces the theory of probability and study of descriptive statistics and statistical inference. Included will be a general study of measure of central tendency and dispersion probability models, random variables, probability distributions, and hypothesis testing. This is designed to serve as an introductory course in statistics for the student in business, psychology, life sciences, and social sciences.

***or***

***BUS 240 Business Statistics (3 units)***

This course presents the statistical tools necessary for problem solving in business and in the social sciences. Topics include frequency tables, histograms, measures of central tendency and variation, probability distributions, correlation, simple linear regression, confidence intervals and hypothesis testing.

***CHEM 119 Introductory Chemistry (4 units)***

This course introduces the elementary principles of chemistry from a conceptual approach, focusing on the concepts of chemistry with little emphasis on the calculations. This course serves as a first course in chemistry.

***or***

***CHEM 120 General College Chemistry I (5 units)***

This course is the first semester of general college chemistry, equivalent to Chem 1A at the University of California, Berkeley. It covers chemical concepts including elements, atoms, molecules, chemical reactions, chemical calculations, gases and gas laws, thermochemistry, quantum theory, chemical bonding, pure phases and solutions, and an introduction to acids, bases and chemical equilibrium.

***PHYS 120 General College Physics I (4 units)***

This course presents a general study of properties of matter, mechanics, heat and sound, with related laboratory experiments. This course does not fulfill the requirements in physics for the engineering or physical science major.

**List the proposed sequencing of courses for years 1 and 2.**

<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
KINES 190 CHEM 119 or CHEM 120 PE activity course	BIOSC 132 MATH 164 or BUS 240 PE activity course	BIOSC 134 PE activity course	HED 133

**Describe the staffing needs for the program including full-time/part-time faculty and classified staff.**

An administrative assistant, one part time and two full time educational specialist faculty are required to fulfill the needs of the program with specialty areas to include applied kinesiology, health and nutrition, and safety and first aid. All of the faculty that will teach in this program meet the state minimum qualifications and possess knowledge and experience in this program area.

**Describe the equipment and supply needs of the new program.**

No additional resources will be required beyond the college's current resources. This includes: equipment and financial support.

**Describe the facilities needs for the program.**

No additional resources will be required beyond the college's current resources. This includes: library and learning resources, and facilities.

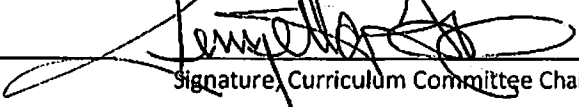


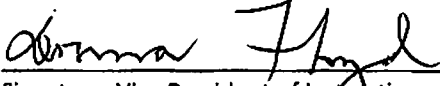
CCC CURRICULUM INVENTORY  
Program or Course Proposal  
SIGNATURE PAGE  
Substantial Change

Program: AA-T Kinesiology

**CURRICULUM & INSTRUCTIONAL ADMINISTRATION:**

The program(s) and/or course(s) has/have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of the California Code of Regulations, Title 5.

5/16/13                      Kenyetta Tribble                        
Date                              Name                                      Signature, Curriculum Committee Chair

5/6/13                      Dr. Donna Floyd                        
Date                              Name                                      Signature, Vice President of Instruction

5/6/13                      Dr. Denise Noldon                        
Date                              Name                                      Signature, President

**DISTRICT (check one):**

On \_\_\_\_\_ (date), the governing board of the \_\_\_\_\_ District approved the program and/or course proposal(s) attached to this request.

The governing board has delegated to me the authority to approve program and/or course proposal(s), and I have approved the proposal(s) attached to this request.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                              Name                                      Signature, Superintendent/Chancellor

**CAREER TECHNICAL EDUCATION (CTE) PROGRAMS ONLY:**

The program(s) fulfill(s) the requirements of employers in the occupation, provide students with appropriate occupational competencies, and meet any relevant professional or licensing standards.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                              Name                                      Signature, Regional Consortium Chair



**CONTRA COSTA COLLEGE  
NEW/CHANGE OF MAJOR/PROGRAM/CERTIFICATE/CATALOG CHANGE**

You may use this form to:

- REQUEST FOR NEW/CHANGE PROGRAM DESCRIPTION IN CATALOG
- REQUEST FOR NEW/CHANGE PROGRAM SLO STATEMENT IN CATALOG
- REQUEST FOR NEW/CHANGE POSSIBLE CAREERS STATEMENT IN CATALOG
- REQUEST FOR NEW/CHANGE OF MAJOR
- REQUEST FOR NEW/CHANGE OF MAJOR SLO STATEMENT IN CATALOG
- REQUEST FOR NEW/CHANGE OF CERTIFICATE
- REQUEST FOR NEW/CHANGE OF CERTIFICATE SLO STATEMENT IN CATALOG
- REQUEST FOR NEW CHANGE OF DEPARTMENT

**(Please check the appropriate box)**

<input checked="" type="checkbox"/>	Add a Program Description to catalog	<input type="checkbox"/>	Change a Program Description in catalog
<input checked="" type="checkbox"/>	Add Program SLO to catalog	<input type="checkbox"/>	Change Program SLO in catalog
<input checked="" type="checkbox"/>	Add Possible Careers description to catalog	<input type="checkbox"/>	Change Possible Careers description in catalog
<input type="checkbox"/>	Delete an entire major	<input type="checkbox"/>	Delete an entire certificate
<input checked="" type="checkbox"/>	Create a new major	<input type="checkbox"/>	Create a new certificate
<input checked="" type="checkbox"/>	Create new major SLO	<input type="checkbox"/>	Create new certificate SLO
<input type="checkbox"/>	Change a major	<input type="checkbox"/>	Change a certificate
<input type="checkbox"/>	Change major SLO	<input type="checkbox"/>	Change certificate SLO
<input type="checkbox"/>	Create a new Department/Program	<input type="checkbox"/>	Change the name of a Department/Program

**Reason for Change (if applicable):**

Create the Kinesiology AA-T Major

**Department Name:** Kinesiology

**Program Name:** Kinesiology

**Program Description:**

Kinesiology is an academic area of study concerned with the art and science of human movement. The Department offers an Associate of Arts Transfer Degree in Kinesiology, with the focus to transfer to the California State University Kinesiology programs.

The purposes of the Department of Kinesiology are (1) to provide an opportunity for students to study the discipline of Kinesiology; and (2) to provide opportunities for learning and participation in a wide variety of motor activities. It also involves an investigation of the historical, cultural, philosophical, psychological, and social factors which result from and influence play, games, and sports.

**Some Possible Careers:**

Allied health, fitness professionals, teaching, coaching, sports medicine, recreational therapist, community activities director, athletic trainer, activities director, community college teacher, community fitness agency director, exercise/nutrition counselor, physical education teacher, physical therapist, university instructor, wellness specialist

**Program SLO Statement:  
\*(Attach SLO Plan)**

Students graduating with an AA-T in Kinesiology from Contra Costa College will attempt to achieve the following learning outcomes:

**Content Knowledge.** Students will demonstrate foundational knowledge and skills related to physical activity, exercise, and sport and have the ability to integrate perspectives from humanities and social, behavioral, and life sciences.

**Practical Assessment.** Students will be able to apply content knowledge to design and evaluate within disciplinary practice.

**Critical Thinking and Communication Skills.** Students will demonstrate critical thinking, writing, reading, oral communication, and information management skills to physical activity related questions.



**Professionalism and Ethics.** Students will demonstrate professional dispositions and will be committed to social justice for physical activity participants.

**Commitment to Life-Long Physical Activity.** Students will be able to articulate the importance of a commitment to life-long physical activity.

Name of Major:

Local  1440 Transfer

Major SLO Statement:  
\*(Attach SLO Plan)

Students graduating with an AA-T in Kinesiology from Contra Costa College will attempt to achieve the following learning outcomes:

**Content Knowledge.** Students will demonstrate foundational knowledge and skills related to body systems, physical activity, exercise, and sport and have the ability to integrate perspectives from biological sciences, humanities and social, behavioral, and life sciences.

**Practical Assessment.** Students will be able to apply content knowledge to design and evaluate within disciplinary practice.

**Critical Thinking and Communication Skills.** Students will demonstrate critical thinking, writing, reading, oral communication, and information management skills to physical activity related questions.

**Professionalism and Ethics.** Students will demonstrate professional dispositions and will be committed to social justice for physical activity participants.

**Commitment to Life-Long Physical Activity.** Students will be able to articulate the importance of a commitment to life-long physical activity.

Name of Certificate:

Certificate SLO Statement:  
\*(Attach SLO Plan) *Statement for catalog about what the students should know, achieve, etc. upon completion of the certificate.*

C.A. Certificate of Achievement  C.T. Certificate of Completion Total of Hours (if applicable)   
 0.1-11.99 units  
 12-17.99 units

Changed to:   
Replacing:   
Other changes:

Course(s) added/unit value: Please indicate if course is required or is required as one option from a list of approved courses; i.e., "6 units from the following:"	Course(s) deleted/unit value:
<p><b>Transfer Major (AA-T) -Kinesiology.....20 Units</b> Although this degree meets the legal mandate for CSU transfer degrees, students should follow the specific articulation agreement found at <a href="http://www.assist.org">www.assist.org</a> for the selected transfer institution.</p> <p>Associate in Arts Transfer degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and IGETC or CSU GE breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.</p> <p><u>Required Core Courses (14 units)</u> KINES 190 Introduction to Kinesiology (3 units) BIOSC 132 Human Anatomy (4 units) BIOSC 134 Human Physiology (4 units) 3 units of movement based courses to be selected from at least</p>	

three of the following areas: Aquatics, Combatives, Team Sports, Individual Sports, Fitness, Dance

**Additional Requirements (minimum 6 units)**  
 Select two courses (minimum 6 units) from the following:

HED 133 Safety and First Aid (3 units)

MATH 164 Introduction to Probability and Statistics (4 units)  
 or  
 BUS 240 Business Statistics (3 units)

CHEM 119 Introductory Chemistry (4 units)  
 or  
 CHEM 120 General College Chemistry I (5 units)

PHYS 120 General College Physics I (4 units)

A Certificate of Achievement may be earned by completing all of the necessary courses with a grade of "C" or better.

**Recommended Preparation:** Transfer students are emphatically encouraged to follow the transfer institution specific articulation agreements found on [www.assist.org](http://www.assist.org)

Previous Total Units:	0.0
New Total Units:	20-23

**Suggested Sequence of Courses (optional)**

Fall	Spring	Fall	Spring
KINES 190 CHEM 119 or CHEM 120 PE activity course	BIOSC 132 MATH 164 or BUS 240 PE activity course	BIOSC 134 PE activity course	HED 133

New/Revised Majors/Certificates become effective: Sp 2014

**APPROVAL SIGNATURES**  
 (Please Print Name/Signature)

Faculty Originator  
 Department Chair:  
 DIC Chair: *Andrew Kuo*  
 Division Dean:  
 CIC Chair:  
 VP of Instruction or designee:

Beth Goehring	<i>[Signature]</i>
Beth Goehring	<i>[Signature]</i>
Julio Shieh Cook	<i>[Signature]</i>
Susan Lee	<i>[Signature]</i>
Kenyetta Tribble	<i>[Signature]</i>
Donna Floyd	<i>[Signature]</i>

Date:	<i>2/13/13</i>
Date:	<i>2/13/13</i>
Date:	<i>2/14/13</i>
Date:	<i>2/14/13</i>
Date:	<i>4/30/13</i>
Date:	<i>5/20/13</i>

*Terence Elliott*

**Distribution:** Instruction Office (original), Articulation Office, Admissions and Records Office, Faculty Originator, Department Chair, and Division Office

## Criteria A. Appropriateness to Mission

### 1. Statement of Program Goals and Objectives

#### Associate in Arts in Kinesiology for Transfer Program Goals:

The purpose of this Transfer degree is to provide preparation for community college students to transfer into the CSU system. This proposal is in accordance with SB 1440 and is submitted with the intent to provide extended opportunities for students, particularly for underrepresented student populations. Students who successfully complete the Associate in Art Degree in Kinesiology will be prepared to transfer into a CSU system Kinesiology program.

#### Associate in Arts in Kinesiology for Transfer Program Objectives:

This Transfer degree will provide students interested in pursuing a Bachelor's degree in Kinesiology with the lower-division coursework required to transfer into the CSU system.

#### Associate in Arts in Kinesiology for Transfer Program Outcomes:

Students graduating with an A.A. in Kinesiology from Contra Costa College will attempt to achieve the following learning outcomes:

1. **Content Knowledge.** Students will demonstrate foundational knowledge and skills related to body systems, physical activity, exercise, and sport and have the ability to integrate perspectives from biological sciences, humanities and social, behavioral, and life sciences.
2. **Practical Assessment.** Students will be able to apply content knowledge to design and evaluate within disciplinary practice.
3. **Critical Thinking and Communication Skills.** Students will demonstrate critical thinking, writing, reading, oral communication, and information management skills to physical activity related questions.
4. **Professionalism and Ethics.** Students will demonstrate professional dispositions and will be committed to social justice for physical activity participants.
5. **Commitment to Life-Long Physical Activity.** Students will be able to articulate the importance of a commitment to life-long physical activity

#### **Career Opportunities**

Allied Health, Fitness Professionals, Teaching, Coaching, Sports Medicine, Recreational Therapist, Community Activities Director. Athletic Trainer, Activities Director, Community College Teacher, Community Fitness Agency Director, Exercise/Nutrition Counselor, Physical Education Teacher, Physical Therapist, University Instructor, Wellness Specialist

## 2. Catalog Description

Kinesiology is an academic area of study concerned with the art and science of human movement. The Department offers an Associate of Art Transfer degree in Kinesiology, with the focus to transfer to the California State University Kinesiology programs

The purposes of the Department of Kinesiology are (1) to provide an opportunity for students to study the discipline of Kinesiology; and (2) to provide opportunities for learning and participation in a wide variety of motor activities. It also involves an investigation of the historical, cultural, philosophical, psychological, and social factors which result from and influence play, games, and sports.

Successful completion of Associate in Art in Kinesiology for Transfer guarantees admissions into the California State University system, by satisfactory completion of the following:

- (A) A minimum of 20 semester units in a major or area of emphasis, as determined by the community college district, with a "C" or better, and while maintaining a minimum grade point average (GPA) of at least a 2.0 in all CSU transferable coursework.
- (B) Complete 60 semester CSU transferable units using either the inter-segmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU-GE Breadth) pattern.
- (C) No more than 60 semester units are required.

## 3. Program Requirements

Course Title Units	C-ID	Course ID	Course Title	Units	GE
Introduction to Kinesiology (3)	KIN 100	KINES 190	Introduction to Kinesiology	3	
Human Anatomy with Lab (4)	BIOS C 110B	BIOSC 132	Human Anatomy	4	yes
Human Physiology with Lab (4)	BIOS C 120B	BIOSC 134	Human Physiology	4	yes
Movement Based Courses: (minimum 3 units)				3	yes

Select a maximum of one (1) course from any three (3) of the following areas for a minimum of three units:  
All movement based courses must be articulated as lower division preparation for the Kinesiology major at a CSU

Course Areas	Course ID examples	Course Title	Units
Aquatics	PE 121	Aqua Calisthenics	1
	PE 124	Aquatic Physical Conditioning	1
	PE 126	Beginning Swimming	1
	PE 127	Intermediate Swimming	1
	PE 128	Advanced Swimming	1
	PE 136	Competitive Swimming	1
Combatives	PE 261	Beginning Tae Kwon Do I, II	1
	PE 262	Intermediate Tae Kwon Do I, II	1
	PE 278	Self Defense for Women	1
	PE 275	Qigong	1
Dance	Dance 118	Techniques of Hip-Hop and Urban Funk	1
	Dance 161	Ballroom Dance	1
	Dance 162	Ballroom Bronze	1
	Dance 163	Latin Social Dance	1
	Dance 164	Ballet I	1

	Dance 166	Argentine Tango and Swing Dance	1
	Dance 167	Egyptian Belly Dancing	1
	Dance 169	Dance as Performance	1
	Dance 170	African Dance with Contemporary Styles	1
	Dance 171	Urban Jazz Dance	1
	Dance 172	Dance Ensemble	1
Team Sports	PE 137	Advanced Passing and Defensive Secondary Techniques	1
	PE 152	Intramurals	1
	PE 174	Volleyball	1
	PE 203	Advanced Volleyball Skills and Conditioning	1
	PE 204	Advanced Softball Skills and Conditioning	1
	PE 208	Football Fundamentals and Conditioning	1
	PE 211	Baseball Fundamentals and Conditioning	1
	PE 214	Advanced Baseball Skills	1
	PE 215	Basketball Fundamentals and Conditioning	1
	PE 260	Soccer Fundamentals and Conditioning	1
	PE 220	Water Polo Fundamentals	1

	PE 378	Soccer Group and Team Tactics	1
	PE 379	Advanced Soccer Skills and Conditioning	
Individual Sports	PE 105	Badminton	1
	PE 135	Tennis	1
	PE 270	Yoga	1
	PE 273	Yoga for Strength	1
	PE 267	Cardio-Kickboxing	
Fitness	PE 102	Fitness Training	1
	PE 103	Weight Training	1
	PE 116	Step Aerobics	1
	PE 140	Figure Control I,II	1
	PE 156	Physical Conditioning	1
	PE 157	Aerobics	1
	PE 165	Pilates	1
	PE 218	Slim, Trim, and Swim	1
	PE 268	Walking for Fitness	1

Continued next page,

List A (Choose two courses from the following):

Course Title Units	C-ID	Course ID	Course Title	Units	GE
HED 133 (3)	KIN 101	HED 133	Safety and First Aid	3	
MATH 164 (4)  or BUS 240 (3)		MATH 164  BUS 240	Introduction to Probability and Statistics  Business Statistics	4  3	Yes (CSU GE: B4)  Yes (CSU GE: B4)
CHEM 120		CHEM 120	General College Chemistry I	5	Yes (CSU GE: B1, B3)
PHYS 120		PHYS 120	General College Physics I	4	Yes (CSU GE: B1, B3)

I. Subtotal of core units, general education pattern(s) (local, CSU-GE- Breadth, or IGETC), number of units for each pattern, and total program units.

<b>Major Electives (as needed)</b>	<b>20-23</b>
	<b>7-10</b>
<b>IGETC</b>	<b>44-40</b>
<b>CSU GE Breadth</b>	<b>44-40</b>



#### **4. Background and Rationale**

The creation of the Kinesiology AS-T degree involved the collaborative efforts of the several department faculty whom have taught Kinesiology at our college and at other higher education institutions. Catalogs at neighboring community colleges and state universities, our college's Center for Science Excellence and Hispanic Serving Institution -STEM Directors, and Contra Costa College Curriculum Committee members were also consulted as well as STEM faculty members.

We reviewed our curriculum and analyzed it against C-ID course descriptors and lower division major preparation into the CSU system and participated in the state-wide C-ID.net project with the academic senate using the TMC degree template in the development this transfer degree.

The justification for the Associate in Art in Kinesiology for Transfer degree falls within our college mission statement that "to ensure opportunities for effective student learning that leads to successful completion of a degree or transfer program." Contra Costa College serves an urban area within West Contra Costa County, with an intended goal to provide a learning environment that leads to successful completion of a degree that will assist with the ability to transfer into a CSU system. The benefits with the Associate Degrees for Transfer, is to increase students' ability to complete a large number of required lower division classes while completing their major classes as mechanism to earn this degree at the community college level and complete a baccalaureate degree in the CSU system. The Associates for Transfer degree acts as a framework the students can follow and take with them when they meet with their advisors. Moreover, with this degree, students will be relieved of the uncertainty of whether a particular course is eligible for transfer in the major field; they will know without a doubt that they have completed the requirements necessary for lower division courses needed for the baccalaureate degree. Transfer degrees such as this one can be considered a major stepping stone in the transfer process based on California's first attempt to create uniform lower division curricula. Although assist.org should still be used for specific articulation agreements, a beginning student now has a general roadmap for major requirements, which can save valuable time and money.

### **Criteria B. Need**

#### **5. Enrollment and Completer Projections**

This section includes enrollment (student headcount) data or a survey of prospective students and completer projections information. Use a table format (sample provided below\*) to provide final (not census) enrollment data for all required existing courses for the last two years to validate the need for this program in the college service area. Include course department number, course title, annual sections, and annual enrollment total.

		Year 1 (2011)		Year 2 (2012)	
Course Department Number	Course Title	Annual number of Sections	Annual Enrollment Total	Annual Sections	Annual Enrollment Total
KINES 190	Introduction to Kinesiology	1 (SU 2011)	~25	1 (SP 12)	49
BIOSC 132	Human Anatomy	7	214	7	193
BIOSC 134	Human Physiology	7	154	8	189

\*Use as many rows as required to provide requested data.

#### 6. Place of Program in Curriculum/Similar Programs

The new AS-T Kinesiology degree is in addition to our current local AS degree in Kinesiology. Contra Costa College is also currently offering a Certificate of Achievement in Fitness Training. The AS-T degree in Kinesiology will fulfill the need to transfer with 60 units and the correct pre-requisites completed to enter into a CSU Kinesiology program. The AS-T Kinesiology degree, nursing pre-requisites, science degree programs, and many general education requirements share many of the same required courses. This program will create additional demands on the science departments for students to complete the college level science courses. But science major students can easily complete the requirements of the Kinesiology degree and receive two degrees at the end of their program of study. The AS-T Kinesiology degree offers students a streamline process and guarantees them admittance into one of the CSU Kinesiology programs. The AS-T Kinesiology degree will be housed in the Kinesiology department. And it provides options for students who want to major in Kinesiology and become immediately employable or transfer to a 4-year CSU institution.

#### 7. Similar Programs

Currently, there are limited number of AA-T, and AS-T Kinesiology degrees throughout California. Within the Contra Costa College District, all three colleges are in the process of creating the AS-T Kinesiology degree. Creating AA-T and AS-T degrees is a statewide mandate, so all community colleges will be creating them.

8-12. Not Required (CTE only)

## Criteria C

### Narrative Items #13-14

#### 13. Display of Proposed Sequence

##### Suggested Sequence of Courses

Fall	Spring	Fall	Spring
KINES 190 MATH 164 PE activity course	BIOSC 132 PE activity course CHEM 119 or CHEM 120	BIOSC 134 PE activity course	HED 133

#### 14. Transfer Applicability (if applicable)

The attached transfer documentation extracted from ASSIST demonstrated that the courses required in Contra Costa College AS-T degree in Kinesiology fulfill the lower-division requirements for a baccalaureate major in Kinesiology.

**Attachment Provided: San Jose State, CSU Sacramento, CSU East Bay, San Francisco State**

## Criteria D.

### Adequate Resources

No additional resources will be required beyond the college's current resources. This includes: library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the state minimum qualifications and possess knowledge and experience in this program area.

### Narrative Items #15-18

No additional resources will be required beyond the college's current resources. This includes library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the state minimum qualifications and possess knowledge and experience in this program area.

### Criteria E:

### Narrative Items #19-21

There are no licensing or accrediting standards that apply to this degree. "No additional student selection criteria are in place; this degree complies with California Code of Regulations, Title 5, sections 55201 and 58106. Additionally, there are no additional fees required beyond those identified in California Education Code section 763.

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: San Jose State  
12-13 General Catalog

|From: Contra Costa College  
Semester|12-13 General Catalog

Semester

=====

====Kinesiology, Preparation for Teaching, B.S.====

Lower Division Course Requirements

Supporting courses required:

BIOL 65	Human Anatomy	(4)		No Current Articulation	
	OR			OR	
Equivalent Transfer	Human Anatomy Course			BIOSC 132	Human Anatomy (4)
Approved for some Majors:					

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BIOL 66	Human Physiology	(5)		BIOSC 134	Human Physiology (4)
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CHEM 30A	Introductory Chemistry	(3)		No Current Articulation	
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Math Concepts Course: One Course

Any course approved for CSU GE Area B-4 - Mathematical Concepts (A grade of "C" or better is required)

Requirements for the Major:

Note: A minimum passing grade of "C-" in all major courses is required for all kinesiology majors (not to include support classes).

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KIN 70	Introduction to Kinesiology	(3)		No Current Articulation	
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Teaching emphasis students need 9 units of KIN activity classes to include Adventure, Dance, Fitness, Gymnastics, Individual Dual, Racket Sport, Self Defense, Swimming, Team Sport. One activity must be taken from 4 different movement areas. Two of these KIN courses count for P.E. graduation requirement. Must earn a grade of "C-" or better in these courses.

All students must satisfy the following prerequisite (or equivalent) prior to registering for the WST and 100W courses at SJSU {Academic Senate policy S05-8}. Once you complete the following course requirement (earning a grade of C or better) contact <https://testing.sjsu.edu> to register for the WST exam at SJSU. Passing the WST prior to your first semester at SJSU will prevent delays in registering for upper division courses:

To: San Jose State, From: Contra Costa College, 12-13

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**Kinesiology, Preparation for Teaching, B.S. (continued)**

ENGL 1B	Composition 2	(3)		ENGL 1B	Composition and	(3)
					Reading: Literature	

A grade of "C" or better is required in English 1B.

OR

|

OR

**An Equivalent Course:** A course articulated to SJSU's English 1B is recommended, however any course approved for the IGETC second semester English composition area would be accepted to meet this requirement (a grade of "C" or better is required):

Second Semester English Composition		ENGL 1C	Critical Thinking and (3)
			Advanced Composition
		<u>OR</u>	
		ENGL 2B	Advanced Composition, (3)
			Literature, and
			Critical Thinking
		<u>OR</u>	
		SPCH 121I	Critical Thinking (3)
			(IGETC)

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To: San Jose State, From: Contra Costa College, 12-13

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Kinesiology, Preparation for Teaching, B.S. (continued)

**IMPORTANT TRANSFER INFORMATION:**

Prior to transferring to San Jose State University all transfers must earn at least 60 transferable semester units (90 quarter). Within those 60 semester/90 quarter units students are strongly encouraged to complete the following:

**1. General Education Requirements:**

Complete all the CSU GE Breadth requirements at the community college (39 semester units/58 quarter units). The approved courses for each area can be found at [www.ASSIST.org](http://www.ASSIST.org) under the link "CSU GE-Breadth Certification Courses" for your college. Many of these courses can be double counted to meet the major requirements shown above, so choose your courses wisely. Please see your college counselor/advisor to review your general education in order to receive FULL OR PARTIAL CERTIFICATION PRIOR TO TRANSFER to San Jose State University.

**2. Second Semester English Composition:**

Complete the second semester English composition course (or equivalent) as it is a prerequisite to registering for the WST and 100W courses at SJSU. Students must earn a grade of "C" or better in this course (a "C-" is not acceptable). Approved courses can be found above within the lower division major requirements. Be sure to select this course as part of your CSU GE-Breadth 39 semester unit requirements. Once this course is complete, students are encouraged to take the WST exam at SJSU to avoid delays in enrollment for other SJSU required courses. To register for the WST contact our Testing office at: <https://testing.sjsu.edu>

**3. American Institutions Requirement (US 1, US 2, and US 3 must be completed):**

This requirement is normally 2 courses and can be taken as part of your CSU GE-Breadth 39 semester unit requirements (GE Area D and sometimes Area C). The approved courses can be found at [www.ASSIST.org](http://www.ASSIST.org) under the link "CSU US History, Constitution, and American Ideals Courses" for your college.

**4. Physical Education Requirement:**

Two courses are required and must include at least two different activities. Completion of these courses will clear the graduation requirement at SJSU.

**5. Lower Division Major Course Requirements:**

Complete as many of the lower division courses required for the major as possible. Many of these courses may be double counted as part of the CSU GE-Breadth 39 semester unit requirements. These requirements are shown above.

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END OF MAJOR

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: UC Davis

From: Contra Costa College

12-14 General Catalog

Quarter|12-13 General Catalog

Semester

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**====Exercise Biology B.S.====**

Effective for fall 2013 applicants, admission to the undergraduate major in Exercise Biology has been suspended for a minimum period of one year, and fall 2013 TAGs will not be available. Students with an interest in the A.B. or B.S. degrees for this major are encouraged to consider majoring in Neurobiology, Physiology and Behavior. Contact your counselor or the UC Davis College of Biological Sciences Office at (530)752-0410 if you have any questions.

BIOLSCI 2A	Intro Biology:Life on Earth	(4)	BIOSC 140	Principles of Biology	(4)
BIOLSCI 2B	Intro Biology: Ecology & Evolution	(5)	BIOSC 140 & BIOC 141	Principles of Biology	(4)
BIOLSCI 2C	Intro Biology: Biodiversity & the Tree of Life	(5)	BIOSC 140 & BIOC 141	Principles of Biology	(4)
CHEM 2A	Genl Chemistry	(5)	CHEM 120	General College Chemistry	(5)
CHEM 2B	Genl Chemistry	(5)	CHEM 120 & CHEM 121	General College Chemistry	(5)
CHEM 2C	Genl Chemistry	(5)	CHEM 121	General College Chemistry	(5)
c) CHEM 8A	Organic Chem-Brief	(2)	CHEM 226	Organic Chemistry I	(5)
c) CHEM 8B	Organic Chem-Brief	(4)	CHEM 227	Organic Chemistry II	(5)
	OR			OR	
c) CHEM 118A	Org Chem, Hlth & Sci	(4)	CHEM 226	Organic Chemistry I	(5)
c) CHEM 118B	Org Chem, Hlth & Sci	(4)	CHEM 226 & CHEM 227	Organic Chemistry I	(5)
				Organic Chemistry II	(5)
c) CHEM 118C	Org Chem, Hlth & Sci	(4)	CHEM 227	Organic Chemistry II	(5)
MATH 17A	Calculus for BioSci	(4)	NO COURSE ARTICULATED: College has not submitted course(s) for articulation		
MATH 17B	Calculus for Biosci	(4)	NO COURSE ARTICULATED: College has not submitted course(s) for articulation		
MATH 17C	Calculus for BioSci	(4)	NO COURSE ARTICULATED: College has not submitted course(s) for articulation		
	OR			OR	
MATH 21A	Calculus	(4)	MATH 190	Analytic Geometry and Calculus	(5)

c) If a student takes CHEM 226 and 227 at Contra Costa Community College, credit will be given for only one of the following UC Davis series: CHEM 8A+8B or 118A+B+C or 128A+B+C+129A+B+C.

To: UC Davis, From: Contra Costa College, 12-13

## ===== Exercise Biology B.S. (continued)

MATH 21B	Calculus	(4)	MATH 191	Analytic Geometry and Calculus	(4)
PHYSICS 7A	General Physics	(4)	PHYS 120 &	General College Physics	(4)
			PHYS 121	General College Physics	(4)
			<u>OR</u>		
			PHYS 120H &	General College Physics	(4)
			PHYS 121H	General College Physics	(4)
PHYSICS 7B	General Physics	(4)	PHYS 120 &	General College Physics	(4)
			PHYS 121	General College Physics	(4)
			<u>OR</u>		
			PHYS 120H &	General College Physics	(4)
			PHYS 121H	General College Physics	(4)
PHYSICS 7C	General Physics	(4)	PHYS 120 &	General College Physics	(4)
			PHYS 121	General College Physics	(4)
			<u>OR</u>		
			PHYS 120H &	General College Physics	(4)
			PHYS 121H	General College Physics	(4)

The articulation for Physics 7A/B/C is "series for series" only. It is highly recommended that students complete the entire Physics 7A/B/C series before transferring. Students who transfer without completing the entire series must see a UC Davis Adviser before continuing with physics.

	<u>OR</u>			<u>OR</u>	
PHYSICS 9A	Classical Physics	(5)	PHYS 130	General Physics	(4)
PHYSICS 9B	Classical Physics	(5)	PHYS 231	General Physics	(4)
PHYSICS 9C	Classical Physics	(5)	PHYS 230	General Physics	(4)
PHYSICS 9D	Modern Physics	(4)	NO COMPARABLE COURSE		

## ===== RECOMMENDED:

MATH 21C	Calculus	(4)	MATH 290	Analytic Geometry and Calculus	(5)
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2/27/2013

www.assist.org

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To: UC Davis, From: Contra Costa College, 12-13

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**Exercise Biology B.S. (continued)**

**HIGHLY RECOMMENDED**

PSYCH 1    General Psychology                    (4) | PSYCH 220    General Psychology                    (3)

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**Note: MATH 21A/B/C/D, MATH 22A/B, PHYSICS 9A/B/C/D, and ENGIN 6,35 are recommended for students interested in graduate study in biomechanics.**

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**END OF MAJOR**

Articulation Agreement by Major  
Effective during the 11-12 Academic Year

To: CSU Sacramento  
10-12 General Catalog

| From: Contra Costa College  
Semester | 11-12 General Catalog

Semester

=====

====Kinesiology====

Kinesiology Majors select one of three options of study: Physical Education, Athletic Training, or Exercise Science (The Exercise Science Option has two track options: 1) Exercise Science and 2) Therapeutic Exercise and Rehabilitation). Complete the pattern of courses listed below to meet the lower-division requirements for that specific option.

**Physical Education Option:** BIO 25 and BIO 26

**Athletic Training Option:** BIO 22, 131, BIO 10 or 20,  
CHEM 1A or 6A, and CHEM 6B or 1B,  
FACS 10, NURS 14.

**Exercise Science Option:**

**Exercise Science Track:** BIO 22, 131, BIO 10 or 20,  
CHEM 6A and CHEM 6B,  
PHYS 2

**Therapeutic Exercise**

**and Rehabilitation Track:** BIO 22, 131, BIO 10 or 20,  
CHEM 6A or 1A, And CHEM 6B or 1B,  
PHYS 5A.  
Required Electives (19 units) may be selected  
from the following lower-division courses:  
PHYS 5B, STAT 1, NURS 14, and MATH 30. The  
remaining selections are upper-division courses.

See CSUS catalog for complete explanation of all lower and upper-division major requirements and information on credential requirements.

(<http://aaweb.csus.edu/catalog>)

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LOWER-DIVISION MAJOR COURSES  
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BIO 10	BASIC BIOLOGICAL CONCEPTS	(3)		BIOSC 110	Introduction to	(4)
					Biological Sciences	
	OR				OR	
BIO 20	BIOLOGY-HUMAN PERSPECTIVE	(3)		NO COMPARABLE COURSE		
-----						
BIO 22	INTRO HUMAN ANATOMY	(4)		BIOSC 132	Human Anatomy	(4)
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The above Major Preparation Agreement is subject to periodic change and revision. Please check with a counselor every semester to obtain current information about possible changes in the articulated courses.

To: CSU Sacramento, From: Contra Costa College, 11-12

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**Kinesiology (continued)**

BIO 25	HUMAN ANATOMY AND PHYSIOLOGY I	(4)		NOT ARTICULATED	
-----					
BIO 26	HUMAN ANATOMY AND PHYSIOLOGY II	(4)		NOT ARTICULATED	
-----					
BIO 131	SYSTEMIC PHYSIOLOGY	(4)		BIOSC 134	Human Physiology (4)

BIO 131 is an upper-division course at CSU Sacramento. Students who complete an articulated course at community college will receive lower-division credit only for the subject matter requirement.

CHEM 1A	GENERAL CHEMISTRY I	(5)		NO COMPARABLE COURSE	
-----					
CHEM 1B	GENERAL CHEMISTRY II	(5)		NO COMPARABLE COURSE	
-----					
CHEM 6A	INTRO GENERAL CHEM	(5)		NO COMPARABLE COURSE	
-----					
CHEM 6B	INTRO ORGANIC+BIOL CHEM	(5)		NO COMPARABLE COURSE	
-----					
FACS 10	NUTRITION AND WELLNESS	(3)		BIOSC 160	Nutrition (3)
-----					
PHYS 2	TOPICS IN ELEM PHYSICS	(4)		NO COMPARABLE COURSE	
-----					
PHYS 5A	GEN PHYS-MECH,HEAT,SOUND	(4)		PHYS 120	General College Physics (4)
				<u>OR</u>	
				PHYS 120H	General College Physics (4)

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**Required Electives (19 units) for the Therapeutic Exercise and Rehabilitation Track may be selected from the following courses:**

PHYS 5B	GEN PHYS-LGT,ELEC,MAG,MOD	(4)		PHYS 121	General College Physics (4)
				<u>OR</u>	
				PHYS 121H	General College Physics (4)
-----					
STAT 1	INTRO TO STATISTICS	(3)		MATH 164	Introduction to Probability and Statistics (4)
-----					
NURS 14	PHARMACOLOGY	(2)		NOT ARTICULATED	

The above Major Preparation Agreement is subject to periodic change and revision. Please check with a counselor every semester to obtain current information about possible changes in the articulated courses.

2/27/2013

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To: CSU Sacramento, From: Contra Costa College, 11-12

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**Kinesiology (continued)**

MATH 30    CALCULUS I

(4) | MATH 190

Analytic Geometry and (5)  
Calculus

-----  
**END OF MAJOR**

The above Major Preparation Agreement is subject to periodic change and revision. Please check with a counselor every semester to obtain current information about possible changes in the articulated courses.

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: CSU East Bay	From: Contra Costa College
12-13 General Catalog	Quarter 12-13 General Catalog Semester

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====Kinesiology B.S. - Pre-Athletic Training Option====

**Undergraduate Baccalaureate Degrees**

California State University, East Bay offers three baccalaureate degrees: a Bachelor of Arts (B.A.) degree, a Bachelor of Fine Arts (B.F.A.), and a Bachelor of Science (B.S.) degree. The degree awarded appears on your diploma and permanent record.

**Degree Components**

**1. General Education Requirements:**

All students who earn a baccalaureate degree from CSU East Bay are required to complete at least 72 quarter (48 semester) units of general education. Of the 72 quarter units, at least 12 quarter (9 semester) units must be upper division (junior-senior) level courses taken at CSU East Bay.

Transfer students can fulfill the lower division (freshman-sophomore) General Education requirements by completing either the CSU GE-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students can access information on specific courses meeting General Education requirements on this ASSIST site, or see your community college counselor for more information.

Community college courses that meet either the CSU GE-Breadth or IGETC may also be used to satisfy the lower division (freshman-sophomore) major requirements listed below.

**2. Major Requirements:**

The Kinesiology B.S. degree requires a total of 180 quarter units; the major with the Pre-Athletic Training Option consists of 90-94 quarter units including both lower and upper division coursework. This option provides an opportunity to specialize in prevention, management and rehabilitation of athletic injuries and prepares students for the National Athletic Training Association (NATA) certification.

The following courses are the required lower division (freshman-sophomore) major requirements:

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Pre-Athletic Training Option (continued)**

BIOL 1001 &	Introduction to Biology	(4)	BIOSC 110	Introduction to	(4)
BIOL 1002	Introduction to Biology	(1)		Biological Sciences	
	Laboratory				

* BIOL 2010	Human Physiology and	(5)	BIOSC 132 &	Human Anatomy	(4)
	Anatomy I		BIOSC 134	Human Physiology	(4)
Same as: BIOL 2011					

KIN 1625 Nutrition and Performance (4) | No Course Articulated

KIN 2600	Prevention and Care of	(4)	KINES 198	Care and Prevention	(3)
	Athletic Injuries			of Athletic Injuries	

KIN 2650 CPR and First Aid (2) | No Course Articulated

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**Performance Requirement:** Complete one activity course, at the beginning level, in each of five categories: Swimming, combative, team sports, individual or dual sports, and fitness activities. Repeat one activity course at the intermediate level for a total of six activity courses.

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**Highly Recommended Courses in Supporting Fields:** When possible, students should satisfy their G.E. requirements from the courses listed below.

Physics, CSU GE Area B1, B3  
 Statistics, CSU GE Area B4  
 Philosophy, CSU GE Area C2  
 Psychology or Sociology, CSU GE Area D9 or D0

-----

Questions regarding the major requirements listed above may be directed to the Kinesiology and Physical Education Department at (510) 885-3061. For upper division (junior-senior) major and option requirements, please see the CSU East Bay catalog or visit our web site at <http://www.csueastbay.edu/ecat>.

\* This is a course substitution for this major only.

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Pre-Athletic Training Option (continued)**

**3. Graduation Requirements:**

**The American Institutions requirement** may be completed prior to transfer. Students can complete the U.S. History, Constitution, and American Ideals Requirement by passing a comprehensive examination if offered at the community college or by completing the required courses (generally two). Designated courses that satisfy the CSU American Institutions requirement can also be found on this ASSIST site. Community college courses used to meet the American Institutions requirement may also be used to meet another GE area requirement. See your community college counselor for more information.

**Cultural Groups/Women Requirement:** Courses that meet this requirement should recognize the contributions to U.S. society made by cultural groups, women, and gays/lesbians. This course (lower or upper division level) may be used to meet a GE area requirement.

**Performing Arts and Activities Requirement:** Courses in this area provide an opportunity to develop an appreciation of the visual and performing arts and activities through direct experience. Students are guided by participation toward an understanding of the techniques, processes, and possibilities inherent in such aspects of culture as art, theatre, music, creative writing, and sport. Courses in this area enhance student development through accomplishment. At least 40% of the class time in these courses must be activity or performance. This course may be either a lower (freshman-sophomore) or upper division (junior-senior) course. It is possible that this course can meet a general education requirement, in addition to this requirement.

**The Second Composition requirement** can be satisfied by: 1) a course articulated with CSU East Bay ENGL 1002; 2) an IGETC Area 1B Critical Thinking course; or 3) a second course, if listed, certified for CSU GE Area A2 (IGETC Area 1A). This course may be used to meet a GE area requirement as well as the second composition requirement. See your community college counselor for more information.

**University Writing Skills Requirement (UWSR):** This requirement will be completed after transfer. Unless exempt, students are required to satisfy the UWSR as soon as they have completed 90 quarter (60 semester) units. Students are expected to complete a freshman composition course and a second composition course prior to satisfying the UWSR. For a list of exemptions, see the testing web site at [www.testing.csueastbay.edu](http://www.testing.csueastbay.edu).

For additional graduation requirements please see the University Catalog at <http://www.csueastbay.edu/ecat/20092010/u-010babs.html#section2>

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Pre-Athletic Training Option (continued)**

**Admission Requirements for Upper Division Transfer:**

1. Completed 60 transferable semester (90 quarter) units.
2. Completed at least 30 semester (45 quarter) units with a grade of "C" or better in each course meeting CSU's General Education-Breadth or IGETC requirements, including: Oral Communication (CSU GE A1; IGETC 1C), Written Communication (CSU GE A2; IGETC 1A), Critical Thinking (CSU GE A3; IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE B4; IGETC 2).
3. Must have an overall grade point average of 2.0 or better (2.4 for California non-residents) in all transferable units attempted.
4. Be in good standing at the last college or university attended.

To apply to CSU East Bay go to: <http://www.csumentor.edu>

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**END OF MAJOR**

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.



Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: CSU East Bay		From: Contra Costa College
12-13 General Catalog	Quarter	12-13 General Catalog Semester

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====Kinesiology B.S. - Exercise Nutrition and Wellness Option====

**Undergraduate Baccalaureate Degrees**

California State University, East Bay offers three baccalaureate degrees: a Bachelor of Arts (B.A.) degree, a Bachelor of Fine Arts (B.F.A.), and a Bachelor of Science (B.S.) degree. The degree awarded appears on your diploma and permanent record.

**Degree Components**

**1. General Education Requirements:**

All students who earn a baccalaureate degree from CSU East Bay are required to complete at least 72 quarter (48 semester) units of general education. Of the 72 quarter units, at least 12 quarter (9 semester) units must be upper division (junior-senior) level courses taken at CSU East Bay.

Transfer students can fulfill the lower division (freshman-sophomore) General Education requirements by completing either the CSU GE-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students can access information on specific courses meeting General Education requirements on this ASSIST site, or see your community college counselor for more information.

Community college courses that meet either the CSU GE-Breadth or IGETC may also be used to satisfy the lower division (freshman-sophomore) major requirements listed below.

**2. Major Requirements:**

The Kinesiology B.S. degree requires a total of 180 quarter units; the major with the Exercise Nutrition and Wellness Option consists of 103-107 quarter units including both lower and upper division coursework. This option explores the relationship between nutrition and exercise. Both metabolic and behavioral implications are investigated.

The following courses are the required lower division (freshman-sophomore) major requirements:

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Exercise Nutrition and Wellness Option (continued)**

BIOL 1001 &	Introduction to Biology	(4)	BIOSC 110	Introduction to	(4)
BIOL 1002	Introduction to Biology	(1)		Biological Sciences	
	Laboratory				

BIOL 2010 &	Human Physiology and	(5)	BIOSC 132 &	Human Anatomy	(4)
	Anatomy I		BIOSC 134	Human Physiology	(4)
Same as: BIOL 2011					
BIOL 2020	Human Physiology and	(5)			
	Anatomy II				
Same as: BIOL 2021					

CHEM 1100	Introduction to College	(5)	CHEM 119	Introductory Chemistry	(4)
	Chemistry				

Check with the department for course substitutions.

KIN 1625	Nutrition and Performance	(4)	No Course Articulated	
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KIN 2600	Prevention and Care of	(4)	KINES 198	Care and Prevention	(3)
	Athletic Injuries			of Athletic Injuries	

**Performance Requirement:** Complete one activity course, at the beginning level, in each of five categories: Swimming, combative, team sports, individual or dual sports, and fitness activities. Repeat one activity course at the intermediate level for a total of six activity courses.

**Highly Recommended Courses in Supporting Fields:** When possible, students should satisfy their G.E. requirements from the courses listed below.

Physics, CSU GE Area B1, B3  
 Statistics, CSU GE Area B4  
 Philosophy, CSU GE Area C2  
 Psychology or Sociology, CSU GE Area D9 or D0

Questions regarding the major requirements listed above may be directed to the Kinesiology and Physical Education Department at (510) 885-3061. For upper division (junior-senior) major and option requirements, please see the CSU East Bay catalog or visit our web site at <http://www.csueastbay.edu/ecat>.

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Exercise Nutrition and Wellness Option (continued)**

**3. Graduation Requirements:**

The American Institutions requirement may be completed prior to transfer. Students can complete the U.S. History, Constitution, and American Ideals Requirement by passing a comprehensive examination if offered at the community college or by completing the required courses (generally two). Designated courses that satisfy the CSU American Institutions requirement can also be found on this ASSIST site. Community college courses used to meet the American Institutions requirement may also be used to meet another GE area requirement. See your community college counselor for more information.

**Cultural Groups/Women Requirement:** Courses that meet this requirement should recognize the contributions to U.S. society made by cultural groups, women, and gays/lesbians. This course (lower or upper division level) may be used to meet a GE area requirement.

**Performing Arts and Activities Requirement:** Courses in this area provide an opportunity to develop an appreciation of the visual and performing arts and activities through direct experience. Students are guided by participation toward an understanding of the techniques, processes, and possibilities inherent in such aspects of culture as art, theatre, music, creative writing, and sport. Courses in this area enhance student development through accomplishment. At least 40% of the class time in these courses must be activity or performance. This course may be either a lower (freshman-sophomore) or upper division (junior-senior) course. It is possible that this course can meet a general education requirement, in addition to this requirement.

The Second Composition requirement can be satisfied by: 1) a course articulated with CSU East Bay ENGL 1002; 2) an IGETC Area 1B Critical Thinking course; or 3) a second course, if listed, certified for CSU GE Area A2 (IGETC Area 1A). This course may be used to meet a GE area requirement as well as the second composition requirement. See your community college counselor for more information.

**University Writing Skills Requirement (UWSR):** This requirement will be completed after transfer. Unless exempt, students are required to satisfy the UWSR as soon as they have completed 90 quarter (60 semester) units. Students are expected to complete a freshman composition course and a second composition course prior to satisfying the UWSR. For a list of exemptions, see the testing web site at [www.testing.csueastbay.edu](http://www.testing.csueastbay.edu).

For additional graduation requirements please see the University Catalog at <http://www.csueastbay.edu/ecat/20092010/u-010babs.html#section2>

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Exercise Nutrition and Wellness Option (continued)**

**Admission Requirements for Upper Division Transfer:**

1. Completed 60 transferable semester (90 quarter) units.
2. Completed at least 30 semester (45 quarter) units with a grade of "C" or better in each course meeting CSU's General Education-Breadth or IGETC requirements, including: Oral Communication (CSU GE A1; IGETC 1C), Written Communication (CSU GE A2; IGETC 1A), Critical Thinking (CSU GE A3; IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE B4; IGETC 2).
3. Must have an overall grade point average of 2.0 or better (2.4 for California non-residents) in all transferable units attempted.
4. Be in good standing at the last college or university attended.

To apply to CSU East Bay go to: <http://www.csumentor.edu>

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**END OF MAJOR**

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: CSU East Bay	From: Contra Costa College
12-13 General Catalog	Quarter   12-13 General Catalog
	Semester

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====Kinesiology B.S. - Physical Education Teaching Option====

**Undergraduate Baccalaureate Degrees**

California State University, East Bay offers three baccalaureate degrees: a Bachelor of Arts (B.A.) degree, a Bachelor of Fine Arts (B.F.A.), and a Bachelor of Science (B.S.) degree. The degree awarded appears on your diploma and permanent record.

**Degree Components**

**1. General Education Requirements:**

All students who earn a baccalaureate degree from CSU East Bay are required to complete at least 72 quarter (48 semester) units of general education. Of the 72 quarter units, at least 12 quarter (9 semester) units must be upper division (junior-senior) level courses taken at CSU East Bay.

Transfer students can fulfill the lower division (freshman-sophomore) General Education requirements by completing either the CSU GE-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students can access information on specific courses meeting General Education requirements on this ASSIST site, or see your community college counselor for more information.

Community college courses that meet either the CSU GE-Breadth or IGETC may also be used to satisfy the lower division (freshman-sophomore) major requirements listed below.

**2. Major Requirements:**

The Kinesiology B.S. degree requires a total of 180 quarter units; the major with the Physical Education Teaching Option consists of 98-102 quarter units including both lower and upper division coursework. This option is designed to prepare students for teaching physical education in grades K-12 in public and private schools. The approved curriculum meets the Standard Requirements set forth by the California Commission on Teacher Credentialing.

The following courses are the required lower division (freshman-sophomore) major requirements:

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

Kinesiology B.S. - Physical Education Teaching Option (continued)

* BIOL 2010	Human Physiology and Anatomy I	(5)	BIOSC 132 & BIOSC 134	Human Anatomy Human Physiology	(4) (4)
Same as: BIOL 2011					

KIN 1610	Introduction to Kinesiology	(4)	No Course Articulated
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KIN 2650	CPR and First Aid	(2)	No Course Articulated
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**Performance Requirement:** Complete one activity course, at the beginning level, in each of five categories: Swimming, combative, team sports, individual or dual sports, and fitness activities. Repeat one activity course at the intermediate level for a total of six activity courses.

**Highly Recommended Courses in Supporting Fields:** When possible, students should satisfy their G.E. requirements from the courses listed below.

- Basic Concepts in Biology, CSU GE Area B2, B3
- Physics, CSU GE Area B1, B3
- Statistics, CSU GE Area B4
- Philosophy, CSU GE Area C2
- Psychology or Sociology, CSU GE Area D9 or D0

Questions regarding the major requirements listed above may be directed to the Kinesiology and Physical Education Department at (510) 885-3061. For upper division (junior-senior) major and option requirements, please see the CSU East Bay catalog or visit our web site at <http://www.csueastbay.edu/ecat>.

\* This is a course substitution for this major only.

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Physical Education Teaching Option (continued)**

**3. Graduation Requirements:**

The American Institutions requirement may be completed prior to transfer. Students can complete the U.S. History, Constitution, and American Ideals Requirement by passing a comprehensive examination if offered at the community college or by completing the required courses (generally two). Designated courses that satisfy the CSU American Institutions requirement can also be found on this ASSIST site. Community college courses used to meet the American Institutions requirement may also be used to meet another GE area requirement. See your community college counselor for more information.

**Cultural Groups/Women Requirement:** Courses that meet this requirement should recognize the contributions to U.S. society made by cultural groups, women, and gays/lesbians. This course (lower or upper division level) may be used to meet a GE area requirement.

**Performing Arts and Activities Requirement:** Courses in this area provide an opportunity to develop an appreciation of the visual and performing arts and activities through direct experience. Students are guided by participation toward an understanding of the techniques, processes, and possibilities inherent in such aspects of culture as art, theatre, music, creative writing, and sport. Courses in this area enhance student development through accomplishment. At least 40% of the class time in these courses must be activity or performance. This course may be either a lower (freshman-sophomore) or upper division (junior-senior) course. It is possible that this course can meet a general education requirement, in addition to this requirement.

The Second Composition requirement can be satisfied by: 1) a course articulated with CSU East Bay ENGL 1002; 2) an IGETC Area 1B Critical Thinking course; or 3) a second course, if listed, certified for CSU GE Area A2 (IGETC Area 1A). This course may be used to meet a GE area requirement as well as the second composition requirement. See your community college counselor for more information.

**University Writing Skills Requirement (UWSR):** This requirement will be completed after transfer. Unless exempt, students are required to satisfy the UWSR as soon as they have completed 90 quarter (60 semester) units. Students are expected to complete a freshman composition course and a second composition course prior to satisfying the UWSR. For a list of exemptions, see the testing web site at [www.testing.csueastbay.edu](http://www.testing.csueastbay.edu).

For additional graduation requirements please see the University Catalog at <http://www.csueastbay.edu/ecat/20092010/u-010babs.html#section2>

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Kinesiology B.S. - Physical Education Teaching Option (continued)**

**Admission Requirements for Upper Division Transfer:**

1. Completed 60 transferable semester (90 quarter) units.
2. Completed at least 30 semester (45 quarter) units with a grade of "C" or better in each course meeting CSU's General Education-Breadth or IGETC requirements, including: Oral Communication (CSU GE A1; IGETC 1C), Written Communication (CSU GE A2; IGETC 1A), Critical Thinking (CSU GE A3; IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE B4; IGETC 2).
3. Must have an overall grade point average of 2.0 or better (2.4 for California non-residents) in all transferable units attempted.
4. Be in good standing at the last college or university attended.

To apply to CSU East Bay go to: <http://www.csumentor.edu>

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**END OF MAJOR**

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.



Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: San Francisco State  
12-13 General Catalog

| From: Contra Costa College  
Semester |

Semester

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====Kinesiology, BS====

Second year written composition is a prerequisite to the upper division Graduation Writing Assessment Requirement (GWAR) course in the major.

ENG 214	Second Year Written Composition-English	(3)	ENGL 1B	Composition and Reading: Literature	(3)
			OR		
			ENGL 1C	Critical Thinking and Advanced Composition	(3)
			OR		
			ENGL 2B	Advanced Composition, Literature, and Critical Thinking	(3)

A minimum grade of C is required.

OR

OR

An Equivalent Course: Although not articulated to SF State's English 214, the following course(s) will satisfy SF State's Second Year Composition Requirement which meets the prerequisite for Graduation Writing Assessment Requirement (GWAR).

Second Year Composition Requirement: | No course articulated.

A minimum grade of C is required.

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Each concentration within the bachelor of science program has a foundation in science, mathematics, and psychology and a sequence of courses designed to progressively develop the students' knowledge of movement, exercise, and skill.

The Exercise and Movement Sciences Concentration serves students interested in biomechanics, exercise physiology, motor control, motor learning and development, sport and exercise psychology, sport history, sport sociology, at-risk youth development, and physical or occupational therapy.

The Physical Education Concentration prepares students for entry to a teacher credentialing program. The course of study satisfies state requirements for the Subject Matter Program in Physical Education.

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Prerequisite Courses:  
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BIOL 100	Human Biology	(3)	No course articulated
	OR		OR

To: San Francisco State, From: Contra Costa College, 12-13

## Kinesiology, BS (continued)

BIOL 230 Introductory Biology I (5) | BIOSC 110 Introduction to Biological Sciences (4)

OR

| BIOSC 140 &amp; Principles of Biology (4)

| BIOSC 141 Principles of Biology (4)

Course(s) that satisfy the Human Anatomy requirement for this major at SFSU: | BIOSC 132 Human Anatomy (4)

Content credit, only for allied health majors (DIET/KIN/Nursing). No upper division credit will be granted.

KIN 250 Introduction to Kinesiology (3) | No course articulated

MATH 124 Elementary Statistics (3) | MATH 164 Introduction to Probability and Statistics (4)

Selected requirements for the concentration in Exercise and Movement Sciences are listed below. Please consult the SFSU Bulletin for the remaining upper division requirements for this concentration and for the concentration in Physical Education.

Course(s) that satisfy the Principles of Human Physiology and Lab requirement for this major at SFSU: | BIOSC 134 Human Physiology (4)

Content credit, only for allied health majors (DIET/KIN/Nursing). No upper division credit will be granted.

CHEM 115 Gen Chem I: Essential Concepts of Chemistry (5) | CHEM 120 General College Chemistry (5)

OR

CHEM 101 Survey of Chemistry (3) | CHEM 119 Introductory Chemistry (4)

AND

CHEM 102 Survey of Chemistry Laboratory (1) | CHEM 119 Introductory Chemistry (4)

PHYS 101 Conceptual Physics (3) | No course articulated

AND

PHYS 102 Conceptual Physics Lab (1) | No course articulated

OR

PHYS 111 General Physics I (3) | PHYS 120 General College Physics (4)

OR

| PHYS 120H General College Physics (4)

AND

AND

To: San Francisco State, From: Contra Costa College, 12-13

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**Kinesiology, BS (continued)**

PHYS 112	General Physics I Laboratory	(1)		PHYS 120	General College Physics	(4)
				<u>OR</u>		
				PHYS 120H	General College Physics	(4)

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**Pre-Physical Therapy Curriculum**

Students who are interested in entering graduate or certificate programs in physical or occupational therapy are advised to see the Pre-Physical Therapy Curriculum section of the SFSU Bulletin.

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Please see the San Francisco State University Bulletin for additional requirements and upper division courses or visit the SFSU web site at <http://www.sfsu.edu>.  
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**END OF MAJOR**

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 4-C

**DATE** July 24, 2013

**PURPOSE** New Associate in Art - Transfer (A.A.-T) Degree in Psychology – Contra Costa College

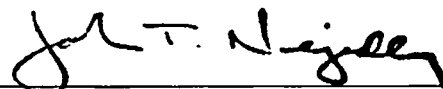
**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the attached, new A.A.-T degree in Psychology at Contra Costa College be approved.

The proposed new A.A.-T degree has been reviewed by the District's Educational Planning Committee, as required by Board Policy 4008.

Disposition APPROVED  
Governing Board

Date July 24, 2013



Secretary

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase I – CONCEPT PROPOSAL/QUESTIONNAIRE**

**College:** Contra Costa College

**Date:** May 21, 2013

**Program Name/Description:** Associate in Art Transfer Degree in Psychology

Psychology is the systematic scientific study of human and animal behavior and mental processes, including cognition, emotion, sensation, perception and interaction. In pursuing the Associate in Arts in Psychology for Transfer Degree, students acquire skills in research, information gathering, and analytical thinking. Students majoring in psychology develop critical thinking, problem solving and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations and within health and human services etc.

**Describe the purpose and goals of the program and who it is intended to serve.**

The purpose and goal of this Associate of Arts in Psychology for Transfer (AAT) degree program is to create a transfer pathway for students who plan to complete a Bachelor of Arts in Psychology or similar major at a California State University (CSU). With the completion of this program, students will possess foundational knowledge and skills that comprise the core content of the first two years of many baccalaureate programs in Psychology.

**Why is it important to offer this program at this time? Who are the college and community stakeholders advocating for this program?**

This degree is in alignment with the current mission of the college and the college's strategic plan and initiatives. It also supports the college's mission statement, which is as follows:

As a public community college that serves an urban community rich in diversity, the mission of Contra Costa College is to offer instruction within a comprehensive curriculum and to provide student services to ensure opportunities for success.

- Develop effective student learning that leads to successful achievement of educational goals through completion of developmental, certificate, degree or transfer programs.
- Maintain an acquisition of knowledge, skills and abilities pertinent to lifelong learning and gainful employment in the global community.
- Increased student success as verified by a process of assessment and improvement.

This program fully supports the college's overall mission to continue to offer high quality education to students who wish to further their education within the surrounding community and beyond. This degree was created by, Michel B. Arnold, MS the current Psychology Full Professor at Contra Costa College and with the help of Dionne Perez, MS Counselor for Contra Costa College and the District Office of Research and Planning.

**Do other colleges in the district or region offer a similar program? (Describe the rationale for duplication and whether or not conversations have taken place)**

The proposed changes to this curriculum are in line with the current trend toward meeting the requirements for the state legislation for SB1440 for all of the community colleges in California.

**Will the program offer a degree or certificate or both?**

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in the CCC catalog.

**Describe generally the types of course that will be offered.**

Psychology is the largest program in the Social Sciences department and offers the widest array of courses in the department each semester. The main courses with several sections include: Psychology 120 (Human Sexuality), Psychology 126 (Child Development), Psychology 130 (Psychology of Personality and Growth), and Psychology 220 (General Psychology).

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase II – CURRICULUM AND NEEDS ASSESSMENT**

College: Contra Costa College

Date: May 21, 2013

**Program: Associate in Art Transfer Degree in Psychology**

**List the proposed courses for the program, including title, number of units, and a brief course description.**

**REQUIRED CORE COURSES (11 UNITS)**

***PSYCH 220 GENERAL PSYCHOLOGY (3 Units)***

This course presents an introduction to the discipline of psychology as a science. It includes the scientific approach to such basic aspects of behavior as growth, thinking, learning, memory, sensation, perception, motivation, adjustment, emotion, personality, related physiological and anatomical factors, as well as social-cultural influences.

***PSYCH 205 (b) RESEARCH METHODS IN PSYCHOLOGY WITH LAB (4 Units)***

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology. In laboratory sessions students will conduct experimental and non-experimental research in a variety of areas of psychology. Actual data collected from research conducted during laboratory sessions will be analyzed with statistical software.

***MATH 164 INTRODUCTION TO PROBABILITY & STATISTICS (4 Units)***

This course introduces the theory of probability and study of descriptive statistics and statistical inference. Included will be a general study of measure of central tendency and dispersion probability models, random variables, probability distributions, and hypothesis testing. This is designed to serve as an introductory course in statistics for the student in business, psychology, life sciences, and social sciences.

**LIST A (select one) (3-4 UNITS)**

***PSYCH 150 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY (3 Units)***

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also includes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research.

**BIOSCI 110 INTRODUCTION TO BIOLOGICAL SCIENCE (4 Units)**

This course covers the principles and concepts of general biology through a study of the cell and its molecular nature, genetics, evolution, and a brief survey of the plant and animal kingdoms.

***PSYCH 140 PSYCHOLOGY OF AFRICAN AMERICANS (3 Units)***

This course studies, interprets and analyzes factors to be considered in the psychological development of African American people. It will provide a theoretical and practical framework through which study and analysis of key factors in the psychological development of African Americans/Blacks living in a Western European-centered society can be considered. In this course, a psycho-historical approach will be used to critically examine traditional notions and accepted concepts within the psychology discipline that frame the discourse and study of Black people, their behavior, culture and communities. In doing so, past and present experiences of Africans living in the United States and the implications of Western mainstream psychology will be investigated. The course will also look at authentic Black identity beginning with Africa, through the trans-Atlantic slave trade, and will surf the current phenomena of Black experiences including the Hip Hop and Rap Movement, and the impact of the media on the psycho-social well-being of the community. We will inspect and dissect current psycho-historical research, theory and practice around notions of Black identity and behavior and gauge its accuracy and relevance through a culturally specific African-centered lens.

***LARAZ 141 INTRODUCTION TO PSYCHOLOGY OF LA RAZA (3 Units)***

This course presents a study of human needs, as related to identity challenges of the La Raza student using the structure of the small-group experience, supplemented with video programs, assigned readings, writing weekly journals and autobiography.

***PSYCH 170 SOCIAL PSYCHOLOGY (3 Units)***

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

***PSYCH 222 CULTURE AND ETHNICITY IN SOCIAL PSYCHOLOGY (3 Units)***

This course will provide students with a broad general understanding of many of the common topics in social psychology, such as relationships between social behavior and good attitudes, self-concept, mass communication, and group process. In addition, culture and ethnicity issues will be integrated into each topical area. Specific comparisons of the social experience of racial and ethnic groups in the United States of America will provide the foundation for lectures and discussions. Classic and contemporary research pertinent to racial and ethnic group will be presented to help students understand themselves and others in a cultural/ethnic context and to heighten their awareness of cultural and ethnic diversity. Relevant contemporary research will be used to heighten student awareness of cultural and ethnic diversity

***PSYCH 237 PSYCHOLOGY OF SPORTS (3 Units)***

This course covers psychological aspects of the study of sports. Psychological theories and concepts will be used to examine individual and group behavior in sports with an emphasis on mental factors. This course also examines the ways in which sports have impacted various individuals and groups in the United States of America. Topics include the psychological imagination; psychological theory; psychological research methods; and the role of sports psychologists.



**List the proposed sequencing of courses for years 1 and 2.**

<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
PSYCH 220 (3) MATH 164 (4)	BIOSC 110 (4) or BIOSC 134 (4) or PSYCH 150 (3)	PSYCH 205B (4)	PSYCH List B (3) PSYCH List C (3)

**Describe the staffing needs for the program including full-time/part-time faculty and classified staff.**

Staffing needs for the program include one full time tenured Professor of Psychology, one tenure track probationary faculty Psychology Assistant Professor, and four adjunct professors. All of the faculty that will teach in this program meet the state minimum qualifications and possess knowledge and experience in this program area.

**Describe the equipment and supply needs of the new program.**

No additional resources will be required beyond the college's current equipment.

**Describe the facilities needs for the program.**

No additional resources will be required beyond the college's current library and learning resources, and facilities.



CCC CURRICULUM INVENTORY  
Program or Course Proposal  
SIGNATURE PAGE  
Substantial Change

Program: AA-T Psychology

**CURRICULUM & INSTRUCTIONAL ADMINISTRATION:**

The program(s) and/or course(s) has/have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of the California Code of Regulations, Title 5.

5/6/13                      Kenyetta Tribble                      *Kenyetta Tribble*  
Date                              Name    Signature, Curriculum Committee Chair

5/6/13                      Dr. Donna Floyd                      *Donna Floyd*  
Date                              Name    Signature, Vice President of Instruction

5/6/13                      Dr. Denise Noldon                      *Denise Noldon*  
Date                              Name    Signature, President

**DISTRICT (check one):**

On \_\_\_\_\_ (date), the governing board of the \_\_\_\_\_ District approved the program and/or course proposal(s) attached to this request.

The governing board has delegated to me the authority to approve program and/or course proposal(s), and I have approved the proposal(s) attached to this request.

\_\_\_\_\_  
Date                              Name    Signature, Superintendent/Chancellor

**CAREER TECHNICAL EDUCATION (CTE) PROGRAMS ONLY:**

The program(s) fulfill(s) the requirements of employers in the occupation, provide students with appropriate occupational competencies, and meet any relevant professional or licensing standards.

\_\_\_\_\_  
Date                              Name    Signature, Regional Consortium Chair



FILE COPY

CONTRA COSTA COLLEGE  
NEW/CHANGE OF MAJOR/PROGRAM/CERTIFICATE/CATALOG CHANGE

(Please check the appropriate box)

- |                                     |   |                          |  |
|-------------------------------------|---|--------------------------|--|
| <input checked="" type="checkbox"/> | Add a Program Description to catalog        | <input type="checkbox"/> | Change a Program Description in catalog        |
| <input checked="" type="checkbox"/> | Add Program SLO to catalog                  | <input type="checkbox"/> | Change Program SLO in catalog                  |
| <input checked="" type="checkbox"/> | Add Possible Careers description to catalog | <input type="checkbox"/> | Change Possible Careers description in catalog |
| <input type="checkbox"/>            | Delete an entire major                      | <input type="checkbox"/> | Delete an entire certificate                   |
| <input checked="" type="checkbox"/> | Create a new major in a Program             | <input type="checkbox"/> | Create a new certificate                       |

Reason for Change (if applicable):

Comply with SBI440 Program Requirements

Department Name: Social Sciences

Program Name: Associate of Arts for Transfer in Psychology

Program Description:

The discipline of Psychology is formally defined as the systematic scientific study of behavior and mental processes. Psychology is both a natural and social science in which people study human and animal behavior. As such it is a broad discipline, which includes basic science and the application of basic science in everyday life. Learning and teaching methods concentrate on the use of scientific methods to understand and predict behavior, to develop procedures for changing behavior, and to evaluate treatment strategies. Areas of study within psychology are Social Psychology, Developmental Psychology, Comparative Psychology, Cognitive Psychology, Organizational Psychology, Counseling Psychology and Experimental Psychology.

This dynamic field promotes critical thinking and cognitive skills necessary for the interpretation and understanding of other individuals. The Contra Costa College Psychology program is committed to the highest possible standards in teaching and facilitating learning in a student centered environment.

Some Possible Careers:

Below is a sample of the career options available for the Psychology major. Some require an associate degree, most require a bachelor's degree, and others require a graduate-level degree: Personnel manager, Drug abuse counselor, Research Assistant, Research Analyst, Marriage/Family/Child Counselor, High School or College counselor, Professor, Test Validation and Development Specialist, Training specialist, Outreach worker, Behavior analyst, Consultant, Opinion survey designer, Mental health worker, Employment counselor, Psychologist, Psychiatrist, Social Worker, Counselor, Special Education Teacher, Psychometrics, Market Research Analyst, Recreational Therapist, Clergy Member, Penologist, Criminologist, Probation Officer, Lawyer, Child Psychologist.

\* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

Program SLO Statement: \*(Attach SLO Plan)

Contra Costa College offers a diverse program with the following student learning outcomes: 1) Demonstrate an understanding of behavior, cognitive & biological processes. 2) Demonstrate an understanding of cross cultural and contemporary psychological perspectives. 3) Demonstrate an understanding of APA style, format and written psychological reports. 4) Demonstrate an understanding of ethical principles in psychological research. 5) Research and apply psychological concepts and theories to scientific and/or popular media.

Name of Major:

Local  1440 Transfer

**Course(s) added/unit value:**  
 Please indicate if course is required or is required as one option from a list of approved courses; i.e., "6 units from the following:"  
 \*The Psychology AA-T Degree requires a total of 20-21 units of required courses and restricted electives from the categories below as indicated. A minimum grade of "C" is required in all courses.

**REQUIRED CORE COURSES (11 UNITS)**  
 PSYCH 220 GENERAL PSYCHOLOGY (3)  
 PSYCH 205 (b) RESEARCH METHODS IN PSYCHOLOGY WITH LAB (4)  
 MATH 164 INTRODUCTION TO PROBABILITY & STATISTICS (4)

**LIST A (select one) (3-4 UNITS)**  
 PSYCH 150 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY (3)  
 BIOSCI 110 INTRODUCTION TO BIOLOGICAL SCIENCE (4)  
 BIOSCI 134 HUMAN PHYSIOLOGY (4)

**LIST B (select one) (3 UNITS)**  
 PSYCH 126 CHILD DEVELOPMENT (3)  
 PSYCH 128 LIFE/SPAN DEVELOPMENT (3) \*\*  
 PSYCH 132 ABNORMAL PSYCHOLOGY (3)

**LIST C (select one) (3 UNITS)**  
 PSYCH 118 PSYCHOLOGY OF INDIVIDUAL AND GROUP BEHAVIOR (3)  
 PSYCH 120 HUMAN SEXUALITY (3)  
 PSYCH 122 INDIVIDUAL ADJUSTMENT (3)  
 PSYCH 130 PSYCHOLOGY OF PERSONALITY (3)  
 PSYCH 140 PSYCHOLOGY OF AFRICAN AMERICANS (3)  
 LARAZ 141 INTRODUCTION TO PSYCHOLOGY OF LA RAZA (3)  
 PSYCH 170 SOCIAL PSYCHOLOGY (3)  
 PSYCH 222 CULTURE AND ETHNICITY IN SOCIAL PSYCHOLOGY (3)  
 PSYCH 237 PSYCHOLOGY OF SPORTS (3)

\*\*other CSU transferable courses (not offered in Psychology) may also be taken and may satisfy the requirement for list C. See your academic counselor for current course articulations  
 \*\*Cannot be substituted for PE 197

Total Units: 20-21

**Suggested Sequence of Courses (optional)**

Fall	Spring	Fall	Spring
PSYCH 220 (3) MATH 164 (4)	BIOSCI 110 (4) or BIOSCI 134 (4) or PSYCH 150 (3)	PSYCH 205B (4)	PSYCH List B (3) PSYCH List C (3)

New/Revised Majors/Certificates become effective:

\*\*\*\* (Print name/signature) \*\*\*\*

Faculty originator:	Michel B. Arnold, MS	Date:	3/28/13
Department Chair:	Vern Cromartie/Manu Ampim	Date:	4/22/13
DIC Chair:	Vern Cromartie	Date:	4/22/13
Division Dean:	Dr. Terence Elliott	Date:	4/22/13
CIC Chair:	Kenyetta Tribble	Date:	4/22/13
Senior Dean of Instruction:	Terence Elliott	Date:	4/22/13

**Distribution:** Instruction Office (original), Articulation Office, Admissions and Records Office, Faculty Originator, Department Chair, and Division Office

**Psychology Transfer Model Curriculum**  
**CCC Major or Area of Emphasis: Psychology**  
**CSU Major or Majors: Psychology**  
**Total units: 18- 21 (all units are semester units)**

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted with either CSU-GE or IGETC, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreereview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Psychology Transfer Model Curriculum		Associate in Arts degree in Psychology for transfer College Name: City College of San Francisco Program Requirements			
Course Title (units)	C-ID (or TCSU) Designation	Course ID	Course Title	Units	GE
<b>Required Core: 9-11 units</b>					
Elementary Statistics (Psychological, Behavioral, or Social Science Statistics preferred) (3-4)	STAT 120 (TCSU)	PSYC 5	Statistics for Behavioral Sciences	4	<input checked="" type="checkbox"/>
General Psychology (3)	PSY 110	PSYC 1	General Psychology	3	<input checked="" type="checkbox"/>
Research Methods in Psychology (with or without lab) (3-4)	PSY 200 or PSY 205	PSYC 2	Research Methods	3	<input checked="" type="checkbox"/>
<b>List A (select one): 3-4 units</b>					
Introduction to Biology (3-4)					<input type="checkbox"/>
Human Biology (3-4)					<input type="checkbox"/>
Introduction to Biological Psychology (3-4)	PSY 150	PSYC 1B	Biological Psychology	3	<input checked="" type="checkbox"/>
<b>List B (select one): 3 or more units</b>					
Any List A course not used above. (3-4)		BIO 9 or BIO 11	Human Biology or Introduction to the Science of Living Organisms	4	<input checked="" type="checkbox"/>
Any course that has articulation as lower division preparation for the psychology major at a CSU. (3 or more units)		ENGL 1B or ENGL 1C	Reading, Writing, and Critical Thinking about Literature or Advanced Composition	3	<input checked="" type="checkbox"/>
<b>List C (select one): 3 or more units</b>					
Any courses not selected above, any CSU transferable psychology courses <sup>1</sup> , and/or other courses that are lower division preparation for the psychology major at a CSU or UC- in or outside of the discipline. (3 or more units)		One of the following: PSYC 4 PSYC 9 PSYC 10 PSYC 11 PSYC 21 PSYC 22  PSYC 23  PSYC 25	Forensic Psychology The Psychology of Stress Abnormal Psychology Theories of Personality Lifespan Development Psychology of Race and Ethnic Relations Psychology of Race and Ethnic Relations Psychology of Sex	3	<input type="checkbox"/>

<sup>1</sup> At least one course option under Category C must be articulated as general education or major preparation at CSU. Attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

		PSYC 26 PSYC 40  SOC 1 SOC 30 ANTH 1 ANTH 3  POLS 1	Differences Applied Psychology Child and Adolescent Psychology Introduction to Sociology Social Psychology Biological Anthropology Introduction to Social and Cultural Anthropology American Government		
<b>Total Units for the Major:</b>	<b>18-21</b>		<b>Total Units for the Major:</b>	<b>19 - 20</b>	
		<b>Total Units that may be double-counted:</b>			<b>12-18</b>



**Contra Costa College**

2600 Mission Bell Drive, San Pablo, CA 94806 (510) 235-7800

## **Psychology Program**

**Transfer**

**AA-T Degree in Psychology**

Social Sciences Department

Psychology Program Coordinator: Michel B. Arnold, MS

Transfer Information: [www.assist.org](http://www.assist.org)

### **A. Criteria A**

#### **About the Program**

The Associate of Arts in Psychology for Transfer (AAT) degree creates a transfer pathway for students who plan to complete a Bachelor of Arts in Psychology or similar major at a California State University (CSU). With the completion of this program, students will possess foundational knowledge and skills that comprise the core content of the first two years of many baccalaureate programs in Psychology.

Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements. The associate transfer degrees (AA-T or AS-T) require completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) as well as the specific AA-T or AS-T major degree requirements. Students should work with a counselor to identify major coursework that can be used to fulfill CSU GE or IGETC categories. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

Psychology is the systematic scientific study of human and animal behavior and mental processes, including cognition, emotion, sensation, perception and interaction. In pursuing the Associate in Arts in Psychology for Transfer Degree, students acquire skills in research, information gathering, and analytical thinking. Students majoring in psychology develop critical thinking, problem solving and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations and within health and human services etc.

## Student Learning Outcomes

1. Demonstrate an understanding of behavior, cognitive & biological processes.
2. Demonstrate an understanding of cross cultural and contemporary psychological perspectives.
3. Demonstrate an understanding of APA style, format and written psychological reports.
4. Demonstrate an understanding of ethical principles in psychological research.
5. Research and apply psychological concepts and theories to scientific and/or popular media.

\*The Psychology AA-T Degree requires a total of 20-21 units of required courses and restricted electives from the categories below as indicated. A minimum grade of "C" is required in all courses.

### REQUIRED CORE COURSES (11 UNITS)

PSYCH 220 GENERAL PSYCHOLOGY (3)  
PSYCH 205 (b) RESEARCH METHODS IN PSYCHOLOGY WITH LAB (4)  
MATH 164 INTRODUCTION TO PROBABILITY & STATISTICS (4)

### LIST A (select one) (3-4 UNITS)

PSYCH 150 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY (3)  
BIOSCI 110 INTRODUCTION TO BIOLOGICAL SCIENCE (4)  
BIOSCI 134 HUMAN PHYSIOLOGY (4)

### LIST B (select one) (3 UNITS)

PSYCH 126 CHILD DEVELOPMENT (3)  
PSYCH 128 LIFE SPAN DEVELOPMENT (3) \*\*  
PSYCH 132 ABNORMAL PSYCHOLOGY (3)

### LIST C (select one) (3 UNITS)

PSYCH 118 PSYCHOLOGY OF INDIVIDUAL AND GROUP BEHAVIOR (3)  
PSYCH 120 HUMAN SEXUALITY (3)  
PSYCH 122 INDIVIDUAL ADJUSTMENT (3)  
PSYCH 130 PSYCHOLOGY OF PERSONALITY (3)  
PSYCH 140 PSYCHOLOGY OF AFRICAN AMERICANS (3)  
LARAZ 141 INTRODUCTION TO PSYCHOLOGY OF LA RAZA (3)  
PSYCH 170 SOCIAL PSYCHOLOGY (3)  
PSYCH 222 CULTURE AND ETHNICITY IN SOCIAL PSYCHOLOGY (3)  
PSYCH 237 PSYCHOLOGY OF SPORTS (3)

\*\*other CSU transferable courses (not offered in Psychology) may also be taken and may satisfy the requirement for list C. See your academic counselor for current course articulations

\*\*Cannot be substituted for PE 197

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Subtotal: 20 - 21

General Education (CSU GE or IGETC)\* ..... 19 - 27  
Elective Courses that are CSU Transferable ..... 14 - 23  
Total Units ..... 60



A listing of the similar CSU majors can be found on the "CSU Similar Degrees by Campus and Discipline/TMC" link at [www.sb1440.org/Counseling.aspx](http://www.sb1440.org/Counseling.aspx).

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog. Note that some courses have a prerequisite, co requisite, or both. Prerequisites and co requisites are listed within each course description in this catalog.

#### **4. Background and Rationale for Psychology AAT Degree**

This degree is in alignment with the current mission of the college and the college's strategic plan and initiatives. It also supports the college's mission statement, which is as follows:

##### **College Mission Statement**

As a public community college that serves an urban community rich in diversity, the mission of Contra Costa College is to offer instruction within a comprehensive curriculum and to provide student services to ensure opportunities for success.

1. Develop effective student learning that leads to successful achievement of educational goals through completion of developmental, certificate, degree or transfer programs.
2. Maintain an acquisition of knowledge, skills and abilities pertinent to lifelong learning and gainful employment in the global community.
3. Increased student success as verified by a process of assessment and improvement.

##### **Criteria B. Need**

##### **Enrollment and Completer Projections See Attached from the District Office**

Our enrollment is expected to increase due to the new legislative proposals to better serve our students. Completer projections should be at least 70% given the current and previous completions of the Psychology Program at CCC. This program has increased at least 20% since 2005.

The following information was obtained from the Social Sciences Program Review that was completed in Spring of 2011.

### Enrollments—Average headcounts for one semester

One student could be counted more than once if enrolled in multiple courses.

ANTHR	ECON	GEOG	HIST	POLSC	PSYCH	SOCSCI	SOCIO	All Students
244	250	318	530	424	903	14	390	3073
7.9%	8.1%	10.3%	17.2%	13.8%	29.4%	0.5%	12.7%	100%

White	Hispanic	African American	Asian	Other	All Students
336	791	881	449	616	3073
10.9%	25.7%	28.7%	14.6%	20.0%	100%

Psychology is the largest program in the Social Sciences department and offers fifteen to twenty sections, with an average enrollment of 43 students per class. It offers the widest array of courses in the department each semester. The main courses with several sections include: Psychology 120 (Human Sexuality), Psychology 126 (Child Development), Psychology 130 (Psychology of Personality and Growth), and Psychology 220 (General Psychology). There is also one section of several other courses that is taught each semester.

Average *productivity* over the four-year period is 21.88, which is significantly above the CCC campus average (16.53) during this period. The program *retention rates* are on par with the college average over the four-year period, and the *success rates* are slightly above the overall college norm. As of the Fall 2012 semester, there is one full time tenured Professor of Psychology and one tenure track probationary faculty Psychology Assistant Professor and four adjunct professors. The Psychology Program is projected to continue to grow as a result of the diverse course offerings and the additional offering of the AA-T Degree in Psychology. This program fully supports the college's overall mission to continue to offer high quality education to students who wish to further their education within the surrounding community and beyond. This degree was created by, Michel B. Arnold, MS the current Psychology Full Professor at Contra Costa College and with the help of Dionne Perez, MS Counselor for Contra Costa College and the District Office of Research and Planning.

#### Place of Program in Curriculum/Similar programs

The proposed changes to this curriculum are in line with the current trend toward meeting the requirements for the state legislation for SB1440 for all of the community colleges in California, (TMC, [www.C-id.net](http://www.C-id.net)). See attached for list of degrees that are currently being offered in the surrounding areas. See handout.

#### Similar Programs

A listing of the similar CSU majors can be found on the "CSU Similar Degrees by Campus and Discipline/TMC" link at [www.sb1440.org/Counseling.aspx](http://www.sb1440.org/Counseling.aspx).

See attached list for CSUs offering transfer for this degree and courses.

**Labor Market Information**

*For A.A.-T or A.S.-T: No analysis is required provided the selected program goal is "transfer" for the program proposal. However, if the program goal is "CTE and transfer", then Labor Market Information (data only, no analysis) is required.*

**Criteria C**

**13. Display of Proposed Sequence of Classes for AA Psychology Transfer degree:**

The proposed curriculum is in line with the current trend toward meeting the requirements for the state legislation for 1440 for all of the community colleges in California, (TMC, [www.C-id.net](http://www.C-id.net)).

**Suggested Sequence of Courses (optional)**

Fall	Spring	Fall	Spring
PSYCH 220 (3) MATH 164 (4)	BIOSC 110 (4) or BIOSC 134 (4) or PSYCH 150 (3)	PSYCH 205B (4)	PSYCH List B (3) PSYCH List C (3)

**14. Transfer Applicability**

Please see attached documentation obtained from [www.C-id.net](http://www.C-id.net) for TMC template transfer model for Psychology and for schools offering similar degrees.

**Criteria D.**

**Adequate Resources for AAT in Psychology**

*"No additional resources will be required beyond the college's current resources. This includes: library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the state minimum qualifications and possess knowledge and experience in this program area."*

**Criteria E.**

*There are no licensing or accrediting standards that apply to this degree. "No additional student selection criteria are in place; this degree complies with California Code of Regulations, Title 5, sections 55201 and 58106. Additionally, there are no additional fees required beyond those identified in California Education Code section 763."*

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: CSU East Bay | From: Contra Costa College  
12-13 General Catalog | Quarter | 12-13 General Catalog Semester

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====Psychology B.A.====

Undergraduate Baccalaureate Degrees

California State University, East Bay offers three baccalaureate degrees: a Bachelor of Arts (B.A.) degree, a Bachelor of Fine Arts (B.F.A.), and a Bachelor of Science (B.S.) degree. The degree awarded appears on your diploma and permanent record.

Degree Components

1. General Education Requirements:

All students who earn a baccalaureate degree from CSU East Bay are required to complete at least 72 quarter (48 semester) units of general education. Of the 72 quarter units, at least 12 quarter (9 semester) units must be upper division (junior-senior) level courses taken at CSU East Bay.

Transfer students can fulfill the lower division (freshman-sophomore) General Education requirements by completing either the CSU GE-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students can access information on specific courses meeting General Education requirements on this ASSIST site, or see your community college counselor for more information.

Community college courses that meet either the CSU GE-Breadth or IGETC may also be used to satisfy the lower division (freshman-sophomore) major requirements listed below.

2. Major Requirements:

The Psychology B.A. degree requires a total of 180 quarter units; the major consists of 72 quarter units including both lower and upper division coursework. The following courses are the required lower division (freshman-sophomore) major requirements:

PSYC 1000 General Psychology (5) | PSYCH 220 General Psychology (3)

PSYC 2020 Methods of Investigation (4) | No Courses Articulated  
in Psychology |

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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 Psychology B.A. (continued)
 

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BIOL 1001 &	Introduction to Biology	(4)	BIOSC 110	Introduction to	(4)
BIOL 1002	Introduction to Biology Laboratory	(1)		Biological Sciences	
STAT 1000	Elements of Probability and Statistics	(5)	MATH 164	Introduction to Probability and Statistics	(4)

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Questions regarding the major requirements listed above may be directed to the Psychology Department at (510) 885-3848. For upper division (junior-senior) major and option requirements, please see the CSU East Bay catalog or visit our web site at <http://www.csueastbay.edu/ecat>.

### 3. Graduation Requirements:

The American Institutions requirement may be completed prior to transfer. Students can complete the U.S. History, Constitution, and American Ideals Requirement by passing a comprehensive examination if offered at the community college or by completing the required courses (generally two). Designated courses that satisfy the CSU American Institutions requirement can also be found on this ASSIST site. Community college courses used to meet the American Institutions requirement may also be used to meet another GE area requirement. See your community college counselor for more information.

**Cultural Groups/Women Requirement:** Courses that meet this requirement should recognize the contributions to U.S. society made by cultural groups, women, and gays/lesbians. This course (lower or upper division level) may be used to meet a GE area requirement.

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Psychology B.A. (continued)**

**Performing Arts and Activities Requirement:** Courses in this area provide an opportunity to develop an appreciation of the visual and performing arts and activities through direct experience. Students are guided by participation toward an understanding of the techniques, processes, and possibilities inherent in such aspects of culture as art, theatre, music, creative writing, and sport. Courses in this area enhance student development through accomplishment. At least 40% of the class time in these courses must be activity or performance. This course may be either a lower (freshman-sophomore) or upper division (junior-senior) course. It is possible that this course can meet a general education requirement, in addition to this requirement.

The Second Composition requirement can be satisfied by: 1) a course articulated with CSU East Bay ENGL 1002; 2) an IGETC Area 1B Critical Thinking course; or 3) a second course, if listed, certified for CSU GE Area A2 (IGETC Area 1A). This course may be used to meet a GE area requirement as well as the second composition requirement. See your community college counselor for more information.

**University Writing Skills Requirement (UWSR):** This requirement will be completed after transfer. Unless exempt, students are required to satisfy the UWSR as soon as they have completed 90 quarter (60 semester) units. Students are expected to complete a freshman composition course and a second composition course prior to satisfying the UWSR. For a list of exemptions, see the testing web site at [www.testing.csueastbay.edu](http://www.testing.csueastbay.edu).

For additional graduation requirements please see the University Catalog at <http://www.csueastbay.edu/ecat/20092010/u-010babs.html#section2>

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

5/6/2013

www.assist.org

Page 4

To: CSU East Bay, From: Contra Costa College, 12-13

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Psychology B.A. (continued)

Admission Requirements for Upper Division Transfer:

1. Completed 60 transferable semester (90 quarter) units.
2. Completed at least 30 semester (45 quarter) units with a grade of "C" or better in each course meeting CSU's General Education-Breadth or IGETC requirements, including: Oral Communication (CSU GE A1; IGETC 1C), Written Communication (CSU GE A2; IGETC 1A), Critical Thinking (CSU GE A3; IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE B4; IGETC 2).
3. Must have an overall grade point average of 2.0 or better (2.4 for California non-residents) in all transferable units attempted.
4. Be in good standing at the last college or university attended.

To apply to CSU East Bay go to: <http://www.csumentor.edu>

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END OF MAJOR

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: San Francisco State | From: Contra Costa College  
12-13 General Catalog Semester | Semester

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====Psychology, BA====

Second year written composition is a prerequisite to the upper division Graduation Writing Assessment Requirement (GWAR) course in the major.

ENG 214	Second Year Written Composition-English	(3)	ENGL 1B	Composition and Reading: Literature	(3)
			OR		
			ENGL 1C	Critical Thinking and Advanced Composition	(3)
			OR		
			ENGL 2B	Advanced Composition, Literature, and Critical Thinking	(3)

A minimum grade of C is required.

OR

OR

An Equivalent Course: Although not articulated to SF State's English 214, the following course(s) will satisfy SF State's Second Year Composition Requirement which meets the prerequisite for Graduation Writing Assessment Requirement (GWAR).

Second Year Composition Requirement: | No course articulated.

A minimum grade of C is required.

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To: San Francisco State, From: Contra Costa College, 12-13

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**Psychology, BA (continued)**

The B.A. in Psychology offers a foundation in the analysis and critical evaluation of psychological literature, the communication of psychological concepts and facts both orally and in writing, and the development of psychological research including design, data analysis, measurement, and basic computer operation. Our B.A. degree provides an excellent foundation for work in the community in many fields that involve human relations and behavior. In addition, the undergraduate degree is an excellent preparation for graduate school in all fields of psychology and other behavioral and social sciences as well as for graduate programs in business, law, medicine, and many other professional fields.

**Application Filing Periods:** Applications for admissions to the psychology major are accepted by Undergraduate Admissions only during the application filing periods for the fall semester, October 1 to November 30 (for admission for the following fall). Applications are not accepted for spring semesters. Applications received outside of the fall semester open filing period will not be considered.

Transfer applicants from other colleges must submit an application via CSU Mentor at <http://www.csumentor.edu>.

Continuing SF State students must submit a Change of Major form directly to the Psychology Department.

**Impaction:** The B.A. in Psychology program is impacted. This means that there are more students interested in studying psychology than the program can accommodate. Therefore, entrance into the program is a selective and competitive process. Applications must be received during the application filing period and no later than the November 30 deadline. Admissions decisions will be made in March or April of the following calendar year. Transfer applicants not admitted to the program, but who meet GE and University admissions requirements, will be admitted to their alternate majors. Continuing SF State students not admitted to the program will remain in their current majors.

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**Prerequisite Courses:**

PSY 171	Quantitative Reasoning in Psychology	(3)		MATH 164	Introduction to Probability and Statistics	(4)
PSY 200	General Psychology	(3)		PSYCH 220	General Psychology	(3)

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Please see the San Francisco State University Bulletin for additional requirements and upper division courses or visit the SFSU web site at <http://www.sfsu.edu>.  
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**END OF MAJOR**

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 4-D

**DATE** July 24, 2013

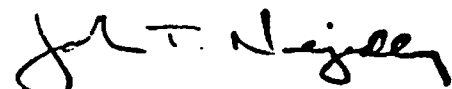
**PURPOSE** New Associate in Art - Transfer (A.A.-T) Degree in Sociology – Contra Costa College

**TO MEMBERS OF THE GOVERNING BOARD**

It is recommended that the attached, new A.A.-T degree in Sociology at Contra Costa College be approved.

The proposed new A.A.-T degree has been reviewed by the District's Educational Planning Committee, as required by Board Policy 4008.

Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase I – CONCEPT PROPOSAL/QUESTIONNAIRE**

**College:** Contra Costa College

**Date:** May 21, 2013

**Program Name/Description:** Associate in Art Transfer Degree in Sociology

The Sociology Program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Sociology is the scientific study of human societies and human behavior in the many groups that make up a society. As a social science, sociology has a body of theory which includes its three major perspectives, fountainheads, and peripheral fountainheads. Likewise, sociology has a body of methodology which includes research methods and research techniques. Sociology is concerned with the social lives of people, groups, and societies with special emphasis on social interaction, social relationships, and social structures. Sociology is also concerned with the study of social conditions with special emphasis on the three levels of analysis, namely the micro, middle, and macro. Specified areas of study include social problems as well as the sociology of race and ethnicity; sociology of sports; sociology of the life course; sociology of social movements; sociology of education; sociology of marriage and family; sociology of gender; etc.

**Describe the purpose and goals of the program and who it is intended to serve.**

The Sociology Program goals and objectives are consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. The Sociology Program goals and objectives are based on the notion that we have two major types of students. We have those seeking to transfer to baccalaureate institutions as fulltime students and those seeking an AA degree in sociology and immediate fulltime employment. Thus, the Sociology Program has a (1) Vocational Goal; (2) Transfer Goal; and (3) Other Goal. They are detailed. The current mission statements of Contra Costa College and the Contra Costa College Community College District recognize that there is the transfer function and vocational educational function. The Sociology Program has sought to deal with this reality by identifying baccalaureate institutions where our students can transfer and career ladders which our students can pursue now or later.

Transfer Goal: The Sociology AA-T degree will help prepare students to have a sociology baccalaureate major. The courses required Sociology AA-T degree program have been specifically designed as transferable courses so that students will be prepared to study sociology at a California State University (CSU) institution. However, it should be noted that almost all of the CSU institutions in the Contra Costa College only require one lower division course in their sociology baccalaureate major. That course is our Sociology 220 Introduction to Sociology. The list of the baccalaureate institutions that students will be able to transfer to upon completion of the program includes California State University, East Bay; San Francisco State University; San Jose State; and California State University, Sacramento.

Other Goal: A major goal of the Sociology Program at Contra Costa College is to meet community needs in accordance with the community college mission. Thus, the Sociology Program seeks to embody a pattern of learning experiences that will focus on

specific capabilities and knowledge areas. The professors teaching in the Sociology Program have the educational philosophy that we must meet the needs of those seeking to transfer baccalaureate programs and those students not intending to transfer. Many students are seeking an AA degree and entry level occupations as eligibility workers, probation counselors, and group counselors, etc. Thus, we will continue to offer both our local AA degree as well as the Sociology AA-T.

Another major goal of the Sociology Program at Contra Costa College is to help students to establish and maintain effective working relationships with the public and fellow employees. Our Sociology AA-T degree as well as our local Sociology AA degree will help students to become more aware of the diverse racial and ethnic populations that are found among the public in the USA. Some of the specific occupations the program will prepare students to enter include eligibility worker, probation counselor, and group counselor. As an entry level occupation, eligibility worker is part of a career ladder which includes eligibility specialist, eligibility supervisor, social worker, and social worker supervisor. As an entry level occupation, probation counselor is part of a career ladder which includes probation counselor supervisor, probation officer, and probation officer supervisor. As an entry level occupation, group counselor is part of a career ladder which includes group counselor supervisor, probation officer, and probation officer supervisor. Job descriptions for the occupations of eligibility worker, probation counselor, and group counselor specify that candidates have competency in (1) establishing and maintain effective working relationships with the public and fellow employees, and (2) awareness of the diverse racial and ethnic populations that are found among the public in the USA.

**Why is it important to offer this program at this time? Who are the college and community stakeholders advocating for this program?**

The Sociology AA-T Degree is a baccalaureate preparation curriculum with sufficient student demand. The Social Sciences Department Program Review completed in 2011 indicates that the Sociology Program has had more graduates with our local AA degree in sociology than any other major in the Social Sciences Department, including anthropology, economics, geography, history, political science, and psychology. The *Contra Costa College Catalog for 2012-2013* shows that the courses offered by the Sociology Program have transfer applicability for a university major or general education. The *Contra Costa College Catalog for 2012-2013* also provides ample evidence that the coursework provided required for degrees in our Sociology Program substantially satisfies the lower-division coursework requirements for a university major or for general education requirements at the baccalaureate level.

The Sociology Program is projected to continue to grow as a result of the diverse course offerings and the additional offering of the AA-T Degree in Sociology. It is anticipated that enrollment of students in the Sociology Program may increase as a result of the new legislative proposals that have the manifest function of providing better service to our students. The enrollment of students in the Sociology Program has steadily increased since 2005. The number of students receiving AA degrees in sociology has also steadily increased during the past three academic years.

Students with AA degrees in sociology have found entry level occupations as eligibility workers, probation counselors, and group counselors. Student with BA degrees in sociology have been able to climb the career ladder as eligibility specialists, eligibility supervisors, social workers, social worker supervisors, group counselor supervisors, probation counselor supervisors,

probation officers, and probation officer supervisors. As an entry level occupation, group counselor is part of a career ladder which includes group counselor supervisor, probation officer, and probation officer supervisor. To be hired as a sociologist, a graduate degree (MA or doctoral degree) is required. Sociology is a good major for students planning to enter a BA degree program and graduate school later on.

This program fully supports the college's overall mission to continue to offer high quality education to students who wish to further their education within the surrounding community and beyond. This degree was created by, J. Vern Cromartie, Ed.D. the current Sociology Full Professor at Contra Costa College with the help of Majeedah Rahman, MSW, the current Adjunct Professor Sociology.

**Do other colleges in the district or region offer a similar program? (Describe the rationale for duplication and whether or not conversations have taken place)**

The Contra Costa Community College consists of three colleges with separate service areas. All three colleges have or will develop the Sociology AA-T Degree to meet the state mandate. There has been communication by faculty and articulation officers about the implications of the new state mandate. The required courses in the Sociology AA-T Degree are also accepted for general education and/or elective credit by more than one baccalaureate institution. Students with our Sociology AA-T Degree may transfer to CSU, East Bay; San Francisco State; San Jose State; and CSU, Sacramento.

**Will the program offer a degree or certificate or both?**

The proposed changes to this curriculum are in line with the current trend toward meeting the requirements for the state legislation for SB1440 for all of the community colleges in California. It doesn't replace any existing program on the college's inventory because we will continue to offer our local AA degree in sociology. Both related degrees in sociology require 18 units to graduate.

Students will be able to follow either of the degree tracks and transfer to the CSU, UC, or other institutions. For many years, students have used our local AA degree in sociology to transfer to various UC, CSU, and private institutions as well as public institutions in other states. This program fulfills a current need by giving student one more option to transfer to the CSU. It will also share some courses with the Political Science AA-T Degree.

**Describe generally the types of course that will be offered.**

The Sociology Program is one of the most productive programs in the Social Sciences Department and offers some 9-10 courses each semester. The main course includes: Sociology 220 Introduction to Sociology. It also includes course offerings in the following areas:

Sociology 221 Social Problems; Sociology 234 Introduction to Statistics in the Social Sciences; Sociology 222 Introduction to Research Methods; Sociology 245 Sociology of Race and Ethnicity; Social Science 140 Contemporary Women; Social Science 141 Contemporary Men; Sociology 236 Sociology of Sports; and Sociology 250 Critical Thinking About Social and Cultural Issues (3 units).

**Educational Program Planning Committee  
New Instructional Program Proposal  
Phase II – CURRICULUM AND NEEDS ASSESSMENT**

College: Contra Costa College

Date: May 21, 2013

Program: Associate in Art Transfer Degree in xx

List the proposed courses for the program, including title, number of units, and a brief course description.

***Required Core:***

***Select 3 courses, i.e., 9 units from the following:***

***Sociology 220 Introduction to Sociology (3 units)***

This course presents a broad introductory overview of society today from various angles of investigation, and examines how morality and personality are shaped by the community, how role-playing and status structures keep society working and predictable, and how institutions such as the family and religion meet important human needs. Also included will be analysis of the social class system, the exercise of power, role relations, problems of population pressures on the environment, and the search for community. This is an ideal course for the beginning student.

***Sociology 221 Social Problems (3 units)***

This course presents a broad introductory overview of contemporary social problems. Using a variety of sociological perspectives, students will analyze, critique, and propose solutions to social problems. Topics to be discussed include: the three core sociological theoretical perspectives; sociological methods; social institutions such as government, the economy, the family, health-care systems, and education; social inequality such as racism, poverty, and sexism; unconventional or deviant behavior in the form of crime and delinquency, alcohol and drug abuse, pornography and the sex trade; and global concerns such as violence, war, and terrorism. This course will also examine the impact of social problems on racial and ethnic groups with roots in Africa, Asia, Pacific Islands, Europe, Central America, North America, and South America. Additionally, this course will address conceptual issues relevant to understanding ethnicity, culture, and pluralism and their influences upon the ways that people in the United States of America think about themselves and approach issues and problems that confront their society. Comparative analyses of social problems as they relate to various cultural groups, such as African, European, Asian, and Latino, will be emphasized.

***Sociology 234 Introduction to Statistics in the Social Sciences (3 units)***

This course is designed to introduce the student to the study of statistics and probability with an emphasis on collecting, organizing, and analyzing data. Topics include sample design; random numbers; histograms and frequency distributions; measures of central tendency; dispersion and position; normal and standard normal distributions; correlation and regression coefficients; contingency tables; introductory probability; scatterplots, times lines, and recoding and transforming variables.

***or***

***Sociology 222 Introduction to Research Methods (3 units)***

This course examines fundamental elements of empirical research and the ways sociologists think critically. It also includes attention to the nature of theory, hypotheses, variables, and ethics of research. Application of qualitative and quantitative analytic tools includes logic and research designs, such as the survey, observation, experiment, secondary data analysis, case study, and comparative historical research.

***List A***

***Select 2 courses, i.e., 6 units from the following:***

***Sociology 245 Sociology of Race and Ethnicity (3 units)***

This course is a study of the ideas, values, norms, ideologies, attitudes, beliefs, and systems that are used to produce and answer questions about race and ethnicity.. The course will cover the historical development of the concepts of "race" and ethnicity as well as investigate and analyze its contemporary usage. This course will also include the comparative analyses of racial and ethnic groups with roots in African, Asia, Pacific Islands, Europe, Central America, North America, and South America.

***Social Science 140 Contemporary Women (3 units)***

This course emphasizes investigating and understanding the situation of contemporary women, including discussion of issues as they relate to race, culture, and ethnic diversity. The dynamics and impact of sex role socialization, institutional, and political structures on women will be analyzed. Current issues and trends that affect women in today's society will be introduced and studied.

***Social Science 141 Contemporary Men (3 units)***

This course emphasizes investigating and understanding the situation of contemporary men, including discussion of issues as they relate to race, culture, and ethnic diversity. The dynamics of sex role socialization, institutional, and political structures will be analyzed. Current issues and trends that affect men in today's society will be introduced and studied.

***List B***

***Select 1 course, i.e., 3 units from the following or one of the courses not used above:***

***Sociology 236 Sociology of Sport (3 units)***

This course covers sociological aspects of the study of sport. Sociological theories and concepts will be used to examine individual and group behavior in sport with an emphasis on social interaction. This course also examines the ways in which sport has impacted various groups in the United States of America. Topics include the sociological imagination, sociological theory, sociological research methods, and the role of sport sociologists.

***Sociology 250 Critical Thinking About Social and Cultural Issues (3 units)***

This course presents an introduction to sociological theory, a discussion of cultural problems and issues, and their social implications. This course examines critical reasoning in sociology as a process of questioning, analyzing and evaluating oral and written ideas, concepts, and interpretations of the political, economic and social issues and patterns found in human societies. This process will include an introduction to the

principles of logic, the structure of language, the scientific method, and prevailing theoretical models in sociology. Specific writing skills will be developed through a series of increasingly complex analytical essays and through instruction in metaphor, analogy, comparing and contrasting, the nature of evidence, as well as essay structure and expression. The goal is for students to learn how to identify sociological viewpoints, to gather and analyze sociological information, to recognize sociological relationships and patterns, and to see the relevancy of sociological insights and theories as a background for understanding current events and issues.

**List the proposed sequencing of courses for years 1 and 2.**

<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
Sociology 220 Social Science 141	Sociology 220 Social Science 140	Sociology 222	Sociology 245

**Describe the staffing needs for the program including full-time/part-time faculty and classified staff.**

The Sociology Program is adequately staffed and managed by faculty who meet state minimum qualifications. They also have adequate knowledge and experience in the program area. Resumes of the faculty in the Sociology Program are maintained locally in the program file at the college. There is one full-time professor and one part-time professor teaching in the Sociology Program at Contra Costa College. Both faculty members meet the criteria for sociology listed in the most current version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges*, which is also known as the Disciplines List.

**Describe the equipment and supply needs of the new program.**

Contra Costa College has the resources to realistically maintain the program or course at the level of quality described in the Sociology TMC Narrative. There is funding available for faculty compensation, facilities and equipment, and library or learning resources. Contra Costa College has faculty available who can sustain the proposed required courses and facilitate student success. It also has the resources needed to offer the courses at the level of quality described in the COR. Contra Costa College is committed to offering all of the required courses for the program at least once every two years.

At Contra Costa College, the protocol is a meeting between faculty and the director of the library when a new program or course is proposed. In terms of the Sociology AA-T Degree, the protocol was followed and the director of the library stated that the library has sufficient resources to meet the needs of the Sociology AA-T Degree. The director of the library also agreed to help the Sociology Program by placing textbooks on reserve for the use of students.

**Describe the facilities needs for the program.**

The Sociology Program will continue to need smart classrooms so that faculty can utilize PowerPoint presentation and films as part of the pedagogy. There is a pressing need to replace the traditional blackboards with whiteboards.



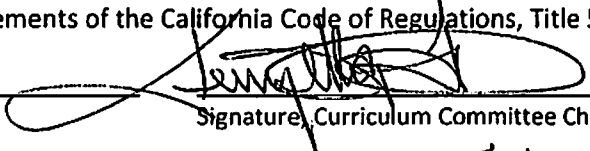
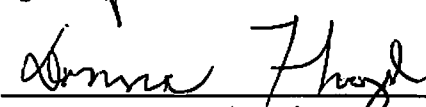
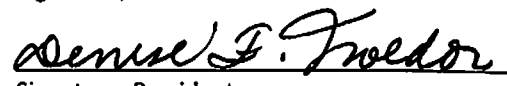


CCC CURRICULUM INVENTORY  
Program or Course Proposal  
SIGNATURE PAGE  
Substantial Change

Program: AA-T SOCIOLOGY

**CURRICULUM & INSTRUCTIONAL ADMINISTRATION:**

The program(s) and/or course(s) has/have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of the California Code of Regulations, Title 5.

<u>5/6/13</u> Date	<u>Kenyetta Tribble</u> Name	<u></u> Signature, Curriculum Committee Chair
<u>5/6/13</u> Date	<u>Dr. Donna Floyd</u> Name	<u></u> Signature, Vice President of Instruction
<u>5/6/13</u> Date	<u>Dr. Denise Noldon</u> Name	<u></u> Signature, President

**DISTRICT (check one):**

On \_\_\_\_\_ (date), the governing board of the \_\_\_\_\_ District approved the program and/or course proposal(s) attached to this request.

The governing board has delegated to me the authority to approve program and/or course proposal(s), and I have approved the proposal(s) attached to this request.

\_\_\_\_\_  
Date Name Signature, Superintendent/Chancellor

**CAREER TECHNICAL EDUCATION (CTE) PROGRAMS ONLY:**

The program(s) fulfill(s) the requirements of employers in the occupation, provide students with appropriate occupational competencies, and meet any relevant professional or licensing standards.

\_\_\_\_\_  
Date Name Signature, Regional Consortium Chair



**CONTRA COSTA COLLEGE  
NEW/CHANGE OF MAJOR/PROGRAM/CERTIFICATE/CATALOG CHANGE**

You may use this form to:

- REQUEST FOR NEW/CHANGE PROGRAM DESCRIPTION IN CATALOG
- REQUEST FOR NEW/CHANGE PROGRAM SLO STATEMENT IN CATALOG
- REQUEST FOR NEW/CHANGE POSSIBLE CAREERS STATEMENT IN CATALOG
- REQUEST FOR NEW/CHANGE OF MAJOR
- REQUEST FOR NEW/CHANGE OF MAJOR SLO STATEMENT IN CATALOG
- REQUEST FOR NEW/CHANGE OF CERTIFICATE
- REQUEST FOR NEW/CHANGE OF CERTIFICATE SLO STATEMENT IN CATALOG
- REQUEST FOR NEW CHANGE OF DEPARTMENT

(Please check the appropriate box)

<input type="checkbox"/> Add a Program Description to catalog	<input type="checkbox"/> Change a Program Description in catalog
<input type="checkbox"/> Add Program SLO to catalog	<input type="checkbox"/> Change Program SLO in catalog
<input type="checkbox"/> Add Possible Careers description to catalog	<input type="checkbox"/> Change Possible Careers description in catalog
<input type="checkbox"/> Delete an entire major	<input type="checkbox"/> Delete an entire certificate
<input checked="" type="checkbox"/> Create a new major	<input type="checkbox"/> Create a new certificate
<input type="checkbox"/> Create new major SLO	<input type="checkbox"/> Create new certificate SLO
<input type="checkbox"/> Change a major	<input type="checkbox"/> Change a certificate
<input type="checkbox"/> Change major SLO	<input type="checkbox"/> Change certificate SLO
<input type="checkbox"/> Create a new Department/Program	<input type="checkbox"/> Change the name of a Department/Program

Reason for Change (if applicable):

The Social Sciences Department is creating the new major to comply with a state TMC mandate.

Department Name: Social Sciences Department

Program Name: Sociology Program

Program Description: The program description is already in the catalog.

Some Possible Careers: Some possible careers are already listed in the catalog.

Program SLO Statement: The SLOs are already listed in the catalog.

\*(Attach SLO Plan)

Name of Major: Sociology

Local  TMC

Major SLO Statement: The statement is already in the catalog.

\*(Attach SLO Plan)

Name of Certificate:

Certificate SLO Statement: Statement for catalog about what the students should know, achieve, etc. upon

\*(Attach SLO Plan) completion of the certificate.

C.A. Certificate of Achievement  C.T. Certificate of Completion Total of Hours (if applicable)

0.1-11.99 units

12-17.99 units

Changed to:

Replacing:

Other changes:

Course(s) added/unit value:

Please indicate if course is required or is required as one option from a list of approved courses; i.e., "6 units from the following:"

Course(s) deleted/unit value:

**Required Core:**

Sociology 220 Introduction to Sociology

And

Sociology 221 Social Problems

And

Sociology 234 Introduction to Statistics in the Social Sciences

Or

Sociology 222 Introduction to Research Methods

List A  
Select 2 courses, i.e., 6 units the following:

Sociology 245 Sociology of Race and Ethnicity  
Social Science 140 Contemporary Women  
Social Science 141 Contemporary Men

List B  
Select 1 course, i.e., 3 units from the following or one of the courses not used above:

Sociology 236 Sociology of Sports  
Sociology 250 Critical Thinking About Social and Cultural Issues

Previous Total Units:	
New Total Units:	18 units

**Suggested Sequence of Courses (optional)**

Fall	Spring	Fall	Spring

New/Revised Majors/Certificates become effective: Spring 2014

**APPROVAL SIGNATURES**  
(Please Print Name/Signature)

Faculty Originator  
Department Chair:

DIC Chair:

Division Dean:

CIC Chair:

VP of Instruction or designee:

J. Vern Cromartie	<i>J. Vern Cromartie</i>
J. Vern Cromartie	<i>J. Vern Cromartie</i>
Manu Ampim	<i>Manu Ampim</i>
J. Vern Cromartie	<i>J. Vern Cromartie</i>
Terence Elliott	<i>Terence Elliott</i>
Kenyetta Tribble	<i>Kenyetta Tribble</i>
<del>Donna Floyd</del>	<i>Donna Floyd</i>

Date:	<i>2/14/2013</i>
Date:	<i>2/14/2013</i>
	<i>2/29/13</i>
Date:	<i>2/14/2013</i>
Date:	<i>3/29/13</i>
Date:	<i>4/18/13</i>
Date:	<i>4/18/13</i>

Distribution: Instruction Office (original), Articulation Office, Admissions and Records Office, Faculty Originator,  
Department Chair, and Division Office

Form Revised 01/13

## **SOCIOLOGY TMC NARRATIVE**

**J. Vern Cromartie, Ed.D.  
Professor of Sociology  
Sociology Program Coordinator  
Co-Chair, Social Sciences Department  
Contra Costa College**

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### **Criteria A. Appropriateness to Mission**

The Transfer Model Curriculum (TMC) Associate of Arts Degree in Sociology (AA-T) creates a transfer pathway for students who plan to complete a Bachelor of Arts in Sociology or similar major at a California State University (CSU). With the completion of this program, students will possess foundational knowledge and skills that comprise the core content of the lower division requirements of many baccalaureate programs in sociology. Professors teaching in the Sociology Program at Contra Costa College are dedicated to (1) providing systematic instruction in sociology as a body of knowledge, and (2) providing systematic measurement of educational achievement (e.g., SLO assessments) and educational attainment (e.g., AA degrees in sociology; transfer to baccalaureate institutions).

#### **1. Statement of Program Goals and Objectives**

The Sociology Program goals and objectives are consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. The Sociology Program goals and objectives are based on the notion that we have two major types of students. We have those seeking to transfer to baccalaureate institutions as fulltime students and those seeking an AA degree in sociology and immediate fulltime employment. Thus, the Sociology Program has a (1) Vocational Goal; (2) Transfer Goal; and (3) Other Goal. They are detailed. The current mission statements of Contra Costa College and the Contra Costa College Community College District recognize that there is the transfer function and vocational educational function. The Sociology Program has sought to deal with this reality by identifying baccalaureate institutions where our students can transfer and career ladders which our students can pursue now or later.

Transfer Goal: The Sociology AA-T degree will help prepare students to have a sociology baccalaureate major. The courses required Sociology AA-T degree program have been specifically designed as transferable courses so that students will be prepared to study sociology at a California State University (CSU) institution. However, it should be noted that almost all of the CSU institutions in the Contra Costa College only require one lower division course in their sociology baccalaureate major. That course is our Sociology 220 Introduction to Sociology. The list of the baccalaureate institutions that students will be able to transfer to upon

completion of the program includes California State University, East Bay; San Francisco State University; San Jose State; and California State University, Sacramento.

Other Goal: A major goal of the Sociology Program at Contra Costa College is to meet community needs in accordance with the community college mission. Thus, the Sociology Program seeks to embody a pattern of learning experiences that will focus on specific capabilities and knowledge areas. The professors teaching in the Sociology Program have the educational philosophy that we must meet the needs of those seeking to transfer baccalaureate programs and those students not intending to transfer. Many students are seeking an AA degree and entry level occupations as eligibility workers, probation counselors, and group counselors, etc. Thus, we will continue to offer both our local AA degree as well as the Sociology AA-T.

Another major goal of the Sociology Program at Contra Costa College is to help students to establish and maintain effective working relationships with the public and fellow employees, Our Sociology AA-T degree as well as our local Sociology AA degree will help students to become more aware of the diverse racial and ethnic populations that are found among the public in the USA. Some of the specific occupations the program will prepare students to enter include eligibility worker, probation counselor, and group counselor. As an entry level occupation, eligibility worker is part of a career ladder which includes eligibility specialist, eligibility supervisor, social worker, and social worker supervisor. As an entry level occupation, probation counselor is part of a career ladder which includes probation counselor supervisor, probation officer, and probation officer supervisor. As an entry level occupation, group counselor is part of a career ladder which includes group counselor supervisor, probation officer, and probation officer supervisor. Job descriptions for the occupations of eligibility worker, probation counselor, and group counselor specify that candidates have competency in (1) establishing and maintain effective working relationships with the public and fellow employees, and (2) awareness of the diverse racial and ethnic populations that are found among the public in the USA.

## **2. Catalog Description**

### Program Description

The Sociology Program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Sociology is the scientific study of human societies and human behavior in the many groups that make up a society. As a social science, sociology has a body of theory which includes its three major perspectives, fountainheads, and peripheral fountainheads. Likewise, sociology has a body of methodology which includes research methods and research techniques. Sociology is concerned with the social lives of people, groups, and societies with special emphasis on social interaction, social relationships, and social structures. Sociology is also concerned with the study of social conditions with special emphasis on the three levels of analysis, namely the micro, middle, and macro. Specified areas of study include social

problems as well as the sociology of race and ethnicity; sociology of sports; sociology of the life course; sociology of social movements; sociology of education; sociology of marriage and family; sociology of gender; etc.

### Sociology Program Student Learning Outcomes

Students in the Sociology Program will demonstrate:

- Knowledge of theory related to sociology.
- Knowledge of methodology related to sociology.
- Knowledge of basic concepts related to sociology.

### Associate in Arts for Transfer in Sociology (AA-T) in Sociology

An Associate in Arts for Transfer (AA-T) in Sociology degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. The Associate in Arts for Transfer (AA-T) in Sociology, which is also known as the Sociology AA-T Degree, has been designed to help students who plan to complete a bachelor's degree in sociology at a California State University (CSU) institution. However, students are guaranteed admission to a CSU institution, but not to a particular campus or major. At Contra Costa College, students have the option of completing the Sociology AA-T Degree or the other local Associate in Arts detailed above. Both options can be used to transfer to the CSU or elsewhere.

To earn the Sociology AA-T Degree, students must:

Complete the following 18 units with grades of C or better.

Complete a minimum of 60 CSU-transferable units with a minimum grade point average of 2.0.

Complete either the California State University General Education Breadth pattern (CSU, GE), which requires 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC), which requires 34-39 units.

### Courses Required for the Sociology AA-T Major

The Sociology AA-T Degree requires a total of 18 units of courses in the categories below as indicated. A minimum grade of "C" is required in all courses.

#### *Required Core:*

Select 3 courses, i.e., 9 units from the following:

Sociology 220 Introduction to Sociology (3 units)

And

Sociology 221 Social Problems (3 units)

And

Sociology 234 Introduction to Statistics in the Social Sciences (3 units)

Or  
Sociology 222 Introduction to Research Methods (3 units)

*List A*

Select 2 courses, i.e., 6 units from the following:

- Sociology 245 Sociology of Race and Ethnicity (3 units)
- Social Science 140 Contemporary Women (3 units)
- Social Science 141 Contemporary Men (3 units)

*List B*

Select 1 course, i.e., 3 units from the following or one of the courses not used above:

- Sociology 236 Sociology of Sports (3 units)
- Sociology 250 Critical Thinking About Social and Cultural Issues (3 units)

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Subtotal: 18

General Education (CSU GE or IGETC)*.....	19-27
Elective Courses that are CSU Transferable .....	14-23
Total Units.....	60

**Transfer Goal:** Students with AA degrees in sociology typically transfer with a baccalaureate major in sociology. They have also transferred and had related majors such as psychology, political science, economics, history, and anthropology. Students with AA degrees in sociology have found entry level occupations as eligibility workers, probation counselors, and group counselors. Student with BA degrees in sociology have been able to climb the career ladder as eligibility specialists, eligibility supervisors, social workers, social worker supervisors, group counselor supervisors, probation counselor supervisors, probation officers, and probation officer supervisors. As an entry level occupation, group counselor is part of a career ladder which includes group counselor supervisor, probation officer, and probation officer supervisor. To be hired as a sociologist, a graduate degree (MA or doctoral degree) is required. Sociology is a good major for students planning to enter a BA degree program and graduate school later on.

**Background and Rationale**

This degree is in alignment with the current mission of the college and the college's strategic plan and initiatives. It also supports the college's mission statement, which is as follows:

*College Mission Statement*



As a public community college that serves an urban community rich in diversity, the mission of Contra Costa College is to offer instruction within a comprehensive curriculum and to provide student services to ensure opportunities for success.

1. Develop effective student learning that leads to successful achievement of educational goals through completion of developmental, certificate, degree or transfer programs.
2. Maintain an acquisition of knowledge, skills and abilities pertinent to lifelong learning and gainful employment in the global community.
3. Increased student success as verified by a process of assessment and improvement.

#### **Criteria B. Need**

The Sociology AA-T Degree is a baccalaureate preparation curriculum with sufficient student demand. The Social Sciences Department Program Review completed in 2011 indicates that the Sociology Program has had more graduates with our local AA degree in sociology than any other major in the Social Sciences Department, including anthropology, economics, geography, history, political science, and psychology. The *Contra Costa College Catalog for 2012-2013* shows that the courses offered by the Sociology Program have transfer applicability for a university major or general education. The *Contra Costa College Catalog for 2012-2013* also provides ample evidence that the coursework provided required for degrees in our Sociology Program substantially satisfies the lower-division coursework requirements for a university major or for general education requirements at the baccalaureate level.

#### **Enrollment and Completer Projections**

The table below includes enrollment (student headcount) data for the Spring 2011 semester. The data was obtained from the Social Sciences Department Program Review which was completed at the end of the Spring 2011 semester. It is anticipated that enrollment of students in the Sociology Program may increase as a result of the new legislative proposals that have the manifest function of providing better service to our students. It is also anticipated that completer projections should be at least 70 percent given the current and previous completions of students in the Sociology Program. The enrollment of students in the Sociology Program has steadily increased since 2005. The number of students receiving AA degrees in sociology has also steadily increased during the past three academic years.

**Enrollments—Average headcounts for one semester**

One student could be counted more than once if enrolled in multiple courses.

ANTHR	ECON	GEOG	HIST	POLSC	PSYCH	SOCSCI	<b>SOCIO</b>	All Students
244	250	318	530	424	903	14	390	3073
7.9%	8.1%	10.5%	17.2%	13.8%	29.4%	0.5%	12.7%	100%

White	Hispanic	African American	Asian	Other	All Students
336	791	881	449	616	3073
10.9%	25.7%	28.7%	14.6%	20.0%	100%

The Sociology Program is one of the most productive programs in the Social Sciences Department and offers some 9-10 courses each semester. The main course includes: Sociology 220 Introduction to Sociology. It also includes course offerings in the following areas: Sociology 221 Social Problems; Sociology 234 Introduction to Statistics in the Social Sciences; Sociology 222 Introduction to Research Methods; Sociology 245 Sociology of Race and Ethnicity; Social Science 140 Contemporary Women; Social Science 141 Contemporary Men; Sociology 236 Sociology of Sports; and Sociology 250 Critical Thinking About Social and Cultural Issues (3 units).

The most recent Social Sciences Department Program Review, which was released in 2011, indicates that the average *productivity* was 23.95 for the four-year period from Fall 2007 to Spring 2011. This was significantly above the CCC campus average (16.53) during the same period. The Sociology Program *retention rates* and *success rates* are also above the college average and are overall the highest rates in the department for most semesters. As of the Fall 2012 semester, there is one full time tenured professor of sociology and one adjunct professors. The Sociology Program is projected to continue to grow as a result of the diverse course offerings and the additional offering of the AA-T Degree in Sociology. This program fully supports the college's overall mission to continue to offer high quality education to students who wish to further their education within the surrounding community and beyond. This degree was created by, J. Vern Cromartie, Ed.D., the current Sociology Full Professor at Contra Costa College with the help of Majeedah Rahman, MSW, the current Adjunct Professor Sociology.

**Place of the Sociology Program in the Curriculum**

The proposed changes to this curriculum are in line with the current trend toward meeting the requirements for the state legislation for SB1440 for all of the community colleges in California, (TMC, [www.C-id.net](http://www.C-id.net)). It doesn't replace any existing program on the college's inventory because we will continue to offer our local AA degree in sociology. Both related degrees in sociology require 18 units to graduate. Students will be able to follow either of the degree tracks and transfer to the CSU, UC, or other institutions. For many years, students have used our local AA degree in sociology to transfer to various UC, CSU, and private institutions as well as public institutions in other states. This program fulfills a current need by giving student one more option to transfer to the CSU. It will also share some courses with the Political Science AA-T Degree.

### **Similar Programs at Other Colleges in Service Area**

A listing of the similar CSU majors can be found on the "CSU Similar Degrees by Campus and Discipline/TMC" link at [www.sb1440.org/Counseling.aspx](http://www.sb1440.org/Counseling.aspx). The Contra Costa Community College consists of three colleges with separate service areas. All three colleges have or will develop the Sociology AA-T Degree to meet the state mandate. There has been communication by faculty and articulation officers about the implications of the new state mandate.

### **Criteria C. Curriculum Standards**

All courses offered by the Sociology Program have been approved by the college curriculum committee and the district governing board pursuant to *Chapter 6, Subchapter 2, beginning with section 55100*. Degrees in the Sociology Program have been designed so that successful completion of the program requirements will enable students to meet the program goals and objectives. The Sociology Program and courses have been integrated and our courses have been designed so that they effectively meet their objectives and the goals and objectives. All of the course outlines in the Sociology Program courses meet all of the requirements of Title 5, section 55002, for credit course requirements.

#### **Display of Proposed Sequence**

The ideal sequence for a student to follow in the program is as follows:

##### **1st Year Fall**

Sociology 220 Introduction to Sociology (3 units)  
Social Science 141 Contemporary Men (3 units)

##### **1st Year Spring**

Sociology 220 (3 units)  
Social Science 140 Contemporary Women Men (3 units)

##### **2nd Year Fall**

Sociology 222 Introduction to Research Methods (3 units)

##### **2nd Year Spring**

Sociology 245 Sociology of Race and Ethnicity (3 units)

#### **Attachment Required: Course Outline of Record**

The Course Outline of Record (COR) has been attached to the Sociology TMC Narrative proposal for all courses required of all students in the Sociology AA-T Degree. There are 18 units in the Sociology AA-T Degree.

## **Transfer Applicability**

As required, ASSIST documentation has been attached transfer documentation to show that courses fulfill lower-division requirements for a specific baccalaureate major or prepare students in an area of emphasis for a major field of study for baccalaureate institutions. The required courses in the Sociology AA-T Degree are also accepted for general education and/or elective credit by more than one baccalaureate institution. Students with our Sociology AA-T Degree may transfer to CSU, East Bay; San Francisco State; San Jose State; and CSU, Sacramento.

## **Attachment Required: Transfer Documentation**

Three Articulation Agreements are attached to the Sociology TMC Narrative.

## **Criteria D. Adequate Resources**

Contra Costa College has the resources to realistically maintain the program or course at the level of quality described in the Sociology TMC Narrative. There is funding available for faculty compensation, facilities and equipment, and library or learning resources. Contra Costa College has faculty available who can sustain the proposed required courses and facilitate student success. It also has the resources needed to offer the courses at the level of quality described in the COR. Contra Costa College is committed to offering all of the required courses for the program at least once every two years.

## **Library and Learning Resources Plan**

At Contra Costa College, the protocol is a meeting between faculty and the director of the library when a new program or course is proposed. In terms of the Sociology AA-T Degree, the protocol was followed and the director of the library stated that the library has sufficient resources to meet the needs of the Sociology AA-T Degree. The director of the library also agreed to help the Sociology Program by placing textbooks on reserve for the use of students.

## **Facilities and Equipment Plan**

The Sociology Program will continue to need smart classrooms so that faculty can utilize PowerPoint presentation and films as part of the pedagogy. There is a pressing need to replace the traditional blackboards with whiteboards. The Sociology Program will apply for budget augmentation funds in the next cycle to address this matter.

## **Financial Support Plan**

As part of the Social Sciences Department, the Sociology Program has to share a department budget which only totals \$500. There is a pressing need for this amount to be increased. The Social Sciences Department has requested an increase as part of its unit plan.

## **Faculty Qualifications and Availability**

The Sociology Program is adequately staffed and managed by faculty who meet state minimum qualifications. They also have adequate knowledge and experience in the program area. Resumes of the faculty in the Sociology Program are maintained locally in the program file at the college. There is one full-time professor and one part-time professor teaching in the Sociology Program at Contra Costa College. Both faculty members meet the criteria for sociology listed in the most current version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges*, which is also known as the Disciplines List.

## **Criteria E. Compliance**

The design of the Sociology Program does not conflict with any law, including state and federal laws, both statutes and regulations. It is in compliance with laws that particularly affect community colleges, as well as any other laws that may affect the Sociology Program. Some of the Title 5 sections to note include the following: (1) California Code of Regulations, Title 5, § 51006; (2) California Code of Regulations, Title 5, §§ 55040–55046 and 58161; (3) California Code of Regulations, Title 5, §§ 58168–58172; (4) California Code of Regulations, Title 5, § 58164; (5) California Code of Regulations, Title 5, Chapter 9, Subchapter 6; (6) California Code of Regulations, Title 5, § 55003; (7) California Code of Regulations, Title 16; and (8) California Code of Regulations, Title 5, § 55100)

## **Based on Model Curriculum**

The Sociology AA-T Degree has been designed and based upon a model that has been developed for the TMC.

## **Licensing or Accreditation Standards**

Through the Curriculum Instruction Committee, Contra Costa College has determined that the Sociology Program and its Sociology AA-T Degree meets accrediting standards.

## **Student Selection and Fees**

The Sociology Program will accept all students on first-come first-served basis. There are mandatory fees for the Sociology AA-T Degree.

Articulation Agreement by Major

Effective during the 12-13 Academic Year

To: CSU East Bay		From: Contra Costa College	
12-13 General Catalog	Quarter	12-13 General Catalog	Semester

=====

====Sociology B.A.====

Undergraduate Baccalaureate Degrees

California State University, East Bay offers three baccalaureate degrees: a Bachelor of Arts (B.A.) degree, a Bachelor of Fine Arts (B.F.A.), and a Bachelor of Science (B.S.) degree. The degree awarded appears on your diploma and permanent record.

Degree Components

1. General Education Requirements:

All students who earn a baccalaureate degree from CSU East Bay are required to complete at least 72 quarter (48 semester) units of general education. Of the 72 quarter units, at least 12 quarter (9 semester) units must be upper division (junior-senior) level courses taken at CSU East Bay.

Transfer students can fulfill the lower division (freshman-sophomore) General Education requirements by completing either the CSU GE-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students can access information on specific courses meeting General Education requirements on this ASSIST site, or see your community college counselor for more information.

Community college courses that meet either the CSU GE-Breadth or IGETC may also be used to satisfy the lower division (freshman-sophomore) major requirements listed below.

2. Major Requirements:

The Sociology B.A. degree requires a total of 180 quarter units; the major consists of 61 quarter units including both lower and upper division coursework. The following courses are the required lower division (freshman-sophomore) major requirements:

SOC 1000	Introduction to Sociology (4)		SOCIO 220	Introduction to Sociology	(3)

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Sociology B.A. (continued)**

STAT 1000	Elements of Probability and Statistics	(5)		MATH 164	Introduction to Probability and Statistics	(4)

**Option Requirements:** In addition to the upper division core coursework requirements, students must select and complete upper division coursework for one of the following options:

- A. Sociology Option
- B. Social Services Option

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Questions regarding the major requirements listed above may be directed to the Sociology and Social Services Department at (510) 885-3173. For upper division (junior-senior) major and option requirements, please see the CSU East Bay catalog or visit our web site at <http://www.csueastbay.edu/ecat>.

**3. Graduation Requirements:**

The American Institutions requirement may be completed prior to transfer. Students can complete the U.S. History, Constitution, and American Ideals Requirement by passing a comprehensive examination if offered at the community college or by completing the required courses (generally two). Designated courses that satisfy the CSU American Institutions requirement can also be found on this ASSIST site. Community college courses used to meet the American Institutions requirement may also be used to meet another GE area requirement. See your community college counselor for more information.

**Cultural Groups/Women Requirement:** Courses that meet this requirement should recognize the contributions to U.S. society made by cultural groups, women, and gays/lesbians. This course (lower or upper division level) may be used to meet a GE area requirement.

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

To: CSU East Bay, From: Contra Costa College, 12-13

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**Sociology B.A. (continued)**

**Performing Arts and Activities Requirement:** Courses in this area provide an opportunity to develop an appreciation of the visual and performing arts and activities through direct experience. Students are guided by participation toward an understanding of the techniques, processes, and possibilities inherent in such aspects of culture as art, theatre, music, creative writing, and sport. Courses in this area enhance student development through accomplishment. At least 40% of the class time in these courses must be activity or performance. This course may be either a lower (freshman-sophomore) or upper division (junior-senior) course. It is possible that this course can meet a general education requirement, in addition to this requirement.

The Second Composition requirement can be satisfied by: 1) a course articulated with CSU East Bay ENGL 1002; 2) an IGETC Area 1B Critical Thinking course; or 3) a second course, if listed, certified for CSU GE Area A2 (IGETC Area 1A). This course may be used to meet a GE area requirement as well as the second composition requirement. See your community college counselor for more information.

**University Writing Skills Requirement (UWSR):** This requirement will be completed after transfer. Unless exempt, students are required to satisfy the UWSR as soon as they have completed 90 quarter (60 semester) units. Students are expected to complete a freshman composition course and a second composition course prior to satisfying the UWSR. For a list of exemptions, see the testing web site at [www.testing.csueastbay.edu](http://www.testing.csueastbay.edu).

For additional graduation requirements please see the University Catalog at <http://www.csueastbay.edu/ecat/20092010/u-010babs.html#section2>

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.



To: CSU East Bay, From: Contra Costa College, 12-13

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Sociology B.A. (continued)

Admission Requirements for Upper Division Transfer:

1. Completed 60 transferable semester (90 quarter) units.
2. Completed at least 30 semester (45 quarter) units with a grade of "C" or better in each course meeting CSU's General Education-Breadth or IGETC requirements, including: Oral Communication (CSU GE A1; IGETC 1C), Written Communication (CSU GE A2; IGETC 1A), Critical Thinking (CSU GE A3; IGETC 1B), and Mathematics/Quantitative Reasoning (CSU GE B4; IGETC 2).
3. Must have an overall grade point average of 2.0 or better (2.4 for California non-residents) in all transferable units attempted.
4. Be in good standing at the last college or university attended.

To apply to CSU East Bay go to: <http://www.csumentor.edu>

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END OF MAJOR

Students should meet with a community college counselor for up-to-date information on degree requirements and other transfer-related services.

Articulation Agreement by Major  
Effective during the 12-13 Academic Year

To: San Francisco State | From: Contra Costa College  
12-13 General Catalog | Semester | Semester

====Sociology, BA====

Second year written composition is a prerequisite to the upper division Graduation Writing Assessment Requirement (GWAR) course in the major.

ENG 214	Second Year Written Composition-English	(3)	ENGL 1B	Composition and Reading: Literature	(3)
			OR		
			ENGL 1C	Critical Thinking and Advanced Composition	(3)
			OR		
			ENGL 2B	Advanced Composition, Literature, and Critical Thinking	(3)

A minimum grade of C is required.

OR

OR

An Equivalent Course: Although not articulated to SF State's English 214, the following course(s) will satisfy SF State's Second Year Composition Requirement which meets the prerequisite for Graduation Writing Assessment Requirement (GWAR).

Second Year Composition Requirement: | No course articulated.

A minimum grade of C is required.

Courses required for this major (or concentration/emphasis) are upper division level courses. Some of these courses may have prerequisite requirements that may be met at the lower division level.

A total of 12 lower-division units, including SOC 105, SOC 110, SOC 200, SOC 245 and those courses taken at community colleges, automatically apply toward the 23-24 units of electives required for the degree.

Students are advised to seek major advising at the Sociology Department upon transfer.

SOC 105	Sociological Perspective	(3)	SOCIO 220	Introduction to Sociology	(3)
SOC 110	Sexuality in Society	(3)	No course articulated		
	Same as: SXS 110				
SOC 200	Changing Cities	(3)	No course articulated		
	Same as: USP 200				
SOC 245	Social Problems	(4)	No course articulated		

5/6/2013

www.assist.org

Page 2

To: San Francisco State, From: Contra Costa College, 12-13

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Sociology, BA (continued)

Lower division electives:

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SOC 272    Social Inequality:            (4) | No course articulated  
          Poverty, Wealth, and        |  
Privilege

Please see the San Francisco State University Bulletin for additional requirements and upper division courses or visit the SFSU web site at <http://www.sfsu.edu>.

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END OF MAJOR

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 5-A

**DATE** July 24, 2013

**PURPOSE** Proposed Revisions to Board Policy 5029, Donor Recognition, (Second Reading)

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the attached, proposed revisions to Board Policy 5029, Donor Recognition, (second reading) be approved.

**FUNDING SOURCE**

Not applicable.

**BACKGROUND**

The review and subsequent revision to this policy is in accordance with the District's regular cycle of review and the Community College League of California's (CCLC) policy/procedure standards. For further information regarding the naming of buildings, Business Procedure 10.52, Donor Recognition, is attached as back-up.

Disposition APPROVED  
Governing Board

Date July 24, 2013

  
Secretary

## DONOR RECOGNITION

The Governing Board acknowledges the importance of recognizing the support provided by its many sponsors and benefactors. Donor appreciation through gift recognition can be a major factor in maximizing the potential support from individuals, businesses and other entities. All donor development activities shall be coordinated with the respective college foundation in order to achieve an overall set of activities that are non-duplicative and appropriately conducted.

It is the policy of the Governing Board to recognize major financial contributions to the District/College or to its respective colleges in a variety of ways, including, but not limited to, naming of buildings and rooms, naming of real property, and the establishment of endowments. Each college shall develop, through its governance process, criteria for recognition of individuals or companies, at their campus or center. Final approval for major donor recognition rests with the Governing Board. Final approval for the naming of buildings, rooms, and real properties lies with the Governing Board of the Contra Costa Community College District.

### Naming Recognition

Naming recognition shall be at a minimum in the form of a standardized plaque prominently placed upon or near the District property to which it applies.

Buildings, rooms or real property shall be named for donors upon receipt of a gift of cash or other acceptable consideration such as real property, stock, or an irrevocable trust.

Naming of buildings, rooms or real property (unless otherwise agreed to by the donor or heirs) shall be in perpetuity, provided the college foundation receives all agreed upon donations.

Any legal impropriety or other act on the part of the donor which brings dishonor to the District shall make the naming subject to reconsideration by the Governing Board.

### Transferability of Naming Recognition

Naming of a designated piece of District property shall not survive the named property's existence. Should the named property be removed or redesigned for another use, the naming recognition shall not automatically be assigned to its replacement or any other like property without the express authorization of the Governing Board.

## **DONOR RECOGNITION**

The purpose of this procedure is to provide standard guidelines among the District's colleges and centers in naming major buildings, sites, rooms, common areas, real property or endowments. This procedure shall be in accordance with Board Policy 5029, Donor Recognition.

### **Process**

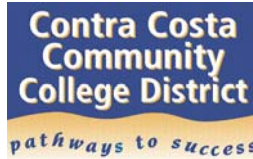
1. To be eligible for consideration, a major financial contribution to the District or to its respective colleges must be made through at least one of the college foundations. A major financial contribution can be in the form of a gift of cash or other acceptable consideration such as real property, stock, or an irrevocable trust.
2. Requests for the naming of major buildings, sites, rooms, common areas, real property or endowments shall be submitted to the respective President's Office at each college. The request should include a rationale for the request, a biography or history of the proposed person or entity's name as well as the person or entity's connection to the college or District.
3. The President's Office shall then determine if the proposal has merit and meets the necessary criteria to be forwarded for further consideration.
4. The college President shall then institute a process to assure broad-based input into the proposed naming of major buildings, sites, rooms, common areas, real property or endowments. This process shall include consultation with students, staff, community representatives and any other representation the college President deems advisable.
5. The college President shall make a recommendation to the Chancellor only after compliance with the procedural process. The recommendation to the Chancellor must include an explanation of the consultation and review process used to arrive at the determination.
6. The Chancellor shall review the recommendation and determine if it is to be forwarded to the Governing Board for approval.

### **Restrictions**

1. Major buildings, sites, rooms, common areas, real property or endowments will not be named for individuals while they are employed by or officially involved with the District. Naming after such persons shall be no earlier than one year following the conclusion of their relationship with the District.
2. If a naming request is made for a deceased individual, at least two years must pass before the request shall be considered.

**Governing Board**

Sheila A. Grilli, *President*  
John E. Márquez, *Vice President*  
John T. Nejedly, *Secretary*  
Greg Enholm  
Vicki Gordon



**Chancellor**  
Helen Benjamin, Ph.D.

**College Presidents**  
Contra Costa College Denise Noldon, Ph.D.  
Diablo Valley College Peter Garcia  
Los Medanos College Bob Kratochvil

**Tentative Agreement Between  
Contra Costa Community College District and Public Employees Union, Local 1  
July 16, 2013**

After a series of negotiating sessions considering 2013-14 re-openers, the parties have agreed that all current articles of the collective bargaining agreement remain the same, with the exception of the following:

**Compensation:** The parties agree to a two-year compensation plan. For 2013-14, salary schedules will be increased by 2%. A formula will be used to determine salary changes for 2014-15.

Local 1 and CCCCDCD remain committed to working in partnership to address financial challenges. Our goals include reaching the top third of the Bay 10 in total compensation for classified staff while working collaboratively to improve district-wide efficiency and productivity.

**2013-14:**

- For the 2013-14 fiscal year, all Local 1 represented salary schedules will be increased by 2% as “fronted COLA” from District Reserves.
- District will cover its full share (94%) of any increase in health care premiums.
- District will cover step and column increases.
- If the State’s COLA percentage for 2013-14 exceeds 2%, the agreement may be reopened.

**2014-15:**

Salary changes will be determined by the following formula. This formula allocates to employees 88% of all new, ongoing revenues as an increase in their total compensation. The *salary* increase will be based on all the money left after subtracting the costs of other compensation: benefits; and step and column increases.

The total dollars available for distribution are the Local 1 represented employees’ percentage share of total labor expenses calculated as follows:

- 1) Added to the distribution amount is 88% of all new, unrestricted, on-going funds including but not limited to the following:
  - a) 2013-14 State Statutory COLA and other new ongoing allocations.
  - b) 2014-15 State Statutory COLA and other new ongoing allocations.
  - c) 2013-14 actual growth or restoration.
  - d) 2013-14 and 2014-15 net savings realized through increased efficiency including productivity ratio improvements and savings from retirements.

2) Subtracted from the distribution amount are new, ongoing, Local 1 represented employees' compensation related expenditure increases, including but not limited to the following:

- a) 2013-14 "fronted COLA" of 2%.
- b) 2013-14 "costs" of growth, to be calculated using our existing formula.
- c) 2013-14 and 2014-15 District-paid health benefit premium increases.
- d) 2013-14 and 2014-15 cost of step-column-longevity increases.
- e) 2013-14 and 2014-15 net costs associated with other parts of any agreements related to compensation for Local 1 represented employees.

If the State's COLA percentage for 2014-15 is greater than the formula-produced salary increase for 2014-15, this agreement may be reopened.

If this formula results in a total compensation percentage-increase that fails to exceed 2% plus the health benefits percentage-increase plus the step-column-longevity increase, the full compensation agreement will sunset at the end of 2014-15.

This agreement does not prevent either side from reopening for 2014-15 if there are unanticipated, substantial changes in revenues or expenses.

**Benefits Premiums Co-Pays for Those Reduced in Time:** Employees reduced in weekly hours of work (FTE) as a result of reductions in fiscal years 2010-11, 2011-12, and 2012-13, shall have the District's share of the costs of benefits premiums restored to the level of the FTE for which they have permanency for the duration of their 63-month reemployment rights, or until such rights are exercised or refused. District and Local 1 shall meet and agree on the list of eligible employees.

**Vacation-in-Lieu of Furlough for Those Reduced in Months of Service:** For the duration of this agreement, or, if sooner, until their 63-month reemployment rights are exercised or refused, employees reduced in months of service (furloughed) as a result of reductions in fiscal years 2010-11, 2011-12, and 2012-13, may take up to 80 hours of available vacation hours in-lieu of furlough per fiscal year. Utilization of vacation in-lieu of furlough, per this provision, is at the member's discretion. District and Local 1 shall meet and agree on the list of eligible employees.

Funding for this provision shall be allocated from the Local 1 Substitute Pay Fund (Article 7.7.4) and/or Classified Employees Enhancement Program (CEEP) funds (Article 24.5) as needed. This provision in no way impacts allocation, accrual, or usage of otherwise available funds in these accounts except as noted above.

**Benefits:** District agrees to complete a transition from Health Net to Anthem Blue Cross as a medical insurance provider, as approved by the membership, effective August 1, 2013.

The medical co-pay reimbursement process and form will be clarified to include hospital and emergency room visit copays. The process and form will also be clarified that the reimbursement does not cover out-of-network PPO percentage co-pays.



**Working out of class:** Article 17.4 will be amended as shown below. The parties agree to negotiate the effects of this provision on the ability of employees on temporary additional duties assignments to apply for reclassification, consistent with Article 17.5

**17.4 Working Out of Classification:** Employees may perform duties out of their classifications for five days or more using the Out of Classification process below if the employee will be performing substantially all the duties of the higher classification, or the Temporary Addition of Duties process below if the employee will be performing some, but not the majority, of the duties of the higher classification.

**17.4.1: OUT OF CLASSIFICATION ASSIGNMENTS:** (This provision is renumbered only with no change to language)

**17.4.2: TEMPORARY ADDITIONAL DUTIES:** Employees temporarily assigned to some, but not all, of the work of another higher-level classification for a period of five (5) consecutive work days or more shall receive 5% additional duties pay for the duration of the assignment. The duties to be assigned may come from a temporarily vacant position or, upon appropriate approval, from a project of defined scope and duration of no more than six (6) months.

17.4.2.1 When the request for temporary assignment is submitted to District Human Resources, Local 1 will be copied. Local 1 may demand meet and confer prior to the start of the temporary assignment.

17.4.2.2 The manager and employee shall meet and mutually agree on the temporary assignment.

17.4.2.3 Any deviation from the 5% additional compensation will be subject to meet and confer.

**Reclassification Process:** While the District is conducting a classification (Hay) study, the reclassification process as found in Article 17.5 will be postponed until November, 2014, in order to allow a workgroup comprised of Local 1, District and a third party provider to meet and revise the reclassification process. Draft language is to be completed by May of 2014 for consideration in 2014-15 negotiations.

**Medicare Reimbursement:** Article 20.4.7.1 will be amended as follows:

20.4.7.1 **Participation in Medicare:** All retirees from the bargaining unit who receive health benefits from the District must provide evidence to the District that they have successfully enrolled in Medicare Part A or present documentation why they are not eligible to enroll. ~~The retiree must enroll in Medicare Part B and the District will pay Medicare Part B for those retiring with Medicare Part A. The District will reimburse Medicare Part B for those retiring with Medicare Part A.~~ For retirees enrolled in District benefits, to be eligible for reimbursement for Medicare B, retirees must participate in a District-sponsored Medicare Coordinated/Advantage program for the period in which reimbursement is sought.

Retirees may request reimbursement for the previous calendar year. Annually, in February, District will send a letter to retirees soliciting appropriate paperwork and documentation to be reimbursed for Medicare B. To be reimbursed for Medicare B, retirees must submit appropriate paperwork and documentation by

the end of the calendar year in which retiree received District notification for reimbursement for previous calendar year. Retirees may submit requests for reimbursement annually or quarterly. Reimbursements will be paid quarterly as long as allowed by plan administrator.

**Retirement Plans:** Article 20.13 will be amended as follows:

20.13 **Retirement Plans:** The District will participate in the California Public Employees Retirement System (PERS) and the California State Teachers Retirement System (STRS). Each member will be assigned to PERS unless s/he is eligible for and elects to remain in STRS or another retirement plan that has a reciprocity agreement with PERS.

20.13.1 **PERS BENEFIT:** The District will participate in the PERS plan known as "Local Miscellaneous 2% at 55" and as modified by PERS. For employees first hired on or after January 1, 2013, and not otherwise eligible for another plan, the District will participate in the PERS plan known as "Local Miscellaneous 2% at 62" and as modified by PERS.

20.13.2 **SAFETY PERS BENEFIT:** (This provision is renumbered only with no change to language)

**Compensatory Time:** A subcommittee comprised of Local 1 and District representatives will meet and develop draft compensatory time language for consideration in 2014-15 negotiations by May of 2014, or sooner if completed.

**Side Letters:** The following language is incorporated per side letter:

13.3 **NOTICE OF LAYOFF:** Employees affected by layoff shall be given no less than ~~forty-five (45)~~ sixty (60) calendar days written notice of such action. Notice shall also be given to the Union.

17.2 **CUSTODIAN/GROUNDS WORK STATIONS AND CUSTODIAL SHIFTS:** The District reserves the right to revise/reestablish work areas/stations once annually, when increases/decreases in staffing occur, or when the workload increases or decreases.

17.2.1 Once the District revises/reestablishes work areas/stations, employees shall, within five (5) workdays, be given the opportunity to bid on all current stations. The employee with the most consecutive seniority in the classification at the site ~~most senior employee at the work location~~ shall be placed into the station of his/her choice. This process shall be followed until all stations are staffed.

17.2.2 If, during the year, a vacancy occurs in a work station, the employee with the most consecutive seniority in the classification at the site ~~most senior employee at the work location~~ requesting a reassignment to that vacancy shall be given that assignment.

**Duration:**

- 26.1 **LENGTH OF AGREEMENT:** Unless otherwise indicated, this Agreement between the District and the Union, due to expire June 30, 2013, is extended through June 30, 2016, and all provisions shall remain in full force and effect through the close of the day on June 30, 2016.
- 26.3 **REOPENERS:** ~~For the duration of the contract During the 2010-11, 2011-12 and 2012-13 years,~~ each fiscal year the contract is subject to reopeners. In each of these years, the salary schedule and the District's contributions towards health benefits premiums, and one article each party designates will be reopened.

**Ratification:**

The District agrees that its Governing Board shall consider ratification of this agreement at the July 24, 2013, Governing Board meeting. Local 1 agrees to hold a ratification vote and report the results to the District by the close of business August 12, 2013. Should either party not ratify the agreement by the close of business August 12, 2013, this agreement, in its entirety, shall become void.

**For the District:**

\_\_\_\_\_  
Gene Huff, Vice Chancellor

\_\_\_\_\_  
Date

**For Local 1:**

\_\_\_\_\_  
Mike West, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kasmir Zaratkiewicz, Business Agent

\_\_\_\_\_  
Date

**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 6-A

**DATE** July 24, 2013

**PURPOSE** Classification Descriptions and/or Salary Schedules

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the attached, revised classification descriptions for Chancellor and Director of Internal Audit Services, be approved, effective August 1, 2013.

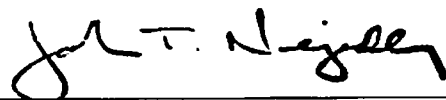
**FUNDING SOURCE**

Funding is from existing budget sources.

**BACKGROUND**

The classification description of Chancellor is being revised, removing references to the Regional Training Institute (RTI), which is no longer in existence. The Director of Internal Audit Services' classification description is being updated to reflect changes in the duties and experience sections. There are no changes in compensation for either classification description. For your review, Board Back-up No. 6-A (attached) highlights the changes being recommended.

Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary

**Contra Costa Community College District  
Classification Specification**

**CHANCELLOR**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Executive	Contract	08/01/13	Academic Administrator	1 of 2

**DEFINITION:** The Chancellor serves as the Chief Executive Officer of the District and reports directly to the Governing Board. The Chancellor, in collaboration with the College Presidents, and District Vice Chancellors is responsible for assessing, planning, organizing and evaluating the resources, programs, and services of the District to meet the educational needs of the students and the community.

As the educational administrative leader of the District, the Chancellor represents the District with community groups, business and industry, labor organizations, public school districts, the Chancellor's Office of the California Community Colleges, other community college districts, the University of California, California State University, private colleges and universities, city and county agencies, and the California legislature.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

The Chancellor, as the Chief Executive Officer of the District, is primarily responsible for the following:

Ensure fiscal stability and student access through the use of sound management, responsible allocation of resources, integration of educational and facilities master plans and the identification of alternative funding sources.

Provide leadership and support to expand revenue resources through fundraising including developing strategic partnerships with government agencies, public officials, and foundations.

Serve and support the Colleges to enable them to continue to be responsive to the unique needs of their students and communities through educational excellence and public service.

Expand partnerships with business, government, industry, community organizations, and educational institutions in order to respond to changing needs and to play a leadership role in the economic development of the community.

Advance goals of shared governance with an emphasis on consensus building, collegiality, open communication, and mutual respect among all constituents in the Colleges.

Provide strong leadership to resolve collective bargaining issues and address the growing cost of health care and retirement benefits.

Enhance the development of technology to meet the needs of students relative to academic and vocational/technical programs and support services.

Develop a District-wide strategic plan that incorporates each College's unique mission and educational plan, while integrating the District's educational and facilities master plans, the budget, enrollment management and mission.

Encourage diversity of administration, faculty and staff to reflect the community served by the District.

Lead the District as advisor to the Governing Board and provide oversight of the College Presidents, and Vice Chancellors.

**Contra Costa Community College District - Classification Specification**

**CHANCELLOR**

<b>Class Code</b>	<b>OT Status</b>	<b>EEO Category</b>	<b>Represented Status</b>	<b>Salary Grade</b>	<b>Effective Date</b>	<b>Status</b>	<b>Pages</b>
	Exempt	Officials & Administrators	Executive	Contract	08/01/13	Academic Administrator	2 of 2

**REPORTING RELATIONSHIPS:**

Positions directly responsible to the Chancellor are: the Presidents of the three Colleges; Vice Chancellor, Administrative Services; Vice Chancellor, Human Resources Chief Negotiator; Chief Facilities Planner; Vice Chancellor, Education and Technology; Director of Communications and Community Relations and designated classified personnel. The Chancellor is directly responsible to the Governing Board of the District.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to establish a strong partnership with the Governing Board and create an atmosphere of mutual respect and open communication between the Board and all constituent groups.

Strong understanding of complex fiscal issues facing California Community Colleges and ability to create strategic plans, pursue government funding and alternative fiscal resources.

Demonstrated technical knowledge of fiscal management, long and short- term strategic planning, organizational development theory, strategic change management, human resources, facilities planning, informational systems management, community and legislative relations.

Experience working in a collective-bargaining environment.

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Excellent leadership ability, exceptional interpersonal and communication skills. A collaborative management style that is consultative and inclusive.

Ability to work in a complex and large multi-college district with distinct organizational cultures and needs.

**EDUCATION AND TRAINING:**

A Master's degree from an accredited institution is required. An earned doctorate degree from an accredited college or university is preferred.

Five years of significant experience in business, industry, education or government as a manager, at least three years of which were as a senior executive within a large and complex organization, preferably at a college or university.

**Actions:** Modified by the Governing Board on July 1991, July 1995. Amended 03/24/05; 08/01/13.

**Contra Costa Community College District  
Classification Specification**

**DIRECTOR OF INTERNAL AUDIT SERVICES**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisor	M6	08/01/13	Management	1 of 2

**DEFINITION:** Under the direction of the Chancellor, the Director of Internal Audit Services is responsible for a comprehensive audit program to provide more efficient and effective use of educational funding through sound fiscal management practices.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Leads risk assessment efforts used to assess District's risk areas and develop annual internal audit plan.
- Plans, develops, organizes, directs and implements a comprehensive program of audit coverage for management and financial operations of the District to ensure compliance with federal and state agency financial rules and regulations, Board policies and District procedures.
- Oversees the execution of systematic and special audits as requested by the Chancellor or the Governing Board; ensuring appropriate planning, fieldwork and reporting.
- Continuously improves the comprehensive risk-based internal audit methodology used to execute operational, financial and compliance internal audits/reviews.
- Develops audit programs and ensures that the audits appropriately address risks or concerns.
- Manages audits to ensure timely and accurate completion. Conducts and supervises fieldwork of audits; reviews work-papers and assesses the accuracy of findings identified during the audit.
- Communicates audit findings to management and works with appropriate management in the development of accomplishable action plans that will adequately remediate any identified control weaknesses or gaps.
- Reviews and audits circumstances surrounding potential fraud and theft; reports findings to management; makes recommendations for management correction, action, and for improving control systems.
- Reviews and analyzes departmental procedures; suggests changes in forms and procedures to meet departmental and legal requirements; and recommends opportunities for improvement.
- Prepares detailed audit reports for presentation to Management, the Chancellor and the Board Finance Committee.
- Ensures timely follow-up on the status of management action plans for completed audits; and reports quarterly status to the Chancellor and Board Finance Committee.
- Conducts special studies on a variety of matters at the request of senior management; writes reports, including findings and recommendations.
- Proactively establishes/develops strong relationships with key stakeholders across the District; attends key meetings that will provide insight to the District's processes and culture; and generally seeks information that will help the internal audit activity focus on the mitigation of key risk areas for the District.
- Promotes high levels of ethical awareness and conducts, across the District, through training and education.
- Mentors and develops internal audit staff, in order to ensure that the internal audit function is constantly providing value added service to the District.
- Plays an advisory role, during the installation of new accounting methods and systems, ensuring the adequacy of controls in the new systems.

**Contra Costa Community College District  
Classification Specification**

**DIRECTOR OF INTERNAL AUDIT SERVICES**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisor	M6	08/01/13	Management	2 of 2

- Assists outside independent auditors with their audits, as required.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles, practices and methods of governmental accounting and auditing; standards for the Professional Practice of Internal Auditing; laws and ordinances regulating public finance and accounting; accounting system design, procedures and methods for insuring internal controls.

**Ability To:** Plan and organize a comprehensive internal auditing plan/program; conduct investigations into potential cases of fraud or theft; apply accounting and auditing principles and procedures in performing work; analyze data and draw sound conclusions; prepare clear, complete, and concise reports; analyze situations accurately and adopt an effective course of action; interpret and administer District accounting policies and procedures; understand and carry out both oral and written instructions independently; use a personal computer to prepare reports, correspondence, and analyze spreadsheets; communicate effectively and tactfully in oral and written form; establish and maintain cooperative work relationships with those contacted in the course of work.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

**Experience:** Five years of progressive responsibility in the internal audit function; two years of the required experience must have been in positions of audit leadership and supervision of employees.

**License:** Possession of, or ability to obtain, a valid California driver's license. Current Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Fraud Examiner certificate.

Approved 3/97; Revised 12/1/10, 08/01/13.



**Contra Costa Community College District  
Classification Specification**

**CHANCELLOR**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Executive	Contract	03/24/05	Academic Administrator	1 of 2

**DEFINITION:** The Chancellor serves as the Chief Executive Officer of the District and reports directly to the Governing Board. The Chancellor, in collaboration with the College Presidents, and District Vice Chancellors, ~~and Executive Director of the Regional Training Institute~~, is responsible for assessing, planning, organizing and evaluating the resources, programs, and services of the District to meet the educational needs of the students and the community.

As the educational administrative leader of the District, the Chancellor represents the District with community groups, business and industry, labor organizations, public school districts, the Chancellor's Office of the California Community Colleges, other community college districts, the University of California, California State University, private colleges and universities, city and county agencies, and the California legislature.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

The Chancellor, as the Chief Executive Officer of the District, is primarily responsible for the following:

Ensure fiscal stability and student access through the use of sound management, responsible allocation of resources, integration of educational and facilities master plans and the identification of alternative funding sources.

Provide leadership and support to expand revenue resources through fundraising including developing strategic partnerships with government agencies, public officials, and foundations.

Serve and support the Colleges to enable them to continue to be responsive to the unique needs of their students and communities through educational excellence and public service.

Expand partnerships with business, government, industry, community organizations, and educational institutions in order to respond to changing needs and to play a leadership role in the economic development of the community.

Advance goals of shared governance with an emphasis on consensus building, collegiality, open communication, and mutual respect among all constituents in the Colleges.

Provide strong leadership to resolve collective bargaining issues and address the growing cost of health care and retirement benefits.

Enhance the development of technology to meet the needs of students relative to academic and vocational/technical programs and support services.

Develop a District-wide strategic plan that incorporates each College's ~~and the Regional Training Institute's~~ unique mission and educational plan, while integrating the District's educational and facilities master plans, the budget, enrollment management and mission.

Encourage diversity of administration, faculty and staff to reflect the community served by the District.

Lead the District as advisor to the Governing Board and provide oversight of the College Presidents, and Vice Chancellors, ~~and Executive Director of the Regional Training Institute~~.



## Contra Costa Community College District - Classification Specification

**CHANCELLOR**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Executive	Contract	3/24/05	Academic Administrator	2 of 2

**REPORTING RELATIONSHIPS:**

Positions directly responsible to the Chancellor are: the Presidents of the three Colleges; Vice Chancellor, ~~Finance and Administration~~ Administrative Services; ~~Vice Chancellor, Planning and Resource Development~~; Vice Chancellor, Human Resources ~~and Organizational Development~~ Chief Negotiator; ~~Vice Chancellor, Facilities and Operations~~ Chief Facilities Planner; Vice Chancellor, Education and Technology Systems Planning and Support; ~~Executive Director, Regional Training Institute~~, Director of Communications and Community Relations and Marketing and designated classified personnel. The Chancellor is directly responsible to the Governing Board of the District.

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to establish a strong partnership with the Governing Board and create an atmosphere of mutual respect and open communication between the Board and all constituent groups.

Strong understanding of complex fiscal issues facing California Community Colleges and ability to create strategic plans, pursue government funding and alternative fiscal resources.

Demonstrated technical knowledge of fiscal management, long and short-term strategic planning, organizational development theory, strategic change management, human resources, facilities planning, informational systems management, community and legislative relations.

Experience working in a collective-bargaining environment.

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Excellent leadership ability, exceptional interpersonal and communication skills. A collaborative management style that is consultative and inclusive.

Ability to work in a complex and large multi-college district with distinct organizational cultures and needs.

**EDUCATION AND TRAINING:**

A Master's degree from an accredited institution is required. An earned doctorate degree from an accredited college or university is preferred.

Five years of significant experience in business, industry, education or government as a manager, at least three years of which were as a senior executive within a large and complex organization, preferably at a college or university.

**Actions:** Modified by the Governing Board on July 1991, July 1995. Amended 03/24/05



Contra Costa Community College District  
Classification Specification

## DIRECTOR OF INTERNAL AUDIT SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisor	M6	12/01/10	Management	1 of 2

**DEFINITION:** Under the direction of the Chancellor, the Director of Internal Audit Services is responsible for a comprehensive audit program to provide more efficient and effective use of educational funding through sound fiscal management practices.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Leads risk assessment efforts used to assess District's risk areas and develop annual internal audit plan.
- Plans, develops, organizes, directs and implements a comprehensive program of audit coverage for management and financial operations of the District to ensure compliance with federal and state agency financial rules and regulations, Board policies and District procedures.
- Oversees the execution of Conducts-systematic and audits; performs special audits as directed requested by the Chancellor or the Governing Board; ensuring appropriate planning, fieldwork and reportingconducts examinations to determine the adequacy of compliance with rules and regulations established by federal and state law, Board Policies, and District procedures.
- ~~Reviews financial documents, such as contracts, invoices, vouchers, requisitions, and related items in compliance with acceptable accounting principles.~~
- Continuously improves the comprehensive risk-based internal audit methodology used to execute operational, financial and compliance internal audits/reviews.
- Develops audit programs and ensures that the audits appropriately address risks or concerns.
- Manages audits to ensure timely and accurate completion. Conducts and supervises fieldwork of audits; reviews work-papers and assesses the accuracy of findings identified during the audit.
- Communicates audit findings to management and works with appropriate management in the development of accomplishable action plans that will adequately remediate any identified control weaknesses or gaps.
- ~~Evaluates internal control systems to determine if established procedures accomplish goals and objectives and comply with rules and regulations; appraises the economy and efficiency with which resources are utilized.~~
- ~~Reviews safeguarding of assets and verifies existence of assets.~~
- Reviews and audits circumstances surrounding potential fraud and theft; reports findings to management; makes recommendations for management correction, action, and for improving control systems.
- Reviews and analyzes departmental ~~accounting and record-keeping~~ procedures; ~~observes and reviews inventory procedures;~~ suggests changes in forms and procedures to meet departmental and legal requirements; and recommends opportunities for improvement.
- ~~Reviews, evaluates and recommends changes to District established policies and procedures that pertain to internal control for financial operation and program compliance.~~
- Prepares detailed audit reports- for presentation to Management, the Chancellor and the Board Finance Committeeand discusses recommendations with appropriate management officials; ~~prepares periodic activity reports on status of audits.~~
- Ensures timely follow-up on the status of management action plans for completed audits; and reports quarterly status to the Chancellor and Board Finance Committee.
- Conducts special studies on a variety of matters at the request of senior management; writes



Contra Costa Community College District  
Classification Specification

**DIRECTOR OF INTERNAL AUDIT SERVICES**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisor	M6	12/01/10	Management	2 of 2

reports, including findings and recommendations.

- Proactively establishes/develops strong relationships with key stakeholders across the District; attends key meetings that will provide insight to the District's processes and culture; and generally seeks information that will help the internal audit activity focus on the mitigation of key risk areas for the District.
- Promotes high levels of ethical awareness and conducts, across the District, through training and education.
- Mentors and develops internal audit staff, in order to ensure that the internal audit function is constantly providing value added service to the District.
- ~~Reviews documentation, controls and audit trails in data processing programs.~~
- Plays an advisory role, during Assists in the installation of new accounting methods and systems, ensuring the adequacy of controls in the new systems.
- ~~Assists outside independent auditors with their audits, as required.~~
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles, practices and methods of governmental accounting and auditing; standards for the Professional Practice of Internal Auditing; laws and ordinances regulating public finance and accounting; accounting system design, procedures and methods for insuring internal controls.

**Ability To:** Plan and organize a comprehensive internal auditing plan/program; conduct investigations into potential cases of fraud or theft; apply accounting and auditing principles and procedures in performing work; analyze data and draw sound conclusions; prepare clear, complete, and concise reports; analyze situations accurately and adopt an effective course of action; interpret and administer District accounting policies and procedures; understand and carry out both oral and written instructions independently; use a personal computer to prepare reports, correspondence, and analyze spreadsheets; communicate effectively and tactfully in oral and written form; establish and maintain cooperative work relationships with those contacted in the course of work.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

**Experience:** Five years of progressive responsibility in the internal audit function; two years of the required experience must have been in positions of audit leadership and supervision of employees responsible professional accounting and auditing experience.

**License:** Possession of, or ability to obtain, a valid California driver's license.  
Current Certified Public Accountant (CPA), ~~or~~ Certified Internal Auditor (CIA) or Certified Fraud Examiner certificate.

**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 6-B

**DATE** July 24, 2013

**PURPOSE** Approval of Tentative Agreement with Public Employees Union, Local 1,  
for the 2013-14 Fiscal Year

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the attached Tentative Agreement (Agreement), dated July 16, 2013, with Public Employees Union, Local 1, be approved, pending member ratification.

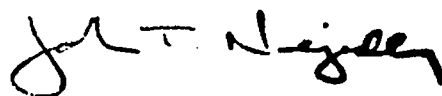
**FUNDING SOURCE**

The cost of this Agreement for the 2013-14 fiscal year is approximately \$507,650.

**BACKGROUND**

This Agreement is the result of negotiations between the District and Public Employees Union, Local 1, on contract re-openers for the 2013-14 fiscal year. It is the intent of Local 1 to have a ratification vote on the Agreement on or before the end of the business day, August 12, 2013. If the Agreement is not ratified by the members of Local 1 on or before that date, this Agreement shall become void.

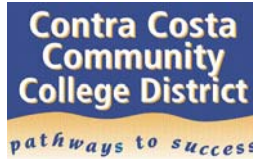
Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary

**Governing Board**

Sheila A. Grilli, *President*  
John E. Márquez, *Vice President*  
John T. Nejedly, *Secretary*  
Greg Enholm  
Vicki Gordon



**Chancellor**  
Helen Benjamin, Ph.D.

**College Presidents**  
Contra Costa College Denise Noldon, Ph.D.  
Diablo Valley College Peter Garcia  
Los Medanos College Bob Kratochvil

**Tentative Agreement Between  
Contra Costa Community College District and Public Employees Union, Local 1  
July 16, 2013**

After a series of negotiating sessions considering 2013-14 re-openers, the parties have agreed that all current articles of the collective bargaining agreement remain the same, with the exception of the following:

**Compensation:** The parties agree to a two-year compensation plan. For 2013-14, salary schedules will be increased by 2%. A formula will be used to determine salary changes for 2014-15.

Local 1 and CCCCDC remain committed to working in partnership to address financial challenges. Our goals include reaching the top third of the Bay 10 in total compensation for classified staff while working collaboratively to improve district-wide efficiency and productivity.

**2013-14:**

- For the 2013-14 fiscal year, all Local 1 represented salary schedules will be increased by 2% as “fronted COLA” from District Reserves.
- District will cover its full share (94%) of any increase in health care premiums.
- District will cover step and column increases.
- If the State’s COLA percentage for 2013-14 exceeds 2%, the agreement may be reopened.

**2014-15:**

Salary changes will be determined by the following formula. This formula allocates to employees 88% of all new, ongoing revenues as an increase in their total compensation. The *salary* increase will be based on all the money left after subtracting the costs of other compensation: benefits; and step and column increases.

The total dollars available for distribution are the Local 1 represented employees’ percentage share of total labor expenses calculated as follows:

- 1) Added to the distribution amount is 88% of all new, unrestricted, on-going funds including but not limited to the following:
  - a) 2013-14 State Statutory COLA and other new ongoing allocations.
  - b) 2014-15 State Statutory COLA and other new ongoing allocations.
  - c) 2013-14 actual growth or restoration.
  - d) 2013-14 and 2014-15 net savings realized through increased efficiency including productivity ratio improvements and savings from retirements.



2) Subtracted from the distribution amount are new, ongoing, Local 1 represented employees' compensation related expenditure increases, including but not limited to the following:

- a) 2013-14 "fronted COLA" of 2%.
- b) 2013-14 "costs" of growth, to be calculated using our existing formula.
- c) 2013-14 and 2014-15 District-paid health benefit premium increases.
- d) 2013-14 and 2014-15 cost of step-column-longevity increases.
- e) 2013-14 and 2014-15 net costs associated with other parts of any agreements related to compensation for Local 1 represented employees.

If the State's COLA percentage for 2014-15 is greater than the formula-produced salary increase for 2014-15, this agreement may be reopened.

If this formula results in a total compensation percentage-increase that fails to exceed 2% plus the health benefits percentage-increase plus the step-column-longevity increase, the full compensation agreement will sunset at the end of 2014-15.

This agreement does not prevent either side from reopening for 2014-15 if there are unanticipated, substantial changes in revenues or expenses.

**Benefits Premiums Co-Pays for Those Reduced in Time:** Employees reduced in weekly hours of work (FTE) as a result of reductions in fiscal years 2010-11, 2011-12, and 2012-13, shall have the District's share of the costs of benefits premiums restored to the level of the FTE for which they have permanency for the duration of their 63-month reemployment rights, or until such rights are exercised or refused. District and Local 1 shall meet and agree on the list of eligible employees.

**Vacation-in-Lieu of Furlough for Those Reduced in Months of Service:** For the duration of this agreement, or, if sooner, until their 63-month reemployment rights are exercised or refused, employees reduced in months of service (furloughed) as a result of reductions in fiscal years 2010-11, 2011-12, and 2012-13, may take up to 80 hours of available vacation hours in-lieu of furlough per fiscal year. Utilization of vacation in-lieu of furlough, per this provision, is at the member's discretion. District and Local 1 shall meet and agree on the list of eligible employees.

Funding for this provision shall be allocated from the Local 1 Substitute Pay Fund (Article 7.7.4) and/or Classified Employees Enhancement Program (CEEP) funds (Article 24.5) as needed. This provision in no way impacts allocation, accrual, or usage of otherwise available funds in these accounts except as noted above.

**Benefits:** District agrees to complete a transition from Health Net to Anthem Blue Cross as a medical insurance provider, as approved by the membership, effective August 1, 2013.

The medical co-pay reimbursement process and form will be clarified to include hospital and emergency room visit copays. The process and form will also be clarified that the reimbursement does not cover out-of-network PPO percentage co-pays.

**Working out of class:** Article 17.4 will be amended as shown below. The parties agree to negotiate the effects of this provision on the ability of employees on temporary additional duties assignments to apply for reclassification, consistent with Article 17.5

**17.4 Working Out of Classification:** Employees may perform duties out of their classifications for five days or more using the Out of Classification process below if the employee will be performing substantially all the duties of the higher classification, or the Temporary Addition of Duties process below if the employee will be performing some, but not the majority, of the duties of the higher classification.

**17.4.1:** **OUT OF CLASSIFICATION ASSIGNMENTS:** (This provision is renumbered only with no change to language)

**17.4.2:** **TEMPORARY ADDITIONAL DUTIES:** Employees temporarily assigned to some, but not all, of the work of another higher-level classification for a period of five (5) consecutive work days or more shall receive 5% additional duties pay for the duration of the assignment. The duties to be assigned may come from a temporarily vacant position or, upon appropriate approval, from a project of defined scope and duration of no more than six (6) months.

17.4.2.1 When the request for temporary assignment is submitted to District Human Resources, Local 1 will be copied. Local 1 may demand meet and confer prior to the start of the temporary assignment.

17.4.2.2 The manager and employee shall meet and mutually agree on the temporary assignment.

17.4.2.3 Any deviation from the 5% additional compensation will be subject to meet and confer.

**Reclassification Process:** While the District is conducting a classification (Hay) study, the reclassification process as found in Article 17.5 will be postponed until November, 2014, in order to allow a workgroup comprised of Local 1, District and a third party provider to meet and revise the reclassification process. Draft language is to be completed by May of 2014 for consideration in 2014-15 negotiations.

**Medicare Reimbursement:** Article 20.4.7.1 will be amended as follows:

20.4.7.1 **Participation in Medicare:** All retirees from the bargaining unit who receive health benefits from the District must provide evidence to the District that they have successfully enrolled in Medicare Part A or present documentation why they are not eligible to enroll. ~~The retiree must enroll in Medicare Part B and the District will pay Medicare Part B for those retiring with Medicare Part A. The District will reimburse Medicare Part B for those retiring with Medicare Part A.~~ For retirees enrolled in District benefits, to be eligible for reimbursement for Medicare B, retirees must participate in a District-sponsored Medicare Coordinated/Advantage program for the period in which reimbursement is sought.

Retirees may request reimbursement for the previous calendar year. Annually, in February, District will send a letter to retirees soliciting appropriate paperwork and documentation to be reimbursed for Medicare B. To be reimbursed for Medicare B, retirees must submit appropriate paperwork and documentation by



the end of the calendar year in which retiree received District notification for reimbursement for previous calendar year. Retirees may submit requests for reimbursement annually or quarterly. Reimbursements will be paid quarterly as long as allowed by plan administrator.

**Retirement Plans:** Article 20.13 will be amended as follows:

20.13 **Retirement Plans:** The District will participate in the California Public Employees Retirement System (PERS) and the California State Teachers Retirement System (STRS). Each member will be assigned to PERS unless s/he is eligible for and elects to remain in STRS or another retirement plan that has a reciprocity agreement with PERS.

20.13.1 **PERS BENEFIT:** The District will participate in the PERS plan known as "Local Miscellaneous 2% at 55" and as modified by PERS. For employees first hired on or after January 1, 2013, and not otherwise eligible for another plan, the District will participate in the PERS plan known as "Local Miscellaneous 2% at 62" and as modified by PERS.

20.13.2 **SAFETY PERS BENEFIT:** (This provision is renumbered only with no change to language)

**Compensatory Time:** A subcommittee comprised of Local 1 and District representatives will meet and develop draft compensatory time language for consideration in 2014-15 negotiations by May of 2014, or sooner if completed.

**Side Letters:** The following language is incorporated per side letter:

13.3 **NOTICE OF LAYOFF:** Employees affected by layoff shall be given no less than ~~forty-five (45)~~ sixty (60) calendar days written notice of such action. Notice shall also be given to the Union.

17.2 **CUSTODIAN/GROUNDS WORK STATIONS AND CUSTODIAL SHIFTS:** The District reserves the right to revise/reestablish work areas/stations once annually, when increases/decreases in staffing occur, or when the workload increases or decreases.

17.2.1 Once the District revises/reestablishes work areas/stations, employees shall, within five (5) workdays, be given the opportunity to bid on all current stations. The employee with the most consecutive seniority in the classification at the site ~~most senior employee at the work location~~ shall be placed into the station of his/her choice. This process shall be followed until all stations are staffed.

17.2.2 If, during the year, a vacancy occurs in a work station, the employee with the most consecutive seniority in the classification at the site ~~most senior employee at the work location~~ requesting a reassignment to that vacancy shall be given that assignment.

**Duration:**

- 26.1 **LENGTH OF AGREEMENT:** Unless otherwise indicated, this Agreement between the District and the Union, due to expire June 30, 2013, is extended through June 30, 2016, and all provisions shall remain in full force and effect through the close of the day on June 30, 2016.
- 26.3 **REOPENERS:** ~~For the duration of the contract During the 2010-11, 2011-12 and 2012-13 years,~~ each fiscal year the contract is subject to reopeners. In each of these years, the salary schedule and the District's contributions towards health benefits premiums, and one article each party designates will be reopened.

**Ratification:**

The District agrees that its Governing Board shall consider ratification of this agreement at the July 24, 2013, Governing Board meeting. Local 1 agrees to hold a ratification vote and report the results to the District by the close of business August 12, 2013. Should either party not ratify the agreement by the close of business August 12, 2013, this agreement, in its entirety, shall become void.

**For the District:**

\_\_\_\_\_  
Gene Huff, Vice Chancellor

\_\_\_\_\_  
Date

**For Local 1:**

\_\_\_\_\_  
Mike West, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kasmir Zaratkiewicz, Business Agent

\_\_\_\_\_  
Date

**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REVISED**

**REPORT NO.** 8-A

**DATE** July 24, 2013

**PURPOSE** Facilities Planning Agreements and Amendments to Agreements

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the Assistant Secretary be authorized to execute the following facilities-related agreements and amendments to agreements:

**NEW/RENEWAL AGREEMENTS:**

**DIABLO VALLEY COLLEGE**

**HLC Associates, Inc.**

**Construction Management Services**

Contract No:

7896.0

Contract Amount:

\$264,000.00

Contract Period:

07/01/2013 through 06/30/2014

	<u>Budget</u>	<u>Expenses</u>
Campus Construction Mgmt.	\$ 1,200,000.00	\$ 886,088.61

Summary: A renewal agreement to provide project management services.

Scope of Work: Provide project management services for the student services, culinary arts, food services, and commons projects.

Budget Impact: None. The agreement is within the program line-item budget.

**Funding Source: A\*\***

**DISTRICTWIDE**

**Panaguiton Construction Inspection**

**Information Technology (IT) Infrastructure**

Contract No:

7897.0

Contract Amount:

\$ 36,960.00 in Testing and Inspection

Contract Period:

06/24/2013 through 01/30/2014

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 1,496,000.00	\$ 1,203,144.85
Testing and Inspection:	\$ 360,000.00	\$ 16,668.64
Construction:	\$ 2,654,000.00	\$ 1,239,870.42
FFE:	\$ 8,770.00	\$ 3,567,741.57
Other, incl. Contingency:	\$ 420,000.00	\$ 8,310.42
Total Project:	\$ 13,700,000.00	\$ 6,035,735.90

Summary: A new agreement to provide Division of State Architect (DSA) inspection services for the Districtwide IT infrastructure project.

Scope of Work: Inspect the work of the contractor who is building all the telecommunications rooms at Diablo Valley College (DVC), Contra Costa College (CCC) and Los Medanos College (LMC); verify all work is completed per the drawings and satisfies DSA requirements.

Budget Impact: None. The agreement is within the project budget.  
**Funding Source: A\*\***

### AMENDMENTS TO AGREEMENTS:

#### DIABLO VALLEY COLLEGE

<u>Steinberg Architects, Inc.</u>	<u>New Commons Project</u>
Contract No:	6904.2
Original Contract Amount:	\$ 3,229,400.00
Current Contract Amount through Ch. No. 12:	\$ 3,790,215.02
Increase (Decrease) for Ch. No. 13:	\$ <u>31,655.00</u> in Planning and Design
Amended Contract Amount:	\$ 3,821,870.02
Current Period of Performance:	01/05/2009 through 10/16/2012
Amended Period of Performance:	01/05/2009 through 10/16/2012

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 4,512,381.00	\$ 3,907,959.80
Testing and Inspection:	\$ 1,475,837.00	\$ 964,887.82
Construction:	\$ 43,359,857.00	\$ 26,981,220.36
FFE:	\$ 1,456,553.00	\$ 1,081,345.05
Other, incl. Contingency:	\$ <u>2,347,310.00</u>	\$ <u>362,640.08</u>
Total Project:	\$ 53,151,938.59	\$ 33,298,053.11

Scope of Work: Provide comprehensive architectural and engineering planning, design, and construction administration services.

Reason for Change: This is an amended agreement for design services for alternate means of fire protection; acoustical improvements at enrollment lab; installation of window blinds; concrete masonry unit wall bracing analysis; elevator lock-out security function; Americans with Disabilities Act (ADA) ramp near counseling; and additional south building interior signage.

Budget Impact: None. The amended agreement is within the planning and design budget.

**Funding Source: A\*, A\*\*, 2006 bond interest and DVC special funds**

<u>Flintco Pacific, Inc.</u>	<u>New Commons Project</u>
Contract No:	7423.0
Original Contract Amount:	\$ 42,777,000.00
Current Contract Amount through Ch. No. 19:	\$ 43,597,000.00
Increase (Decrease) for Ch. No. 20:	\$ <u>0.00</u> in Construction
Amended Contract Amount:	\$ 43,597,000.00

Current Period of Performance: 06/29/2010 through 01/19/2015  
 Amended Period of Performance: 06/29/2010 through 01/19/2015

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 4,512,381.00	\$ 3,907,959.80
Testing and Inspection:	\$ 1,475,837.00	\$ 964,887.82
Construction:	\$ 43,359,857.00	\$ 26,981,220.36
FFE:	\$ 1,456,553.00	\$ 1,081,345.05
Other, incl. Contingency:	<u>\$ 2,347,310.59</u>	<u>\$ 362,640.08</u>
Total Project:	\$ 53,151,938.59	\$ 33,298,053.11

Scope of Work: General construction contract for the new commons project.

Reason for Change: This is a no-cost, administrative change order that uses a portion of the owner allowance which was included in the initial contract. This change order sum of \$89,031.42 shall be deducted from the remaining contractual allowance of \$139,977.60, leaving a balance of \$50,946.18. Changes include DVC-requested changes to radiant HVAC zones, temporary ADA path, emergency high-voltage repairs, and HVAC ductwork routing.

Budget Impact: None. The amended agreement is within the construction budget.

**Funding Source: A\*, A\*\*, 2006 bond interest and other DVC funds**

**Goodland Landscape Construction**

**Baseball and Softball Fields Renovation**

Contract No:	7833.0
Original Contract Amount:	\$ 1,310,000.00
Current Contract Amount:	\$ 1,310,000.00
Increase (Decrease) for Ch. No. 1:	<u>\$ 2,978.54</u> in Construction
Amended Contract Amount:	\$ 1,312,978.54

Current Period of Performance: 04/24/2013 through 12/13/2013  
 Amended Period of Performance: 04/24/2013 through 12/13/2013

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 165,000.00	\$ 132,308.00
Testing and Inspection:	\$ 44,000.00	\$ 2,880.00
Construction:	\$ 1,400,000.00	\$ 4,661.00
FFE:	\$ 33,000.00	<u>\$</u>
Other, incl. Contingency:	<u>\$ 158,000.00</u>	<u>\$ 15,080.78</u>
Total Project:	\$ 1,800,000.00	\$ 154,929.78

Scope of Work: General construction contract for the baseball and softball field renovation project.

Reason for Change: This is an amended agreement to abate two asbestos containing transite pipe surrounds discovered at the softball field drinking fountains; and for a credit for removal of the project signs from the contract.

Budget Impact: The amended agreement is within the construction budget.

**Funding Source: 2006 bond interest and DVC local fund**

**LOS MEDANOS COLLEGE****Gibson/Salmon Group**

Contract No: 7797.0  
 Original Contract Amount: \$ 47,615.00  
 Current Contract Amount: \$ 47,615.00  
 Increase (Decrease) for Ch. No. 1: \$ 6,604.45 in Planning and Design  
 Amended Contract Amount: \$ 54,219.45  
 Current Period of Performance: 10/22/2012 through 10/21/2013  
 Amended Period of Performance: 10/22/2012 through 01/05/2014

**Brentwood Science Lab**

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 55,000.00	\$ 36,146.12
Testing and Inspection:	\$ 27,000.00	\$
Construction:	\$ 238,000.00	\$
FFE:	\$ 20,000.00	\$
Other, incl. Contingency:	<u>\$ 40,534.00</u>	<u>\$ 626.20</u>
Total Project:	\$ 380,534.00	\$ 36,772.32

Scope of Work: Provide additional architectural services for the Brentwood science lab.

Reason for Change: This is an amended agreement for additional insurance and time required for city plan review meetings; DSA meetings; and other jurisdictional reviews that were not included in the original scope of work.

Budget Impact: The amended agreement is within the project budget.

**Funding Source: grant-funded**

**S.J. Amoroso Construction**

Contract No: 7807.0  
 Original Contract Amount: \$ 16,744,000.00  
 Current Contract Amount: \$ 16,744,000.00  
 Increase (Decrease) for Ch. No. 1: \$ 0.00 in Planning and Design  
 Amended Contract Amount: \$ 16,744,000.00  
 Current Period of Performance: 12/26/2012 through 06/30/2015  
 Amended Period of Performance: 12/26/2012 through 06/30/2015

**Student Services Center Remodel**

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 2,433,734.50	\$ 2,042,435.42
Testing and Inspection:	\$ 388,800.00	\$ 136,256.50
Construction:	\$ 20,170,003.00	\$ 3,436,026.99
FFE:	\$ 837,200.00	\$ 135,588.46
Other, incl. Contingency:	<u>\$ 1,479,625.50</u>	<u>\$ 205,028.01</u>
Total Project:	\$ 25,309,363.00	\$ 5,955,335.38

Scope of Work: General construction contract for the student services center remodel

Reason for Change: This is a no-cost, administrative change order that uses a portion of the owner allowance which was included in the initial contract. This change order sum of \$8,404.00 shall be deducted from the contractual allowance of \$500,000.00 leaving a balance of \$491,596.00. Changes include hazardous material abatement of fireproofing on steel beams; addition of critical barriers for abatement work; and demolishing an unforeseen upper level wood soffit.

Budget Impact: The amended agreement is within the project budget.  
**Funding Source: A\*\***

**DISTRICTWIDE**

**M&M Project Inspection, Inc.**

**IT Infrastructure Upgrade**

Contract No:	7862.0
Original Contract Amount:	\$ 55,400.00
Current Contract Amount:	\$ 55,400.00
Increase (Decrease) for Ch. No. 1:	<u>\$ (54,840.00)</u> in Testing and Inspection
Amended Contract Amount:	\$ 560.00
Current Period of Performance:	05/22/2013 through 01/30/2014
Amended Period of Performance:	05/22/2013 through 07/24/2013

	<u>Budget</u>	<u>Expenses</u>
Planning and Design:	\$ 1,496,000.00	\$ 1,203,144.85
Testing and Inspection:	\$ 360,000.00	\$ 16,668.64
Construction:	\$ 2,654,000.00	\$ 1,239,870.42
FFE:	\$ 8,770.00	\$ 3,567,741.57
Other, incl. Contingency:	<u>\$ 420,000.00</u>	<u>\$ 8,310.42</u>
Total Project:	\$ 13,700,000.00	\$ 6,035,735.90

Scope of Work: Provide DSA S-5 and S-6 reports; and daily and semi-monthly reports.

Reason for Change: This is a bilateral agreement. The vendor and District are terminating the services under this contract. Services will be procured from a different vendor.

Budget Impact: None. The amended agreement is within the project budget.  
**Funding Source: A\*\***

**Various Vendors**

**Various Projects**

Total Amount for All Changes Listed Below: (\$59,361.53)

<u>Contract No.</u>	<u>Vendor</u>	<u>Scope of Work/Location</u>	<u>Amount</u>
7551.0	PB Americas, Inc.	Construction management services at CCC	(\$ 15,160.83)
6745.2	Steinberg Architects	Planning Services for the quad area project at DVC	(\$ 5,418.14)
7429.0	HLC Associates	Construction management services at DVC	(\$ 7,630.00)
7555.0	RGM and Associates	construction management services at LMC	(\$ 6,513.03)

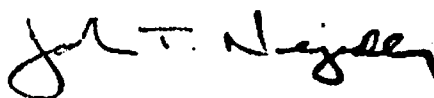
<u>Contract No.</u>	<u>Vendor</u>	<u>Scope of Work/Location</u>	<u>Amount</u>
7372.0	Critical Solutions, Inc.	Provide constructability reviews, reports, and documents for the student services remodel at LMC	(\$ 6,401.84)
6972.2	Conversion Management Association	Real estate consultation services for the army reserve site at CCC	(\$ 17,749.46)
7164.1	Thornton Tomasetti, Inc.	Provide a seismic retrofit study for the District office	(\$ 488.23)

Reason for Change(s): Amended agreements to close the contracts at the end of the fiscal year. Vendors have verified no additional invoices will be received for work under the contracts. All work has been completed.

- A\* Funded by 2002 Measure A Bond
- A\*\* Funded by 2006 Measure A Bond

Disposition APPROVED  
Governing Board

Date July 24, 2013



Secretary



**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 8-B

**DATE** July 24, 2013

**PURPOSE** Declaration and Termination of Emergency Contract Actions at Diablo Valley College

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the Governing Board approve the declaration and termination of emergency contract actions at Diablo Valley College (DVC). Total contract costs will be provided at the Board meeting.

**FUNDING SOURCE**

Contract costs will be funded by operational funds.

**BACKGROUND**

Operating as acting chancellor on July 3, 2013, the Chief Facilities Planner declared an emergency at DVC in order to take immediate contracting actions without giving notice for bids.

Sometime in the evening or night of July 1, 2013, DVC lost power to a portion of the campus. Approximately six buildings were impacted, including the library building which houses the main DVC network equipment. On July 2, 2013, campus maintenance personnel called in a high voltage contractor familiar with the campus electrical grid to assist with trouble shooting the problem. The contractor and campus staff were able to isolate the problem and return power to all buildings, except the library. Yet, because the library was without power, the DVC website, network, and all campus phones were inoperable. Since many of the services to students rely on the network to be functional, DVC's ability to serve students was limited.

On July 3, 2013, it was estimated that repair costs would exceed \$45,000. This would normally require preparation of plans and specifications and at least a 10-day bid period. The delay associated with this repair would have had a significant negative impact on students and campus operations.

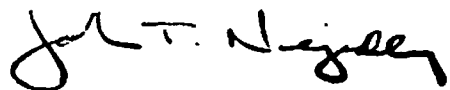
Public Contract Code (PCC) Section 22050(a)(1) provides that in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. Section 22050 also provides that the governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the

appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a). On November 10, 2010, by Resolution No. 29-E, the Board delegated authority to take action under Section 22050(a)(1) to the Chancellor or her designee.

Contracts were awarded to High Voltage Splicing for the electrical system repairs and to Sunstate Equipment for back-up power generator rental.

Also pursuant to PCC Section 22050(c)(2), this action would have required review by the Governing Board not later than seven days after the action unless the person with delegated authority had terminated that action prior to the governing body reviewing the emergency action. On July 7, 2013, repairs were completed and the Chief Facilities Planner terminated the emergency action.

Disposition APPROVED Date July 24, 2013  
Governing Board



Secretary

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 8-C

**DATE** July 24, 2013

**PURPOSE** 2015-19 Five Year Capital Outlay Plan

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the attached 2015-19 Five Year Capital Outlay Plan (Plan) for the Contra Costa Community College District be approved and its transmittal to the California Community College Chancellor's Office be authorized.

**FUNDING SOURCE**

There are no funds directly tied to this Plan. Each project in the Plan will be separately funded by either state or local bond funds, or a combination of both.

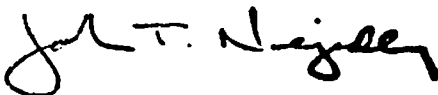
**BACKGROUND**

Each year the District submits the Plan to the California Community College Chancellor's Office. The Plan is provided for consideration and use in preparing capital improvement project funding requests for the state budgeting process. The Plan includes data on projections of college weekly student contact hours, and data on existing facility inventory, for use in analysis of the potential projects included within the Plan.

Individual projects are normally submitted to the state as Initial Project Proposals (IPPs), and, if accepted by the state for more in-depth analysis, the plans are further defined and submitted as Final Project Proposals (FPPs). These proposals are normally part of the Plan. However, this year there are no new IPPs or FPPs because the state has not passed a state-wide school construction bond since 2006, and the District and state have been rolling each project into the next planning year in each year's submittal.

Also, while each college has a state-approved project (Physical Education modernization at Contra Costa College, Engineering Technology renovation at Diablo Valley College, a Physical Education building at Los Medanos College, and the new Brentwood Center at Brentwood), these projects have been unfunded by the state, some for many years. Los Medanos College and Diablo Valley College are considering changing the scope of their projects, and moving forward with only their available bond funds, and would like feedback from the Governing Board.

Disposition APPROVED Date July 24, 2013  
Governing Board

  
Secretary

2015 - 19 FIVE YEAR CAPITAL OUTLAY PLAN  
(2015 - 16 FIRST FUNDING YEAR)

**Contra Costa CCD**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed \_\_\_\_\_  
Helen Benjamin  
(Chief Executive Officer  
or their designee)

Title \_\_\_\_\_ Chancellor \_\_\_\_\_

Date \_\_\_\_\_

Contact Person Ray Pyle \_\_\_\_\_

Telephone (925) 229-6842 \_\_\_\_\_

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Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval



**Inventory of Land**

Contra Costa CCD

Page 3

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year

Address	Acreage
San Ramon Campus 3150 Crow Canyon Place San Ramon CA 94583	7.1
Contra Costa College 2600 Mission Bell Drive San Pablo CA 94806	83.0
Diablo Valley College 321 Golf Club Road Pleasant Hill CA 94523	110.0
George Gordon Educational Center 500 Court Street Martinez CA 94553	2.0
Los Medanos College 2700 E. Leland Road Pittsburg CA 94565	110.0
Brentwood Education Center Miwok Ave Brentwood CA	17.5

**Legislative Districts**

Campus	Assembly	Senate	House
Contra Costa College	14	9	7
Diablo Valley College	14	7	10
Los Medanos College	11	7	7
Contra Costa District Office*	11	7	7
San Ramon Center	15	7	11
Brentwood Education Center	15	7	11

**Instructional Delivery Locations**

Contra Costa CCD

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**Address**

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Acalanes Adult Education Center  
1963 Tice Valley Blvd.  
Walnut Creek

Alhambra High School  
150 E St.  
Martinez

Antioch High School  
Antioch CA

Brentwood Center (Leased)  
101A Sand Creek Rd.  
Brentwood CA

Calvary Christian Center  
4892 San Pablo Valley Road  
El Sobrante CA

Campolindo High School  
300 Moraga Rd.  
Moraga CA

Community Presbyterian Church, Preschool Center  
Danville Ca

Concord High School  
4200 Concord Blvd.  
Concord CA

El Cerrito High School  
540 Ashbury Street  
El Cerrito CA

Hercules Beauty Academy (Pinole)  
1570 Fitzgerald Drive  
Pinole CA

Hercules Beauty Academy (Richmond)  
207 Broadway  
Richmond CA

Hilltop Mall Community Center  
Richmond CA

International Beauty College  
Concord CA

John Muir Hospital  
Walnut Creek

Kaiser Hospital

**Instructional Delivery Locations**

Contra Costa CCD

**Address**

Walnut Creek CA

Maple Hall  
One Alvarado Square  
San Pablo CA

Martinez County Court House, Dept 7  
Martinez CA

Miller Park  
Point Richmond

Miramonte High School  
750 Moraga Wy.  
Orinda CA

Mt Diablo Hospital  
Concord CA

Orinda Community Center  
26 Orinda Way  
Orinda CA

Pinole Junior High School  
1575 Mann Dr.  
Pinole CA

Pinole Valley High School  
2900 Pinole Valley Rd.  
Pinole CA

Richmond Library, Main Branch  
325 Civic Center Plaza  
Richmond CA

San Ramon Campus  
3150 Crow Canyon Place  
San Ramon CA 94583

Southside Church Of Christ  
1501 Florida Ave.  
Richmond CA

St Joseph's Church  
837 Tennent Ave.  
Pinole CA

Veterans Hospital  
Martinez CA

Walnut Creek Senior Center  
Walnut Creek CA



**Instructional Delivery Locations**

Contra Costa CCD

Page 6

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**Address**

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Contra Costa College  
2600 Mission Bell Drive  
San Pablo CA 94806

Diablo Valley College  
321 Golf Club Road  
Pleasant Hill CA 94523

Los Medanos College  
2700 E. Leland Road  
Pittsburg CA 94565

Contra Costa County Fire Training Center  
2945 Treat Blvd  
Concord, CA

Contra Costa County Sheriff's Office  
340 Marina Blvd.  
Pittsburg CA

Harvest Bowl  
500 Balfour Rd  
Brentwood CA

Pittsburg High School  
250 School Street  
Pittsburg CA

Pittsburg Methodist Church  
153 W Leland  
Pittsburg CA

Buchanan Golf Course  
1091 Concord Avenue  
Concord CA

Holy Shephard Church  
433 Moraga Way  
Orinda CA

Paddock Bowl  
5915 Pacheco Blvd.  
Pacheco CA

The Lodge at Pebble Beach  
1700 17 Mile Drive  
Pebble Beach CA

Rankin Park  
100 Buckley Street  
Martinez CA

**District Projects Priority Order**

Contra Costa CCD

No.	Project	Occupancy		Schedule of Funds							
		ASF	Total Cost	Source	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
1	Physical Education Modernization			Contra Costa College							
0		2017/2018				(P)(W)	(C)(E)				
		\$5,332,000	State			\$394,000	\$4,938,000				
		\$5,128,000	NonState			\$393,000	\$4,735,000				
2	Engineering Technology Renovation			Diablo Valley College							
		2017/2018				(P)(W)	(C)(E)				
		\$11,635,000	State			\$935,000	\$10,700,000				
		\$11,688,000	NonState			\$934,000	\$10,754,000				
3	Physical Education Building			Los Medanos College							
14,379		2017/2018				(P)(W)	(C)(E)				
		\$7,341,000	State			\$551,000	\$6,790,000				
		\$7,142,000	NonState			\$551,000	\$6,591,000				
4	New Brentwood Center, Phase 1			Brentwood Education Center							
14,980		2017/2018				(L)(P)(W)	(C)(E)				
		\$24,898,000	State			\$1,650,000	\$23,248,000				
		\$10,477,000	NonState			\$707,000	\$9,770,000				
5	Student Services Building			Diablo Valley College							
		2012/2013									
		\$24,129,000	NonState								
6	Food Services/Culinary Arts			Diablo Valley College							
2,071		2014/2015				(E)					
		\$29,492,000	NonState		\$801,000						
7	Remodel for Student Services			Los Medanos College							
6,610		2015/2016				(E)					
		\$20,110,000	NonState			\$837,000					
8	Classroom Bldg- Replacement Facility			Contra Costa College							
-5,934		2015/2016			(C)	(E)					
		\$32,569,000	NonState	\$27,020,000	\$1,638,000						
9	Student Activities-Replacement Buildin			Contra Costa College							
9,629		2015/2016			(C)	(E)					
		\$39,806,000	NonState	\$33,024,000	\$2,002,000						
10	Men's and Women's Locker Room Bul			Los Medanos College							
2,427		2016/2017			(P)(W)	(C)	(E)				
		\$3,467,000	State	\$255,000	\$3,171,000	\$41,000					
		\$3,426,000	NonState	\$255,000	\$3,171,000						
11	Art Building Consolidation			Diablo Valley College							
10,151		2018/2019				(P)(W)	(C)(E)				
		\$20,124,000	State			\$1,386,000	\$18,738,000				
		\$6,014,000	NonState			\$403,000	\$5,611,000				
12	Science and Allied Health - Replaceme			Contra Costa College							
21,053		2019/2020				(P)(W)	(C)	(E)			
		\$28,233,000	State			\$2,709,000	\$24,568,000	\$956,000			
		\$28,233,000	NonState			\$2,709,000	\$24,568,000	\$956,000			

**District Projects Priority Order**

Contra Costa CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
13	Biological Sciences Reconstruction for 4,623	2020/2021	Contra Costa College						(P)(W)	(C)(E)
		\$8,225,000	State						\$842,000	\$7,383,000
		\$3,153,000	NonState						\$281,000	\$2,872,000
14	Liberal Arts/Learning Ctr Replacemt	2019/2020	Diablo Valley College					(P)(W)	(C)(E)	
		\$18,225,000	State					\$1,492,000	\$16,733,000	
		\$2,025,000	NonState					\$170,000	\$1,855,000	
15	Faculty Office Building #63 Replaceme	2019/2020	Diablo Valley College					(P)(W)	(C)(E)	
		\$7,500,000	State					\$700,000	\$6,800,000	
		\$1,200,000	NonState					\$100,000	\$1,100,000	
16	Student Activities Center	2018/2019	Los Medanos College			(P)(W)	(C)	(E)		
	916	\$8,398,000	NonState			\$856,000	\$7,102,000	\$440,000		
17	Physical Science Reconstruction for Co	2020/2021	Contra Costa College						(P)(W)	(C)(E)
	7,500	\$3,900,000	NonState						\$1,000,000	\$2,900,000
18	Gymnasium and Locker Room Reconst	2018/2019	Contra Costa College				(P)(W)	(C)	(E)	
		\$11,089,319	NonState				\$1,103,707	\$9,635,769	\$349,843	
19	Performing Arts Reconstruction	2018/2019	Contra Costa College				(P)(W)	(C)	(E)	
		\$7,380,309	NonState				\$680,580	\$5,836,031	\$863,698	
20	Maintenance and Operations Reconstr	2018/2019	Contra Costa College				(P)(W)	(C)(E)		
		\$3,421,278	NonState				\$308,965	\$3,112,313		
21	Football Press Box Reconstruction	2017/2018	Contra Costa College			(P)(W)	(C)(E)			
		\$598,592	NonState			\$51,079	\$547,513			

**District Lecture Capacity/Load Ratios**

Contra Costa CCD

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
6	Food Services/Culinary Arts -198 -462 2014/2015 Diablo Valley College			391,473 141%						
7	Remodel for Student Services -809 -1,886 2015/2016 Los Medanos College				389,587 136%					
8	Classroom Bldg- Replacement Facility 1,956 4,559 2015/2016 Contra Costa College				394,147 138%					
1	Physical Education Modernization -864 -2,014 2017/2018 Contra Costa College						392,133 130%			
2	Engineering Technology Renovation 91 212 2017/2018 Diablo Valley College						392,345 130%			
4	New Brentwood Center, Phase 1 -3,506 -8,172 2017/2018 Brentwood Education Center						384,172 127%			
11	Art Building Consolidation 1,478 3,445 2018/2019 Diablo Valley College							387,618 125%		
12	Science and Allied Health - Replacement Building -5,513 -12,851 2019/2020 Contra Costa College								374,767 118%	
14	Liberal Arts/Learning Ctr Replacemt 0 0 2019/2020 Diablo Valley College								374,767 118%	
15	Faculty Office Building #63 Replacement 5,000 11,655 2019/2020 Diablo Valley College								386,422 122%	

**District Lecture Capacity/Load Ratios**

Contra Costa CCD

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lect ASF	WSCH	Occupancy							
13	Biological Sciences Reconstruction for Art									
	-875	-2,040	2020/2021							384,382
	Contra Costa College									121%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	278,064	285,816	293,568	301,319	309,071	316,823	316,823
168,140	Cumulative Capacity	391,935	391,473	394,147	394,147	384,172	387,618	386,422
	Capacity/Load Ratio	141%	137%	134%	131%	124%	122%	122%



**District Laboratory Capacity/Load Ratios**

Contra Costa CCD

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lab ASF	WSCH	Occupancy							

13 Biological Sciences Reconstruction for Art  
 6,495 2,380 2020/2021  
 Contra Costa College

129,082  
 83%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	136,063	139,857	143,650	147,443	151,236	155,029	155,029
256,347	Cumulative Capacity	108,571	108,571	108,614	108,614	113,606	116,529	126,702
	Capacity/Load Ratio	80%	78%	76%	74%	75%	75%	82%

**District Office Capacity/Load Ratios**

Contra Costa CCD

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
6	Food Services/Culinary Arts	0	0	2014/2015	1,077					
	Diablo Valley College				114%					
7	Remodel for Student Services	6,610	47	2015/2016	1,124					
	Los Medanos College				115%					
8	Classroom Bldg- Replacement Facility	-771	-6	2015/2016	1,118					
	Contra Costa College				115%					
9	Student Activities-Replacement Building	3,102	22	2015/2016	1,140					
	Contra Costa College				117%					
10	Men's and Women's Locker Room Buildings Replacement	-42	0	2016/2017		1,140				
	Los Medanos College					113%				
1	Physical Education Modernization	-120	-1	2017/2018			1,139			
	Contra Costa College						110%			
2	Engineering Technology Renovation	-1,009	-7	2017/2018			1,132			
	Diablo Valley College						109%			
3	Physical Education Building	894	6	2017/2018			1,138			
	Los Medanos College						110%			
4	New Brentwood Center, Phase 1	1,770	13	2017/2018			1,151			
	Brentwood Education Center						111%			
11	Art Building Consolidation	101	1	2018/2019				1,152		
	Diablo Valley College							108%		



**District Office Capacity/Load Ratios**

Contra Costa CCD

No.	Project	Off ASF	FTE	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
16	Student Activities Center 276 2 2018/2019 Los Medanos College								1,154 108%		
18	Gymnasium and Locker Room Reconstruction 0 0 2018/2019 Contra Costa College								1,154 108%		
19	Performing Arts Reconstruction 0 0 2018/2019 Contra Costa College								1,154 108%		
12	Science and Allied Health - Replacement Building 1,708 12 2019/2020 Contra Costa College									1,166 107%	
14	Liberal Arts/Learning Ctr Replacemt 0 0 2019/2020 Diablo Valley College									1,166 107%	
15	Faculty Office Building #63 Replacement -5,000 -36 2019/2020 Diablo Valley College									1,130 103%	
13	Biological Sciences Reconstruction for Art -570 -4 2020/2021 Contra Costa College										1,126 224%
17	Physical Science Reconstruction for Conference Center 1,000 6 2020/2021 Contra Costa College										1,132 225%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	947	976	1,006	1,035	1,069	1,093	503
150,723	Cumulative Capacity	1,077	1,077	1,140	1,140	1,151	1,154	1,130
	Capacity/Load Ratio	114%	110%	113%	110%	108%	106%	225%

**District Library Capacity/Load Ratios**

Contra Costa CCD

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
7	Remodel for Student Services Los Medanos College	3,529	2015/2016		93,845					
					78%					
8	Classroom Bldg- Replacement Facility Contra Costa College	-108	2015/2016		93,737					
					78%					
2	Engineering Technology Renovation Diablo Valley College	-700	2017/2018				93,037			
							75%			
4	New Brentwood Center, Phase 1 Brentwood Education Center	4,750	2017/2018				97,787			
							78%			
12	Science and Allied Health - Replacement Building Contra Costa College	-35	2019/2020						97,752	
									75%	
14	Liberal Arts/Learning Ctr Replacemt Diablo Valley College	0	2019/2020						97,752	
									75%	
13	Biological Sciences Reconstruction for Art Contra Costa College	246	2020/2021							97,998

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	117,046	119,630	122,218	124,802	127,386	129,970	0
90,316	Cumulative Capacity	90,316	90,316	93,737	93,737	97,787	97,787	97,752
	Capacity/Load Ratio	77%	75%	77%	75%	77%	75%	

**District AV/TV Capacity/Load Ratios**

Contra Costa CCD

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
9	Student Activities-Replacement Building Contra Costa College	0	2015/2016		18,411					
					57%					
2	Engineering Technology Renovation Diablo Valley College	30	2017/2018				18,441			
							56%			
4	New Brentwood Center, Phase 1 Brentwood Education Center	-156	2017/2018				18,285			
							56%			
11	Art Building Consolidation Diablo Valley College	208	2018/2019					18,493		
								56%		
14	Liberal Arts/Learning Ctr Replacemt Diablo Valley College	0	2019/2020						18,493	
									56%	

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF	32,133	32,353	32,573	32,792	33,012	33,232	0
18,411	Cumulative Capacity	18,411	18,411	18,411	18,411	18,285	18,493	18,493
	Capacity/Load Ratio	57%	57%	57%	56%	55%	56%	

**Load Distribution and Staff Forecast**

Contra Costa CCD

**District Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2011	905	421,981	19,193	402,788	26,940	279,881	95,967
2012	868	422,926	6,866	416,060	25,041	262,563	128,478
<b>Forecast</b>							
2013	918	435,411	7,068	428,343	25,781	270,314	132,261
2014	947	447,898	7,272	440,626	26,499	278,064	136,063
2015	976	460,385	7,474	452,911	27,238	285,816	139,857
2016	1,006	472,871	7,677	465,194	27,977	293,568	143,650
2017	1,035	485,357	7,880	477,477	28,715	301,319	147,443
2018	1,069	497,843	8,082	489,761	29,454	309,071	151,236
2019	1,093	510,329	8,285	502,044	30,193	316,823	155,029

**Load Distribution and Staff Forecast**

Contra Costa CCD

**Instructional Load by Campus or Location**

Reference: Chancellor's Office Forecast

## WSCH Distributed to Campuses or Other Locations

Campus	Actual			Projected						
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Contra Costa College	93,110	90,942	80,745	83,128	85,504	87,887	90,271	92,655	95,038	97,422
Diablo Valley College	211,885	194,155	214,160	220,483	226,816	233,139	239,462	245,785	252,108	258,431
Los Medanos College	120,195	103,440	90,107	92,767	95,447	98,108	100,769	103,430	106,090	108,751
Contra Costa District Office*		15,186								
San Ramon Center	18,826	18,258	22,765	23,437	24,097	24,769	25,440	26,112	26,784	27,456
Brentwood Education Center			15,149	15,596	16,035	16,482	16,929	17,376	17,823	18,270
<b>Total</b>	<u>444,016</u>	<u>421,981</u>	<u>422,926</u>	<u>435,411</u>	<u>447,898</u>	<u>460,385</u>	<u>472,871</u>	<u>485,357</u>	<u>497,843</u>	<u>510,329</u>

**Load Distribution and Staff Forecast**

Contra Costa CCD

**Total District Library Load**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,795/Camp) (d)	First 3,000 Day Graded (3.83/DG) (e)	Between 3k - 9k (3.39/DG) (f)	Above 9,000 (2.94/DG) (g)	Total ASF (d+e+f+g)
2013/2014	30,652	5	18,975	11,490	20,340	63,657	114,462
2014/2015	31,531	5	18,975	11,490	20,340	66,241	117,046
2015/2016	32,410	5	18,975	11,490	20,340	68,825	119,630
2016/2017	33,290	5	18,975	11,490	20,340	71,413	122,218
2017/2018	34,169	5	18,975	11,490	20,340	73,997	124,802
2018/2019	35,048	5	18,975	11,490	20,340	76,581	127,386
2019/2020	35,927	5	18,975	11,490	20,340	79,165	129,970

**Load Distribution and Staff Forecast**

Contra Costa CCD

**Library Load by Campus or Location**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

Campus	2013	2014	2015	2016	2017	2018	2019
Contra Costa College	21,851 (19%)	22,344 (19%)	22,837 (19%)	23,331 (19%)	23,825 (19%)	24,318 (19%)	24,811 (19%)
Diablo Valley College	57,963 (51%)	59,272 (51%)	60,581 (51%)	61,891 (51%)	63,200 (51%)	64,508 (51%)	65,817 (51%)
Los Medanos College	24,392 (21%)	24,943 (21%)	25,493 (21%)	26,045 (21%)	26,595 (21%)	27,146 (21%)	27,697 (21%)
Contra Costa District Office*	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)
San Ramon Center	6,158 (5%)	6,297 (5%)	6,436 (5%)	6,575 (5%)	6,714 (5%)	6,853 (5%)	6,992 (5%)
Brentwood Education Center	4,098 (4%)	4,190 (4%)	4,283 (4%)	4,375 (4%)	4,468 (4%)	4,560 (4%)	4,653 (4%)
<b>Total</b>	<u>114,462</u>	<u>117,046</u>	<u>119,630</u>	<u>122,218</u>	<u>124,802</u>	<u>127,386</u>	<u>129,970</u>

**Load Distribution and Staff Forecast**

Contra Costa CCD

**Total District AV, Radio, TV Load**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,500/Camp) (d)	First 3,000 Day Graded (1.50/DG) (e)	Between 3k - 9k (0.75/DG) (f)	Above 9,000 (0.25/DG) (g)	Total ASF (d+e+f+g)
2013/2014	30,652	5	17,500	4,500	4,500	5,413	31,913
2014/2015	31,531	5	17,500	4,500	4,500	5,633	32,133
2015/2016	32,410	5	17,500	4,500	4,500	5,853	32,353
2016/2017	33,290	5	17,500	4,500	4,500	6,073	32,573
2017/2018	34,169	5	17,500	4,500	4,500	6,292	32,792
2018/2019	35,048	5	17,500	4,500	4,500	6,512	33,012
2019/2020	35,927	5	17,500	4,500	4,500	6,732	33,232



**Load Distribution and Staff Forecast**

Contra Costa CCD

**AV, Radio, TV Load by Campus or Location**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

Campus	2013	2014	2015	2016	2017	2018	2019
Contra Costa College	6,092 (19%)	6,134 (19%)	6,176 (19%)	6,218 (19%)	6,260 (19%)	6,302 (19%)	6,344 (19%)
Diablo Valley College	16,161 (51%)	16,272 (51%)	16,383 (51%)	16,495 (51%)	16,606 (51%)	16,717 (51%)	16,829 (51%)
Los Medanos College	6,801 (21%)	6,847 (21%)	6,894 (21%)	6,941 (21%)	6,988 (21%)	7,035 (21%)	7,082 (21%)
Contra Costa District Office*	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)
San Ramon Center	1,717 (5%)	1,729 (5%)	1,741 (5%)	1,752 (5%)	1,764 (5%)	1,776 (5%)	1,788 (5%)
Brentwood Education Center	1,142 (4%)	1,150 (4%)	1,158 (4%)	1,166 (4%)	1,174 (4%)	1,182 (4%)	1,190 (4%)
<b>Total</b>	<u>31,913</u>	<u>32,133</u>	<u>32,353</u>	<u>32,573</u>	<u>32,792</u>	<u>33,012</u>	<u>33,232</u>



**Campus Lecture Capacity/Load Ratios**

Contra Costa College

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
8	Classroom Bldg- Replacement Facility 1,956    4,135    2015/2016 Contra Costa College				105,059					
					189%					
1	Physical Education Modernization -864    -1,827    2017/2018 Contra Costa College						103,233			
							177%			
12	Science and Allied Health - Replacement Building -5,513    -11,655    2019/2020 Contra Costa College								91,577	
									149%	
13	Biological Sciences Reconstruction for Art -875    -1,850    2020/2021 Contra Costa College									89,727
										146%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	53,971	55,476	56,981	58,485	59,990	61,494	61,494
47,737	Cumulative Capacity	100,924	100,924	105,059	105,059	103,233	103,233	91,577
	Capacity/Load Ratio	187%	182%	184%	180%	172%	168%	149%

**Campus Laboratory Capacity/Load Ratios**

Contra Costa College

No.	Project	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
8	Classroom Bldg- Replacement Facility 976      -1,277      2015/2016 Contra Costa College		21,903 89%					
9	Student Activities-Replacement Building 6,658      2,591      2015/2016 Contra Costa College		24,494 99%					
1	Physical Education Modernization 1,395      569      2017/2018 Contra Costa College				25,064 97%			
12	Science and Allied Health - Replacement Building 23,661      10,172      2019/2020 Contra Costa College						35,236 129%	
13	Biological Sciences Reconstruction for Art 6,495      2,380      2020/2021 Contra Costa College							37,616 138%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	23,961	24,629	25,297	25,965	26,633	27,301	27,301
55,846	Cumulative Capacity	23,180	23,180	24,494	24,494	25,064	25,064	35,236
	Capacity/Load Ratio	97%	94%	97%	94%	94%	92%	129%

**Campus Office Capacity/Load Ratios**

Contra Costa College

No.	Project	Off ASF	FTE	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
8	Classroom Bldg- Replacement Facility -771 -6 2015/2016 Contra Costa College					260					
						162%					
9	Student Activities-Replacement Building 3,102 22 2015/2016 Contra Costa College					282					
						175%					
1	Physical Education Modernization -120 -1 2017/2018 Contra Costa College							282			
								165%			
18	Gymnasium and Locker Room Reconstruction 0 0 2018/2019 Contra Costa College								282		
									156%		
19	Performing Arts Reconstruction 0 0 2018/2019 Contra Costa College								282		
									156%		
12	Science and Allied Health - Replacement Building 1,708 12 2019/2020 Contra Costa College									294	
										158%	
13	Biological Sciences Reconstruction for Art -570 -4 2020/2021 Contra Costa College										290
											156%
17	Physical Science Reconstruction for Conference Center 1,000 6 2020/2021 Contra Costa College										296
											159%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	156	161	166	171	181	186	186
37,208	Cumulative Capacity	266	266	282	282	282	282	294
	Capacity/Load Ratio	170%	165%	170%	165%	156%	151%	158%

**Campus Library Capacity/Load Ratios**

Contra Costa College

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
8	Classroom Bldg- Replacement Facility -108 2015/2016 Contra Costa College				21,871 96%					
12	Science and Allied Health - Replacement Building -35 2019/2020 Contra Costa College								21,836 88%	
13	Biological Sciences Reconstruction for Art 246 2020/2021 Contra Costa College									22,082

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	22,344	22,837	23,331	23,825	24,318	24,811	0
21,979	Cumulative Capacity	21,979	21,979	21,871	21,871	21,871	21,871	21,836
	Capacity/Load Ratio	98%	96%	94%	92%	90%	88%	

**Campus AV/TV Capacity/Load Ratios**

Contra Costa College

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
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9 Student Activities-Replacement Building

0 2015/2016

2,356

Contra Costa College

38%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF	6,134	6,176	6,218	6,260	6,302	6,344	0
2,356	Cumulative Capacity	2,356	2,356	2,356	2,356	2,356	2,356	2,356
	Capacity/Load Ratio	38%	38%	38%	38%	37%	37%	

**Load Distribution and Staff Forecast**

Contra Costa College

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**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2011	177	90,942	8,639	82,303	6,049	51,423	24,831
2012	151	80,745	2,067	78,678	5,083	50,968	22,628
<b>Forecast</b>							
2013	152	83,128	2,128	81,000	5,233	52,472	23,296
2014	156	85,504	2,189	83,315	5,382	53,971	23,961
2015	161	87,887	2,250	85,638	5,532	55,476	24,629
2016	166	90,271	2,311	87,960	5,682	56,981	25,297
2017	171	92,655	2,372	90,283	5,832	58,485	25,965
2018	181	95,038	2,433	92,605	5,982	59,990	26,633
2019	186	97,422	2,494	94,928	6,132	61,494	27,301



**Load Distribution and Staff Forecast**

Contra Costa College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	156.0	5.0	151.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2013 Totals</b>	183.0	31.0	152.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	160.0	5.0	155.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2014 Totals</b>	187.0	31.0	156.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	165.0	5.0	160.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2015 Totals</b>	192.0	31.0	161.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	170.0	5.0	165.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2016 Totals</b>	197.0	31.0	166.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	175.0	5.0	170.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2017 Totals</b>	202.0	31.0	171.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	185.0	5.0	180.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2018 Totals</b>	212.0	31.0	181.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	190.0	5.0	185.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	15.0	15.0	
<b>Department Administrators</b>	2.0	2.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	3.0	2.0	1.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	7.0	
<b>Fall 2019 Totals</b>	217.0	31.0	186.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Cum Sum of Existing and Proposed Space, 2014 - 2020**

Contra Costa College

**Cumulative Summary of Existing and Proposed Areas, 2014-2020**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	47,737	55,846	37,208	21,979	2,356	40,805	8,920	2,164	37,720	254,735
1 2017/2018 Physical Education Modernization	-864	1,395	-120						-411	
	46,873	57,241	37,088						37,309	
8 2015/2016 Classroom Bldg- Replacement Facility	1,956	976	-771	-108					-7,987	-5,934
	48,829	58,217	36,317	21,871					29,322	248,801
9 2015/2016 Student Activities-Replacement Building		6,658	3,102						-131	9,629
		64,875	39,419						29,191	258,430
12 2019/2020 Science and Allied Health - Replacement Building	-5,513	23,661	1,708	-35					1,232	21,053
	43,316	88,536	41,127	21,836					30,423	279,483
18 2018/2019 Gymnasium and Locker Room Reconstruction										
19 2018/2019 Performing Arts Reconstruction										
20 2018/2019 Maintenance and Operations Reconstruction										
21 2017/2018 Football Press Box Reconstruction										
<b>Total Existing and Proposed Space</b>	43,316	88,536	41,127	21,836	2,356	40,805	8,920	2,164	30,423	279,483



**Capacity of Net Existing On-Campus ASF**

Contra Costa College

**Classrooms, Classroom Service (Room Type 100's)**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .	47,737	47.3	100,924

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0100 Agriculture and Natural Resources		492		0956 Manufacturing and Industrial Technology		385	
0116 Agricultural Power Equipment Technology		856		1000 Fine and Applied Arts	6,642	257	2,584
0200 Architecture and Related Technologies		257		1100 Foreign Language		150	
0300 Environmental Sciences and Technologies		235		1200 Health	3,297	214	1,541
0400 Biological Sciences	9,453	235	4,023	1300 Family and Consumer Sciences	3,549	257	1,381
0500 Business and Management	1,760	128	1,375	1400 Law		150	
0600 Media and Communications	3,370	214	1,575	1500 Humanities (Letters)	880	150	587
0700 Information Technology	7,549	171	4,415	1600 Library Science		150	
0800 Education	344	321	107	1700 Mathematics	1,325	150	883
0900 Engineering & Industrial Technologies		321		1800 Military Studies		214	
0945 Industrial Systems Technology and Mainte		556		1900 Physical Sciences	7,264	257	2,826
0946 Environmental Control Technology (HVAC)		556		2000 Psychology		150	
0947 Diesel Technology		856		2100 Public and Protective Services	962	214	450
0948 Automotive Technology	4,323	856	505	2200 Social Sciences	600	150	400
0949 Automotive Collison Repair	4,528	856	529	3000 Commercial Services		214	
0950 Aeronautical and Aviation Technology		749		4900 Interdisciplinary Studies		257	
0952 Construction Crafts Technology		749					
Totals . . . . .					55,846		23,180
Campus Avg Lab ASF/100 WSCH						241	

**Office and Office Service Areas (Room Type 300's)**

	Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .	37,208	140	266

**Project Intent And Scope**

Contra Costa College

District Priority : **1 Physical Education Modernization**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$10,460,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2014/2015	2014/2015	2015/2016	2015/2016	2017/2018
Estimated Cost		\$391,000	\$396,000	\$9,301,000	\$372,000	

**Explain why this project is needed:**

The Physical Education Building will be remodeled to provide a modern circuit training laboratory/exercise facility, as well as aerobocize and other modern physical fitness and wellness instructional spaces. The current facility is over 36 years old and needs utility infrastructure, ADA code required improvements and restroom renovation as a part of the remodeling. The remodeled building will be code compliant and offer improved instructional spaces for PE and Health that will allow for better student learning and increased enrollment.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **1 Physical Education Modernization**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		1,739	1,370			13,363	16,472
Project Secondary	-864	-344	-1,490			-13,774	-16,472
Project Net ASF	-864	1,395	-120			-411	0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>-864</b>	47.3	<b>-1,827</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
4900 Interdisciplinary Studies	1,739	257	677	0800 Health Education	-344	321	-107
<b>Laboratory Totals . . . . .</b>					<b>1,395</b>		<b>569</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>-120</b>	140	<b>-0.86</b>

**Project Intent And Scope**

Contra Costa College

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District Priority : **8 Classroom Bldg- Replacement Facility**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$32,569,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2009/2010	2009/2010	2013/2014	2014/2015	2015/2016
Estimated Cost		\$749,000	\$3,162,000	\$27,020,000	\$1,638,000	

**Explain why this project is needed:**

This project proposes to construct a replacement Classroom Building for the Humanities Building #11, and Liberal Arts Building #14. These facilities have been found to have seismic issues. The programs that will be served in this facility include English, Humanities, Social Sciences, English as a second language, and African American Studies. All classrooms will be outfitted for modern technology. The cost to construct a new replacement Classroom Building and to demolish the Humanities Building and Liberal Arts Building are included in this project.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **8 Classroom Bldg- Replacement Facility**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	14,680	5,200	6,190			1,500	27,570
Project Secondary	-12,724	-4,224	-6,961	-108		-9,487	-33,504
Project Net ASF	1,956	976	-771	-108		-7,987	-5,934

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>1,956</b>	<b>47.3</b>	<b>4,135</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
4900 Other Interdisciplinary Studies	5,200	257	2,023	0500 Business and Management	-4,224	128	-3,300
				<b>Laboratory Totals . . . . .</b>	<b>976</b>		<b>-1,277</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>-771</b>	<b>140</b>	<b>-5.51</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **9 Student Activities-Replacement Building**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$39,806,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2009/2010	2009/2010	2013/2014	2014/2015	2015/2016
Estimated Cost		\$915,000	\$3,865,000	\$33,024,000	\$2,002,000	

**Explain why this project is needed:**

This project will replace the 37 year old Student Activities Building. The building will house the bookstore, student government offices, administration offices, cafe, dining area and cullinary arts program. The cost to demolish the current Student Activities is included as a part of this project.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **9 Student Activities-Replacement Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		9,045	9,380			18,865	37,290
Project Secondary		-2,387	-6,278			-18,996	-27,661
Project Net ASF		6,658	3,102			-131	9,629

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1300 Nutrition, Foods, and Culinary Arts	9,045	257	3,519	1300 Nutrition, Foods, and Culinary Arts	-2,387	257	-929
<b>Laboratory Totals . . . . .</b>				<b>6,658</b>			<b>2,591</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>3,102</b>	<b>140</b>	<b>22.16</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **12 Science and Allied Health - Replacement Building**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$56,466,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2018/2019	2019/2020
Estimated Cost		\$2,442,000	\$2,976,000	\$49,136,000	\$1,912,000	

**Explain why this project is needed:**

This project will construct a new Science and Allied Health Building that will consolidate the College's science and health program in one building. This building will provide modern and flexible learning and advanced science laboratories that will support the technology and science techniques of the 21st century. This project will also increase efficiency and will remedy other constraints such as: campus seismic constraints, inadequate infrastructure (HVAC and electrical) and accessibility (ADA compliance).

This new building will replace three existing buildings: Biological Science (1961), Physical Science (1957), and Health Sciences (1973). The laboratories found in these buildings were designed to teach the science and health services of that time period. Today, these laboratories not only lack the appropriate technology to deliver a modern science and allied health program, but also lack an ability to accommodate changing technology and advanced scientific and health services instrumentation and equipment. The ability to deliver the latest education in science and allied health occupations has become a necessity as the student population seeks to enhance their job skills and prepare to transfer to four-year institutions or seek employment opportunities. For the 2009/2010-school year, the College projects 24,277 laboratory WSCH and anticipates an annual growth of 3.4 percent. The existing facilities were not designed to support the WSCH growth or the technological advances these programs have experienced. Although these programs have taken steps to mitigate these factors, the ability to continue to effectively deliver these programs has been diminished.



**Project Intent And Scope**

Contra Costa College

District Priority No.: **12 Science and Allied Health - Replacement Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	5,350	41,420	6,714	2,340		2,485	58,309
Project Secondary	-10,863	-17,759	-5,006	-2,375		-1,253	-37,256
Project Net ASF	-5,513	23,661	1,708	-35		1,232	21,053

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>-5,513</b>	<b>47.3</b>	<b>-11,655</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0400 Biological Sciences	15,755	235	6,704	0400 Biological Sciences	-9,177	235	-3,905
1200 Health	10,855	214	5,072	1200 Health	-1,568	214	-733
1900 Physical Sciences	14,390	257	5,599	1900 Physical Sciences	-7,014	257	-2,729
4900 Interdisciplinary Studies	420	257	163				
				<b>Laboratory Totals . . . . .</b>	<b>23,661</b>		<b>10,172</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>1,708</b>	<b>140</b>	<b>12.20</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **13 Biological Sciences Reconstruction for Art**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$11,378,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
Estimated Cost		\$483,000	\$640,000	\$9,551,000	\$704,000	

**Explain why this project is needed:**

This project will construct a new art facility to replace the existing art building. The new art facility will be constructed on the site of the existing Biological Sciences Building after functions move out to the new Science Building. The project will activate space and provide functional instructional space with appropriate technology infrastructure for modern art instruction. This building will provide modern and flexible learning labs that will support the technology and techniques of the 21st century. This project will also increase efficiency and will remedy other constraints such as inadequate infrastructure (HVAC and electrical) and accessibility (ADA compliance). Upon completion of the project, the art programs will relocate to the new art facility. The graphic space from the Applied Arts Building will also be moved into the new renovated space.

Cost to demolish the Biological Science Building for Reconstruction has been included in the estimate. The existing Art Lab will be inactivated and removed from the inventory.

The cost to demolish the Science Lab Building is included as part of this proposal.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **13 Biological Sciences Reconstruction for Art**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	1,000	11,805	615	350		2,975	16,745
Project Secondary	-1,875	-5,310	-1,185	-104		-3,648	-12,122
Project Net ASF	-875	6,495	-570	246		-673	4,623

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>-875</b>	<b>47.3</b>	<b>-1,850</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1000 Applied Design	1,540	257	599	0700 Information Technology	-750	171	-439
1000 Art (Painting, Drawing and Sculpture)	5,390	257	2,097	1000 Art (Painting, Drawing and Sculpture)	-4,560	257	-1,774
1000 Fine Arts, General	3,750	257	1,459				
1000 Photography	1,125	257	438				
				<b>Laboratory Totals . . . . .</b>	<b>6,495</b>		<b>2,380</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>-570</b>	<b>140</b>	<b>-4.07</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **17 Physical Science Reconstruction for Conference Center**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$3,900,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
Estimated Cost		\$500,000	\$500,000	\$2,900,000	\$0	

**Explain why this project is needed:**

This project will reconstruct the existing Physical Sciences Building after functions move out to the new Science Building. The project will activate space and provide conference & meeting room space for the College.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **17 Physical Science Reconstruction for Conference Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			1,000			6,500	7,500
Project Secondary							
Project Net ASF			1,000			6,500	7,500

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>1,000</b>	<b>140</b>	<b>7.14</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **18 Gymnasium and Locker Room Reconstruction**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$11,089,319

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2018/2019	2018/2019
Estimated Cost		\$473,808	\$629,899	\$9,635,769	\$349,843	

**Explain why this project is needed:**

This project proposes to renovate the Gymnasium (Building #10) and Locker Rooms (Buildings #19 and 29) to meet the educational needs and update the facilities to current standards. The buildings were built in 1957 and 1962. Cost to reconstruct the building includes seismic upgrades.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **18 Gymnasium and Locker Room Reconstruction**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			536			26,681	27,217
Project Secondary			-536			-26,681	-27,217
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>					<b>0</b>		<b>0</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **19 Performing Arts Reconstruction**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                               Equipment

Total Estimated Costs : \$7,380,309

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2018/2019	2018/2019
Estimated Cost		\$292,390	\$388,190	\$5,836,031	\$863,698	

**Explain why this project is needed:**

The 32 year old Performing Arts Building is in need of a renovation to bring the building up to current codes and instructional standards. Additionally, there is a need to address seismic deficiencies in this building. This project will reconstruction the instructional space and bring the building up to current codes.



**Project Intent And Scope**

Contra Costa College

District Priority No.: **19 Performing Arts Reconstruction**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			320			15,276	15,596
Project Secondary			-320			-15,276	-15,596
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **20 Maintenance and Operations Reconstruction**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$3,421,278

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2017/2018	2018/2019
Estimated Cost		\$131,186	\$177,779	\$2,747,445	\$364,868	

**Explain why this project is needed:**

Seismic deficiency and age of the facility have created a need for seismic upgrade and modernization. Reconstruction of these facilities will bring it up to current code and seismic standards and create greater operating efficiency. Costs for the reconstruction includes the seismic upgrades.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **20 Maintenance and Operations Reconstruction**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary						5,423	5,423
Project Secondary						-5,423	-5,423
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Contra Costa College

District Priority : **21 Football Press Box Reconstruction**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$598,592

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2015/2016	2015/2016	2016/2017	2016/2017	2017/2018
Estimated Cost		\$19,933	\$31,146	\$541,393	\$6,120	

**Explain why this project is needed:**

Seismic deficiency and age of facility has created a need to reconstruct/modify the existing press box. This project will reconstruct the Football Press Box. Costs to reconstruct includes necessary seismic upgrades to the building.

**Project Intent And Scope**

Contra Costa College

District Priority No.: **21 Football Press Box Reconstruction**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary						480	480
Project Secondary						-480	-480
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>



**Campus Lecture Capacity/Load Ratios**

Diablo Valley College

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
6	Food Services/Culinary Arts -198      -462      2014/2015 Diablo Valley College			157,424						
				109%						
2	Engineering Technology Renovation 91      212      2017/2018 Diablo Valley College						157,636			
							101%			
11	Art Building Consolidation 1,478      3,445      2018/2019 Diablo Valley College							161,082		
								100%		
14	Liberal Arts/Learning Ctr Replacem 0      0      2019/2020 Diablo Valley College								161,082	
									98%	
15	Faculty Office Building #63 Replacement 5,000      11,655      2019/2020 Diablo Valley College								172,737	
									105%	

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	144,315	148,339	152,362	156,385	160,408	164,431	164,431
67,733	Cumulative Capacity	157,886	157,424	157,424	157,424	157,636	161,082	172,737
	Capacity/Load Ratio	109%	106%	103%	101%	98%	98%	105%

**Campus Laboratory Capacity/Load Ratios**

Diablo Valley College

No.	Project	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
2	Engineering Technology Renovation 5,224      620      2017/2018 Diablo Valley College				46,075 63%			
11	Art Building Consolidation 7,089      2,923      2018/2019 Diablo Valley College					48,998 66%		
14	Liberal Arts/Learning Ctr Replacemt 0      0      2019/2020 Diablo Valley College						48,998 64%	

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	67,295	69,171	71,047	72,923	74,799	76,675	76,675
104,467	Cumulative Capacity	45,454	45,454	45,454	45,454	46,075	48,998	48,998
	Capacity/Load Ratio	68%	66%	64%	62%	62%	64%	64%



**Campus Office Capacity/Load Ratios**

Diablo Valley College

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
6	Food Services/Culinary Arts	0	0	2014/2015	416					
	Diablo Valley College				93%					
2	Engineering Technology Renovation	-1,009	-7	2017/2018			409			
	Diablo Valley College						83%			
11	Art Building Consolidation	101	1	2018/2019				409		
	Diablo Valley College							81%		
14	Liberal Arts/Learning Ctr Replacem	0	0	2019/2020					409	
	Diablo Valley College								79%	
15	Faculty Office Building #63 Replacement	-5,000	-36	2019/2020					374	
	Diablo Valley College								73%	

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	445	460	475	490	505	515	503
58,222	Cumulative Capacity	416	416	416	416	409	409	374
	Capacity/Load Ratio	93%	90%	88%	85%	81%	79%	74%

**Campus Library Capacity/Load Ratios**

Diablo Valley College

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
2	Engineering Technology Renovation -700 2017/2018 Diablo Valley College						38,350 61%			
14	Liberal Arts/Learning Ctr Replacemt 0 2019/2020 Diablo Valley College								38,350 58%	

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	59,272	60,581	61,891	63,200	64,508	65,817	0
	Cumulative Capacity	39,050	39,050	39,050	39,050	38,350	38,350	38,350
	Capacity/Load Ratio	66%	64%	63%	62%	59%	58%	

**Campus AV/TV Capacity/Load Ratios**

Diablo Valley College

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
2	Engineering Technology Renovation	30	2017/2018				10,120			
	Diablo Valley College						61%			
11	Art Building Consolidation	208	2018/2019					10,328		
	Diablo Valley College							62%		
14	Liberal Arts/Learning Ctr Replacemt	0	2019/2020						10,328	
	Diablo Valley College								61%	

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF	16,272	16,383	16,495	16,606	16,717	16,829	0
10,090	Cumulative Capacity	10,090	10,090	10,090	10,090	10,120	10,328	10,328
	Capacity/Load Ratio	62%	62%	61%	61%	61%	61%	

**Load Distribution and Staff Forecast**

Diablo Valley College

**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2011	445	194,155	2,641	191,515	12,429	146,528	32,558
2012	421	214,160	2,077	212,083	12,301	136,263	63,540
<b>Forecast</b>							
2013	430	220,483	2,139	218,344	12,664	140,286	65,416
2014	445	226,816	2,200	224,615	13,005	144,315	67,295
2015	460	233,139	2,261	230,878	13,368	148,339	69,171
2016	475	239,462	2,323	237,139	13,730	152,362	71,047
2017	490	245,785	2,384	243,401	14,093	156,385	72,923
2018	505	252,108	2,445	249,662	14,455	160,408	74,799
2019	515	258,431	2,507	255,924	14,818	164,431	76,675

**Load Distribution and Staff Forecast**

Diablo Valley College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	430.0		430.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	10.0	10.0	
<b>Fall 2013 Totals</b>	471.0	41.0	430.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Diablo Valley College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	445.0		445.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	10.0	10.0	
<b>Fall 2014 Totals</b>	486.0	41.0	445.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Diablo Valley College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	460.0		460.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	10.0	10.0	
<b>Fall 2015 Totals</b>	501.0	41.0	460.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Diablo Valley College

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**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	475.0		475.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0	11.0	
<b>Fall 2016 Totals</b>	517.0	42.0	475.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.



**Load Distribution and Staff Forecast**

Diablo Valley College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	490.0		490.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0	11.0	
<b>Fall 2017 Totals</b>	532.0	42.0	490.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Diablo Valley College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	505.0		505.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0	11.0	
<b>Fall 2018 Totals</b>	547.0	42.0	505.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Diablo Valley College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	515.0		515.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	19.0	19.0	
<b>Department Administrators</b>	7.0	7.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0	5.0	
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0	11.0	
<b>Fall 2019 Totals</b>	557.0	42.0	515.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Cum Sum of Existing and Proposed Space, 2014 - 2020**

Diablo Valley College

**Cumulative Summary of Existing and Proposed Areas, 2014-2020**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	67,733	104,467	58,222	39,050	10,090	51,478	20,123	3,636	94,677	449,476
2 2017/2018 Engineering Technology Renovation	91	5,224	-1,009	-700	30				-3,636	
	67,824	109,691	57,213	38,350	10,120				91,041	
6 2014/2015 Food Services/Culinary Arts	-198								2,269	2,071
	67,626								93,310	451,547
11 2018/2019 Art Building Consolidation	1,478	7,089	101		208				1,275	10,151
	69,104	116,780	57,314		10,328				94,585	461,698
14 2019/2020 Liberal Arts/Learning Ctr Replacemt										
15 2019/2020 Faculty Office Building #63 Replacement	5,000		-5,000							
	74,104		52,314							
<b>Total Existing and Proposed Space</b>	74,104	116,780	52,314	38,350	10,328	51,478	20,123	3,636	94,585	461,698

**Capacity of Net Existing On-Campus ASF**

Diablo Valley College

**Classrooms, Classroom Service (Room Type 100's)**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .	67,733	42.9	157,886

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0100 Agriculture and Natural Resources	1,426	492	290	0956 Manufacturing and Industrial Technology	2,321	385	603
0116 Agricultural Power Equipment Technology		856		1000 Fine and Applied Arts	23,862	257	9,285
0200 Architecture and Related Technologies		257		1100 Foreign Language	1,260	150	840
0300 Environmental Sciences and Technologies		235		1200 Health	3,142	214	1,468
0400 Biological Sciences	9,038	235	3,846	1300 Family and Consumer Sciences	1,485	257	578
0500 Business and Management	2,324	128	1,816	1400 Law		150	
0600 Media and Communications	2,866	214	1,339	1500 Humanities (Letters)	3,450	150	2,300
0700 Information Technology	14,512	171	8,487	1600 Library Science	720	150	480
0800 Education	549	321	171	1700 Mathematics	601	150	401
0900 Engineering & Industrial Technologies	10,577	321	3,295	1800 Military Studies		214	
0945 Industrial Systems Technology and Mainte	1,015	556	183	1900 Physical Sciences	24,186	257	9,411
0946 Environmental Control Technology (HVAC)		556		2000 Psychology		150	
0947 Diesel Technology		856		2100 Public and Protective Services		214	
0948 Automotive Technology		856		2200 Social Sciences	801	150	534
0949 Automotive Collison Repair		856		3000 Commercial Services		214	
0950 Aeronautical and Aviation Technology		749		4900 Interdisciplinary Studies	332	257	129
0952 Construction Crafts Technology		749					
Totals . . . . .					104,467		45,454
Campus Avg Lab ASF/100 WSCH						230	

**Office and Office Service Areas (Room Type 300's)**

	Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .	58,222	140	416

**Project Intent And Scope**

Diablo Valley College

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District Priority : **2 Engineering Technology Renovation**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$23,323,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2014/2015	2014/2015	2015/2016	2015/2016	2017/2018
Estimated Cost		\$945,000	\$924,000	\$19,639,000	\$1,815,000	

**Explain why this project is needed:**

This project will remodel the Engineering/Technology Center. The building has undergone several remodels and changes to serve new programs. It is limited by technology constraints, and this remodel will address instructional delivery issues for a Computer Network Technician Program. The remodel will also expand spaces available to the Construction Technologies Program and correct a number of layout and logistical deficiencies within the building. The television/drama studio will also be expanded to allow for greater utilization related to distance education.

District Priority No.: **2 Engineering Technology Renovation**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	3,018	22,678	1,404		286		27,386
Project Secondary	-2,927	-17,454	-2,413	-700	-256	-3,636	-27,386
Project Net ASF	91	5,224	-1,009	-700	30	-3,636	0

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>91</b>	<b>42.9</b>	<b>212</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0900 Civil and Construction Management Te	2,714	321	845	0700 Information Technology	-2,380	171	-1,392
0900 Drafting Technology	8,535	321	2,659				
0900 Electronics and Electric Technology	4,408	321	1,373	0900 Engineering & Industrial Technologies	-10,577	321	-3,295
				0945 Industrial Systems Technology and Mai	-1,015	556	-183
0946 Environmental Control Technology (HV	5,090	556	915	0956 Manufacturing and Industrial Technolo	-2,321	385	-603
1000 Dramatic Arts	1,171	257	456	1000 Dramatic Arts	-1,161	257	-452
4900 Other Interdisciplinary Studies	760	257	296				
				<b>Laboratory Totals . . . . .</b>	<b>5,224</b>		<b>620</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>-1,009</b>	<b>140</b>	<b>-7.21</b>

**Project Intent And Scope**

Diablo Valley College

District Priority : **5 Student Services Building**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$24,129,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2007/2008	2008/2009	2010/2011	2011/2012	2012/2013
Estimated Cost		\$612,000	\$1,418,000	\$21,443,000	\$656,000	

**Explain why this project is needed:**

This project will replace the 25,653 asf Business Education Building. The new building will house all of the student services that are currently scattered throughout the campus into one large facility. This building will provide a "one stop" service center for all student services. This project is happening in conjunction with the Food Service building project.



**Project Intent And Scope**

Diablo Valley College

District Priority No.: **5 Student Services Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary							
Project Secondary							
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals</b> . . . . .	<b>0</b>	<b>42.9</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals</b> . . . . .					<b>0</b>		<b>0</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals</b> . . . . .	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Diablo Valley College

District Priority : **6 Food Services/Culinary Arts**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$29,492,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2008/2009	2009/2010	2012/2013	2013/2014	2014/2015
Estimated Cost		\$748,000	\$1,734,000	\$26,209,000	\$801,000	

**Explain why this project is needed:**

The new facility will house the College's main food service in a centralized location, and will house the Culinary Arts Program instruction, demonstration, and cooking spaces. This facility will replace the existing Student Activities Building #18, which is aged and beyond its useful life.

District Priority No.: **6 Food Services/Culinary Arts**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			520			20,000	20,520
Project Secondary	-198		-520			-17,731	-18,449
Project Net ASF	-198					2,269	2,071

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>-198</b>	<b>42.9</b>	<b>-462</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
				<b>Laboratory Totals . . . . .</b>	<b>0</b>		<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Diablo Valley College

District Priority : **11 Art Building Consolidation**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$26,138,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2017/2018	2018/2019
Estimated Cost		\$719,000	\$1,070,000	\$24,066,000	\$283,000	

**Explain why this project is needed:**

Demolish and replace the existing Arts Building #70 in order to provide functional facilities to support Art instruction. Facilities problems include: 1 – Art instruction is dispersed in many locations on campus; 2 – The building has been modified a number of times and space is very inefficient; 3 – There is insufficient instructional technology infrastructure to support Art programs; 4 – The building structure has seismic deficiencies; 5 – Building systems are aged and dysfunctional; 6 – Restrooms are undersized to meet current codes.

**Project Intent And Scope**

Diablo Valley College

District Priority No.: **11 Art Building Consolidation**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	2,710	23,109	1,309		208	2,712	30,048
Project Secondary	-1,232	-16,020	-1,208			-1,437	-19,897
Project Net ASF	1,478	7,089	101		208	1,275	10,151

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>1,478</b>	42.9	<b>3,445</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0600 Digital Media	974	214	455				
0600 Media and Communications	1,138	214	532				
1000 Art (Painting, Drawing and Sculpture)	20,997	257	8,170	1000 Art (Painting, Drawing and Sculpture)	-16,020	257	-6,233
				<b>Laboratory Totals . . . . .</b>	<b>7,089</b>		<b>2,923</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>101</b>	140	<b>0.72</b>

**Project Intent And Scope**

Diablo Valley College

District Priority : **14 Liberal Arts/Learning Ctr Replacem**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                       Infrastructure                       Equipment

Total Estimated Costs : \$20,250,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2017/2018	2017/2018	2018/2019	2018/2019	2019/2020
Estimated Cost		\$905,000	\$757,000	\$18,588,000	\$0	

**Explain why this project is needed:**

Demolish and replace the existing Liberal Arts Building #62 and the Learning Center #61 in order to provide integrated, functional facilities to support instruction and tutorial support services. Facilities problems include: 1 – Instructional spaces are inappropriately sized and inefficient; 2 – There is insufficient instructional technology infrastructure to support the instructional programs; 3 – Space will be vacated as functions move to new locations; 4 - The building structure has seismic deficiencies; 5 – Building systems are aged and dysfunctional; 6 – Restrooms are undersized to meet current codes; 7 - The building does not meet current ADA codes.

**Project Intent And Scope**

Diablo Valley College

District Priority No.: **14 Liberal Arts/Learning Ctr Replacem**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	15,500	4,149	1,768	7,325	135		28,877
Project Secondary	-15,500	-4,149	-1,768	-7,325	-135		-28,877
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>42.9</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0700 Information Technology	434	171	254	0700 Information Technology	-434	171	-254
1500 Humanities (Letters)	3,114	150	2,076	1500 Humanities (Letters)	-3,114	150	-2,076
1700 Mathematics	601	150	401	1700 Mathematics	-601	150	-401
				<b>Laboratory Totals . . . . .</b>	<b>0</b>		<b>0</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Diablo Valley College

District Priority : **15 Faculty Office Building #63 Replacement**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$8,700,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2017/2018	2017/2018	2018/2019	2018/2019	2019/2020
Estimated Cost		\$400,000	\$400,000	\$7,300,000	\$600,000	

**Explain why this project is needed:**

Demolish and replace the existing Faculty Office Bldg #63 in order to provide functional facilities to support instruction and create integrated interdisciplinary learning environments. Facilities problems include: 1 – Space are poorly configured and the building is very inefficient; 2 – There is insufficient instructional technology infrastructure; 3 – The building structure has seismic deficiencies; 4 – Building systems are aged and dysfunctional; 5 – Restrooms are undersized to meet current codes.



District Priority No.: **15 Faculty Office Building #63 Replacement**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	5,751		5,690			294	11,735
Project Secondary	-751		-10,690			-294	-11,735
Project Net ASF	5,000		-5,000				0

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>5,000</b>	<b>42.9</b>	<b>11,655</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>					<b>0</b>		<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>-5,000</b>	<b>140</b>	<b>-35.71</b>



**Campus Lecture Capacity/Load Ratios**

Los Medanos College

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lect ASF	WSCH	Occupancy							

7	Remodel for Student Services									
	-809	-1,710	2015/2016		71,055					
	Los Medanos College				129%					

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	53,743	55,241	56,739	58,238	59,736	61,234	61,234
34,418	Cumulative Capacity	72,765	72,765	71,055	71,055	71,055	71,055	71,055
	Capacity/Load Ratio	135%	132%	125%	122%	119%	116%	116%

**Campus Laboratory Capacity/Load Ratios**

Los Medanos College

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lab ASF	WSCH	Occupancy							
7	Remodel for Student Services									
	-2,720	-1,271	2015/2016		27,317					
	Los Medanos College				86%					
3	Physical Education Building									
	1,200	374	2017/2018				27,691			
	Los Medanos College						83%			

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	30,963	31,826	32,689	33,552	34,416	35,279	35,279
73,391	Cumulative Capacity	28,588	28,588	27,317	27,317	27,691	27,691	27,691
	Capacity/Load Ratio	92%	90%	84%	81%	80%	78%	78%

**Campus Office Capacity/Load Ratios**

Los Medanos College

No.	Project	Off ASF	FTE	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
7	Remodel for Student Services	6,610	47	2015/2016		288					
	Los Medanos College					131%					
10	Men's and Women's Locker Room Buildings Replacement	-42	0	2016/2017			287				
	Los Medanos College						128%				
3	Physical Education Building	894	6	2017/2018				294			
	Los Medanos College							127%			
16	Student Activities Center	276	2	2018/2019					296		
	Los Medanos College								125%		

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	213	219	225	231	236	241	241
33,669	Cumulative Capacity	240	240	288	287	294	296	296
	Capacity/Load Ratio	113%	110%	128%	124%	124%	123%	123%

**Campus Library Capacity/Load Ratios**

Los Medanos College

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
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7 Remodel for Student Services  
 3,529 2015/2016  
 Los Medanos College

29,219  
 115%

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	24,943	25,493	26,045	26,595	27,146	27,697	0
25,690	Cumulative Capacity	25,690	25,690	29,219	29,219	29,219	29,219	29,219
	Capacity/Load Ratio	103%	101%	112%	110%	108%	105%	

**Campus AV/TV Capacity/Load Ratios**

Los Medanos College

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
-----	---------	-------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF		6,847	6,894	6,941	6,988	7,035	7,082	0
3,763	Cumulative Capacity		3,763	3,763	3,763	3,763	3,763	3,763	3,763
	Capacity/Load Ratio		55%	55%	54%	54%	53%	53%	

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2011	215	103,440	7,913	95,527	8,120	55,119	32,288
2012	177	90,107	2,721	87,386	7,419	50,736	29,231
<b>Forecast</b>							
2013	207	92,767	2,802	89,965	7,638	52,234	30,084
2014	213	95,447	2,883	92,565	7,859	53,743	30,963
2015	219	98,108	2,963	95,145	8,078	55,241	31,826
2016	225	100,769	3,043	97,726	8,297	56,739	32,689
2017	231	103,430	3,124	100,306	8,516	58,238	33,552
2018	236	106,090	3,204	102,886	8,735	59,736	34,416
2019	241	108,751	3,284	105,467	8,954	61,234	35,279



**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	188.0	10.0	178.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	11.0		11.0
<b>Department Administrators</b>	3.0		3.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2013 Totals</b>	217.0	10.0	207.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	194.0	10.0	184.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	11.0		11.0
<b>Department Administrators</b>	3.0		3.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2014 Totals</b>	223.0	10.0	213.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	200.0	10.0	190.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	11.0		11.0
<b>Department Administrators</b>	3.0		3.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2015 Totals</b>	229.0	10.0	219.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	205.0	10.0	195.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	12.0		12.0
<b>Department Administrators</b>	3.0		3.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2016 Totals</b>	235.0	10.0	225.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	210.0	10.0	200.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	12.0		12.0
<b>Department Administrators</b>	4.0		4.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2017 Totals</b>	241.0	10.0	231.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	215.0	10.0	205.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	12.0		12.0
<b>Department Administrators</b>	4.0		4.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2018 Totals</b>	246.0	10.0	236.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Los Medanos College

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	220.0	10.0	210.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	12.0		12.0
<b>Department Administrators</b>	4.0		4.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	4.0		4.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	11.0		11.0
<b>Fall 2019 Totals</b>	251.0	10.0	241.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Cum Sum of Existing and Proposed Space, 2014 - 2020**

Los Medanos College

**Cumulative Summary of Existing and Proposed Areas, 2014-2020**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	34,418	73,391	33,669	25,690	3,763	35,202	7,846	15,260	40,038	269,277
3 2017/2018 Physical Education Building		1,200 74,591	894 34,563						12,285 52,323	14,379 283,656
7 2015/2016 Remodel for Student Services	-809 33,609	-2,720 71,871	6,610 41,173	3,529 29,219						6,610 290,266
10 2016/2017 Men's and Women's Locker Room Buildings Replacement			-42 41,131						2,469 54,792	2,427 292,693
16 2018/2019 Student Activities Center			276 41,407						640 55,432	916 293,609
<b>Total Existing and Proposed Space</b>	33,609	71,871	41,407	29,219	3,763	35,202	7,846	15,260	55,432	293,609



**Capacity of Net Existing On-Campus ASF**

Los Medanos College

**Classrooms, Classroom Service (Room Type 100's)**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .	34,418	47.3	72,765

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0100 Agriculture and Natural Resources		492		0956 Manufacturing and Industrial Technology	3,838	385	997
0116 Agricultural Power Equipment Technology		856		1000 Fine and Applied Arts	12,984	257	5,052
0200 Architecture and Related Technologies		257		1100 Foreign Language		150	
0300 Environmental Sciences and Technologies		235		1200 Health	3,692	214	1,725
0400 Biological Sciences	8,399	235	3,574	1300 Family and Consumer Sciences	856	257	333
0500 Business and Management	2,974	128	2,323	1400 Law		150	
0600 Media and Communications	1,959	214	915	1500 Humanities (Letters)	1,127	150	751
0700 Information Technology	951	171	556	1600 Library Science		150	
0800 Education		321		1700 Mathematics	4,703	150	3,135
0900 Engineering & Industrial Technologies	9,894	321	3,082	1800 Military Studies		214	
0945 Industrial Systems Technology and Mainte		556		1900 Physical Sciences	8,299	257	3,229
0946 Environmental Control Technology (HVAC)		556		2000 Psychology		150	
0947 Diesel Technology		856		2100 Public and Protective Services		214	
0948 Automotive Technology	9,264	856	1,082	2200 Social Sciences	187	150	125
0949 Automotive Collison Repair		856		3000 Commercial Services	608	214	284
0950 Aeronautical and Aviation Technology		749		4900 Interdisciplinary Studies	3,656	257	1,423
0952 Construction Crafts Technology		749					
Totals . . . . .					73,391		28,588
Campus Avg Lab ASF/100 WSCH						257	

**Office and Office Service Areas (Room Type 300's)**

	Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .	33,669	140	240

**Project Intent And Scope**

Los Medanos College

District Priority : **3 Physical Education Building**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$14,483,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2014/2015	2014/2015	2015/2016	2015/2016	2017/2018
Estimated Cost		\$579,000	\$523,000	\$13,159,000	\$222,000	

**Explain why this project is needed:**

This Project will construct a new, 19,449 ASF building to replace three (3) existing portable buildings and to provide additional Physical Education instructional lab, training spaces and Division and Faculty/Staff offices at Los Medanos College.

The new building will provide a modern circuit training laboratory/exercise facility, adaptive physical exercise, cardio vascular conditioning, aerobics and other modern physical fitness and personal wellness instructional spaces.

District Priority No.: **3 Physical Education Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		1,200	1,614			16,635	19,449
Project Secondary			-720			-4,350	-5,070
Project Net ASF		1,200	894			12,285	14,379

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0800 Education, General (Pre-Professional)(	1,200	321	374				
<b>Laboratory Totals . . . . .</b>					<b>1,200</b>		<b>374</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>894</b>	<b>140</b>	<b>6.39</b>

**Project Intent And Scope**

Los Medanos College

District Priority : **7 Remodel for Student Services**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$20,110,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2009/2010	2010/2011	2012/2013	2014/2015	2015/2016
Estimated Cost		\$284,000	\$2,150,000	\$16,839,000	\$837,000	

**Explain why this project is needed:**

This project will remodel the 400 wing of the College Complex including the area that formerly housed Nursing. The space will be reconfigured for expanded Student Services functions. The project will centralize and expand the college's student services into a "one stop" service approach which will integrate all student support services.

District Priority No.: **7 Remodel for Student Services**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			8,500	4,004		180	12,684
Project Secondary	-809	-2,720	-1,890	-475		-180	-6,074
Project Net ASF	-809	-2,720	6,610	3,529			6,610

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>-809</b>	<b>47.3</b>	<b>-1,710</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
				1200 Health	-2,720	214	-1,271
				<b>Laboratory Totals . . . . .</b>	<b>-2,720</b>		<b>-1,271</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>6,610</b>	<b>140</b>	<b>47.21</b>

**Project Intent And Scope**

Los Medanos College

District Priority : **10 Men's and Women's Locker Room Buildings Replacement**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$6,893,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2013/2014	2013/2014	2014/2015	2015/2016	2016/2017
Estimated Cost		\$230,000	\$280,000	\$6,342,000	\$41,000	

**Explain why this project is needed:**

This project will replace the men's and women's Locker Room Buildings which are significantly outdated and non-functional to the current day needs of the college. The locker buildings are not configured for the intercollegiate athletics programs and training program needs of the college. The wood frame and wood sided buildings, as well as building HVAC, plumbing and electrical systems are at the end of their life cycle. Because these buildings comprise a "building complex, they will be demolished and replaced as one new building.

**Project Intent And Scope**

Los Medanos College

District Priority No.: **10 Men's and Women's Locker Room Buildings Replacement**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			150			11,633	11,783
Project Secondary			-192			-9,164	-9,356
Project Net ASF			-42			2,469	2,427

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>-42</b>	<b>140</b>	<b>-0.30</b>

**Project Intent And Scope**

Los Medanos College

District Priority : **16 Student Activities Center**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$8,398,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2015/2016	2015/2016	2016/2017	2017/2018	2018/2019
Estimated Cost		\$507,000	\$349,000	\$7,102,000	\$440,000	

**Explain why this project is needed:**

The new Student Activities Center will complete the new campus quad and provide the College with appropriately sized student support services including food service, student activities and student offices.



**Project Intent And Scope**

Los Medanos College

District Priority No.: **16 Student Activities Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			500			12,500	13,000
Project Secondary			-224			-11,860	-12,084
Project Net ASF			276			640	916

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>47.3</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals . . . . .</b>					<b>0</b>		<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>276</b>	<b>140</b>	<b>1.97</b>



**Campus Lecture Capacity/Load Ratios**

Contra Costa District Office\*

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lect ASF	WSCH	Occupancy							

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	0	0	0	0	0	0	0
0	Cumulative Capacity	0	0	0	0	0	0	0
	Capacity/Load Ratio							

**Campus Laboratory Capacity/Load Ratios**

Contra Costa District Office\*

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lab ASF	WSCH	Occupancy							

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	0	0	0	0	0	0	0
0	Cumulative Capacity	0	0	0	0	0	0	0
	Capacity/Load Ratio							

**Campus Office Capacity/Load Ratios**

Contra Costa District Office\*

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Off ASF	FTE	Occupancy							

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	0	0	0	0	0	0	0
11,127	Cumulative Capacity	70	70	70	70	70	70	70
	Capacity/Load Ratio							

**Campus Library Capacity/Load Ratios**

Contra Costa District Office\*

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
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		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	0	0	0	0	0	0	0
0	Cumulative Capacity	0	0	0	0	0	0	0
	Capacity/Load Ratio							

**Campus AV/TV Capacity/Load Ratios**

Contra Costa District Office\*

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
-----	---------	-------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF	0	0	0	0	0	0	0
0	Cumulative Capacity	0	0	0	0	0	0	0
	Capacity/Load Ratio							

**Load Distribution and Staff Forecast**

Contra Costa District Office\*

**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
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**Actual Fall**

2011	26	15,186	0	15,186	0	10,734	4,453
2012	0	0	0	0	0	0	0

**Forecast**

2013	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0



**Load Distribution and Staff Forecast**

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
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**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

Include certificated director of audio/visual, et. al.

**Institutional Administrators**

Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.

**Fall 2013 Totals**

0.0	0.0	0.0
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Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa District Office\*

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
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**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

Include certificated director of audio/visual, et. al.

**Institutional Administrators**

Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.

**Fall 2014 Totals**

0.0	0.0	0.0
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Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa District Office\*

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
-----	---	--	---

**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

Include certificated director of audio/visual, et. al.

**Institutional Administrators**

Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.

**Fall 2015 Totals**

0.0

0.0

0.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
-----	---	--	---

**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

Include certificated director of audio/visual, et. al.

**Institutional Administrators**

Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.

**Fall 2016 Totals**

\_\_\_\_\_ 0.0

\_\_\_\_\_ 0.0

\_\_\_\_\_ 0.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

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**Load Distribution and Staff Forecast**

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
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**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

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**Institutional Administrators**

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**Fall 2017 Totals**

\_\_\_\_\_ 0.0

\_\_\_\_\_ 0.0

\_\_\_\_\_ 0.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Contra Costa District Office\*

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
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**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

Include certificated director of audio/visual, et. al.

**Institutional Administrators**

Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.

**Fall 2018 Totals**

0.0	0.0	0.0
-----	-----	-----

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
-----	---	--	---

**Instructors**

**Counselors**

Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.

**Department Administrators**

**Librarians**

Include certificated director of audio/visual, et. al.

**Institutional Administrators**

Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.

**Fall 2019 Totals**

0.0

0.0

0.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalent devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Cum Sum of Existing and Proposed Space, 2014 - 2020**

Contra Costa District Office\*

**Cumulative Summary of Existing and Proposed Areas, 2014-2020**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF			11,127						5,566	16,693



**Capacity of Net Existing On-Campus ASF**

Contra Costa District Office\*

**Classrooms, Classroom Service (Room Type 100's)**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .	0	47.3	0

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
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**Office and Office Service Areas (Room Type 300's)**

	Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .	11,127	160	70



**Campus Lecture Capacity/Load Ratios**

San Ramon Center

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lect ASF	WSCH	Occupancy							

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	15,702	16,139	16,577	17,015	17,452	17,890	17,890
10,396	Cumulative Capacity	21,979	21,979	21,979	21,979	21,979	21,979	21,979
	Capacity/Load Ratio	140%	136%	133%	129%	126%	123%	123%

**Campus Laboratory Capacity/Load Ratios**

San Ramon Center

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lab ASF	WSCH	Occupancy							

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	8,142	8,369	8,596	8,823	9,050	9,277	9,277
17,952	Cumulative Capacity	8,997	8,997	8,997	8,997	8,997	8,997	8,997
	Capacity/Load Ratio	111%	108%	105%	102%	99%	97%	97%

**Campus Office Capacity/Load Ratios**

San Ramon Center

No.	Project									
	Off ASF	FTE	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	91	93	96	98	101	104	104
7,982	Cumulative Capacity	50	50	50	50	50	50	50
	Capacity/Load Ratio	55%	54%	52%	51%	49%	48%	48%

**Campus Library Capacity/Load Ratios**

San Ramon Center

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
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		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	6,297	6,436	6,575	6,714	6,853	6,992	0
3,597	Cumulative Capacity	3,597	3,597	3,597	3,597	3,597	3,597	3,597
	Capacity/Load Ratio	57%	56%	55%	54%	52%	51%	

**Campus AV/TV Capacity/Load Ratios**

San Ramon Center

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
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			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF		1,729	1,741	1,752	1,764	1,776	1,788	0
2,046	Cumulative Capacity		2,046	2,046	2,046	2,046	2,046	2,046	2,046
	Capacity/Load Ratio		118%	118%	117%	116%	115%	114%	

**Load Distribution and Staff Forecast**

San Ramon Center

**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2011	42	18,258	0	18,258	341	16,078	1,839
2012	91	22,765	0	22,765	239	14,834	7,692
<b>Forecast</b>							
2013	88	23,437	0	23,437	246	15,272	7,919
2014	91	24,097	0	24,097	253	15,702	8,142
2015	93	24,769	0	24,769	260	16,139	8,369
2016	96	25,440	0	25,440	267	16,577	8,596
2017	98	26,112	0	26,112	274	17,015	8,823
2018	101	26,784	0	26,784	281	17,452	9,050
2019	104	27,456	0	27,456	288	17,890	9,277



**Load Distribution and Staff Forecast**

San Ramon Center

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	88.0		88.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	2.0	2.0	
<b>Department Administrators</b>	1.0	1.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2013 Totals</b>	92.0	4.0	88.0

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**Load Distribution and Staff Forecast**

San Ramon Center

**Campus Worksheet for Computing FTE Instruction Staff**

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(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	91.0		91.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	2.0	2.0	
<b>Department Administrators</b>	1.0	1.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2014 Totals</b>	95.0	4.0	91.0

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**Load Distribution and Staff Forecast**

San Ramon Center

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(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	94.0		94.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	2.0	2.0	
<b>Department Administrators</b>	1.0	2.0	-1.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2015 Totals</b>	98.0	5.0	93.0

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**Load Distribution and Staff Forecast**

San Ramon Center

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<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	2.0	2.0	
<b>Department Administrators</b>	1.0	2.0	-1.0
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<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2016 Totals</b>	101.0	5.0	96.0

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**Load Distribution and Staff Forecast**

San Ramon Center

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<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2017 Totals</b>	102.0	4.0	98.0

Column (b) is the total number of Column (a) distributed to categories

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**Load Distribution and Staff Forecast**

San Ramon Center

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<b>Department Administrators</b>	1.0	1.0	
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<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2018 Totals</b>	105.0	4.0	101.0

Column (b) is the total number of Column (a) distributed to categories

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**Load Distribution and Staff Forecast**

San Ramon Center

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(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	104.0		104.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	2.0	2.0	
<b>Department Administrators</b>	1.0	1.0	
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0	1.0	
<b>Fall 2019 Totals</b>	108.0	4.0	104.0

Column (b) is the total number of Column (a) distributed to categories

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Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Cum Sum of Existing and Proposed Space, 2014 - 2020**

San Ramon Center

**Cumulative Summary of Existing and Proposed Areas, 2014-2020**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	10,396	17,952	7,982	3,597	2,046	1,404			4,080	47,457



**Capacity of Net Existing On-Campus ASF**

San Ramon Center

**Classrooms, Classroom Service (Room Type 100's)**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .	10,396	47.3	21,979

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0100 Agriculture and Natural Resources		492		0956 Manufacturing and Industrial Technology		385	
0116 Agricultural Power Equipment Technology		856		1000 Fine and Applied Arts	2,859	257	1,112
0200 Architecture and Related Technologies		257		1100 Foreign Language	1,632	150	1,088
0300 Environmental Sciences and Technologies		235		1200 Health		214	
0400 Biological Sciences	3,229	235	1,374	1300 Family and Consumer Sciences		257	
0500 Business and Management	902	128	705	1400 Law		150	
0600 Media and Communications		214		1500 Humanities (Letters)		150	
0700 Information Technology	3,464	171	2,026	1600 Library Science		150	
0800 Education		321		1700 Mathematics	1,900	150	1,267
0900 Engineering & Industrial Technologies	1,514	321	472	1800 Military Studies		214	
0945 Industrial Systems Technology and Mainte		556		1900 Physical Sciences	2,452	257	954
0946 Environmental Control Technology (HVAC)		556		2000 Psychology		150	
0947 Diesel Technology		856		2100 Public and Protective Services		214	
0948 Automotive Technology		856		2200 Social Sciences		150	
0949 Automotive Collison Repair		856		3000 Commercial Services		214	
0950 Aeronautical and Aviation Technology		749		4900 Interdisciplinary Studies		257	
0952 Construction Crafts Technology		749					
Totals . . . . .					17,952		8,997
Campus Avg Lab ASF/100 WSCH						200	

**Office and Office Service Areas (Room Type 300's)**

	Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .	7,982	160	50



**Campus Lecture Capacity/Load Ratios**

Brentwood Education Center

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Lect ASF	WSCH	Occupancy							
4	New Brentwood Center, Phase 1									
	-3,506	-7,412	2017/2018				9,197			
	Brentwood Education Center						82%			

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Lecture	Actual*/Projected WSCH	10,333	10,621	10,909	11,197	11,485	11,773	11,773
7,856	Cumulative Capacity	16,609	16,609	16,609	16,609	9,197	9,197	9,197
	Capacity/Load Ratio	161%	156%	152%	148%	80%	78%	78%

**Campus Laboratory Capacity/Load Ratios**

Brentwood Education Center

No.	Project			2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
4	Lab ASF	WSCH	Occupancy							
	9,609	3,428	2017/2018				5,779			
	Brentwood Education Center						94%			

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Laboratory	Actual*/Projected WSCH	5,702	5,861	6,020	6,179	6,338	6,497	6,497
4,691	Cumulative Capacity	2,351	2,351	2,351	2,351	5,779	5,779	5,779
	Capacity/Load Ratio	41%	40%	39%	38%	91%	89%	89%

**Campus Office Capacity/Load Ratios**

Brentwood Education Center

No.	Project									
	Off ASF	FTE	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
4	New Brentwood Center, Phase 1									
	1,770	11	2017/2018				27			
	Brentwood Education Center						60%			

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Office	Actual*/Projected FTE	42	43	44	45	46	47	47
2,515	Cumulative Capacity	16	16	16	16	27	27	27
	Capacity/Load Ratio	37%	37%	36%	35%	58%	57%	57%

**Campus Library Capacity/Load Ratios**

Brentwood Education Center

No.	Project	Lib ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
4	New Brentwood Center, Phase 1 Brentwood Education Center	4,750	2017/2018				4,750 106%			

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Library	Actual*/Projected ASF	4,190	4,283	4,375	4,468	4,560	4,653	4,653
0	Cumulative Capacity	0	0	0	0	4,750	4,750	4,750
	Capacity/Load Ratio	0%	0%	0%	0%	104%	102%	102%

**Campus AV/TV Capacity/Load Ratios**

Brentwood Education Center

No.	Project	AVTV ASF	Occupancy	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
4	New Brentwood Center, Phase 1 -156 2017/2018 Brentwood Education Center						0 0%			

		2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
AV/TV	Actual*/Projected ASF	1,150	1,158	1,166	1,174	1,182	1,190	1,190
156	Cumulative Capacity	156	156	156	156	0	0	0
	Capacity/Load Ratio	14%	13%	13%	13%	0%	0%	0%

**Load Distribution and Staff Forecast**

Brentwood Education Center

**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
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**Forecast**

2013	41	15,596	0	15,596	0	10,050	5,546
2014	42	16,035	0	16,035	0	10,333	5,702
2015	43	16,482	0	16,482	0	10,621	5,861
2016	44	16,929	0	16,929	0	10,909	6,020
2017	45	17,376	0	17,376	0	11,197	6,179
2018	46	17,823	0	17,823	0	11,485	6,338
2019	47	18,270	0	18,270	0	11,773	6,497



**Load Distribution and Staff Forecast**

Brentwood Education Center

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	39.0		39.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	1.0		1.0
<b>Department Administrators</b>			
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2013 Totals</b>	41.0	0.0	41.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Brentwood Education Center

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<b>Instructors</b>	40.0		40.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	1.0		1.0
<b>Department Administrators</b>			
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2014 Totals</b>	42.0	0.0	42.0

Column (b) is the total number of Column (a) distributed to categories

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**Load Distribution and Staff Forecast**

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<b>Department Administrators</b>			
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2015 Totals</b>	43.0	0.0	43.0

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**Load Distribution and Staff Forecast**

Brentwood Education Center

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<b>Department Administrators</b>			
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2016 Totals</b>	44.0	0.0	44.0

Column (b) is the total number of Column (a) distributed to categories

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<b>Department Administrators</b>			
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<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2017 Totals</b>	45.0	0.0	45.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

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<b>Department Administrators</b>			
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2018 Totals</b>	46.0	0.0	46.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Load Distribution and Staff Forecast**

Brentwood Education Center

**Campus Worksheet for Computing FTE Instruction Staff**

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<b>Department Administrators</b>			
<b>Librarians</b> Include certificated director of audio/visual, et. al.			
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1.0		1.0
<b>Fall 2019 Totals</b>	47.0	0.0	47.0

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Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

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**Cum Sum of Existing and Proposed Space, 2014 - 2020**

Brentwood Education Center

**Cumulative Summary of Existing and Proposed Areas, 2014-2020**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	7,856	4,691	2,515		156				687	15,905

4	2017/2018	New Brentwood Center, Phase 1								
		-3,506	9,609	1,770	4,750	-156			2,513	14,980
		4,350	14,300	4,285	4,750				3,200	30,885

**Total Existing and Proposed Space**

	4,350	14,300	4,285	4,750					3,200	30,885
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**Capacity of Net Existing On-Campus ASF**

Brentwood Education Center

**Classrooms, Classroom Service (Room Type 100's)**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .	7,856	47.3	16,609

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0100 Agriculture and Natural Resources		492		0956 Manufacturing and Industrial Technology		385	
0116 Agricultural Power Equipment Technology		856		1000 Fine and Applied Arts		257	
0200 Architecture and Related Technologies		257		1100 Foreign Language		150	
0300 Environmental Sciences and Technologies		235		1200 Health		214	
0400 Biological Sciences		235		1300 Family and Consumer Sciences		257	
0500 Business and Management		128		1400 Law		150	
0600 Media and Communications		214		1500 Humanities (Letters)		150	
0700 Information Technology	2,688	171	1,572	1600 Library Science		150	
0800 Education		321		1700 Mathematics		150	
0900 Engineering & Industrial Technologies		321		1800 Military Studies		214	
0945 Industrial Systems Technology and Mainte		556		1900 Physical Sciences	1,700	257	661
0946 Environmental Control Technology (HVAC)		556		2000 Psychology		150	
0947 Diesel Technology		856		2100 Public and Protective Services		214	
0948 Automotive Technology		856		2200 Social Sciences		150	
0949 Automotive Collison Repair		856		3000 Commercial Services		214	
0950 Aeronautical and Aviation Technology		749		4900 Interdisciplinary Studies	303	257	118
0952 Construction Crafts Technology		749					
Totals . . . . .					4,691		2,351
Campus Avg Lab ASF/100 WSCH						200	

**Office and Office Service Areas (Room Type 300's)**

	Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .	2,515	160	16

**Project Intent And Scope**

Brentwood Education Center

District Priority : **4 New Brentwood Center, Phase 1**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$35,375,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2014/2015	2014/2015	2015/2016	2015/2016	2017/2018
Estimated Cost		\$1,223,000	\$1,134,000	\$30,310,000	\$2,708,000	

**Explain why this project is needed:**

This project will fund a Board of Governors approved education center to provide educational opportunities to the rapidly growing communities in the eastern portion of Los Medanos College`s service area. This area remains one of the few locations where affordable housing is available in the Bay Area. As the rapid growth continues, smaller communities such as Brentwood and Byron are being transformed into highly populated suburban cities similar to Antioch and Pittsburgh. An outreach center will relieve pressures on LMC and provide a more efficient and traffic sensitive solution for providing programs and services to the citizens of the area. The new campus will be built in two phases, with the second phase potentially 5-10 years following completion of phase 1.

District Priority No.: **4 New Brentwood Center, Phase 1**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	4,350	14,300	4,285	4,750		3,200	30,885
Project Secondary	-7,856	-4,691	-2,515		-156	-687	-15,905
Project Net ASF	-3,506	9,609	1,770	4,750	-156	2,513	14,980

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>-3,506</b>	<b>47.3</b>	<b>-7,412</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0700 Information Technology	1,100	171	643	0700 Information Technology	-2,688	171	-1,572
1900 Physical Sciences	1,700	257	661	1900 Physical Sciences	-1,700	257	-661
4900 Interdisciplinary Studies	11,500	257	4,475	4900 Interdisciplinary Studies	-303	257	-118
				<b>Laboratory Totals . . . . .</b>	<b>9,609</b>		<b>3,428</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>1,770</b>	<b>160</b>	<b>11</b>

**GOVERNING BOARD**  
**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**OF**  
**CONTRA COSTA COUNTY**  
**MARTINEZ, CALIFORNIA**

**REPORT NO.** 9-A

**DATE** July 24, 2013

**PURPOSE** Proposed Revisions to District Governance Council (DGC) Bylaws,  
(Second Reading)

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the attached, proposed revisions to the District Governance Council (DGC) Bylaws, (second reading), be approved.

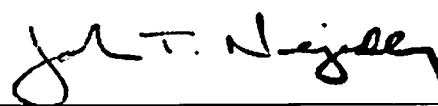
**FUNDING SOURCE**

Not applicable.

**BACKGROUND**

The review and subsequent revision to these bylaws are in accordance with the District's and DGC's regular cycle of review.

Disposition APPROVED Date July 24, 2013  
Governing Board

  
Secretary

## **DISTRICT GOVERNANCE COUNCIL BYLAWS**

### **I. PURPOSE**

- A. To provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of Districtwide concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation.
- B. To influence Districtwide policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or Governing Board in accordance with operational procedures.
- C. To regularly evaluate the District's governance and decision-making structures and processes in order to assure their integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement.
- D. To serve as the District Budget Committee.

### **II. SCOPE**

- A. Collective Bargaining issues will be excluded.
- B. The Academic Senate, Classified Senate, management and/or student representatives may, at their discretion, utilize Title 5 regulations and submit their recommendations directly to the administration of the Contra Costa Community College District and/or the Governing Board, rather than follow the District Governance Process.
- C. The DGC may:
  - 1. Recommend a process for determining fiscal and personnel allocations and procedures.
  - 2. Participate in developing and promoting Districtwide goals, priorities, and long-term planning.
  - 3. Participate in making recommendations regarding proposed program development for which there are Districtwide fiscal implications.
  - 4. Review and make recommendations regarding Board Policies, Administrative Procedures, and all other formal Districtwide procedures.
  - 5. Discuss any topic in which equity or uniformity among the locations/Colleges is an issue.
  - 6. Discuss any other Districtwide matters as deemed appropriate by the group except as excluded by defined scope.

7. The DGC may not delegate its responsibility of making final recommendations, arrived at through consensus, to any other group or subcommittee.

### III. REPRESENTATION AND MEMBERSHIP

#### A. MEMBERSHIP

1. The District Governance Council (DGC) shall have thirty- ~~two (32)~~ ~~three (33)~~ members.
2. The following four constituencies will be represented by eight persons each:
  - Faculty
  - Classified Staff
  - Managers/Supervisors
  - Students
3. ~~Additionally, a~~ Any state-approved Center will have one representative from amongst the 32 total members.

#### B. SELECTION OF DGC MEMBERS

1. Representatives will be selected by their constituencies according to their own procedures.
2. Contra Costa College, Diablo Valley College, Los Medanos College, and the District Office will be represented.
3. The representative from the state-approved Center(s) ~~may~~ shall be selected from any one of the four constituencies at the state-approved Center and is to be selected by the four ~~constituency groups of the Center~~. ~~The person chosen will be considered a member of his/her own constituency and will vote with that group~~ constituencies of the college to which it is an extension.

#### C. LENGTH OF TERMS: MEMBERS, STEERING COMMITTEE, AND CHAIRPERSON

1. New DGC members of the four groups will be selected by and announced during the month of ~~June~~ May, and ~~announced every year by each group at the July meeting of DGC~~ they will begin their term of office July 1.
  - Membership is valid for at least one year.
  - ~~Up to two~~ Up to two designees are allowed.
  - To preserve stability of the DGC membership, at least four (4) members of a constituent group should serve a minimum of two years continuously.
  - Members are expected to attend meetings on a regular basis.



Constituencies will be requested to replace members who are absent for three (3) consecutive meetings or in excess of four (4) meetings per calendar year. Interim replacement of members on approved leave will be permitted by written notification to the DGC Chair.

2. The DGC Chair position, selected **and announced** during the month of **June May** by the appropriate constituency group, rotates among the four groups of faculty, classified staff, management, and students. The order of rotation has been determined by lottery. Classified staff (92-93), management, faculty, students, and so on. Due to the time and energy involved, students have the option to decline serving as DGC chair. If students exercise this option, the District will provide appropriate support and training. **The term of office for the chair begins July 1.**
3. The Steering Committee consisting of one representative member from each group will plan the agenda. **Steering Committee Members are selected by the constituent groups during the month of May. The term of office for the speaker begins July 1.** The DGC Chair also chairs the Steering Committee. The members of the Steering Committee are the speakers for their groups. (The Speaker of a constituent group is chosen as its representative to present the majority view of the constituent group at the DGC meetings. The Speaker's vote is the one counted for consensus purposes of the DGC. In the Speaker's absence, an alternate speaker may be designated as determined by the constituent group. The alternate must be a member of the DGC.)

#### **IV. RELATIONSHIP OF THE DGC TO COLLEGES AND THE DISTRICT OFFICE**

- A. Representatives of constituent groups are responsible for informing their constituencies.
- B. The DGC will in no way impose or restrict college/location governance models.
- C. It is expected that constituency groups' representatives will bring accurate feedback from their constituencies to the District Governance Council.

#### **V. COMMITTEE OPERATION**

##### **A. AGENDA AND MINUTES, GENERAL OPERATION**

1. The DGC Chair will coordinate the development of the initial agenda and prepare the minutes of the previous meeting. All members of DGC and any constituent member with relevant District business can provide agenda topics to the DGC Chair within the guidelines of the DGC Calendar. The agenda will be adopted or amended by consensus of the DGC immediately



after the meeting has been called to order by the chairperson. Agendas, minutes, and backup materials will be prepared and distributed at least one week prior to the DGC meeting by the DGC Chair in cooperation with the rest of the Steering Committee.

2. The DGC Chairperson will be responsible for the minutes. Minutes will be adopted or amended by consensus and, once approved, will become official records. The DGC Chair will provide a copy of the official agendas with attachments, minutes, and formal correspondence pertaining to DGC business to the Chancellor's Office to be kept as archival record.
3. To the extent possible and as appropriate, each constituency group shall be available to DGC as a resource.
4. REGULAR AGENDA ITEMS:
  - Approval of the DGC agenda.
  - Approval of minutes.
  - Presentation and discussion of the agenda items for the next Governing Board meeting.
5. Any member of the DGC can contact the Speaker of his/her constituent group before the meeting day of the Steering Committee to request that a particular item be included on the preliminary agenda.
6. All meetings are open.
7. ~~Each spring~~ The DGC ~~will~~ shall, every three years, conduct a Districtwide evaluation to ensure its effectiveness.

#### B. MEETING FREQUENCY

1. The DGC will meet on Tuesday within two weeks prior to the Governing Board meeting, from 1 p.m. to 4 p.m. at the District Office. Additional meetings and/or extensions of the meetings will require consensus.
2. The Steering Committee will meet as needed.
3. The DGC Chair will prepare and present at the April meeting (1<sup>st</sup> reading) and May meeting (2<sup>nd</sup> reading) a draft DGC Calendar for the following fiscal year.

#### C. QUORUM AND CONSENSUS (Board Report No. 39-A, Approved 11/17/04)

1. Consensus means agreement by a quorum of constituent groups. The presence of a Speaker or alternate of at least three constituent groups at a regularly scheduled meeting constitutes a quorum. Consensus is determined in accordance with a), b), and c):
  - a) Agreement within the constituent groups is arrived at by the individual groups according to their own procedures.
  - b) During the process of reaching consensus at the DGC on a particular issue the Speaker (or designee) presents the majority view of his/her constituent group.



- c) Consensus within the DGC on a proposed issue will have been established if no constituent group objects to the motion through its Speaker.
2. When the DGC cannot reach consensus on an issue six months after its first reading, then a vote will be taken using the “majority rule” standard and the vote forwarded will contain the majority and minority positions. Majority rule will mean: three of four speakers when four speakers are present; two of three speakers when three speakers are present. When there is a split vote (two votes for and two votes against), the motion is not carried and is returned to the DGC agenda for further discussion until a majority decision or consensus is achieved.
3. On the basis of consensus, the DGC will develop recommendations and forward them in writing within five working days from the decision to the Chancellor for review and response. If the chancellor does not agree with the recommendation of the Council, s/he will meet with the Steering Committee. If the issue cannot be resolved s/he will communicate the reasons for his/her disagreement in writing in a timely fashion, to be available for the subsequent meeting of the DGC. After further consultation with the Chancellor, and if s/he decides not to forward the recommendation of the DGC to the Board, the DGC may decide to do so and may charge its Steering Committee and/or its chairperson to communicate its recommendation to the members of the Governing Board directly.

#### D. COMMITTEES

1. All (sub)- committees and taskforces with the charge of developing and forwarding recommended Board policies and procedures of Districtwide impact to the Chancellor or the Board are constituted by members of DGC, with the exception of policies/procedures of an academic and professional matter as noted in Administrative Procedure 1009.01. All recommendations developed by said (sub) – committees and taskforces will be forwarded first to DGC proper, and DGC will determine which recommendations, if any, are to be forwarded to the Chancellor or the Board. Policies and procedures will be developed by DGC members with the following considerations:
  - a) The DGC reviews or determines the purpose or charge of the committee and its composition in terms of numbers of members from the constituent groups. The DGC decides further which constituent group should convene an initial committee or taskforce meeting.
  - b) The constituent groups use their own processes in selecting the membership of the sub-committees.
  - c) Once a committee has been constituted, the DGC will make

- changes only in close consultation with that committee.
  - d) Committees and taskforces report their recommendations/findings back to DGC.
  - e) It will be the responsibility of each constituency group and the DGC to keep each other informed on issues that may be of mutual concern.
  - f) The provisions under D-1 do not preclude the functions of advisory committees.
2. DGC sub-committees will be created as needed. All four constituencies will have the opportunity to be fairly represented on each subcommittee, consistent with the nature of the issue under discussion.
- a) Representation on each sub-committee will be determined by the DGC.
  - b) Outside experts may be invited to participate on a sub-committee.
  - c) Sub-committee issues will be consistent with the scope of the DGC.

## **VI. STANDING SUBCOMMITTEES**

The following subcommittees are in existence:

- A. Staff Development and Flex Planning.
- B. Research and Planning
- C. International Education
- D. Equal Opportunity and Diversity Committee

## **VII. ARCHIVES**

An archive for the DGC will be established and maintained at the District Office and will contain all agendas, minutes, and formal correspondence pertaining to DGC business.

## **VIII. BYLAW CHANGE PROCESS**

### **A. ANNUAL REVIEW**

The annual review process of the DGC Bylaws for additional amendments will begin with discussions by the DGC in March. The first reading of amendments will take place in April. Action on the DGC Bylaw changes will occur in May, and final amendments will be recommended to the Governing Board for approval at the June Board meeting.

### **B. AMENDMENTS/WAIVER**

If the case should arise that the DGC Bylaws must be amended out of cycle, or a waiver be granted, the DGC must reach consensus regarding the recommended

change or waiver. Resulting amendments will be recommended to the Governing Board for approval.

Ratified August 24, 1993

Amended 11/2/93; 1/11/94; 4/22/97; 5/18/99; 6/29/05; 7/26/06; 8/26/08; 5/19/09

Historical Annotation:

3/25/92: Bylaws presented to the Board (this document was approved on 2/25/92 by faculty, classified, management, and students)

8/24/93: Bylaws ratified at DGC meeting

Board Action:

10/27/93; 01/26/94; 10/25/95; 11/17/04; 06/29/05; 07/26/06; 11/19/08; 07/24/13

## **APPENDIX**

### **TITLE 5 DEFINITION OF ACADEMIC AND PROFESSIONAL MATTERS**

- 53200(c) (1) Curriculum, including establishing prerequisites and placing courses with disciplines.
- 53200(c) (2) Degree and certificate requirements
- 53200(c) (3) Grading policies
- 53200(c) (4) Educational program development
- 53200(c) (5) Standards or policies regarding student preparation and success
- 53200(c) (6) District and college governance structures, as related to faculty roles
- 53200(c) (7) Faculty roles and involvement in accreditation processes, including self study and annual reports
- 53200(c) (8) Policies for faculty professional development activities
- 53200(c) (9) Processes for program review
- 53200(c) (10) Processes for institutional planning and budget development
- 53200(c) (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

**GOVERNING BOARD**  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
OF  
CONTRA COSTA COUNTY  
MARTINEZ, CALIFORNIA

**REPORT NO.** 9-B

**DATE** July 24, 2013

**PURPOSE** Proposed New Board Policy 1020, Conflict of Interest, (Second Reading)

**TO MEMBERS OF THE GOVERNING BOARD**

**RECOMMENDATION**

It is recommended that the attached, new Board Policy 1020, Conflict of Interest, (second reading) be approved.

**FUNDING SOURCE**

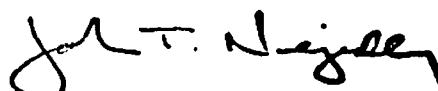
Not applicable.

**BACKGROUND**

The development of this policy is in accordance with the District's regular cycle of review and the Community College League of California's (CCLC) policy/procedure standards. Recently approved Administrative Procedure 1020.01, Conflict of Interest, is presented as back-up.

Disposition APPROVED  
Governing Board

Date July 24, 2013



Secretary

**CONFLICT OF INTEREST**

The Contra Costa Community College District (District) is committed to avoiding conflicts of interest by Governing Board members and designated District employees as noted in the related administrative procedure. To that end, the District hereby adopts this Conflict of Interest policy.

**Adoption of Fair Political Practices Commission Regulation 18730**

The Political Reform Act, codified at Government Code (GC) section 81000, et seq., requires local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 California Code of Regulations 18730) which contains the terms of a FPPC-approved conflict of interest code. The terms of Regulation 18730 and any amendments to it are hereby incorporated by this reference into this policy.

**Filing of Disclosure Statements**

Financial disclosure statements (e.g., Form 700) shall be filed by Governing Board members and designated District employees upon assumption of office, on an annual basis thereafter, and upon leaving office in accordance with Regulation 18730 Section. 5.

**Disqualifying Financial Conflicts**

No Governing Board member or designated District employee shall make, participate in making or in any way use or attempt to use his/her official position to influence a governmental decision in which s/he knows or has reason to know that s/he has a disqualifying conflict of interest. (GC 87100, Regulation 18730 Section. 9)

**Limits on Receipt of Gifts**

Governing Board members and designated District employees shall not accept from any single source in any calendar year any gifts valued in excess of the prevailing gift limitation specified by law. (GC 89503, Regulation 18730 Section. 8.1)

The FPPC has found that the above limitation on receipt of gifts does not apply to certain types of gifts; these exceptions are specified by regulation on the FPPC website.

**No Receipt of Honoraria**

Governing Board members and designated District employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering. (GC 89501, 89502, Regulation 18730 Section. 8)

The term "honorarium" does not include any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation to the general fund without being claimed as a deduction for income tax purposes.

**Limits on Loans to Public Officials**

This policy limits the types of loans that may be received by public officials. These limits are set forth in Regulation 18730 Section 8.2.

**No Financial Interest in Contracts**

No District official shall be financially interested in any contract made by the Governing Board. (GC 1090)



A Governing Board member shall not be considered to have a financial interest in a contract if the interest is limited to those interests defined as "remote" pursuant to GC 1091, or is limited to those interests defined by GC 1091.5.

A Governing Board member who has a "remote" interest in any contract considered by the Governing Board shall disclose that interest during a Governing Board meeting and have the disclosure noted in the official Governing Board minutes at the first meeting following the discovery of the conflict. The abstaining Governing Board member shall not vote or debate or otherwise participate or attempt to influence any other Governing Board member or District employee(s) regarding the matter.

#### **No Incompatible Activities or Office**

Governing Board members and District employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to their duties as Governing Board members or as an officer of the District. A Governing Board member shall not simultaneously hold two public offices that are incompatible. (GC 1099, 1126)

#### **Limits on Appearances before the Board**

Elected officials and the Chancellor shall not, for a period of one year after leaving his/her position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before the Governing Board. (GC 87406.3)

#### **Assistance from FPPC and Counsel**

The FPPC provides advice regarding the Political Reform Act requirements. Officials with questions are encouraged to consult with the FPPC. Contact information is located on the FPPC website.

In addition, in accordance with applicable Board policies, Governing Board members are encouraged to seek counsel from the District's legal advisor in any instance where a question arises regarding a potential conflict of interest.

#### **No Employment Allowed**

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Governing Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

#### **Violations**

Violations of the conflict of interest rules, including this policy, may subject the violator to civil and/or criminal penalties.

Government Code 1090, 1091, 1091.5, 1099, 1126, 81000, et seq., 81008, 87100, 87103, 87406.3, 89501, 89502, 89503

2 California Code of Regulations 18730 and 18730 Sections 5, 8, 8.1, 8.2, 9

**AGENDA ITEM**        A

**DATE** July 24, 2013

**PURPOSE**            Grand Jury Report No. 1309: Solar Energy Projects in School Districts

In response to the attached letter and report from the Contra Costa County Grand Jury, dated June 3, 2013, (agenda back-up), the attached, draft letter to *Grand Jury Report No. 1309: Solar Energy Projects in School Districts*, is presented to the Board for direction.

Ray Pyle



**Governing Board**

Sheila A. Grilli, *President*  
John E. Márquez, *Vice President*  
John T. Nejedly, *Secretary*  
Greg Enholm  
Vicki Gordon



**Chancellor**  
Helen Benjamin, Ph.D.

**College Presidents**  
Contra Costa College Denise Noldon, Ph.D.  
Diablo Valley College Peter Garcia  
Los Medanos College Bob Kratochvil

July 24, 2013

Marc Hamaji, Foreperson  
2012-13 Contra Costa County Civil Grand Jury  
725 Court Street  
P.O. BOX 431  
Martinez, California 94553-0091

**Re: 2012-13 Grand Jury Report No. 1309, "Solar Energy Projects In School Districts"**

Honorable Marc Hamaji, Foreperson:

On behalf of the Contra Costa Community College District (District), I am responding to the 2012-13 Contra Costa County Grand Jury (Grand Jury) Report 1309: *Solar Energy Projects In School Districts*.

Pursuant to California Government Code §933.5(a), the District is required to report on each finding. For each finding, the District is required to report one of the following responses:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the case of responses (2) and (3), the District is to specify the portion of the finding that is disputed and is to include an explanation of the reasons why this finding is in dispute. Following is the District's response to each finding.

**Finding 1**

*San Ramon Valley Unified School District (SRVUSD) and Pittsburg Unified School District (PUSD) fund their debt service from Net Savings. Mt. Diablo Unified School District (MDUSD), Contra Costa Community College District (CCCCD) and Martinez Unified School District (MUSD) fund their solar energy programs with General Obligation Bonds, which are retired through the payment of monies arising from tax revenues.*

**Response**

We agree with this finding with respect to our District.

**Finding 2**

*PUSD, MDUSD, CCCCC and MUSD are not reserving funds for future anticipated Operational and Maintenance (O&M) costs and unanticipated costs such as inverters and other "big-ticket" items.*

**Response**

We partially disagree with this finding with respect to our District. The District has a policy on scheduled maintenance that requires funding to be set aside each fiscal year for all anticipated and unanticipated repair and maintenance projects. These funds are reserved in our capital projects fund for these purposes, and are available in part due to the energy cost avoidance realized because of the solar system energy output.

**Finding 3**

*All districts but MUSD gave some consideration to the Power Purchase Agreement (PPA) approach in lieu of ownership of solar panels. Those that considered such an approach did not employ detailed lease versus buy financial analyses as part of their evaluations.*

**Response**

We are unable to comment on this finding with respect to our District. The staff that considered the acquisition options when the project was developed no longer work for the District, and we are unable to locate documents that could either affirm or refute this finding.

**Finding 4**

*Future increases in insurance costs were only considered by the MUSD in projecting Net Savings.*

**Response**

We agree with this finding with respect to our District.

**Finding 5**

*Reports of solar energy produced, and the related Net Savings, do not include comparisons to the original projections for those categories (see No. 7 in Appendix 1 of Grand Jury Report No. 1309).*

**Response**

We disagree with this finding with respect to our District. All reports that have been provided to the Governing Board and the Grand Jury included comparisons to the original projections.

**Finding 6**

*The reports of information in Finding No. 5 were not always available on the districts' websites.*

**Response**

We disagree with this finding with respect to our District. All reports on solar energy that have been produced have been provided to the Governing Board. Those reports were posted in the Board Meeting agenda items in the months in which the reports were provided, and the documents were available on the District website prior to the meetings. In addition, all Governing Board agendas and minutes remain available on the District website.

**Finding 7**

*The districts did not insulate themselves from financial risk by securing performance bonds from solar energy vendors to ensure fulfillment of long-term warranties, performance guaranties and O&M obligations.*

**Response**

We agree with this finding with respect to our District.

**Finding 8**

*The five districts did not share substantive information, analyses and experiences with each other concerning the selection and installation of solar energy program, and the Contra Costa County Office of Education did not facilitate this process.*

**Response**

We disagree with this finding with respect to our District. After our project was completed, our staff received phone calls from several area Unified School Districts that were considering solar projects and solar project providers. Staff responded to the phone calls and provided all information requested. Additionally, we are not aware of any other district projects which predate our project.

**Finding 9**

*All districts have learned some lessons in the implementation of the five solar energy projects that could be beneficial to other school districts considering solar energy projects (see Appendix 2 of Grand Jury Report No. 1309).*

**Response**

We agree with this finding with respect to our District.

In addition, as required by §933.05(b) of the California Government Code, the District is providing its reply to each of the report's eight recommendations. For each recommendation, the District is required to respond by stating one of the following actions:

- (1) The recommendation has been implemented, with a summary describing the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
- (3) The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Following is the District's response to each recommendation.

**Recommendation 1**

*School districts with existing solar energy projects set aside all or a portion of their Net Savings for future anticipated and unanticipated costs arising from the projects so these expenditures will not be charged in future to the general fund.*

**Response**

The recommendation was implemented prior to the Grand Jury report. The District has always had a policy on scheduled maintenance that requires funding to be set aside each fiscal year for future anticipated and unanticipated repair and maintenance projects. These funds are reserved in our capital projects fund, not our general fund, for these purposes. Additionally, a portion of these funds are available in part due to the energy cost avoidance realized because of the solar system energy output.

**Recommendation 2**

*School districts include projected increases in insurance costs in calculating the projected Net Savings to be achieved by a solar energy project.*

**Response**

The recommendation will be considered if the District pursues additional solar projects in the future.

**Recommendation 3**

*School districts include the original projections in tracking reports of energy produced and related Net Savings generated for purposes of comparison.*

**Response**

The recommendation was implemented prior to the Grand Jury report. Past and future reports to the Governing Board have and will include the original projections for comparison. In addition, a solar energy production report that included original projections was provided to the Grand Jury during its data gathering phase.

**Recommendation 4**

*The reports in Recommendation No. 3 be available for public viewing on the districts' web sites in addition to any other method used by the districts for their dissemination.*

**Response**

This recommendation was implemented prior to the Grand Jury report. All reports on solar energy that have been produced have been provided to the Governing Board. Those reports were posted in the Governing Board meeting agenda items in the months in which the reports were provided, and the documents were available on the District website prior to the meetings. In addition, all Governing Board agendas and minutes remain available on the District website.

**Recommendation 5**

*Districts mitigate risks regarding the long-term viability of the solar energy programs and identify funds to implement this.*

**Response**

This recommendation was implemented prior to the Grand Jury report as a normal part of District business operations. The solar systems are covered by the District's property insurance coverage, and future repair and maintenance project costs will be covered by capital project funds as the need arises.

**Recommendation 6**

*Districts considering solar energy programs seek information from the other school districts in the county that have a solar energy program in place regarding their experiences, acquired knowledge, and outcomes resulting from their programs.*

**Response**

The recommendation will be considered if the District pursues additional solar projects in the future.

**Recommendation 7**

*The County Office of Education facilitate the exchange of information on solar energy programs among the county's school districts and identify funds to implement this.*

**Response**

This recommendation is not applicable with respect to our District.

**Recommendation 8**

*School districts employ the beneficial actions identified in Appendix 2 of Grand Jury Report No. 1309 when considering any future solar energy projects.*

**Response**

The recommendation will be considered if the District pursues additional solar projects in the future.

We welcome the opportunity to address any questions the Grand Jury may have regarding our responses. Please do not hesitate to contact me (925-229-6820, email [hbenjamin@4cd.edu](mailto:hbenjamin@4cd.edu)) should you have any further questions.

Sincerely,

Helen Benjamin, Ph.D.  
Chancellor

cc: Governing Board  
Chancellor's Cabinet

**Grand Jury**

**Contra  
Costa  
County**

725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091



June 3, 2013

Chair of the Governing Board  
Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553

Dear Chairperson:

Attached is a copy of **Grand Jury Report No. 1309, "Solar Energy Projects In School Districts"** by the 2012-2013 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefore.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

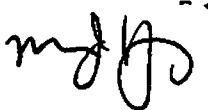
1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **SEPTEMBER 3, 2013.**

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to [clope2@contracosta.courts.ca.gov](mailto:clope2@contracosta.courts.ca.gov) (Word document).

Sincerely,



Marc Hamaji, Foreperson  
2012-2013 Contra Costa County Civil Grand Jury

**A REPORT BY  
THE 2012-2013 CONTRA COSTA COUNTY GRAND JURY  
725 Court Street  
Martinez, California 94553**

**REPORT 1309**

**Solar Energy Projects in School  
Districts**

**"Here Comes the Sun"**


APPROVED BY THE GRAND JURY:

Date: 5/28/2013

  
\_\_\_\_\_  
MARCHAMAJI  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 5/29/13

  
\_\_\_\_\_  
JOHN T. LAETTNER  
JUDGE OF THE SUPERIOR COURT

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Contact: Marc Hamaji  
Foreperson  
925-957-5638

Contra Costa County Grand Jury Report 1309

**Solar Energy Projects in School Districts**

*"Here Comes the Sun"*

**TO:** Governing Boards of the Contra Costa Community College District, Martinez Unified School District, Mt. Diablo Unified School District, Pittsburg Unified School District, San Ramon Valley Unified School District, Governing Boards of all 14 other School Districts, Contra Costa County Office of Education.

**SUMMARY**

Alternative and renewable energy is being promoted as a way to conserve resources and protect the environment. The State of California and the federal government are promoting the use of solar energy by providing rebates and incentives for those who install solar energy systems. Certain school districts in Contra Costa County have been installing solar energy systems as a way to produce clean energy for their power needs, save money for the district and provide educational opportunities about renewable energy for their students. The Grand Jury evaluated solar energy systems in Martinez Unified School District, Mt. Diablo Unified School District, Pittsburg Unified School District, San Ramon Valley Unified School District and Contra Costa Community College District.

Those five school districts have incurred millions of dollars of costs on solar energy installations with the hope of repaying the cost through grants, rebates and future savings on energy bills. Those five districts have employed various strategies for evaluating options, funding their initial investments, estimating projected costs and savings, selecting vendors, overseeing the installation process, planning for future expenses, monitoring energy production and cost savings, and communicating with citizens. All projects rely on the vendors' ability to fully meet obligations under long-term performance guaranties and warranties. These issues create potentially significant financial risks for the districts. Certain districts have been more successful than others in protecting the district's investment and ensuring that their programs are cost effective.

The Grand Jury analyzed the approaches used by the five school districts and identified beneficial actions that can be used by all 19 school districts to help ensure that existing and future solar energy projects achieve their goals.



## 36 METHODOLOGY

37 The following documents were obtained and reviewed by the Grand Jury:

- 38 • Minutes of some of the Governing Board Meetings
- 39 • Requests for Proposal (“RFP”)/Requests for Qualifications (“RFQ”)
- 40 • Vendor comparisons
- 41 • School district solar advisory committee recommendations
- 42 • Proposal summaries from vendors selected
- 43 • Financial analyses of projected costs avoided and incentives received (referred to
- 44 collectively as “Gross Savings”)
- 45 • Financial analyses of Gross Savings and future Operation and Maintenance (“O&M”)
- 46 costs to arrive at “Net Savings”
- 47 • Analyses tracking actual Net Savings
- 48 • School district websites
- 49 • California Solar Initiative (“CSI”) websites
- 50 • Pacific Gas and Electric Company (“PG&E”) website
- 51 • U.S. Energy Information Administration website
- 52 • Financial analyst reports on the state of the solar industry

53

54 In addition, the Grand Jury conducted interviews with selected school district personnel involved  
55 with solar energy programs.

## 56 BACKGROUND

57 The California Solar Initiative (“CSI”) Program pays incentives to consumers who install solar  
58 energy systems. These incentives are based on system performance. The incentives are either  
59 upfront lump-sum payments based on expected performance, referred to as Expected  
60 Performance-Based Buydown available for smaller systems, or monthly payments based on  
61 actual performance over five years, referred to as Performance Based Incentive (“PBI”). All five  
62 school districts qualified for the PBI incentive. In addition, the initial phase of the Contra Costa  
63 Community College District (“CCCCD”) solar energy program also qualified for the Solar  
64 Generation Incentive Program upfront rebates which were in place at that time.

65 School districts had the option to purchase and own the solar energy systems or enter into a  
66 Power Purchase Agreement (“PPA”) with third-party installers or resellers. When the system is  
67 purchased and owned, the district realizes the full Gross Savings including any rebates under  
68 CSI’s Performance Based Incentive program. Alternatively, under the PPA approach, the system  
69 is owned by a third-party installer/reseller who receives CSI’s PBI benefits and is responsible for  
70 the financing and other risks associated with ownership. The district enters into a contract to  
71 receive the power generated and expects to realize energy cost savings but at a lesser amount. All  
72 of the districts purchased and owned their systems. CCCC, Pittsburg Unified School District  
73 (“PUSD”), Mt. Diablo Unified School District (“MDUSD”) and San Ramon Valley Unified  
74 School District (“SRVUSD”) gave some consideration to the PPA approach.

75 PG&E was the power source provider for four of the school districts. In the case of CCCC, the  
76 power source provider was Constellation Energy for power generation and PG&E for power  
77 transportation costs. Because of the nature of PG&E’s power mix, which includes natural gas  
78 and non-fossil sources, all the school districts expect only moderate future annual rate increases.

- 79 The majority of solar installations in the five school districts consisted of adding tracking-shade  
80 structures with photo voltaic solar panel arrays over existing parking spaces. The parking lot  
81 structures provide shade for cars in addition to supporting the solar panel arrays. Several of the  
82 projects also included new security systems for the parking lots and appropriate lighting.  
83 MDUSD installed some roof-mounted solar panel arrays in addition to the ground-mounted  
84 units. The size of the solar energy projects across the districts ranged from capital cost of  
85 approximately \$7 million covering five sites in the smallest case to approximately \$76 million  
86 covering 51 sites in the largest case. Projected Gross Savings ranged from approximately \$21  
87 million over 25 years to approximately \$131 million over 30 years.
- 88 Each of the school districts used different sources of funding for their solar energy program.  
89 SRVUSD applied for and received \$25 million from federal stimulus funds available under the  
90 American Recovery and Reinvestment Act of 2009. MDUSD, Martinez Unified School District  
91 ("MUSD") and CCCCDC used funds from larger General Obligation Bonds approved for various  
92 uses by the districts' voters. PUSD obtained bank financing using Certificates of Participation,  
93 collateralized by district property, and approved by its Governing Board.
- 94 SRVUSD created a solar advisory committee comprised of district personnel and private citizens  
95 with accounting, solar and/or construction expertise. MUSD used an architect, construction  
96 management firm and an energy consultant as its advisory committee. CCCCDC similarly used an  
97 energy consultant as its advisor. PUSD had no advisory committee. PUSD relied on the financial  
98 analysis performed by its vendor and assumed that the lending bank had performed its own  
99 financial analysis to justify the economics of the solar energy project as part of its lending due  
100 diligence. MDUSD formed a solar advisory committee of three people -- a representative of the  
101 school district, an environmental attorney and a solar energy consultant.
- 102 The Net Savings generated by the solar energy programs are being used in various ways by each  
103 district. SRVUSD is setting aside all Net Savings into a reserve account. The purpose of the  
104 dedicated reserve account is to cover any reduction of Gross Savings in the future due to  
105 changing assumptions, to cover unforeseen future expenditures, and to fund equipment  
106 replacement and debt service. The other districts use all of the Net Savings to cover other general  
107 fund expenditures and do not set aside any portion of such Net Savings towards future solar  
108 energy program needs.
- 109 There was little or no sharing between the five districts of information, analyses and experiences  
110 with respect to their programs which may have been beneficial in, among other things, vendor  
111 selection, system type, system cost, etc.
- 112 Research into various financial documents and articles pertaining to the financial health of the  
113 solar energy industry indicates there is uncertainty concerning its long-term viability.  
114 Manufacturing costs, intense competition amongst a crowded field of providers, continuously  
115 changing technology and the dynamic political climate are major contributing factors for this  
116 uncertainty. All five solar energy projects include long-term performance guaranties and  
117 warranties ranging from 16 to 25 years. These districts rely on the ability of the providers of such  
118 contracts to meet future obligations.
- 119 Appendix 1 provides details of additional background information and facts obtained by the

120 Grand Jury. Appendix 2 is an aggregated list of beneficial actions undertaken by some of the  
121 districts that have implemented solar energy projects.

## 122 FINDINGS

123 1. SRVUSD and PUSD fund their debt service from Net Savings. MDUSD, CCCC and  
124 MUSD fund their solar energy programs with General Obligation Bonds, which are  
125 retired through the payment of monies arising from tax revenues.

126 2. PUSD, MDUSD, CCCC and MUSD are not reserving funds for future anticipated  
127 Operational and Maintenance ("O&M") costs and unanticipated costs such as inverters  
128 and other "big-ticket" items.

129 3. All districts but MUSD gave some consideration to the PPA approach in lieu of  
130 ownership of solar panels. Those that considered such an approach did not employ  
131 detailed lease versus buy financial analyses as part of their evaluations.

132 4. Future increases in insurance costs were only considered by the MUSD in projecting Net  
133 Savings.

134 5. Reports of solar energy produced, and the related Net Savings, do not include  
135 comparisons to the original projections for those categories (see No. 7 in Appendix 1).

136 6. The reports of information in Finding No. 5 were not always available on the districts'  
137 websites.

138 7. The districts did not insulate themselves from financial risk by securing performance  
139 bonds from solar energy vendors to ensure fulfillment of long-term warranties,  
140 performance guaranties and O&M obligations.

141 8. The five districts did not share substantive information, analyses and experiences with  
142 each other concerning the selection and installation of a solar energy program, and the  
143 Contra Costa County Office of Education did not facilitate this process.

144 9. All districts have learned some lessons in the implementation of the five solar energy  
145 projects that could be beneficial to other school districts considering solar energy projects  
146 (see Appendix 2).

## 147 RECOMMENDATIONS

148 The Grand Jury recommends that:

149 1. School districts with existing solar energy projects set aside all or a portion of their Net  
150 Savings for future anticipated and unanticipated costs arising from the projects so these  
151 expenditures will not be charged in future to the general fund.

152 2. School districts include projected increases in insurance costs in calculating the projected  
153 Net Savings to be achieved by a solar energy project.

- 154 3. School districts include the original projections in tracking reports of energy produced  
155 and related Net Savings generated for purposes of comparison.
- 156 4. The reports in Recommendation No. 3 be available for public viewing on the districts’  
157 web sites in addition to any other method used by the districts for their dissemination.
- 158 5. Districts mitigate risks regarding the long-term viability of the solar energy programs and  
159 identify funds to implement this.
- 160 6. Districts considering solar energy programs seek information from other school districts  
161 in the county that have a solar energy program in place regarding their experiences,  
162 acquired knowledge, and outcomes resulting from their programs.
- 163 7. The County Office of Education facilitate the exchange of information on solar energy  
164 programs among the county’s school districts and identify funds to implement this.
- 165 8. School districts employ the beneficial actions identified in Appendix 2 when considering  
166 any future solar energy projects.

167 **REQUIRED RESPONSES**

168 Each Governing Board needs to respond only for its own practices.

	<u>Findings</u>	<u>Recommendations</u>
Governing Board of Contra Costa Community College District	1-9	1-6, 8
Governing Board of Martinez Unified School District	1-9	1-6, 8
Governing Board of Mt. Diablo Unified School District	1-9	1-6, 8
Governing Board of Pittsburg Unified School District	2-9	1-6, 8
Governing Board of San Ramon Valley Unified School District	3-9	2-6, 8
Governing Board of Acalanes Union High School District		6, 8
Governing Board of Antioch Unified School District		6, 8
Governing Board of Brentwood Union School District		6, 8
Governing Board of Byron Union School District		6, 8
Governing Board of Canyon School District		6, 8
Governing Board of John Swett Unified School District		6, 8
Governing Board of Knightsen Elementary School District		6, 8

	<b>Findings</b>	<b>Recommendations</b>
Governing Board of Lafayette School District		6, 8
Governing Board of Liberty Union High School District		6, 8
Governing Board of Moraga School District		6, 8
Governing Board of Oakley Union Elementary School District		6, 8
Governing Board of Orinda Union School District		6, 8
Governing Board of Walnut Creek School District		6, 8
Governing Board of West Contra Costa Unified School District		6, 8
Contra Costa County Office of Education	8	7

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**Appendix 1**  
**Additional Background Information**

	<b>Fact</b>	<b>SRVUSD</b>	<b>PUSD</b>	<b>MDUSD</b>	<b>CCCCD</b>	<b>MUSD</b>
1.	Name of solar installer	SunPower	Stellar Energy	SunPower	Chevron Energy Solutions	SolarCity
2.	The financial projections include an annual rate of photo voltaic degradation	Yes – 0.5%	Yes – 0.5%	Yes – 0.5%	Yes – 0.5%	Yes – 0.75%
3.	The projections include annual increases in electricity rates	3%	5%	4.47%	4%	5.34%
4.	The projections exclude the sale of Renewable Energy Credits (“REC”)	Yes	Yes	Yes	No	Yes
5.	An analysis of plausible best- and worst-case scenarios to the base model was performed	Yes	No	No	No	No
6.	The RFP/RFQ (see Note No. 1) was requested from several vendors	Yes – RFP	No. Since it was a renegotiation of a previous PPA contract, competitive bids could not be solicited.	Yes - RFP	Yes – RFQ	Yes – RFP
7.	The districts established methods to track actual solar energy generated and Gross/Net Savings realized vs. projections	Yes, detailed tracking being done in same manner as the projections and is posted on the district’s web site	Monthly tracking done by district finance and presented quarterly to district Board is for solar kWh only. Tracking of cash flow Gross/Net Savings in the same manner as the projections is not being done.	Actual data being tracked but not compared to projections.	Yes for tracking power. No regular tracking of Gross/Net Savings is done.	Not applicable, since the system has just been completed.
8.	O & M costs included additional insurance costs resulting from the solar energy installations	No	No	No	No	Yes

	Fact	SRVUSD	PUSD	MDUSD	CCCCD	MUSD
9	A performance bond or other means (e.g., escrowed funds) was used to ensure that the solar company meets all of its future warranty and performance guaranty obligations	No	No	No	No	No
10.	Excess funds from financing specific to solar were not absorbed into the general fund	\$2 million left over along with the higher Savings realized were used to fund the solar installation at an additional school – none of these funds were absorbed into the general fund.	After paying the installer, consultants and other expenses ,the excess bank borrowings are being used for solar installation at a new elementary school.	Not applicable	Not applicable	Not applicable
11.	Discounted Cash Flow (“DCF”) analysis was used to determine the net benefits of the project – see Note No. 2.	Yes, 5% discount rate used.	Yes, 8% discount rate used	No	Yes, 3% discount rate used	No

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174 Notes:

175 1. RFQ is a Request for Qualifications. An RFQ does not request cost data but instead asks  
 176 for qualitative information such as a vendor’s experience in handling similar projects. In  
 177 case of CCCC, RFQs were sent to several vendors and once the vendor was selected,  
 178 the cost of the project and contract were negotiated with such vendor. An RFQ process as  
 179 described above does not result in the cost portion of the contract being competitively  
 180 bid. On the other hand, an RFP is a more comprehensive bidding process since it will  
 181 include cost estimates as well as several elements of an RFQ.

182 2. DCF analysis is a method of valuing a project using the concepts of time value of money,  
 183 i.e., a dollar of cost or savings in the future has a lesser value than a dollar of cost or  
 184 savings today. Such reduction of the value of the dollar over time is quantitatively  
 185 measured by applying a discount rate to future cash flows.

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## Appendix 2

### Beneficial Actions

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1. Create an advisory committee for the program which, in addition to district personnel, will include technical, financial and business experts from the community to assist in independently assessing the program, performing analyses, evaluating RFPs, etc. This approach is preferred, rather than solely relying on solar energy project installers/resellers to perform the analyses and recommendations.
  2. Consider all solar energy project approaches including, but not limited to, the PPA approach.
  3. Include a realistic annual rate of photo voltaic degradation in projections.
  4. Include in program projections, the annual changes in electricity rates based on factors such as recent historical rate behavior, the utility company's power mix and other applicable market factors.
  5. Exclude any sale of Renewable Energy Credits from computation of projected Gross/Net Savings.
  6. After the vendor warranty period expires, include O&M costs as part of the analyses and deduct those costs from the Gross Savings. Include in O&M costs all incremental costs, such as property insurance costs related to the solar energy program.
  7. Include in the upfront capital cost for the program all soft costs (such as engineering, program management, inspections, etc.), contingency amount and bond issuance costs incurred (or allocated in case the amount is used from a larger General Obligation Bond) in addition to the cost of constructing the system.
  8. Reserve the Net Savings to cover program expenditures, including, where applicable, debt service and any anticipated and unanticipated expenses, rather than using them for general fund expenditures.
  9. Where feasible, ensure that the term of the warranty, performance guaranty and the included O&M costs provided by the vendor are not less than the term of the project financing.
  10. For investment analysis, perform a Discounted Cash Flow analysis using an appropriate discount rate to discount Net Savings.
  11. Perform an analysis of plausible best- and worst-case scenarios in addition to its base-case projection.
  12. Send Requests for Proposal to multiple vendors.



- 222 13. Include in tracking reports of actual energy produced and the related Net Savings a  
223 comparison with original projections and make such reports available on the district's  
224 web site in addition to any other method for their dissemination.
- 225 14. Take steps to mitigate risks regarding the long-term viability of their solar energy  
226 programs.
- 227 15. Seek from other school districts in the county information regarding their  
228 experiences, acquired knowledge and outcomes resulting from their programs.

**AGENDA ITEM**        B

**DATE** July 24, 2013

**PURPOSE**            Grand Jury Report No. 1310: Contra Costa Detention Facilities

In response to the attached letter and report from the Contra Costa County Grand Jury, dated June 4, 2013, (agenda back-up), the attached, draft response letter to *Grand Jury Report No. 1310: Contra Costa Detention Facilities*, is presented to the Board for direction.

Mojdeh Mehdizadeh

**Governing Board**

Sheila A. Grilli, *President*  
John E. Márquez, *Vice President*  
John T. Nejedly, *Secretary*  
Greg Enholm  
Vicki Gordon



**Chancellor**  
Helen Benjamin, Ph.D.

**College Presidents**  
Contra Costa College Denise Noldon, Ph.D.  
Diablo Valley College Peter Garcia  
Los Medanos College Robert Kratochvil

July 24, 2013

Marc Hamaji, Foreperson  
2012-2013 Contra Costa County Civil Grand Jury  
725 Court Street  
P.O. BOX 431  
Martinez, California 94553-0091

**Re: 2012-2013 Grand Jury Report 1310, "Contra Costa Detention Facilities"**

Honorable Marc Hamaji, Foreperson:

On behalf of the Contra Costa Community College District (District), I am responding to the 2012-2013 Contra Costa County Grand Jury (Grand Jury) *Report 1310: Contra Costa Detention Facilities*.

Pursuant to California Government Code §933.5(a), the District is required to report on each finding and recommendation. For each finding, the District is required to report one of the following responses:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the case of responses (2) and (3), the District is to specify the portion of the finding that is disputed and is to include an explanation of the reasons why this finding is in dispute. Following is the District's response to each finding and recommendation.

**Finding 7**

*Classes beyond the high school level are not available at the Juvenile facilities. Incarcerated youth who complete high school or obtain a GED are unable to continue their education.*

**Response**

The District agrees with the Grand Jury finding.

In addition, as required by §933.05(b) of the California Government Code, the District is providing its reply to the report's recommendation. For each recommendation, the District is required to respond by stating one of the following actions:

- (1) The recommendation has been implemented, with a summary describing the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
- (3) The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

---

**Recommendation 6**

*The Contra Costa Community College District determine what it can do to begin serving residents at both John A. Davis Juvenile Hall and Orin Allen Youth Rehabilitation Center to provide educational and training programs while they are incarcerated and after they are released.*

**Response**

The recommendation will not be implemented because it is not warranted or is not reasonable. The District currently provides over 300 online sections accessible via the internet. These courses are open to all students who meet the requisite requirements including the incarcerated population. Offering physical instruction within the secure juvenile facilities will prove challenging for the District. Per Title 5, Section 51006, and according to Governing Board Policy 3022, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s). Instruction offered at the juvenile facility will not meet the fully open enrollment requirements as the courses would have to be limited to the incarcerated population. Upon release, previously incarcerated students are eligible, and in fact do enroll at our colleges.

We welcome the opportunity to address any questions the Grand Jury may have regarding our responses. Please do not hesitate to contact me (925-229-6820, [hbenjamin@4cd.edu](mailto:hbenjamin@4cd.edu)) should you have any further questions.

Sincerely,

Helen Benjamin, Ph.D.  
Chancellor

cc: Governing Board  
Chancellor's Cabinet



Grand Jury

Contra  
Costa  
County725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091RECEIVED  
6/10/2013

June 4, 2013

Helen Benjamin, Ph.D., Chancellor  
Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553

Dear Dr. Benjamin:

Attached is a copy of **Grand Jury Report No. 1310, "Contra Costa Detention Facilities"** by the 2012-2013 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefore.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **SEPTEMBER 4, 2013**.

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to [clope2@contracosta.courts.ca.gov](mailto:clope2@contracosta.courts.ca.gov) (Word document).

Sincerely,



Marc Hamaji, Foreperson  
2012-2013 Contra Costa County Civil Grand Jury

**A REPORT BY  
THE 2012-2013 CONTRA COSTA COUNTY GRAND JURY  
725 Court Street  
Martinez, California 94553**

**REPORT 1310**

**CONTRA COSTA DETENTION  
FACILITIES**

**Generally Acceptable BUT....**

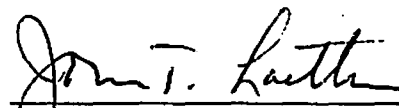
APPROVED BY THE GRAND JURY:

Date: 5/31/2013

  
\_\_\_\_\_  
MARC HAMAJI  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 6/3/13

  
\_\_\_\_\_  
JOHN T. LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Marc Hamaji  
Foreperson  
925-957-5638

Contra Costa County Grand Jury Report 1310

## CONTRA COSTA DETENTION FACILITIES

### *Generally Acceptable BUT....*

**TO:** Contra Costa County Board of Supervisors  
Contra Costa County Sheriff  
County Superintendent of Schools  
Contra Costa Community College District Board of Trustees

**CC:** Contra Costa County Chief Administrator  
Contra Costa County Chief Probation Officer  
Contra Costa County Director of Public Works  
Contra Costa County Community College District Chancellor

### SUMMARY

The Contra Costa Civil Grand Jury is required by California Penal Code 919(b) to conduct inspections of detention facilities in Contra Costa County (County). In addition, California Penal Code Section 925 allows the Grand Jury to investigate the operations of the County's juvenile holding and detention facilities, and the Probation Department. The 2012-2013 Contra Costa Civil Grand Jury inspected, received thorough tours of the facilities, and interviewed staff at the adult detention facilities in Martinez, West County and Marsh Creek and both juvenile facilities - John A. Davis Juvenile Hall (Juvenile Hall) and Orin Allen Youth Rehabilitation Center (Boys' Ranch).

The Grand Jury found the Contra Costa County detention facilities, both adult and juvenile, to be well-managed and well-maintained by staff who conducted themselves professionally and courteously. There were, however, a number of issues of sufficient concern to warrant comment and recommendations for correction.

- While it is too early to accurately predict the effect of AB 109, it is clear that realignment will place greater numbers of serious offenders in County facilities for longer periods of time. The Grand Jury questions whether sufficient analysis has been done to gauge capacity in light of expected changes in inmate population.
- Although not limited to detention facilities, the computer-based maintenance and repair Corrigo system installed by the County is not being utilized to its capabilities as a true



management information system.

- Renovation of the Martinez Detention Facility Intake Area (Martinez Intake Area) is proceeding much too slowly. It is unreasonable to have taken such an extraordinary amount of time to correct an unsafe situation. Policies and procedures need to be put in place expediently to avoid similar delays in the future.
- The juvenile system lacks a modern case management system and seems unable to come to a conclusion on the design and implementation of one. No legitimate reason for the delay was found.
- The Contra Costa Community College District needs to respond with a greater sense of urgency to requests from the juvenile program staff for detainee access to District services and programs for the detainee population.

## **METHODOLOGY**

In preparing this report, the Contra Costa County Civil Grand Jury:

- Received and reviewed reports of detention facility inspections carried out by the California Board of State and Community Corrections (Facilities Standards and Operations Division-formerly the California Corrections Standards Authority) as well as Contra Costa County Public Works reports related to facilities repair and maintenance, relevant inspection reports of Contra Costa Fire, Richmond Fire Department and Contra Costa County Public Health (related to Environmental Health, Nutritional Health).
- Inspected Contra Costa County adult detention facilities including Martinez, West County and Marsh Creek.
- Inspected Contra Costa County juvenile detention facilities including John A. Davis Juvenile Hall in Martinez and Orin Allen Youth Rehabilitation Facility in Byron.
- Received and reviewed additional reports regarding the proposed renovation of the Martinez Intake Area and the operation of the Corrigo work order system.
- Received and reviewed most recent Juvenile Justice Commission Inspection Reports and Annual Report.
- In the case of each inspection, interviewed management and program staff.
- Received and reviewed menus, evaluated nutritional data, and compared it against accepted State standards.

## **BACKGROUND**

The Contra Costa Civil Grand Jury is required by California Penal Code section 919(b) to conduct inspections of detention facilities in the County. Section 919(b) states: *"The grand jury shall inquire into the condition and management of the public prisons within the county."*

California Penal Code section 925 also provides for the Grand Jury to investigate the operations of the county's juvenile holding and detention facilities, and the Probation Department.

Facilities inspected by the 2012-2013 Grand Jury included:

- Adult detention facilities – Martinez Detention Facility in Martinez, West County Detention Facility in Richmond, and Marsh Creek Detention Facility outside Clayton.
- Juvenile detention facilities – John A. Davis Juvenile Hall in Martinez, and Orin Allen Youth Rehabilitation Facility in Byron.

### **Adult Detention Facilities**

#### **Facility Type, Capacity & Use**

Inmates are “scored” before they are assigned to one of the three county detention facilities. Inmates who have been charged or convicted of certain serious or violent crimes, are members of gangs or have “special needs” (i.e. require protective custody or have severe medical or mental health issues) can only be assigned to the Martinez facility where security is the highest. It would be a mistake to assume that excess capacity exists within the County's adult detention system. The classification system noted above means it is not simply a matter of dividing the number of inmates among the three facilities.

Martinez is a high-security/wet cell facility (cells have toilets and sinks so that inmates can remain in their cells for extended periods of time). Originally built to house 320 inmates, one to a cell, it currently houses 632 with most prisoners doubled up in their cells. Of the total housed, 630 are not eligible to be moved to other county facilities due to their classification status. Any services or programs for which the inmates are eligible are brought to them. The facility's rated capacity is 695.

West County is a medium-security, program-driven, direct supervision facility which houses 865 inmates with a capacity of 1,000 (of which 200 spaces are set aside for women). Inmates are encouraged to attend classes and training programs. The deputies have direct interaction with the inmates. Inmates are allowed to move on their own between their dormitories and other areas of the facility such as classrooms.

Marsh Creek is the oldest facility in the County and commonly referred to as “The Farm.” It is a relatively low-security facility with a population of approximately 90 and a capacity of 150. Although old and well used (it was built in the 1930s), the facility is in good condition.

In addition to the mix of inmates and their appropriate assignments to a specific facility using the approved classification system, the implementation of AB 109 will have an impact on the assignment of inmates in the detention system. While it is too early in the process to assess the impact on capacity in a purely numerical sense, it is not too early to predict potential difficulties associated with the design of existing facilities. As noted above, the most secure facility in the County is Martinez, and it has the highest occupancy level. The ratio of felony versus misdemeanor offenders in the County jail system has shifted here as it has statewide, which has resulted in an increase in the number of felons housed in County facilities. The relatively low-

to-medium security designs for West County and Marsh Creek are not prepared to address the results of this trend.

County facilities, in general, (and Martinez in particular) are not designed for long-term detention. Previously the maximum "county time" an inmate could expect to serve was one year. Under AB 109, County facilities will house inmates who would have been in state prison for several years. Recreational and educational areas, particularly at Martinez, are extremely limited. No one really knows what the effect of the implementation of AB 109 will be on inmates and staff.

### **Maintenance and Repair**

During its inspections of the adult facilities complaints were received regarding the timeliness of repair and maintenance. For example, at Marsh Creek, porch repairs for the front entrance of the Medical Unit had not been completed, although the work order was generated over a year ago. Yet in general, all three adult facilities appeared to be in reasonably good condition, taking into consideration their ages and significant County budget reductions over the past several years.

The County Public Works department uses a system called Corrigo to report and track maintenance and repairs. Site personnel electronically submit requests for maintenance and repairs to a central Public Works server. The server is scanned each morning for requests that have come in overnight, and the system is continuously monitored throughout the work day. Approvals are secured as necessary and the department budget to which the work will be charged is coded. A work order is then generated and sent back to a technician in the field where the work will be completed. When the work is completed, the technician indicates completion on the work order. For overnight and weekend emergencies, there is a management call list which ensures that someone on staff can either approve the requested emergency repair over the phone or physically respond to the emergency on site.

Multi-year Corrigo system reports were requested by the Grand Jury. A review of the reports showed many discrepancies regarding the reported length of time for repairs as well as a failure to complete some of them. Further investigation indicated these perceived discrepancies were caused by operator error (the failure to record work finished) or budgetary constraints.

Corrigo, in addition to its function as a maintenance-management system, has the potential to be used as an effective performance-management tool to measure overall efforts and individual technician performance. Currently, individual repair technician goals are not set and performance is gauged subjectively by tracking repair duration times against perceived acceptable repair times.

The 2011-2012 Grand Jury Report No. 1210 recommended that the County meet with the union representing General Services employees regarding the use of voluntary inmate labor to perform minor maintenance and repairs at the detention facilities. The resolution reached allows only grounds maintenance (yard work) at the detention facilities, firing range and field operations building (on a very limited basis). No other work is permitted by inmates.

### **Martinez Intake Area Renovation**

A decision was made late in 2010 to renovate the Martinez Intake Area to provide greater security. The Sheriff's Office and the Public Works Department received authorization one year later to proceed with the modifications. Approval of the final drawings by the Board of State and Community Corrections was not received until October, 2012. Public Works is now working to finalize bids and the construction process may begin in the fall, 2013. It will be more than three years since it was decided to renovate.

### **Adult Detention Food Services**

Food Services for the three adult detention facilities are managed under one central director in the Sheriff's Department. Each of the three kitchens is staffed by long-time County employees who take great pride in their respective kitchens. A review of 10 weeks' of menus indicated that the kitchens offered a wide variety of meals at an average cost of \$2.94 per day/per individual.

**Martinez-**The Martinez facility has the highest occupancy level and, because of this, the kitchen is strained. It is kept at a high level of cleanliness but, with an average population currently at 640, the kitchen is too small to prepare the required amount of evening meals for the inmates and relies on West County to provide those meals.

**West County-**The West County facility, the largest of the three, produces 2,775 meals a day for approximately 860 inmates on average, as well as 270 staff meals. In addition it produces approximately 640 dinner meals for the Martinez facility. The facility is kept in optimum cleanliness. Meals are created to exacting specifications, placed into sealed disposable individual trays, and reheated before distribution in the cell blocks. Each meal is prepared to uniform amounts to minimize inmate conflicts. The kitchen is large enough to accommodate future expansion of the facility.

**Marsh Creek-**The Marsh Creek facility, the smallest of the three, runs its kitchen in a more traditional cafeteria style with inmates being served from a hot line. Even though it is the oldest facility, the kitchen is spacious and well kept. However, at the time of the inspection, the dining room floor was in need of a fresh coat of paint. At this time Marsh Creek typically averages 80 inmates along with a staff of 14 which necessitates the preparation of approximately 282 meals per day.

### **Marsh Creek Access**

The isolation of the adult detention facility at Marsh Creek, and the lack of public transportation to it, raises concerns regarding access. For incarcerated individuals continuing communication and personal contact with their families and other loved ones can prove critical to successful re-entry into society and the reduction of recidivism.

## **Juvenile Detention Facilities**

The Grand Jury has been more than a little critical with regard to juvenile programs and facilities over the years. Starting in 1999-2000, grand juries have produced reports which have seriously questioned the adequacy of the facilities, programs, food service, and staffing. The 2012-2013 Grand Jury is pleased to report that its inspections proved to be quite positive.

## **Facility Type, Capacity & Use**

The John A. Davis Juvenile Hall (Juvenile Hall) is a modern facility with sound, integrated educational and behavioral programs and a dedicated staff.

The Orin Allen Rehabilitation Facility (Boys' Ranch), while clearly heavily used over the years and in need of renovation, is well-maintained and has a broad array of educational and personal growth programs.

Library resources for both facilities have been substantially improved because of a partnership between the Probation Department and the Contra Costa County Library.

## **Maintenance and Repair**

The comments made above in the adult detention facility section with regard to Maintenance and Repair also apply to the juvenile facilities.

## **Juvenile Detention Food Services**

The juvenile food services are run differently than the adult food services, since they fall under the Probation Department. The juvenile food services have shown great improvement over the past few years, particularly at the Orin Allen facility, possibly due, in part, to previous Grand Jury reports. The kitchen has received remodeling and new equipment. The kitchen at the juvenile hall in Martinez is in good repair and maintained to a high level of cleanliness. The menus were varied, although not as much as the adult meal plans.

## **Lack of a Case Management System**

A modern, computer-based, case management system does not exist in the County Juvenile Probation system. The Probation Department is unable to accurately track whether individuals are receiving follow-up services, the rate of recidivism, or the effectiveness of rehabilitative programs. The County recognizes the need for a case management system, but attempts over the past few years to procure one have been unsuccessful.

## **Education**

The County Office of Education is responsible for the operation of the education programs at both facilities. Education programs through Grade 12 as well as GED preparation are offered at both sites, with student assessment the first step in each program. The educational facilities at Juvenile Hall are relatively new and more than adequate while those at Orin Allen are of the older, modular variety.

Educational offerings at Juvenile Hall and Boys' Ranch only go through the 12<sup>th</sup> grade. Juveniles who have completed the 12<sup>th</sup> grade or a GED have no opportunities for further education available.

## **Boys' Ranch Access**

As with adult inmates, continuing communication and personal contact between incarcerated juveniles and their families can prove critical with regard to successful re-entry into society and the reduction of recidivism. The isolation of The Boys' Ranch and the lack of public transportation to it raise concerns regarding access, particularly for those from Central and/or West County.

## **FINDINGS**

1. The Contra Costa County detention facilities, both adult and juvenile, appear to be well-managed and well-maintained despite the budgetary struggles of the County in recent years. The staff members in both the adult and juvenile facilities conduct themselves in a professional and courteous manner.
2. A review of adult detention facility capacity measured against detainees shows that 14% of the space remains available. Taken at face value this figure can be misleading. Forty percent of the space at Marsh Creek is unfilled, while the figure for West County is 13.5% and for Martinez, 9%. To obtain a realistic view of available detention space in the county, the type of facility must be compared against the level of security required. Given this approach, the county is in good shape with low-security inmates (Marsh Creek), less well off for medium-security (West County), and faces potential problems in the high-security area (Martinez). This situation may be exacerbated if AB 109 pushes more long-term, high-risk offenders into county facilities.
3. The computer-based maintenance and repair Corrigo system has the capability to track work requested, to evaluate work submitted and completed against established "best practice" targets and to measure service levels and employee performance.
4. Grand Jury Report No. 1210, completed last year, recommended that an effort be made to implement a system whereby voluntary inmate labor could be used to carry out minor repairs and maintenance in detention facilities. Reports indicate that grievances have been filed by the GSD/Public Works union objecting to the use of inmates for minor maintenance and repairs. The resolution reached allows only yard work on a very limited basis.
5. The renovation of the Martinez Intake Area remains uncompleted despite the passage of two and one-half years, with little likelihood that it will be finished in the immediate future.
6. Without a computer-based case management system, the Probation Department is unable to track follow-up care, recidivism and program effectiveness in a timely and cost-effective manner.
7. Classes beyond the high school level are not available at the Juvenile facilities. Incarcerated youth who complete high school or obtain a GED are unable to continue their education.
8. Marsh Creek and The Boys' Ranch are isolated and difficult for families to visit, especially if they rely on public transportation.

**RECOMMENDATIONS**

The Grand Jury recommends that:

1. Future analyses of adult detention facility capacity take into consideration the anticipated impact of AB 109, particularly from the perspective of high-security and longer-term offenders.
2. The County utilize the Corrigo system to track and measure the performance of Public Works facilities maintenance and repair efforts and personnel against established standards for work completion.
3. The County engage appropriate unions in discussions to expand the program of voluntary labor in the detention facilities with respect to inmates carrying out minor maintenance and repairs beyond yard work.
4. The County investigate the delay in completing work associated with the renovation of the Martinez Intake Area and establish necessary procedures to enable the completion of emergency projects on a timely basis.
5. The County develop and implement a computer-based case management system as soon as possible.
6. The Contra Costa Community College District determine what it can do to begin serving residents at both John A. Davis Juvenile Hall and Orin Allen Youth Rehabilitation Center to provide educational and training programs while they are incarcerated and after they are released.

**REQUIRED RESPONSES**

	<u>Findings</u>	<u>Recommendations</u>
Contra Costa County Board of Supervisors	2 – 8	1-5
Contra Costa County Sheriff	2,4,5,8	1,3,4
Contra Costa Community College District Governing Board of Trustees	7	6

**COPY FOR INFORMATION ONLY – NO RESPONSE REQUIRED**

	<u>Findings</u>	<u>Recommendations</u>
Contra Costa County Chief Administrator	3-6	2-5
Contra Costa County Chief Probation Officer	6-8	5
Contra Costa County Director of Public Works	3, 5	2, 4
Contra Costa Community College District Chancellor	7	6



**AGENDA ITEM**        C

**DATE** July 24, 2013

**PURPOSE**            Grand Jury Report No. 1311: Assessing Fiscal Risk

In response to the attached letter and report from the Contra Costa County Grand Jury, dated June 4, 2013, (agenda back-up), the attached, draft response letter to *Grand Jury Report No. 1311: Assessing Fiscal Risk*, is presented to the Board for direction.

Eugene Huff

**Governing Board**

Sheila A. Grilli, *President*  
John E. Marquez, *Vice President*  
John T. Nejedly, *Secretary*  
Greg Enholm  
Vicki Gordon



**Chancellor**  
Helen Benjamin, Ph.D.

**College Presidents**  
Contra Costa College Denise Noldon, Ph.D.  
Diablo Valley College Peter Garcia  
Los Medanos College Robert Kratochvil

July 24, 2013

Marc Hamaji, Foreperson  
2012-2013 Contra Costa County Civil Grand Jury  
725 Court Street  
P.O. BOX 431  
Martinez, California 94553-0091

**Re: 2012-2013 Grand Jury Report 1311, "Assessing Fiscal Risk"**

Honorable Marc Hamaji, Foreperson:

On behalf of the Contra Costa Community College District (District), I am responding to the 2012-2013 Contra Costa County Grand Jury (Grand Jury) *Report 1311: Assessing Fiscal Risk*.

Pursuant to California Government Code §933.5(a), the District is required to report on each finding and recommendation. For each finding, the District is required to report one of the following responses:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the case of responses (2) and (3), the District is to specify the portion of the finding that is disputed and is to include an explanation of the reasons why this finding is in dispute. Following is the District's response to each finding and recommendation.

**Finding 1**

*Several of the entities reviewed showed Material Weaknesses, Significant Deficiencies and other deficiencies in Internal Controls each year as reported by the external auditors.*

**Response**

We agree with this finding with respect to the entities the Grand Jury reviewed as noted in its report. With respect to the Contra Costa Community College District, there have been no material weaknesses or significant deficiencies in internal controls over financial reporting and on compliance and other matters based on an audit of financial statements reported by our external auditors for three fiscal years (FY 2011-12, FY 2010-11 and FY 2009-10). Going back to FY 2008-09 and FY 2007-08, the material weaknesses/significant deficiencies that were reported were corrected or showed "significant improvement" within 12 months.

In regards to compliance with requirements that could have a direct and material effect on each major program and on control over compliance in accordance with OMB Circular A-133, the Contra Costa Community College District has had only one significant deficiency (internal control over compliance) in the past five years. The significant deficiency was in FY 2009-10 and was remedied within 12 months. The Contra Costa Community College District has had four non-compliance findings in the past five years, all of which were remedied within 12 months. None of the non-compliance findings, nor the single significant deficiency, were recurring findings.

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**Finding 2**

*In several instances, the Material Weaknesses, Significant Deficiencies and other deficiencies were repeated from one year to the next by the external auditors without being remedied.*

**Response**

We disagree with this finding with respect to the Contra Costa Community College District. Material weaknesses and significant deficiencies were either corrected or showed significant improvement within 12 months of being identified. These corrections go back to FY 2008-09 and FY 2007-08 as the Contra Costa Community College District has had no material weaknesses or significant deficiencies in internal control over financial reporting and on compliance and other matters based on an audit of financial statements reported by our external auditors for three fiscal years (FY 2011-12, FY 2010-11 and FY 2009-10).

In regards to compliance with requirements that could have a direct and material effect on each major program and on control over compliance in accordance with OMB Circular A-133, the Contra Costa Community College District has had only one significant deficiency (internal control over compliance) in the past five years. The significant deficiency was in FY 2009-10 and was remedied within 12 months. The Contra Costa Community College District has had four non-compliance findings in the past five years, all of which were remedied within 12 months. None of the non-compliance findings, nor the single significant deficiency, were recurring findings.

**Finding 3**

*Weaknesses in Internal Controls could ultimately result in financial losses, loss of public confidence (reputational risk), inaccurate or faulty financial reporting and decision-making based on incomplete or inaccurate information.*

**Response**

We agree with this finding. However, the Contra Costa Community College District has worked hard to develop internal controls that allow for detection of any misstatements to be found and corrected on a timely basis. This has resulted in no material weaknesses or significant deficiencies in internal controls over financial reporting and on compliance and other matters based on an audit of financial statements reported by our external auditors for three fiscal years (FY 2011-12, FY 2010-11 and FY 2009-10).

**Finding 4**

*Several of the entities reviewed showed issues (including Material Weaknesses/Significant Deficiencies) with respect to compliance with grants which they have been awarded.*

**Response**

We agree with this finding with respect to the entities the Grand Jury reviewed as noted in its report. The Contra Costa Community College District works to ensure that all grants it receives are spent according to the parameters specified in the agreements and the regulations that govern the funds. This is shown in no recurring non-compliance or significant deficiency issues reported by our external auditors with respect to OMB Circular A-133 compliance.

**Finding 5**

*Unresolved problems with grants could potentially result in the loss of future grants and required repayment of expended grant funds. Where repayment of grant funds is required, unrelated general fund resources are being used. This can result in a loss of public confidence (reputational risk).*

**Response**

We agree with this finding. However, the Contra Costa Community College District has had no recurring "unresolved problems" and has remedied each audit finding related to OMB Circular A-133 compliance within 12 months. In addition, the Contra Costa Community College District has incurred no instances of "required repayment" of grant funds as described in Finding 5.

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**Finding 6**

*There is a significant difference among County Organizations as to the level of importance placed on the control and grant compliance findings of the outside auditors and need to remedy, on a timely basis, the issues noted.*

**Response**

We agree with this finding with respect to the entities the Grand Jury reviewed as noted in its report. Contra Costa Community College District places a high level of importance on resolving all audit findings, including those related to grant compliance. The external auditors present their findings at a Board Finance Committee meeting (a two-person sub-committee of the entire Governing Board) as well as at a public Governing Board meeting. In addition, the external audits are placed on the Contra Costa Community College District's website for the public to view. The Contra Costa Community College District places resolution of external audit findings as a top priority. We feel this is illustrated in our audit reports showing no recurring findings reported by our external auditors with respect to OMB Circular A-133 compliance.

**Finding 7**

*Many of the entities reviewed had communications from the auditors indicating that a significant number of audit adjustments were required to the financial statements as prepared by the organization. This may suggest that monthly or interim information prepared during the year was incorrect, potentially impacting budgetary controls and/or information presented to management/governing boards for decision-making or oversight purposes.*

**Response**

We agree with this finding with respect to the entities the Grand Jury reviewed as noted in its report. However, the Contra Costa Community College District has worked hard to develop internal controls that allow for detection of any misstatements to be found and corrected on a timely basis. This has resulted in no material weaknesses or significant deficiencies in internal controls over financial reporting and on compliance and other matters based on an audit of financial statements reported by our external auditors for three fiscal years (FY 2011-12, FY 2010-11 and FY 2009-10).

**Finding 8**

*Based on the entities reviewed, the County Board of Supervisors, the City Councils, and the governing boards in the case of school districts and special districts, are not providing adequate oversight over the entities that they govern to ensure that Material Weaknesses, Significant Deficiencies and other deficiencies in regard to Internal Controls and outside grant compliance are being remedied in a timely manner. Most County Organizations do not have an Audit Committee, independent of the organizations' financial management, which is chartered to provide financial oversight.*

**Response**

We disagree with this finding with respect to the Contra Costa Community College District. We have systems in place to control expenditures, including business procedures to provide guidance on purchasing and an Enterprise Resource Planning (ERP) system with approvals embedded within it requiring management approval for purchases over \$1,000. The college business directors and District Office finance staff meet monthly to monitor college and District budgets and discuss procedures and protocols in conducting business within the Contra Costa Community College District.

The Contra Costa Community College District's external audit assesses the effectiveness of its financial management. The Governing Board, college presidents, and the public are provided periodic updates and presentations regarding the District's financial condition. These updates include monthly fiscal trend reports, quarterly financial statements, and an annual budget study session. Moreover, the Governing Board approves contracts and is made aware through a Governing Board report of all expenditures greater than \$10,000.

The Contra Costa Community College District has a sub-committee of two Governing Board members acting as the "Governing Board Finance Committee." This committee meets quarterly and is kept updated on the financial status of the Contra Costa

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Community College District through reports from the external auditors, the internal auditor, and District finance staff. The charge of the Committee includes responsibilities towards policy issues connected to external audit function and internal audit program and special projects assigned by the Governing Board. Special projects would generally be considered topics which relate to major financial matters affecting long-term financial commitments or the Governing Board's role.

**Finding 9**

*A recurring finding by the independent auditors with respect to school districts related to the need for improved controls over "Associated Student body Funds" – the various student clubs and organizations for which the districts have financial oversight and accounting responsibility. The improved control recommendations involved controls over cash receipts, timely accounting and reconciliation of funds held by the organizations and controls over disbursements. Continued and significant problems in this area could result in both losses and negative publicity (reputational risk).*

**Response**

We disagree with this finding with respect to the Contra Costa Community College District. The Contra Costa Community College District has had no findings in the area of student funds.

In addition, as required by §933.05(b) of the California Government Code, the District is providing its reply to the report's recommendation. For each recommendation, the District is required to respond by stating one of the following actions:

- (1) The recommendation has been implemented, with a summary describing the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
- (3) The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

**Recommendation 1**

*Financial management of the County, all cities, all school districts and all special districts remedy within 12 months the Material Weaknesses, Significant Deficiencies and other deficiencies in Internal Controls reported by the external auditors.*

**Response**

The recommendation has been implemented. The Contra Costa Community College District has not had a recurring material weakness, significant deficiency or other deficiency in internal controls reported by external auditors since FY 2008-09. Even in that specific case in FY 2008-09 where a recurrence did occur, the external auditor made note that "significant progress" had been made in remedying the situation over the 12 month period.

**Recommendation 2**

*County Organizations maintain or add audit report results to appropriate financial managements' performance goals to ensure that such individuals are held accountable for promptly remedying deficiencies identified in audit reports, and consider the legality of maintaining or adding such performance goals on audit reports to financial managements' evaluations.*

**Response**

This recommendation has been implemented. Performance in meeting the standards of a position is a fundamental goal for all employees of the District. All managers whose scope of work encompasses areas that are or may be noted in financial reports are evaluated on their performance through a supervisor's evaluation of the respective manager's performance and on a regular, periodic basis through a survey of the respective manager's



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constituency group. Each manager sets annual goals and is evaluated on these goals, together with the fundamental performance requirements of the position. Moreover, the job descriptions of management (including the chancellor, presidents, vice chancellor of administrative services, vice presidents and director of District finance services) within the Contra Costa Community College District also provide accountability for ensuring that sound fiscal management is taking place and that responsible allocation of resources is occurring. The Contra Costa Community College District believes its system of evaluation and accountability has been instrumental in having no recurring audit findings during the period the Grand Jury is referencing.

**Recommendation 3**

*The County Organizations improve direct financial oversight and assessment of the control environment including:*

- c. *The governing board of school districts appoint a formal Audit Committee from among their members and provide direct oversight to district operating and financial management to ensure that Internal Control deficiencies are promptly remedied.*

**Response**

This recommendation has been implemented. The Governing Board of the Contra Costa Community College District has a sub-committee consisting of two Governing Board members acting as the "Governing Board Finance Committee." This committee meets quarterly and is kept updated on the financial status of the Contra Costa Community College District through reports from the external auditors, the internal auditor, and District finance staff. The charge of the Committee includes responsibilities towards policy issues connected to external audit function and internal audit program and special projects assigned by the Governing Board. Special projects would generally be considered topics which relate to major financial matters affecting long-term financial commitments or the Governing Board's role.

- g. *The Board of Supervisors have the County internal audit staff report directly to the Board of Supervisors rather than the Auditor Controller. The governing boards of other County Organizations have the internal audit groups of other County Organizations maintain their independence and not report to financial management but instead to the City Council in the case of cities and the governing boards in the case of school districts and special districts.*

**Response**

The recommendation has been implemented. The internal auditor at Contra Costa Community College District currently reports to the Board Finance Committee, a sub-committee consisting of two Governing Board members. The charge of the Committee includes responsibilities towards policy issues connected to external audit function and internal audit program and special projects assigned by the Governing Board. Special projects would generally be considered topics which relate to major financial matters affecting long-term financial commitments or the Governing Board's role.

We welcome the opportunity to address any questions the Grand Jury may have regarding our responses. Please do not hesitate to contact me (925-229-6820, [hbenjamin@4cd.edu](mailto:hbenjamin@4cd.edu)), should you have any further questions.

Sincerely,

Helen Benjamin, Ph.D.  
Chancellor

cc: Governing Board  
Chancellor's Cabinet

**Grand Jury**

**Contra  
Costa  
County**

725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091



**RECEIVED**  
6/10/13

June 4, 2013

Helen Benjamin, Ph.D., Chancellor  
Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553

Dear Dr. Benjamin:

Attached is a copy of **Grand Jury Report No. 1311, "Assessing Fiscal Risk"** by the 2012-2013 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefore.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **SEPTEMBER 4, 2013**.

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to [clope2@contracosta.courts.ca.gov](mailto:clope2@contracosta.courts.ca.gov) (Word document).

Sincerely,



Marc Hamaji, Foreperson  
2012-2013 Contra Costa County Civil Grand Jury



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**A REPORT BY  
THE 2012-2013 CONTRA COSTA COUNTY GRAND JURY  
725 Court Street  
Martinez, California 94553**

**REPORT 1311**

**ASSESSING FISCAL RISK**

**Who is Minding the Store?**

APPROVED BY THE GRAND JURY:

Date: 5/30/13

  
MARTHA WHITTAKER  
GRAND JURY FOREPERSON- PRO TEM

ACCEPTED FOR FILING:

Date: 6/3/13

  
JOHN T. LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Martha Whittaker  
Foreperson Pro Tem  
925-957-5638

## Contra Costa County Grand Jury Report

REPORT 1311

### ASSESSING FISCAL RISK

#### *Who Is Minding the Store?*

**TO:** Contra Costa County, Cities, School Districts and other Special Districts in Contra Costa County, LAFCO (Local Agency Formation Commission)

#### **SUMMARY**

Contra Costa County ("County"), its cities, school districts and other special districts (collectively "County Organizations") have an obligation to establish and maintain a proper system of fiscal controls ("Internal Controls"), including financial and physical oversight, in order to safeguard the public assets. Any financial loss or additional expenditure as a result of lack of oversight is never acceptable.

Internal Controls include but are not limited to: adequate segregation of duties, physical control over assets and records, proper financial reporting and independent checks/oversight on performance. These controls are important when it comes to grant administration. The County, cities and most school districts vie for state and federal grants which require separate reporting and performance according to grant terms. Proper controls are critical to ensuring that grant funds are expended as intended, program activities are carried out in accordance with the terms of the grant, and there is no required repayment to the grantor.

As part of the annual financial statement audit, independent auditors evaluate Internal Controls to the extent that they believe necessary to issue their audit opinion. In doing so, they will report to the organization any problems or findings identified with Internal Controls (including more serious problems which they characterize as "Material Weaknesses" and "Significant Deficiencies") and instances of non-compliance with grant programs. The reaction of the governing body to any deficiencies in terms of Internal Control Material Weaknesses or Significant Deficiencies and grant non-compliance reported as part of the audit is significant. If the deficiencies are taken seriously and corrected quickly and an environment exists of not allowing repetitive findings, then a robust control environment is promoted. Where reaction is lax and accountability weak, the potential exists for further abuse. This is particularly important in the case of the County, cities and special districts which lack other independent, direct oversight (unlike the relationship of the County Office of Education to the school districts).

A review of auditor reports on Internal Controls and grant compliance from the County, selected cities, school districts and other special districts suggests that the control environment is far from optimum among County Organizations. The majority of County Organizations reviewed had problems with Internal Controls and/or grant compliance identified by the independent auditors, including Material Weaknesses and Significant Deficiencies. In a number of instances, these findings were recurring over multiple years. Furthermore, there is a significant difference among officials interviewed regarding the importance of establishing and maintaining a rigorous Internal Control environment and responding to/fixing findings raised by the independent auditors.

The Grand Jury considers Internal Controls an important element in establishing and maintaining integrity in financial reporting and safeguarding assets on behalf of the citizens of the County.

## **METHODOLOGY**

In evaluating the Internal Control environment maintained by County Organizations, the following tasks were performed:

- Interviews with financial and management officials from selected County Organizations;
- Interviews with representatives from the California State Controller's Office ("SCO");
- Review of audited financial statements for selected County Organizations for the Fiscal Years ("FY") 2011 and 2012;
- Review of auditor communication letters for selected County Organizations related to their audits for the FY2008-FY2012 periods;
- Review of auditor "Management Letters" and/or "Reports on Internal Controls over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards" for selected County Organizations related to their audits for the FY2008-2012 periods;
- Review of auditor-prepared Single Audit Reports and/or "Independent Auditors' Report on Compliance with Requirements that could have a Direct and Material Effect on Each Major Program and on Internal Control over Compliance in Accordance with OMB Circular A-133" for selected County Organizations related to their audit for the FY2008-2012 periods;
- Preparation of a detailed control questionnaire and survey of selected County Organizations;
- Review of State Controller Office Audit report to assess the adequacy of the system of Internal Controls at both the City of Hercules and the Hercules Redevelopment Agency (SCO.ca.gov);
- Review of Contra Costa County internal audit reports and City of Richmond internal audit report – "Internal Audit of Library and Cultural Services Department" dated

February 2013;

- Review of selected outside grant audit reports provided by selected County Organizations;
- Review of requirements for preparation of the Single Audit report, as maintained by the California State Controller's Office (SCO.ca.gov); and,
- Review of selected Government Accounting Standards as promulgated by the Government Accounting Standards Board ("GASB").

## **BACKGROUND**

There have been a number of high-profile financial problems involving local government entities documented in the media over the past several years. From a state perspective this includes The City of Bell in Southern California – where there are allegations of massive corruption, and the bankruptcy filings of Vallejo, Stockton and San Bernardino. In Contra Costa County, the State authorities have intervened in the cities of Richmond and Hercules and the West Contra Costa Unified School District. In certain of these instances, the underlying problems were a lack of financial resources, exacerbated by inadequate financial reporting. In other instances, the problems were caused by a lack of controls over the financial operations of the affected organization.

See Appendix 1 for a glossary of key terms used throughout this report.

### **Internal Controls**

County Organizations have a responsibility to the citizens they serve to safeguard their organizations' assets and report the results of their operations. Internal Controls are the policies and procedures established by an organization to ensure reliable financial reporting, effective and efficient operations, compliance with applicable laws and regulations and the safeguarding of assets against theft and unauthorized use, acquisition, or disposal. A system of Internal Controls should encompass both the control environment and specific control activities.

The management style and the expectations of management, particularly their control policies, determine the control environment. An effective control environment helps to ensure that established policies and procedures are followed. The control environment includes independent oversight provided by a governing board (including audit committees); independent audit of the organization's finances; management's integrity, ethical values, and philosophy; a defined organizational structure with competent and trustworthy employees; and the assignment of authority and responsibility within the organization.

An effective control environment includes the following:

- **Adequate segregation of duties.**

This requires that different individuals be assigned responsibility for different elements of related activities, particularly those involving authorization, custody, or recordkeeping. For example, the same person who is responsible for an asset's recordkeeping should not be responsible for physical control of that asset. Having different individuals perform these functions creates a system of checks and balances.

- **Proper authorization of transactions and activities.**

This helps ensure that all of an organization's activities adhere to established guidelines unless variances are properly authorized by management.

- **Adequate documents and records which provide evidence that financial statements are accurate.**

- **Controls designed to ensure adequate recordkeeping.**

This includes the creation of invoices and other documents that are easy to use and sufficiently informative; the use of pre-numbered, consecutive documents, such as receipt logs; and the timely preparation of documents and financial reports including actual versus budgeted results.

- **Physical controls over assets and records.**

This helps protect an organization's assets. These control activities may include electronic or mechanical controls (such as a safe, employee ID cards, cash registers, and fireproof files) or computer-related controls dealing with system access privileges or established backup and recovery procedures.

- **Independent checks on performance.**

This includes checks which are carried out by employees who did not do the work being checked and will help ensure the accuracy and reliability of accounting information and the efficiency of operations. For example, a supervisor verifies the accuracy of an accounting clerk's account reconciliations. Internal auditors may also verify that the supervisor performed the required review.

In order to identify and establish effective controls, management must continually assess the risk, monitor control implementation, and modify controls as needed.

## **Annual Audit Internal Control Reporting**

Each year, as part of the annual financial statement audit, the independent auditors evaluate those Internal Controls they feel are necessary for them to issue their audit opinion (this could range from a comprehensive review of controls to no review of controls). The auditors do not look at all Internal Controls (for example, the outside auditors for the City of Richmond did not report on any findings with regard to the library, while a separate internal audit found multiple issues and proposed 29 corrective recommendations). At the conclusion of their audit, the auditors are required to communicate with management as to certain key information involved with the audit (often referred to as "Required Communications") and communicate any findings with regard to Internal Controls (often referred to as a "Management Letter").

Since the outside auditors' review is by its nature limited in scope, when the outside auditors describe an inadequate Internal Control environment, a more detailed or thorough review may be required to determine if even more serious or pervasive issues exist (which, if not corrected, could potentially lead to major financial reporting errors, fraud, or other fiscal problems in the future). In addition, for those organizations that received federal funds in excess of \$500,000, the auditors also issue a report on the organization's compliance with the grants (often referred to as "Single Audit Report").

The auditors' control findings are typically categorized as "Material Weaknesses", "Significant Deficiencies" and "Other Matters or Findings". The professional literature provides the following definitions:

- "Material Weakness" is "a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis."
- "Significant Deficiency" is "a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance."
- "Other Matters or Findings", while not specifically defined, refers to any additional issues which the independent auditor wishes to communicate to the governing body of the organization.

Both Material Weaknesses and Significant Deficiencies are considered serious conditions by the outside auditors that warrant immediate attention and correction. An organization's management is required to formally respond to these findings. An entity can receive a "clean" or unqualified opinion on its financial statements and still have problems with its Internal Controls.

## Survey and Report Review Results

A detailed survey covering certain Internal Controls was sent by the Grand Jury to selected County Organizations. This survey focused on identifying the size of finance/accounting functions within the organizations, the adequacy of segregation of duties and what impact, if any, recent budgetary constraints may have had on the size of accounting and finance functions. The surveyed County Organizations were Contra Costa County; the cities of Richmond, Pinole, Antioch and Walnut Creek; the Acalanes Unified, West Contra Costa Unified, Mount Diablo Unified and Pittsburg Unified school districts; Pleasant Hill Recreation District; Contra Costa Water District and Kensington Police and Community Services District. A review of the survey responses and reports from the independent auditor for the five most recent fiscal years (2008-2012) identified the following items:

- Three organizations - City of Richmond, Richmond Housing Authority and West Contra Costa USD - received "qualified" audit opinions from the independent accountants in 2011. The qualifications with respect to the City of Richmond and Richmond Housing Authority relate to the Housing Authority's ability to continue as a going concern due to its current dire financial position. The qualification on the 2011 West Contra Costa USD financial statements related to the improper exclusion in the financial statements of certain trust/agency activities. The West Contra Costa USD corrected the exclusion in 2012.
- In approximately 75% of the entities reviewed, there was communication from the auditors indicating that a significant number of audit adjustments (for example, approximately 120 separate adjustments in the case of Richmond for 2011) were required to the financial statements as prepared by the organization. This may suggest that monthly or interim information prepared during the year was incorrect, potentially impacting budgetary controls and/or information presented to management/governing boards for decision-making or oversight purposes.
- A majority of the entities reviewed had at least one Internal Control issue noted as Material Weaknesses/Significant Deficiencies. The total number of control issues identified for the five-year period ranged from 1 (Contra Costa Water District and City of Antioch) to greater than 125 (City of Richmond). In many instances, the issues identified were recurring.
- A majority of the entities reviewed had at least one grant compliance finding over the past five fiscal years. The total number of findings ranged from 0 (Contra Costa Water District) to greater than 40 (City of Richmond). In many instances, the issues identified were recurring.

- In the smaller cities and special districts there is not a sufficient number of staff to achieve an adequate segregation of duties.

Contra Costa County has an internal audit group that currently formally reports to the County Auditor-Controller and informally to an “Audit Committee” that includes two County supervisors and representatives from the Auditor-Controller’s Office. The internal audit group reviews the various operating County departments on a 2-5 year cyclical basis (more frequently where problems have been identified). The scope and plans for these audits are determined by the Auditor-Controller, with input from the Audit Committee. The professional literature indicates that the internal audit function should have direct reporting responsibility to the governing board of an organization.

**Material Weaknesses/Significant Deficiencies**

A more detailed view of the number of Material Weaknesses/Significant Deficiencies identified by the independent auditors for the County Organizations reviewed, including the recurring nature of some of the findings, is presented below in Table 1.

**Table 1- Summary of Material Weaknesses/Significant Deficiencies -**

Entity	Material Weaknesses/Significant Deficiencies by Fiscal Year					
	2012	2011	2010	2009	2008	Recurring
Contra Costa County	1	1	2	0	0	Yes
City of Richmond/Richmond Housing Authority	*	15	18	12	11	Yes
City of Antioch	0	1	0	0	0	No
City of Walnut Creek	0	0	0	0	0	No
City of Pinole	0	0	0	0	0	No
City of Hercules	(2)	(2)	(2)	(2)	(2)	
Pleasant Hill Recreation	0	0	0	0	0	No
Kensington Police (KPPCSD)	1(1)	0	0	0	0	Yes
Contra Costa Water Dist.	0	0	0	0	0	No
Acalanes USD	0	0	0	1	1	Yes
Mt. Diablo USD	2	2	1	3	1	Yes
West Contra Costa USD	1	2	0	0	0	Yes
Pittsburg USD	2	1	5	11	0	Yes



**Legend / Notes –****\* Reporting for 2012 not yet completed**

- (1) KPPCSD has not completed a timely audit for either 2011 or 2012 due to the credit card charges allegations and investigations. Due to the inability to produce audited financial statements on a timely basis– there is deemed to be a **Material Weakness**.
- (2) City of Hercules/Hercules RDA – Information based on separate State Controller Office Audit Report of Controls for 2005-2010.

With respect to the school districts, there has been noted improvement in Internal Controls measured by a reduction in auditor findings in the last five years. The Contra Costa Office of Education has regular involvement with the various school districts to assist them in confronting their internal control issues. The County Office of Education has, at times, inserted monitors or consulting experts to assist the districts. The majority of the recent findings relate to identified inadequacies in the controls over cash receipts (most often student/parent donations or contributions) and timely recordkeeping/reconciliation in the area of “Associated Student Funds” – student clubs and organizations for which the school districts have oversight and accounting responsibility.

A number of the organizations reviewed had recurring findings of Material Weaknesses/Significant Deficiencies. The repetition of significant findings from year to year could call into question a management’s or governing board’s commitment to the control environment. Additional background on certain of the information reviewed is as follows:

- **Kensington Police Protection and Community Services District –**

In 2010, the independent auditor identified as an internal control weakness the issue of unsubstantiated credit card purchases. Subsequently, there were allegations of improper credit-card spending. The District had to incur approximately \$25,000 in costs related to an additional independent, forensic audit of the spending allegations as a result of the lack of functioning of internal controls.

- **The City of Hercules (including the Hercules Redevelopment Agency) -**

An audit by The State Controller’s Office found “control deficiencies were serious and pervasive – in effect, non-existent. In addition, the City Council did not appear to exercise any oversight over the City’s operations.” (SCO Audit Report). The audit (which covered the period 2005-2010) indicates that there were millions of dollars of questionable spending and property transfers by the RDA, misuse of city-issued credit cards, improper budgeting and a lack of competitive bidding on public contracts.

- **The City of Richmond -**

Significant issues were identified in regard to library operations, including inadequate controls over purchases, improper credit card use, significant shrinkage or theft of library materials, unauthorized purchases, lack of control over cash receipts and inadequate controls over fines/billings for lost items. These items could aggregate as much as \$450,000 in losses (2013 City of Richmond Library Internal Audit Report).

- **The City of Richmond/Richmond Housing Authority -**

There are an excessive number of issues noted from an overall perspective. While many of the issues deal with the accuracy and timeliness of financial reporting, there are many which document losses (or potential losses) due to inadequate controls, including: unauthorized city credit card usage, significant levels of uncollectible employee/other loans (which aggregate to approximately \$1 million over the period reviewed), and significant disallowed grant/program costs requiring the city to fund activities initially to be covered under grants (several million dollars).

- **Contra Costa County –**

The Contra Costa County Auditor-Controller department is currently operating at approximately 6-9 headcount below its budgeted headcount level, primarily due to a high level of unplanned retirements (which did not leave time for adequate succession planning) and employee turnover. Additionally, as longer-term employees have retired/left, they have been replaced by less-experienced personnel with an attendant loss of cumulative institutional knowledge.

Internal Audit Reports for the past four years prepared by Contra Costa County internal audit staff identify a number of different internal control issues at the various County operating departments. The majority of issues relate to proper safeguarding of assets and controls associated with ensuring the integrity of financial reporting. The issues at various County departments include:

- A lack of compliance with County credit card guidelines, including personal use, charges for non-permitted items, exceeding transaction authority limits, and missing approvals (primarily for travel) and documentation. According to the internal audit reports there have been instances where the non-compliance resulted in unreimbursed losses.
- Instances where there was a lack of segregation of duties at the operating department level.
- Controls over cash receipts in terms of depositing funds on a timely basis and maintaining adequate control logs over all receipts.
- Concerns with respect to petty cash funds and the timely reconciliation of these funds.
- Controls over various “trust funds” and the timely reconciliation and correction of identified reconciling items, processing disbursement/refunds of such funds and the necessity for proper tax reporting related to certain of these funds.
- Results of periodic inventory observations by the internal audit staff that show both overages and shortages (including items such as medical supplies/pharmacy inventories, fuel inventories, and various supplies).
- Failure to properly and fully reconcile various accounts, many of which show differences between the general ledger system and the related subsidiary systems. This included the

timely resolution (and correction where necessary) of differences identified when reconciliations were performed, rather than just carrying these differences forward. These differences could result in undetected errors or losses and/or inaccurate financial reporting.

- Failure to properly use asset tags to safeguard County equipment and properly certify equipment inventories at fiscal year-ends.

In the case of the County, cities and independent special districts, responsibility for remedy and oversight of findings with respect to Internal Controls lies with management and the related governing board. There is no additional on-going oversight over the County, cities and independent special districts by a supervising entity, similar to the role played by the Contra Costa Office of Education with regard to school districts. According to representatives from the California State Controller’s Office, that organization may intervene in extreme situations including those where state funds are required to be provided as part of a temporary solution to a crisis situation.

In the smaller cities and special districts (such as Kensington Police Protection and Community Services District, Pleasant Hill Recreation District and the City of Pinole) there is not sufficient staff to achieve an adequate segregation of duties. In instances such as these, the professional literature describes the need for additional “compensating controls” – typically a person(s) independent of the day-to-day processes who can exercise a meaningful level of supervisory oversight (including check signatory control for large expenditures). This supervisory oversight could include someone from the related governing board.

**Single Audit/Grant Findings**

A summary of the Single Audit Report Findings – which focuses on compliance with Federal and State grants, is presented below in Table 2.

**Table 2 – Single Audit Report (Grant) Findings (FY2008-2012) -**

Entity	Single Audit Report (Grant Findings) Total Grant Issues Identified by Fiscal Year					
	2012	2011	2010	2009	2008	Recurring
Contra Costa County	6	5	3	0	2	Yes
City of Richmond/Richmond Housing Authority	*(1)	12	9	7	11	Yes
City of Antioch	1	0	3	0	0	No
City of Walnut Creek	0	0	0	0	0	No
City of Pinole	0	N/A	0	1	N/A	No
Pleasant Hill Recreation	N/A	N/A	N/A	N/A	N/A	N/A

Entity	Single Audit Report (Grant Findings) Total Grant Issues Identified by Fiscal Year					
Kensington Police (KPPCSD)	N/A	N/A	N/A	N/A	N/A	N/A
Contra Costa Water Dist.	0	0	0	0	0	N/A
Acalanes USD	0	1	0	1	0	Yes
Mt. Diablo USD	1	3	3	2	5	Yes
West Contra Costa USD	0	1	2	1	3	Yes
Pittsburg USD	0	2	2	3	4	Yes

Legend / Notes –

\* Reporting for FY12 not yet complete

N/A – Not applicable

- (1) An employee in the City of Richmond has identified issues with a Library Grant, including allegations of improper accounting and this has been acknowledged by the City per media reports. This is not included in the totals for this year. A separate internal audit of the library function revealed multiple Internal Control weaknesses and 29 corrective recommendations.

Single Audit Report Findings represent identified instances of non-compliance with a grant or award. While the report does not necessarily cover all grants and awards – it does cover those the auditor believes are most significant. The impact of non-compliance instances on grants typically ranges from required remediation to repayment of disallowed grant funds. This could potentially involve the loss of the grant or impact the ability to receive future grants. There were a number of instances where costs charged to grants were disallowed and had to be repaid or entities were not able to identify grant disallowances or required repayments. Specific examples include:

- The City of Richmond 2011 Single Audit Report identified multiple instances aggregating in excess of \$200,000 where repayment of grant funds was required. Additionally information suggests that there are Richmond Library grant funds in excess of \$50,000 which were improperly charged to a grant. Many of these instances related to control problems that were identified for multiple, consecutive years by the independent auditors.
- The 2011 financial statement audit report for the Richmond Housing Authority states that “the allowance for HUD disallowed costs was increased to \$2.4 million” and this was one of the reasons for the auditors questioning the ability of this entity to continue as a going concern or financially-viable entity.
- Contra Costa County was unable to identify the level of disallowed grant or program costs for the past two years.

Single Audit Reports are submitted to the California State Controller's Office which notifies the relevant state agency involved in the grant of any issues raised and it is the individual agency's responsibility to resolve the findings with the grant recipient. Granting agencies may also perform their own audits of grant activity and compliance.

Significant differences exist between County Organizations in the level of importance placed on the various auditor findings in regard to Internal Controls and grant compliance and the control environment considered as a whole. The views ranged from "not important at all" to significant importance coupled with immediate efforts to ensure the findings were corrected and were not recurring.

## **FINDINGS**

1. Several of the entities reviewed showed Material Weaknesses, Significant Deficiencies and other deficiencies in Internal Controls each year as reported by the external auditors.
2. In several instances, the Material Weaknesses, Significant Deficiencies and other deficiencies were repeated from one year to the next by the external auditors without being remedied.
3. Weaknesses in Internal Controls could ultimately result in financial losses, loss of public confidence (reputational risk), inaccurate or faulty financial reporting and decision-making based on incomplete or inaccurate information.
4. Several of the entities reviewed showed issues (including Material Weaknesses/Significant Deficiencies) with respect to compliance with grants which they have been awarded.
5. Unresolved problems with grants could potentially result in the loss of future grants and required repayment of expended grant funds. Where repayment of grant funds is required, unrelated general fund resources are being used. This can result in a loss of public confidence (reputational risk).
6. There is a significant difference among County Organizations as to the level of importance placed on the control and grant compliance findings of the outside auditors and need to remedy, on a timely basis, the issues noted.
7. Many of the entities reviewed had communications from the auditors indicating that a significant number of audit adjustments were required to the financial statements as prepared by the organization. This may suggest that monthly or interim information prepared during the year was incorrect, potentially impacting budgetary controls and/or information presented to management/governing boards for decision-making or oversight purposes.
8. Based on the entities reviewed, the County Board of Supervisors, the City Councils, and the governing boards in the case of school districts and special districts, are not providing adequate oversight over the entities that they govern to ensure that Material Weaknesses, Significant Deficiencies and other deficiencies in regard to Internal Controls and outside grant compliance are being remedied in a timely manner. Most County Organizations do not have an Audit Committee, independent of the organization's financial management, which is chartered to provide financial oversight.

9. A recurring finding by the independent auditors with respect to school districts related to the need for improved controls over “Associated Student Body Funds” – the various student clubs and organizations for which the districts have financial oversight and accounting responsibility. The improved control recommendations involved controls over cash receipts, timely accounting and reconciliation of funds held by the organizations and controls over disbursements. Continued and significant problems in this area could result in both losses and negative publicity (reputational risk).

## RECOMMENDATIONS

The Grand Jury recommends that:

1. Financial management of the County, all cities, all school districts and all special districts remedy within 12 months the Material Weaknesses, Significant Deficiencies and other deficiencies in Internal Controls reported by the external auditors.
2. County Organizations maintain or add audit report results to appropriate financial managements’ performance goals to ensure that such individuals are held accountable for promptly remedying deficiencies identified in audit reports, and consider the legality of maintaining or adding such performance goals on audit reports to financial managements’ evaluations.
3. The County Organizations improve direct financial oversight and assessment of the control environment including:
  - a. The Board of Supervisors more actively provide oversight in the case of the County and appoint a formal Audit Committee from among their members to ensure that Internal Control and grant compliance deficiencies are promptly remedied and there are sufficient direct and detailed discussions between the Board and the outside auditors.
  - b. The City Councils more actively provide oversight by appointing an Audit Committee from among their members as well as an ad hoc citizens’ committee to ensure that Internal Control deficiencies are promptly remedied.
  - c. The governing boards of school districts appoint a formal Audit Committee from among their members and provide direct oversight to district operating and financial management to ensure that Internal Control deficiencies are promptly remedied.
  - d. The governing boards of special districts appoint a formal Audit Committee from among their members and provide direct oversight to district operating and financial management to ensure that Internal Control deficiencies are promptly remedied. In instances where the size of the entity precludes an adequate segregation of duties, governing board members need to consider direct involvement in key financial processes.
  - e. The Superintendent of the County Office of Education continue to provide oversight over governing boards of school districts and continue to use the power of this office to compel remediation of Internal Control deficiencies.
  - f. LAFCO (Local Agency Formation Commission) encourage governing boards of special districts to promptly remedy Internal Control deficiencies that are identified.
  - g. The Board of Supervisors have the County internal audit staff report directly to the Board of Supervisors rather than the Auditor Controller. The governing boards of

other County Organizations have the internal audit groups of other County Organizations maintain their independence and not report to financial management but instead to the City Council in the case of cities and the governing boards in the case of school districts and special districts.

**REQUIRED RESPONSES**

Each County Organization needs to respond only in regards to its own practices.

	<b>Findings</b>	<b>Recommendations</b>
Contra Costa County Board of Supervisors	1-8	1,2,3a,3g
City of Antioch	1-8	1,2,3b,3g
City of Brentwood	1-8	1,2,3b,3g
City of Clayton	1-8	1,2,3b,3g
City of Concord	1-8	1,2,3b,3g
Town of Danville	1-8	1,2,3b,3g
City of El Cerrito	1-8	1,2,3b,3g
City of Hercules	1-8	1,2,3b,3g
City of Lafayette	1-8	1,2,3b,3g
City of Martinez	1-8	1,2,3b,3g
Town of Moraga	1-8	1,2,3b,3g
City of Oakley	1-8	1,2,3b,3g
City of Orinda	1-8	1,2,3b,3g
City of Pinole	1-8	1,2,3b,3g
City of Pittsburg	1-8	1,2,3b,3g
City of Pleasant Hill	1-8	1,2,3b,3g
City of Richmond	1-8	1,2,3b,3g
City of San Pablo	1-8	1,2,3b,3g
City of San Ramon	1-8	1,2,3b,3g
City of Walnut Creek	1-8	1,2,3b,3g

	<b>Findings</b>	<b>Recommendations</b>
Acalanes Union High School District	1-9	1,2,3c,3g
Antioch Unified School District	1-9	1,2,3c,3g
Brentwood Union School District	1-9	1,2,3c,3g
Byron Unified School District	1-9	1,2,3c,3g
Canyon School District	1-9	1,2,3c,3g
Contra Costa Community College District	1-9	1,2,3c,3g
John Swett Unified School District	1-9	1,2,3c,3g
Knightsen Elementary School District	1-9	1,2,3c,3g
Lafayette School District	1-9	1,2,3c,3g
Liberty Union High School District	1-9	1,2,3c,3g
Martinez Unified School District	1-9	1,2,3c,3g
Moraga School District	1-9	1,2,3c,3g
Mount Diablo Unified School District	1-9	1,2,3c,3g
Oakley Union Elementary School District	1-9	1,2,3c,3g
Orinda Union School District	1-9	1,2,3c,3g
Pittsburg Unified School District	1-9	1,2,3c,3g
San Ramon Valley Unified School District	1-9	1,2,3c,3g
Walnut Creek School District	1-9	1,2,3c,3g
West Contra Costa Unified School District	1-9	1,2,3c,3g
Contra Costa County Office of Education	1-9	1,2,3e
Local Agency Formation Commission (LAFCO)	1-8	1,2,3f
Kensington Police Protection and Community Services District	1-8	1,2,3d,3g
Pleasant Hill Recreation and Park District	1-8	1,2,3d,3g
Contra Costa Water District	1-8	1,2,3d,3g



## Appendix 1 – Glossary of Key Terms

**Audit Committee** – An operating committee of an organization’s governing board charged with oversight of the organization’s audit and control functions.

**Management Letter**- The required communication of the independent auditor and those charged with governance of an organization in regards to deficiencies identified during the audit in the system of internal controls. In the Public Sector, these are also commonly referred to as “Reports on Internal Controls over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in Accordance with Government Auditing Standards.”

**Material Weakness** -A deficiency or a combination of deficiencies, in internal controls such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis.

**Required Communications** -- The independent auditor is required to formally communicate with those charged with governance in relation to an audit of financial statements. This typically involves a governing board and any audit committee established by such governing board. The communication typically includes the auditor’s responsibilities under generally accepted auditing standards, an overview of the planned scope and timing of the audit and significant findings from the audit.

**Significant Deficiency** - A deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**Single Audit Report** – All non-federal government entities that expend \$500,000 or more of Federal awards or grants are required to obtain an annual audit in accordance with the Single Audit Act and rules set forth by the Office of Management and Budget (OMB). This audit, typically done in conjunction with the annual financial statement audit, focuses primarily on grant/award compliance. This report is often titled “Independent Auditors’ Report on Compliance with Requirements that could have a Direct And Material Effect on Each Major Program an on Internal Control over Compliance in Accordance with OMB CircularA-133.”

**System of Internal Accounting Controls or Internal Controls** – The policies and procedures established by an organization designed to ensure reliable financial reporting, effective and efficient operations, compliance with applicable laws and regulations and the safeguarding of assets against theft and unauthorized use, acquisition, or disposal. A System of Internal Accounting Controls should encompass both the control environment and specific control activities.

**AGENDA ITEM** D **DATE** July 24, 2013

**PURPOSE** Board ad hoc Subcommittee Draft Report on 2013-14 Governing Board Objectives

A draft report on the 2013-14 Governing Board objectives will be presented for discussion.

Helen Benjamin

AGENDA ITEM E

DATE July 24, 2013

PURPOSE Investment of General Obligation Bond Funds

In 2006, the District passed a Measure A General Obligation Bond for \$286.5M to construct specific capital projects Districtwide. On July 25, 2007, the Governing Board authorized the first issuance and sale of bonds at \$73M. The second issuance of bonds for an additional \$73M was authorized by the Governing Board on February 24, 2010. The final issuance of bonds at \$140.5M was authorized by the Governing Board on June 26, 2013. The final bond sale is expected to take place in August 2013.

During the May 22, 2013, Governing Board meeting, the topic of interest income on the 2006 bond program was discussed. The Governing Board expressed a desire to increase the rate of return on District bond funds and to consider ways to invest the final bond issuance of \$140.5M to achieve higher interest income.

In an attempt to increase investment returns, District staff has compiled information on what a managed portfolio might likely yield. Information will be shared at the Governing Board meeting, comparing returns from a managed portfolio with the District's current investment strategy.

Eugene Huff

**AGENDA ITEM**

F

**DATE** July 24, 2013

**PURPOSE**

Fiscal Trends Report for the Period Ended May 31, 2013

The attached Fiscal Trends Report for the Period Ended May 31, 2013, is presented to the Board for information. The current report includes full-time equivalent student (FTES) data as projected in the 2012-13 adopted budget.

Eugene Huff

# FISCAL TRENDS REPORT

General Fund, Unrestricted  
for the Period Ended May 31, 2013

	FY 09-10	FY 10-11	FY 11-12	FY 12-13		YTD % of
	June 30 Actual	June 30 Actual	June 30 Actual	Adjusted	FY 12-13	Adjusted
				Budget	YTD Actual	Budget
<b>Beginning Balance, July 1</b>	<b>\$ 29,432,047</b>	<b>\$ 28,556,883</b>	<b>\$ 37,825,271</b>	<b>\$ 37,606,455</b>	<b>\$ 37,606,456</b>	
<b>Revenues</b>						
8100 Federal	\$ 43,024	\$ 41,080	\$ 54,456	\$ 1,626	\$ 48,417	2978%
8600 State	73,388,325	76,648,721	59,411,859	69,281,663	19,853,062	29%
8800 Local	93,548,410	93,517,342	96,993,063	93,474,957	111,713,851	120%
8900 Other	139,972	1,308,676	1,205,270	264,615	109,998	42%
<b>Total Revenues</b>	<b>\$ 167,119,731</b>	<b>\$ 171,515,819</b>	<b>\$ 157,664,648</b>	<b>\$ 163,022,861</b>	<b>\$ 131,725,328</b>	<b>81%</b>
<b>Expenditures</b>						
1000 Academic Salaries	\$ 75,558,900	\$ 72,500,647	\$ 68,813,102	\$ 70,106,023	\$ 61,195,771	87%
2000 Classified Salaries	35,083,947	33,071,842	29,072,888	29,672,876	26,830,376	90%
3000 Benefits	38,136,011	38,818,346	40,237,836	41,730,200	36,621,843	88%
4000 Supplies and Material	2,599,732	2,457,512	2,197,522	5,077,793	2,148,384	42%
5000 Other Operating Expenses	13,439,234	12,962,181	11,895,109	17,312,106	12,989,417	75%
6000 Capital Outlay	1,184,445	953,022	1,100,396	3,384,027	1,051,289	31%
7300 Other Outgo	1,992,626	1,483,881	4,566,610	5,124,812	5,050,408	99%
<b>Total Expenditures</b>	<b>\$ 167,994,895</b>	<b>\$ 162,247,431</b>	<b>\$ 157,883,463</b>	<b>\$ 172,407,837</b>	<b>\$ 145,887,488</b>	<b>85%</b>
<b>Excess (Deficiency)</b>	<b>\$ (875,164)</b>	<b>\$ 9,268,388</b>	<b>\$ (218,815)</b>	<b>\$ (9,384,976)</b>	<b>\$ (14,162,160)</b>	
<b>Reserves</b>						
7901 5% Contingency Reserve				\$ 7,801,333		
7902 5% Board Contingency Reserve				7,801,332		
7900 College and District Office Reserve				2,261,209		
79var Site-Designated Fund Reserve				7,564,349		
7999 Undesignated Reserves				2,793,256		
<b>Ending Balance, June 30</b>	<b>\$ 28,556,883</b>	<b>\$ 37,825,271</b>	<b>\$ 37,606,456</b>	<b>\$ 28,221,479</b>	<b>\$ 23,444,296</b>	
Percentage Ending Balance / Total Expenditures	17.00%	23.31%	23.82%	16.37%	16.07%	
Percentage Payroll / Total Expenditures	88.6%	89.0%	87.5%	82.1%	85.4%	
50% Law Compliance	53.0%	53.0%	53.5%	52.1%	52.1%	
Full-time/Part-time Faculty Ratio (75/25)	52.8% / 47.2%	52.6% / 47.4%	52.8% / 47.2%	52.8% / 47.2%		
				<i>FTES Target</i>		
Full-Time Equivalent Students (FTES)-Credit	32,037.80	30,461.97	28,510.45	27,884.22		
Full-Time Equivalent Students (FTES)-Noncredit	208.59	122.56	107.59	77.86		
Full-Time Equivalent Students (FTES)-Nonresident	2,019.23	2,105.72	2,291.13	2,268.00		
<b>Total FTES</b>	<b>34,265.62</b>	<b>32,690.25</b>	<b>30,909.17</b>	<b>30,230.08</b>		





# **MEASURE A 2002 AND MEASURE A 2006 BOND UPDATE REPORT**

**July 24, 2013**

## **Background**

District staff provides a semi-annual report to the Governing Board on the status of the Measure A 2002 and Measure A 2006 bond project schedules, budgets and expenses. The last report to the Governing Board was provided in January 2013. District staff meets quarterly with the Citizens' Bond Oversight Committee. The most recent quarterly report to the committee is attached.

## **Discussion**

### Measure A 2002 Program Highlights

At Contra Costa College (CCC), a contract for the card access project was awarded, which included upgrading the rest of the card access systems Districtwide. A budget adjustment was made to the card access project to add interest funds and District funds to augment the budget. The music building renovation punch list was completed and faculty, furniture, fixtures, and equipment were moved in. The addition of powered, roll-up doors in automotive technology was completed. Design continues on the addition of a modular elevator for accessibility to the gym annex. The parking lot 16 repair project was moved to the 2006 Measure A program so that funds could cover a portion of the costs on the music building and card access projects.

At Diablo Valley College (DVC), the Measure A 2002 program is fully expensed and closed.

At Los Medanos College (LMC), approximately \$900,000 of remaining funds were reallocated from the campus contingency to roofing and mechanical system improvements. Project management staff is in the process of selecting a consultant to begin design. No other budget adjustments have been made during this period.

### Measure A 2006 Program Highlights

At CCC, the project for the new classroom building, student activities building, and fireside building has been bid. A planning and design contract for campus-wide seismic retrofit projects is progressing. An Americans with Disabilities Act (ADA) compliance project for parking at the performing arts center was awarded. A contract to finish athletic field fire-life-safety and ADA compliance work was also awarded and is underway. No budget adjustments have been made during this period.

At DVC, the phase three work of the new commons project, and demolition of the old business education building was completed, and work on phase four for culinary arts and food service spaces was started. A contract to repair and regrade the softball and baseball fields was also awarded and work is underway. The college contributed \$300,000 to this project to increase the budget during this period. No other budget adjustments have been made.



At LMC, the student services renovation work is progressing and heavy demolition is complete. Several project budgets for unsuccessful state funding proposals were combined, and pending review by the Governing Board, very early planning for a new physical education complex is underway.

A Districtwide equipment contract for installation of telecommunication and data infrastructure upgrades across the District is progressing. Additionally, design of the new telecommunication room upgrades was completed and placed under contract. Work at the District Office and DVC has been substantially completed, and work is underway at CCC. No budget adjustments have been made during this period.

**General Program Notes**

There were two Bond Oversight Committee meetings since the last bond report was provided to the Governing Board. At the April 17, 2013, meeting at DVC, a detailed new commons project budget and expense report with individual line item costs for each contracting action were provided to the committee. The committee expressed appreciation for this level of detail, and would like to have one detailed project report at each campus where meetings are held. The CCC music building project budget and expense report were provided at the July 17, 2013, meeting.



# **CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

**Measure A 2002 and Measure A 2006**

**Bond Oversight Committee**

**Quarterly Report**

**July 17, 2013**



# **OVERVIEW**

**2002 Bond**

**July 17, 2013**

**Contra Costa Community College District  
2002 Bond Program Allocation  
As of June 30, 2013**

<b><u>Campus</u></b>	<b><u>Allocation</u></b>	<b><u>Expenses</u></b>	<b><u>Projection</u></b>	<b><u>Remaining After Projection</u></b>	<b><u>% Remaining of Allocation</u></b>
<b><i>Projects</i></b>					
Contra Costa College*	\$ 44,689,869	\$ 43,987,828	\$ 44,689,869	\$ -	0%
Diablo Valley College*	\$ 38,263,324	\$ 38,263,323	\$ 38,263,324	\$ -	0%
Los Medanos College	\$ 41,473,018	\$ 40,567,065	\$ 41,428,387	\$ 44,631	0%
<b><i>Total College Allocations</i></b>	<b>\$ 124,426,211</b>	<b>\$ 122,818,216</b>	<b>\$ 124,381,580</b>	<b>\$ 44,631</b>	<b>0%</b>
<b><i>District Building Projects Program Allocation</i></b>	<b>\$ 676,933</b>	<b>\$ 676,933</b>	<b>\$ 676,933</b>	<b>\$ -</b>	
	<b>\$ 4,706,393</b>	<b>\$ 4,706,391</b>	<b>\$ 4,706,393</b>	<b>\$ -</b>	
<b>Total Program</b>	<b>\$ 129,809,537</b>	<b>\$ 128,201,541</b>	<b>\$ 129,764,906</b>	<b>\$ 44,631</b>	<b>0%</b>
<b>Approved Bond Revenue</b>	<b>\$ 120,000,000</b>				
<b><i>Interest**</i></b>	<b>\$ 9,809,537</b>				

\*Includes contingency and interest

\*\*Through June 30, 2013

**Contra Costa Community College District  
2002 Bond  
Projects Completed  
As of June 30, 2013**

**Contra Costa College**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
Vocational Technology Remodel	C576	December 2006	\$ 5,788,062
ADA Path of Travel	C501	May 2007	\$ 836,914
Student Service Center	C572	June 2008	\$ 8,976,209
Perimeter Fencing	C584	July 2008	\$ 214,316
Library Building Remodel	C580	July 2008	\$ 6,883,920
ADA Improvements	C520	August 2008	\$ 289,292
Athletic Field Resurfacing-Phase I (Partial)	C-605	May 2009	\$ 629,498
AA Roofing	C522	July 2010	\$ 332,903
Remodel Applied Arts Building	C577	April 2011	\$ 1,642,750
Smart Classrooms	C515	November 2011	\$ 417,183
New College Center Design	C-617	June 2013	\$ 4,756,544
Remodel Student Activities	C575	Deferred	\$ 1,072,165
Art Building Seismic	C578	Cancelled	\$ 332,865
Total			\$ 32,172,620

**Diablo Valley College**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
Life/Health Science Remodel	D552	January 2006	\$ 3,679,638
Life Science Remodel for Labs	D275	August 2006	\$ 1,398,395
Tech Education Swing Space	D550	October 2006	\$ 513,106
Gas Line Replacement	D525	June 2006	\$ 108,039
New Bookstore	D551	October 2006	\$ 9,334,067
Tech Education Seismic Upgrade	D272	August 2007	\$ 158,205
San Ramon Center	D276	November 2007	\$ 9,506,168
Planetarium	D570	January 2010	\$ 2,582,123
Commons Area Development (Partial)	D611	November 2012	\$ 468,092
Repair and Renovation	D501-519, 590	November 2012	\$ 9,828,529
Project Admin/CM	D599	November 2012	\$ 350,000
Remodel Student Activities	D556	Cancelled	\$ 336,962
Total			\$ 38,263,324

**Los Medanos College**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
Planetarium	L570	July 2004	\$ 1,005,795
Remodel College Complex	L566	January 2006	\$ 107,583
Core Building Remodel	L573	June 2006	\$ 409,680
Information Resource Center	L274	February 2007	\$ 3,994,216
Math Building	L565 C	April 2007	\$ 2,861,589
Brentwood Expansion Phase 1	L567	April 2008	\$ 58,374
Science Building	L565 B	March 2009	\$ 12,669,778
Site Prep/New Quad Area	L565 A	April 2009	\$ 13,494,099
Art Area Remodel	L573	October 2010	\$ 1,359,600
Brentwood Expansion Phase 2	L567	March 2010	\$ 86,645
Total			\$ 36,047,360

Contra Costa Community College District  
2002 Bond  
Repair and Renovation Projects Completed  
As of June 30, 2013

Contra Costa College

<u>Project</u>	<u>Project #</u>	<u>Bond Cost</u>
Accessibility for Disabled	501	\$ 118,714
Electrical Systems	502	\$ 16,495
Safety Systems	503	\$ 361,711
Campus Infrastructure	504	\$ 227,460
Exterior Lighting	505	\$ 69,716
Exterior Refinishing	506	\$ 27,786
Grounds & Fields	507	\$ 1,082,690
Path & Roadway Repairs	508	\$ 682,267
Roofing	509	\$ 102,819
Signage	510	\$ 53,195
Energy Management Systems	511	\$ 233,166
HVAC Replacement	513	\$ 261,704
Interior Refinishing	515	\$ 409,123
Restrooms	516	\$ 366,222
Tech & Network Wiring	517	\$ 18,034
Window Replacement	518	\$ 10,800
Planetarium Renovation	574	\$ 53,851
Baseball Sunscreen	583	\$ 91,776
Paving Rehabilitation	588	\$ 175,377
BioScience HVAC	610	\$ 510,967
<b>Total</b>		<b>\$ 4,873,871</b>

Diablo Valley College

<u>Project</u>	<u>Project #</u>	<u>Bond Cost</u>
Parking Island Landscaping	209	\$ 493,358
Accessibility for Disabled	501	\$ 696,800
Electrical Systems	502	\$ 22,871
Safety Systems	503	\$ 788,569
Campus Infrastructure	504	\$ 490,307
Exterior Lighting	505	\$ 19,568
Exterior Refinishing	506	\$ 428,419
BFL Water Proofing	506	\$ 17,114
Grounds & Fields	507	\$ 557,230
Path & Roadway Repairs	508	\$ 1,568,590
Roofing	509	\$ 643,914
Signage	510	\$ 21,368
Energy Management Systems	511	\$ 249,607
Hardware Replacement	512	\$ 63,301
HVAC Replacement	513	\$ 2,905,845
Interior Refinishing	515	\$ 272,050
Restrooms	516	\$ (951)
Tech & Network Wiring	517	\$ 422,199
LHS Ceiling Replacement	590	\$ 145,251
Window Replacement	518	\$ 22,519
<b>Total</b>		<b>\$ 9,828,528</b>

Los Medanos College

<u>Project</u>	<u>Project #</u>	<u>Bond Cost</u>
Accessibility for Disabled	501	\$ 80,271
Electrical Systems	502	\$ 5,248
Safety Systems	503	\$ 165,746
Campus Infrastructure	504	\$ 126,217
Exterior Lighting	505	\$ 138,181
Exterior Refinishing	506	\$ 37,939
Grounds & Fields	507	\$ 768,434
Path & Roadway Repairs	508	\$ 2,160,906
Roofing	509	\$ 126,408
Signage	510	\$ 33,718
Energy Management Systems	511	\$ 186,411
Hardware Replacement	512	\$ 7,481
HVAC Replacement	513	\$ 209,409
Interior Lighting	514	\$ 5,263
Interior Refinishing	515	\$ 202,157
Restrooms	516	\$ 2,794
Tech & Network Wiring	517	\$ 72,975
Window Replacement	518	\$ 22,079
Baseball Scoreboard (closed)	521	\$ 68,067
<b>Total</b>		<b>\$ 4,419,705</b>



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2002 BOND  
 JUNE 2013**

<b>PROJECT</b>	Repair and Renovation			<b>Project #</b>	O-501-519
<b>PROJECT DESCRIPTION:</b> Install minor capital improvements and update, repair and replace aged building and site components for the District Office.					
<b>PROJECT BUDGET</b>					
	Budget	Est At Completion	Variance	0.0%	Paid to Date
<b>Budget</b>	\$ 676,933	\$ 676,933	\$ -		\$ 676,933
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -		\$ -
<b>Bond</b>	\$ 676,933	\$ 676,933	\$ -		\$ 676,933
<b>Other</b>			\$ -		\$ -
<b>Total Funding</b>	\$ 676,933	\$ 676,933	\$ -		\$ 676,933
<b>PROJECT</b>	General Services			<b>Project #</b>	O-901-A
<b>PROJECT DESCRIPTION:</b> Investment services - bank charges and escrow charges					
<b>PROJECT BUDGET</b>					
	Budget	Est At Completion	Variance	0.0%	Paid to Date
<b>Budget</b>	\$ 833,724	\$ 833,724	\$ -		\$ 833,724
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -		\$ -
<b>Bond</b>	\$ 833,724	\$ 833,724	\$ -		\$ 833,724
<b>Other</b>	\$ -	\$ -	\$ -		\$ -
<b>Total Funding</b>	\$ 833,724	\$ 833,724	\$ -		\$ 833,724
<b>PROJECT</b>	Revenue Bond Expenses			<b>Project #</b>	O-902-A
<b>PROJECT DESCRIPTION:</b> Bond issue expense					
<b>PROJECT BUDGET</b>					
	Budget	Est At Completion	Variance	0.0%	Paid to Date
<b>Budget</b>	\$ 529,401	\$ 529,401	\$ -		\$ 529,401
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -		\$ -
<b>Bond</b>	\$ 529,401	\$ 529,401	\$ -		\$ 529,401
<b>Other</b>	\$ -	\$ -	\$ -		\$ -
<b>Total Funding</b>	\$ 529,401	\$ 529,401	\$ -		\$ 529,401
<b>PROJECT</b>	Program Studies			<b>Project #</b>	O-905-A
<b>PROJECT DESCRIPTION:</b> Programwide studies and reports such as California Environmental Quality Act (CEQA), Facility Assessment and Environmental Impact Report (EIR) reports.					
<b>PROJECT BUDGET</b>					
	Budget	Est At Completion	Variance	0.0%	Paid to Date
<b>Budget</b>	\$ 1,420,947	\$ 1,420,947	\$ -		\$ 1,420,946
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -		\$ -
<b>Bond</b>	\$ 1,420,947	\$ 1,420,947	\$ -		\$ 1,420,946
<b>Other</b>	\$ -	\$ -	\$ -		\$ -
<b>Total Funding</b>	\$ 1,420,947	\$ 1,420,947	\$ -		\$ 1,420,946





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2002 BOND  
 JUNE 2013**

<b>PROJECT</b>	Project Administration		<b>Project #</b>	O-599-A
<b>PROJECT DESCRIPTION:</b> Provide administrative support for the 2002 Bond.				
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0.0%
	Paid to Date			
<b>Budget</b>	\$ 1,922,320	\$ 1,922,320	\$ -	\$ 1,922,320
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 1,922,320	\$ 1,922,320	\$ -	\$ 1,922,320
<b>Other</b>			\$ -	\$ -
<b>Total Funding</b>	\$ 1,922,320	\$ 1,922,320	\$ -	\$ 1,922,320




**QUARTERLY REPORT OVERVIEW  
2002 BUDGET ADJUSTMENTS**

DO


Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<i>Repair and Renovation</i>	<i>O-501-519</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 676,933	\$ 676,933	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>General Services</i>	<i>O-901-A</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 833,724	\$ 833,724	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Revenue Bond Expenses</i>	<i>O-902-A</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 529,401	\$ 529,401	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Program Studies</i>	<i>O-905-A</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,420,948	\$ 1,420,948		
		Other	\$ -	\$ -		
<i>Project Administration</i>	<i>O-599-A</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,922,320	\$ 1,922,320	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>NET CHANGE</b>					\$ -	

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2002 BOND  
JUNE 2013**

<b>PROJECT - CCC</b>	<b>Remodel Music Building</b>			<b>Project #</b>	C-581-A	
<b>PROJECT DESCRIPTION:</b> The existing music building is being renovated to address seismic strengthening, general interior improvements and data systems upgrades.						
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: May 2013</b>			
<b>PROJECT BUDGET</b>						
	Budget	Est. At Completion	Variance	0% Paid to Date		
<b>Budget</b>	\$ 4,474,495	\$ 4,474,495	\$ -	\$ 4,358,973		
<b>Funding</b>						
<b>State</b>	\$ -	\$ -	\$ -	\$ -		
<b>Bond</b>	\$ 1,209,678	\$ 1,209,678	\$ -	\$ 1,209,678		
<b>Other</b>	\$ 3,264,817	\$ 3,264,817	\$ -	\$ 3,149,295		
<b>Total Funding</b>	\$ 4,474,495	\$ 4,474,495	\$ -	\$ 4,358,973		
		<b>COMMENTS:</b> Construction began in September 2011. Extensive hazardous material abatement, beyond what was initially expected, has significantly impacted the cost and schedule on this project. The project is complete. Music Department has taken occupancy of the building as of May 31, 2013.				
<b>PROJECT - CCC</b>	<b>Repair and Renovation</b>			<b>Project #</b>	501,519,583, 585,587,588, 591, 610	
<b>PROJECT DESCRIPTION:</b> Install minor capital improvements and update, repair and replace aged building and site components. Includes baseball field sun screen, bio science HVAC, planetarium, paving rehabilitation and utility upgrade.						
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: On-going</b>			
<b>PROJECT BUDGET</b>						
	Budget	Est. At Completion	Variance	0.0% Paid to Date		
<b>Budget</b>	\$ 5,712,496	\$ 5,712,497	\$ (0)	\$ 5,712,496		
<b>Funding</b>						
<b>State</b>	\$ 87,385	\$ 87,385	\$ -	\$ 87,385		
<b>Bond</b>	\$ 5,618,697	\$ 5,618,698	\$ (0)	\$ 5,618,698		
<b>Other</b>	\$ 6,413	\$ 6,413	\$ -	\$ 6,413		
<b>Total Funding</b>	\$ 5,712,496	\$ 5,712,496	\$ (0)	\$ 5,712,496		
		<b>COMMENTS:</b> There are no repair and renovation projects active at this time.				



CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2002 BOND  
JUNE 2013

PROJECT - CCC	VA Building Renovation			Project #	C-585
<p><b>PROJECT DESCRIPTION:</b> This cosmetic rehabilitation will add metal panel siding to the west and south side of the building to match metal panel siding added on the east end as part of the computer technology center remodel, will replace roll-up doors, will replace the roof, and will paint the north side of the building, including window frames.</p>					
PROJECT SCHEDULE			Planned Completion: October 2012		
PROJECT BUDGET					
	Budget	Est. At Completion	Variance	1.5%	Paid to Date
Budget	\$ 649,470	\$ 639,470	\$ 10,000	\$	624,653
Funding					
State	\$ -	\$ -	\$ -	\$	-
Bond	\$ 583,291	\$ 583,291	\$ -	\$	583,290
Other	\$ 66,180	\$ 56,180	\$ 10,000	\$	41,363
Total Funding	\$ 649,470	\$ 639,471	\$ 10,000	\$	624,653
		<p><b>COMMENTS:</b> Project to modify 4 roll-up doors started in July 2012. In an effort to meet department's program needs, a fifth door was added and the schedule was extended from August to October. Doors are currently in operation. Project is substantially complete.</p>			
PROJECT - CCC	Card Access			Project #	C-523
<p><b>PROJECT DESCRIPTION:</b> Provide card access security for various buildings on CCC campus.</p>					
PROJECT SCHEDULE			Planned Completion: August 2013		
PROJECT BUDGET					
	Budget	Est. At Completion	Variance	10.1%	Paid to Date
Budget	\$ 455,516	\$ 409,408		\$	375,249
Funding					
State	\$ -	\$ -	\$ -	\$	-
Bond	\$ 29,838	\$ 29,838		\$	29,839
Other	\$ 425,677	\$ 425,677	\$ -	\$	345,410
Total Funding	\$ 455,516	\$ 455,516		\$	375,249
		<p><b>COMMENTS:</b> Additional scope was developed to include District, LMC and DVC card access upgrades. Construction began in February 2013. Contractor has completed the initial installation of the Access Control System at CCC. Increased scope to install card readers in various buildings at CCC is underway. Access control work is progressing at DVC, LMC and the District Office.</p>			





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2002 BOND  
 JUNE 2013**

<b>PROJECT - CCC</b>	<b>Parking Lot 16 Repair</b>			<b>Project #</b>	<b>C-524</b>
<b>PROJECT DESCRIPTION:</b> Review and provide engineering analysis and repair damaged parking lot 16.					
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>		
<b>PROJECT BUDGET</b>					
	Budget	Est. At Completion	Variance	0.0% Paid to Date	
<b>Budget</b>	\$ 55,000	\$ 55,000		\$ 41,166	
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -	\$ -	
<b>Bond</b>	\$ 39,474	\$ 39,474		\$ 39,475	
<b>Other</b>	\$ 15,526	\$ 15,526	\$ -	\$ 1,691	
<b>Total Funding</b>	\$ 55,000	\$ 55,000		\$ 41,166	
		<b>COMMENTS:</b> This project was cancelled in the Measure A 2002 program and moved to the Measure A 2006 program in order to free up additional funds to complete the Music Building Remodel project.			
<b>PROJECT - CCC</b>	<b>Gym Annex Elevator</b>			<b>Project #</b>	<b>C-526</b>
<b>PROJECT DESCRIPTION:</b> This project will add an elevator to the gym annex so students with disability can access the entire building.					
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: December 2013</b>		
<b>PROJECT BUDGET</b>					
	Budget	Est. At Completion	Variance	0.0% Paid to Date	
<b>Budget</b>	\$ 500,000	\$ 500,000		\$ 49,302	
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -	\$ -	
<b>Bond</b>	\$ -	\$ -		\$ -	
<b>Other</b>	\$ 500,000	\$ 500,000	\$ -	\$ 49,302	
<b>Total Funding</b>	\$ 500,000	\$ 500,000	\$ -	\$ 49,302	
		<b>COMMENTS:</b> Lionakis Architects submitted 90% Construction Documents to the District on February 28, 2013. The fire alarm pathway from the Gym Annex to the Library has been confirmed. Architect is in the process of completing the design documents for submittal to DSA for review and approval.			



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2002 BOND  
 JUNE 2013**

<b>PROJECT - CCC</b>	<b>Project Admin/CM</b>			<b>Project #</b>	C-599
<b>PROJECT DESCRIPTION:</b> Provide full-time on-site construction management services to coordinate and oversee construction projects on the campus through design, construction and occupancy phases.					
<b>PROJECT BUDGET</b>					
	Budget	Est. At Completion	Variance	6.5%	Paid to Date
<b>Budget</b>	\$ 803,766	\$ 751,900	\$ 51,866	\$	740,755
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -	\$	-
<b>Bond</b>	\$ 651,900	\$ 651,900	\$ -	\$	651,900
<b>Other</b>	\$ 151,866	\$ 100,000	\$ 51,866	\$	88,855
<b>Total Funding</b>	\$ 803,766	\$ 751,900	\$ 51,866	\$	740,755
		<b>COMMENTS:</b> Project delays have extended the amount of time required to manage 2002 bond projects beyond what was originally anticipated at CCC. A budget adjustment has been made during this reporting period to add new interest received this period.			
<b>PROJECT - CCC</b>	<b>Campus Contingency</b>			<b>Project #</b>	N/A
<b>PROJECT DESCRIPTION:</b> Funds from projects that have been completed and financially closed out.					
<b>PROJECT BUDGET</b>					
	Budget	Est. At Completion	Variance	0.0%	Paid to Date
<b>Budget</b>	\$ 0	\$ 0		\$	-
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -	\$	-
<b>Bond</b>	\$ -	\$ -		\$	-
<b>Other</b>	\$ 0	\$ 0	\$ -	\$	-
<b>Total Funding</b>	\$ 0	\$ 0		\$	-
		<b>COMMENTS:</b> All contingency funds have been transferred to the Music Building Remodel project.			



2002 Bond Financial Summary  
June 30, 2013

CCC 2002 Bond				
	Budget	Estimated at Completion	Expenses	
<b>Active Projects</b>				
Remodel Music Building	\$ 4,474,495	\$ 4,474,495	\$	4,358,973
Repair and Renovation	\$ 5,625,110	\$ 5,625,111	\$	5,625,111
VA Building Renovation	\$ 649,470	\$ 639,471	\$	624,653
Card Access	\$ 455,516	\$ 455,516	\$	375,249
Parking Lot 16 Repair	\$ 55,000	\$ 55,000	\$	41,166
Project Admin/CM	\$ 803,766	\$ 751,900	\$	740,755
Campus Contingency	\$ 0	\$ -	\$	-
Gym Annex Elevator	\$ 500,000	\$ 500,000	\$	49,302
<b>Total Active Projects</b>	<b>\$ 12,563,357</b>	<b>\$ 12,501,492</b>	<b>\$</b>	<b>11,815,208</b>
<b>Closed Projects</b>				
ADA Path of Travel	\$ 836,914	\$ 836,914	\$	836,914
ADA Improvements	\$ 289,292	\$ 289,292	\$	289,292
Remodel Student Activities	\$ 1,072,165	\$ 1,072,165	\$	1,072,165
Vocational Technology Remodel	\$ 5,788,062	\$ 5,788,062	\$	5,788,062
New College Center Design	\$ 4,756,544	\$ 4,756,544	\$	4,756,544
Art Building Seismic	\$ 332,865	\$ 332,865	\$	332,865
Library Building Remodel	\$ 6,883,920	\$ 6,883,920	\$	6,883,920
AA Roofing	\$ 332,903	\$ 332,903	\$	332,903
Smart Classrooms	\$ 417,183	\$ 417,183	\$	417,183
Remodel Applied Arts Bldg	\$ 1,642,750	\$ 1,642,750	\$	1,642,750
Athletic Field Resurfacing- Phase I (Partial)	\$ 629,498	\$ 629,498	\$	629,498
Student Service Center	\$ 8,976,209	\$ 8,976,209	\$	8,976,209
Perimeter Fencing	\$ 214,316	\$ 214,316	\$	214,316
		\$ -	\$	-
<b>Total Closed Projects</b>	<b>\$ 32,172,620</b>	<b>\$ 32,172,621</b>	<b>\$</b>	<b>32,172,620</b>
<b>Total</b>	<b>\$ 44,735,978</b>	<b>\$ 44,674,113</b>	<b>\$</b>	<b>43,987,829</b>

**QUARTERLY REPORT OVERVIEW  
2002 BUDGET ADJUSTMENTS**

CCC

Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<b>Remodel Applied Arts Bldg</b>	<b>C-577-A</b>	State	\$ -	\$ -		
		Bond	\$ 801,733	\$ 801,733	(\$0)	
		Other	\$ 841,017	\$ 841,017	\$0	
<b>Remodel Music Building</b>	<b>C-581-A</b>	State	\$ -	\$ -		
		Bond	\$ 1,209,678	\$ 1,209,678	\$0	
		Other	\$ 3,264,817	\$ 3,264,817	(\$0)	
<b>Repair and Renovation</b>	<b>501,519,583, 585,587,588, 591, 610</b>	State	\$ 87,385	\$ 87,385	\$0	
		Bond	\$ 5,618,697	\$ 5,618,697	(\$0)	
		Other	\$ 6,413	\$ 6,413	\$0	
<b>VA Building Renovation</b>	<b>C-585</b>	State	\$ -	\$ -	\$0	
		Bond	\$ 583,291	\$ 583,291	(\$0)	
		Other	\$ 66,180	\$ 66,180	(\$0)	
<b>Card Access</b>	<b>C-523</b>	State	\$ -	\$ -	\$0	
		Bond	\$ 29,838	\$ 29,838	\$0	Interest received as of 06/30/2013 and other DW local funds were re-allocated to increase budget amount for this project.
		Other	\$ 378,042	\$ 425,677	\$47,635	
<b>Parking Lot 18 Repair</b>	<b>C-524</b>	State	\$ -	\$ -	\$0	
		Bond	\$ 39,474	\$ 39,474	\$0	
		Other	\$ 15,526	\$ 15,526	(\$0)	
<b>Gym Annex Elevator</b>	<b>C-528</b>	State	\$ -	\$ -	\$0	
		Bond	\$ -	\$ -	\$0	
		Other	\$ 500,000	\$ 500,000	\$0	
<b>Project Admin/CM</b>	<b>C-599</b>	State	\$ -	\$ -	\$0	
		Bond	\$ 651,900	\$ 651,900	\$0	
		Other	\$ 151,866	\$ 151,866	\$0	
<b>Campus Contingency</b>	<b>N/A</b>	State	\$ -	\$ -	\$0	
		Bond	\$ -	\$ -	\$0	
		Other	\$ -	\$ 0	\$0	
<b>NET CHANGE</b>					\$ 47,636	

**2002 Bond Financial Summary**  
**June 30, 2013**

<b>DVC 2002 Bond</b>				
	<b>Budget</b>	<b>Estimated at Completion</b>	<b>Expenses</b>	
<b>Active Projects</b>				
<b>Total Active Projects</b>	\$ -	\$ -	\$ -	\$ -
<b>Closed Projects</b>				
Tech Education Seismic Upgrade	\$ 158,205	\$ 158,205	\$ 158,205	\$ 158,205
Life Science Remodel for Labs	\$ 1,398,395	\$ 1,398,395	\$ 1,398,395	\$ 1,398,395
San Ramon Center	\$ 9,506,168	\$ 9,506,168	\$ 9,506,168	\$ 9,506,168
Tech Education Swing Space	\$ 513,106	\$ 513,106	\$ 513,106	\$ 513,106
New Bookstore	\$ 9,334,067	\$ 9,334,067	\$ 9,334,067	\$ 9,334,067
Commons Area Development (P	\$ 468,092	\$ 468,092	\$ 468,092	\$ 468,092
Gas Line Replacement	\$ 108,039	\$ 108,039	\$ 108,039	\$ 108,039
Life/Health Science Remodel	\$ 3,679,638	\$ 3,679,638	\$ 3,679,638	\$ 3,679,638
Planetarium & Museum	\$ 2,582,123	\$ 2,582,123	\$ 2,582,123	\$ 2,582,123
Repair and Renovation	\$ 9,828,529	\$ 9,828,529	\$ 9,828,529	\$ 9,828,529
Project Admin/CM	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Remodel Student Activities	\$ 336,962	\$ 336,962	\$ 336,962	\$ 336,962
<b>Total Closed Projects</b>	\$ 38,263,324	\$ 38,263,324	\$ 38,263,324	\$ 38,263,324
<b>Total</b>	\$ 38,263,324	\$ 38,263,324	\$ 38,263,324	\$ 38,263,324

**MEASURE A 2002 BOND PROGRAM FOR DVC IS CLOSED**





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2002 BOND  
 JUNE 2013**

<b>PROJECT - LMC</b>	<b>Repair and Renovation</b>		<b>Project #</b>	L-501-518, L-521
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**PROJECT DESCRIPTION:** Install minor capital improvements and update, repair, and replace aged building and site components. Includes baseball scoreboard.

**PROJECT SCHEDULE** [REDACTED] **Planned Completion: On-going**

<b>PROJECT BUDGET</b>		Budget	Est. At Completion	Variance	0.0% Paid to Date
<b>Budget</b>		\$ 4,665,155	\$ 4,665,155	\$ -	\$ 4,665,154
<b>Funding</b>					
<b>State</b>		\$ 245,449	\$ 245,449	\$ -	\$ 245,449
<b>Bond</b>		\$ 4,419,706	\$ 4,419,706	\$ -	\$ 4,419,705
<b>Other</b>		\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>		\$ 4,665,155	\$ 4,665,155	\$ -	\$ 4,665,154

**COMMENTS:** There are no repair and renovation projects active at this time.

<b>PROJECT - LMC</b>	<b>Project Adm/CM</b>		<b>Project #</b>	L-599
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**PROJECT DESCRIPTION:** Providing full-time on-site construction management services to coordinate and oversee construction projects on campus throughout design, construction and occupancy phases.

<b>PROJECT BUDGET</b>		Budget	Est. At Completion	Variance	0.0% Paid to Date
<b>Budget</b>		\$ 100,000	\$ 100,000	\$ -	\$ 100,000
<b>Funding</b>					
<b>State</b>		\$ -	\$ -	\$ -	\$ -
<b>Bond</b>		\$ 100,000	\$ 100,000	\$ -	\$ 100,000
<b>Other</b>		\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>		\$ 100,000	\$ 100,000	\$ -	\$ 100,000

**COMMENTS:**



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2002 BOND  
 JUNE 2013**

<b>PROJECT - LMC</b>	<b>Roofing and HVAC Units Replacement</b>			<b>Project #</b>	<b>L-527</b>	
<b>PROJECT DESCRIPTION:</b> Remove and replace approximately 16,400 sq. ft. of roofing and 4 Air Handling Units in the College Complex and Public Safety buildings. The new roofing system shall include the replacement of existing roofing systems including light weight concrete; water proofing and a new 4 ply roofing system. HVAC work includes replacement of 3 AHUs in the College Complex and 1 rooftop package unit in the Public Safety Building.						
<b>PROJECT SCHEDULE</b>			<b>Planned Completion:</b>			
<b>PROJECT BUDGET</b>						
	Budget	Est. At Completion	Variance	0.0%	Paid to Date	
<b>Budget</b>	\$ 861,322	\$ 861,322	\$ -	\$ -		
<b>Funding</b>						
<b>State</b>	\$ -	\$ -	\$ -	\$ -		
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -		
<b>Other</b>	\$ 861,322	\$ 861,322	\$ -	\$ -		
<b>Total Funding</b>	\$ 861,322	\$ 861,322	\$ -	\$ -		
		<b>COMMENTS:</b> This project is in the early planning stages. Request for proposal for Architectural and Engineering services is in progress.				
<b>PROJECT - LMC</b>	<b>Campus Contingency</b>			<b>Project #</b>	<b>N/A</b>	
<b>PROJECT DESCRIPTION:</b> Funds from projects that have been completed and financially closed out.						
<b>PROJECT BUDGET</b>						
	Budget	Est. At Completion	Variance	0.0%	Paid to Date	
<b>Budget</b>	\$ 44,631	\$ 44,631	\$ -	\$ -		
<b>Funding</b>						
<b>State</b>	\$ -	\$ -	\$ -	\$ -		
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -		
<b>Other</b>	\$ 44,631	\$ 44,631	\$ -	\$ -		
<b>Total Funding</b>	\$ 44,631	\$ 44,631	\$ -	\$ -		
		<b>COMMENTS:</b>				



2002 Bond Financial Summary  
 June 30, 2013

LMC 2002 Bond			
	Budget	Estimated at Completion	Expenses
<b>Active Projects</b>			
Repair and Renovation	\$ 4,419,706	\$ 4,419,706	\$ 4,419,705
Project Adm/CM	\$ 100,000	\$ 100,000	\$ 100,000
Roofing and HVAC Units Replac	\$ 861,322	\$ 861,322	\$ -
Campus Contingency	\$ 44,631	\$ -	\$ -
<b>Total Active Projects</b>	<b>\$ 5,425,659</b>	<b>\$ 5,381,028</b>	<b>\$ 4,519,705</b>
<b>Closed Projects</b>			
Information Resource Center	\$ 3,994,216	\$ 3,994,216	\$ 3,994,216
Art Area Remodel	\$ 1,359,600	\$ 1,359,600	\$ 1,359,600
Core Building Remodel	\$ 409,680	\$ 409,680	\$ 409,680
Brentwood Center Phase 1	\$ 58,374	\$ 58,374	\$ 58,374
Brentwood Center Phase 2	\$ 86,645	\$ 86,645	\$ 86,645
Remodel College Complex	\$ 107,583	\$ 107,583	\$ 107,583
Planetarium	\$ 1,005,795	\$ 1,005,795	\$ 1,005,795
Science Building	\$ 12,669,778	\$ 12,669,778	\$ 12,669,778
Math Building	\$ 2,861,589	\$ 2,861,589	\$ 2,861,589
Site Prep/New Quad Area	\$ 13,494,099	\$ 13,494,099	\$ 13,494,099
<b>Total Closed Projects</b>	<b>\$ 36,047,359</b>	<b>\$ 36,047,359</b>	<b>\$ 36,047,359</b>
<b>Total</b>	<b>\$ 41,473,018</b>	<b>\$ 41,428,387</b>	<b>\$ 40,567,064</b>

**QUARTERLY REPORT OVERVIEW  
2002 BUDGET ADJUSTMENTS**

LMC

Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<i>Repair and Renovation</i>	<i>L-501-518, L-521</i>	State	\$ 245,449	\$ 245,449	\$ -	
		Bond	\$ 4,419,706	\$ 4,419,706	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Project Adm/CM</i>	<i>L-599</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 100,000	\$ 100,000		
		Other	\$ -	\$ -		
<i>Roofing and HVAC Units Replacement</i>	<i>L-527</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ -	\$ -		
		Other	\$ 861,322	\$ 861,322		
<i>Campus Contingency</i>	<i>N/A</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ -	\$ -		
		Other	\$ 44,631	\$ 44,631		
<b>NET CHANGE</b>					\$ -	



# **OVERVIEW**

**2006 Bond**

**July 17, 2013**

**Contra Costa Community College District  
2006 Bond Program Allocation  
As of June 30, 2013**

<u>Campus</u>	<u>Allocation</u>	<u>Expenses</u>	<u>Projection</u>	<u>Remaining After Projection</u>	<u>% Remaining of Allocation</u>
<b>Projects</b>					
Contra Costa College	\$ 85,633,334	\$ 5,431,225	\$ 85,633,334	\$ -	0%
Diablo Valley College	\$ 70,433,333	\$ 39,554,409	\$ 70,433,333	\$ -	0%
Los Medanos College	<u>\$ 69,333,333</u>	<u>\$ 22,586,773</u>	<u>\$ 69,333,333</u>	<u>\$ -</u>	<u>0%</u>
<b>Total College Allocations</b>	<b>\$ 225,400,000</b>	<b>\$ 67,572,407</b>	<b>\$ 225,400,000</b>	<b>\$ -</b>	<b>0%</b>
<b>District-wide Projects</b>					
Energy Management	\$ 36,087,097	\$ 35,813,095	\$ 36,087,097	\$ -	0%
IT Infrastructure Upgrades	\$ 13,700,000	\$ 6,601,088	\$ 13,700,000	\$ -	0%
Program Allocation	<u>\$ 26,312,903</u>	<u>\$ 8,783,054</u>	<u>\$ 26,312,903</u>	<u>\$ -</u>	<u>0%</u>
<b>Total District-wide Projects</b>	<b>\$ 76,100,000</b>	<b>\$ 51,197,237</b>	<b>\$ 76,100,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Program Allocation Total</b>	<b>\$ 301,500,000</b>	<b>\$ 118,769,644</b>	<b>\$ 301,500,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Approved Bond Revenue</b>	<b>\$ 286,500,000</b>				
<b>Additional Revenue</b>					
	<u>Estimated</u>	<u>Actual to Date</u>			
Rebates	\$ 8,651,000	\$ 8,183,299			
Interest	<u>\$ 10,000,000</u>	<u>\$ 3,633,931</u>			
<b>Total Additional Revenue</b>	<b>\$ 18,651,000</b>	<b>\$ 11,817,230</b>			
<b>Total Program</b>	<b>\$ 305,151,000</b>				
<b>Unallocated Revenue (estimated)</b>	<b>\$ 3,651,000</b>				

**Contra Costa Community College District  
2006 Bond  
Projects Completed  
As June 30, 2013**

**Costra Costa College**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
BioSci Remodel for Art	N/A	Cancelled	\$ -
New Science Bldg Planning	C-631	August 2010	\$ 91,211
Total			\$ 91,211

**Diablo Valley College**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
Walnut Creek Real Estate Valuation	D625		\$ 4,900
Athletic Fields	D605	April 2009	\$ 2,766,668
Soccer Field	D627	October 2010	\$ 496,948
Parking Lot Repaving	D621	June 2010	\$ 1,175,031
Total			\$ 4,438,647

**Los Medanos College**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
Athletic Fields	L605	May 2009	\$ 2,950,743
Parking Lot B	L626	June 2012	\$ 985,932
Total			\$ 3,936,675

**District**

<u>Project</u>	<u>Project #</u>	<u>Completion Date</u>	<u>Bond Cost</u>
Energy Management	P415,416, 417,607	January 2009	\$ 35,743,347
Total			\$ 35,743,347



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 MARCH 2013**

<b>PROJECT</b>	<b>Program Studies</b>		<b>Project #</b>	<b>P-901, P-902</b>
<b>PROJECT DESCRIPTION:</b> Programwide studies and reports, Master Plans for each college and other studies that have a districtwide scope such as access control, utility mapping and other standards development initiatives.				
<b>PROJECT BUDGET</b>			<b>Planned Completion: On-going</b>	
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget Funding</b>	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 2,296,617
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 2,296,617
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 2,296,617
<b>PROJECT</b>	<b>Program and Project Management</b>		<b>Project #</b>	<b>P-599-A</b>
<b>PROJECT DESCRIPTION:</b> Provide administrative support for the 2006 Bond. Primarily labor at program level, and consultant services.				
<b>PROJECT BUDGET</b>			<b>Planned Completion: On-going</b>	
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget Funding</b>	\$ 11,000,000	\$ 11,000,000	\$ -	\$ 5,700,135
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 11,000,000	\$ 11,000,000	\$ -	\$ 5,700,135
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 11,000,000	\$ 11,000,000	\$ -	\$ 5,700,135
<b>PROJECT</b>	<b>Other Related Charges</b>		<b>Project #</b>	<b>P-599-B</b>
<b>PROJECT DESCRIPTION:</b> Expenses for office supplies, equipments, travel and conferences, software licenses and other special studies.				
<b>PROJECT BUDGET</b>			<b>Planned Completion: On-going</b>	
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget Funding</b>	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 117,158
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 117,158
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 117,158





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 MARCH 2013**

<b>PROJECT</b>	<b>Financing Fees</b>		<b>Project #</b>	<b>P-925</b>
<b>PROJECT DESCRIPTION:</b> Cost to issue bonds including bond counsel, financial adviser and paying agents.				
<b>PROJECT BUDGET</b>				
	<b>Budget</b>	<b>Est. At Completion</b>	<b>Variance</b>	<b>0% Paid to Date</b>
<b>Budget</b>	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 648,987
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 648,987
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 648,987
<b>PROJECT</b>	<b>Contingency</b>		<b>Project #</b>	<b>P-999</b>
<b>PROJECT DESCRIPTION:</b> Program wide contingency funds held in reserve for unforeseen cost increases.				
<b>PROJECT BUDGET</b>				
	<b>Budget</b>	<b>Est. At Completion</b>	<b>Variance</b>	<b>0% Paid to Date</b>
<b>Budget</b>	\$ 8,700,000	\$ 8,700,000	\$ -	\$ -
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 300,000	\$ 300,000	\$ -	\$ -
<b>Other</b>	\$ 8,400,000	\$ 8,400,000	\$ -	\$ -
<b>Total Funding</b>	\$ 8,700,000	\$ 8,700,000	\$ -	\$ -
<b>PROJECT</b>	<b>Districtwide Future Projects</b>		<b>Project #</b>	<b>N/A</b>
<b>PROJECT DESCRIPTION:</b> Excess funds that become available when district projects come in under budget.				
<b>PROJECT BUDGET</b>				
	<b>Budget</b>	<b>Est. At Completion</b>	<b>Variance</b>	<b>0% Paid to Date</b>
<b>Budget</b>	\$ 594,932	\$ 594,932	\$ -	\$ -
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 594,932	\$ 594,932	\$ -	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 594,932	\$ 594,932	\$ -	\$ -



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 MARCH 2013**

<b>PROJECT</b>	Districtwide Unallocated Funds		<b>Project #</b>	N/A
<b>PROJECT DESCRIPTION:</b>				
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
Budget	\$ 3,651,000	\$ 3,651,000	\$ -	\$ -
<b>Funding</b>				
State	\$ -	\$ -	\$ -	\$ -
Bond	\$ -	\$ -	\$ -	\$ -
Other	\$ 3,651,000	\$ 3,651,000	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 3,651,000</b>	<b>\$ 3,651,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROJECT</b>	<b>Monitoring Based Commissioning</b>		<b>Project #</b>	<b>P-632</b>
<b>PROJECT DESCRIPTION:</b> This project will adjust the mechanical system controls on various buildings to be more energy efficient.				
<b>PROJECT SCHEDULE</b> Planned Completion: TBD				
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
Budget	\$ 343,750	\$ 343,750	\$ -	\$ 69,748
<b>Funding</b>				
State	\$ -	\$ -	\$ -	\$ -
Bond	\$ 343,750	\$ 343,750	\$ -	\$ 69,748
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 343,750</b>	<b>\$ 343,750</b>	<b>\$ -</b>	<b>\$ 69,748</b>
<b>COMMENTS:</b> Electricity and gas metering is being installed at the San Ramon Campus.				
<b>PROJECT</b>	<b>Energy Conservation Study</b>		<b>Project #</b>	<b>P-903</b>
<b>PROJECT DESCRIPTION:</b> Professional Services for evaluating energy conservation measures Districtwide and help determine the feasibility and scope of individual projects, construction estimates, return on investment, submit rebate and loan application forms, help write bid specifications. and provide construction administration and commissioning as needed.				
<b>PROJECT SCHEDULE</b> Planned Completion: TBD				
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
Budget	\$ 217,971	\$ 217,971	\$ -	\$ 20,157
<b>Funding</b>				
State	\$ -	\$ -	\$ -	\$ -
Bond	\$ 217,971	\$ 217,971	\$ -	\$ 20,157
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 217,971</b>	<b>\$ 217,971</b>	<b>\$ -</b>	<b>\$ 20,157</b>
<b>COMMENTS:</b> Project is on hold due to staffing cuts.				





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**QUARTERLY PROJECT REPORT 2006 BOND**  
**MARCH 2013**


<b>PROJECT</b>	IT Infrastructure		<b>Project #</b>	P-609
<b>PROJECT DESCRIPTION:</b> IT upgrades Districtwide.				
<b>PROJECT SCHEDULE</b>		<b>Planned Completion: March 2014</b>		
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 13,700,000	\$ 13,700,000	\$ -	\$ 6,601,088
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 12,500,000	\$ 12,500,000	\$ -	\$ 6,601,088
<b>Other</b>	\$ 1,200,000	\$ 1,200,000	\$ -	\$ -
<b>Total Funding</b>	\$ 13,700,000	\$ 13,700,000	\$ -	\$ 6,601,088
<b>COMMENTS:</b> Work is underway at CCC.				

**QUARTERLY REPORT OVERVIEW  
BUDGET ADJUSTMENTS 2006 BOND**

DO


Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<b>IT Infrastructure</b>	<b>P-609</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 12,500,000	\$ 12,500,000	\$ -	
		Other	\$ 1,200,000	\$ 1,200,000	\$ -	
<b>Monitoring Based Commissioning</b>	<b>P-632</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 343,750	\$ 343,750	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Program Studies</b>	<b>P-901, P-902</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 3,000,000	\$ 3,000,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Program and Project Management</b>	<b>P-599-A</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 11,000,000	\$ 11,000,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Financing Fees</b>	<b>P-925</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,100,000	\$ 1,100,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Other Related Charges</b>	<b>P-599-B</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,700,000	\$ 1,700,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Contingency</b>	<b>P-999</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 300,000	\$ 300,000	\$ -	
		Other	\$ 8,400,000	\$ 8,400,000	\$ -	
<b>Energy Conservation Study</b>	<b>P-903</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 217,971	\$ 217,971	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Districtwide Future Projects</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 602,015	\$ 602,015	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>NET CHANGE</b>					\$ -	

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2006 BOND  
JUNE 2013**

<b>PROJECT - CCC</b>	<b>Athletic Field</b>		<b>Project #</b>	<b>C-605</b>
<b>PROJECT DESCRIPTION:</b> Work consists of demolition and resurfacing of the track and football field, associated grading and concrete flatwork, track events, fencing and landscaping. Site work includes placement of electrical and low voltage infrastructure for future work.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: August 2013</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 3,305,950	\$ 3,305,950	\$ -	\$ 3,021,241
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 3,305,950	\$ 3,305,950	\$ -	\$ 3,021,241
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 3,305,950	\$ 3,305,950	\$ -	\$ 3,021,241
		<b>COMMENTS:</b> This project is funded by the 2006 bond with an additional \$629,498 from the 2002 bond to supplement the project funding. A separate design package has been developed for the ADA and Fire and Life Safety required improvements to the concession, restroom and storage areas. Phase II was being held up by a 1974 pool project that was not certified as Field Act compliant when it was completed. The pool project was finally certified this year. Phase II bids were received in December 2012. Construction began March 18, 2013. Project completion is projected at August 2013.		
<b>PROJECT - CCC</b>	<b>Physical Education Annex Renovation</b>		<b>Project #</b>	<b>C-608</b>
<b>PROJECT DESCRIPTION:</b> The building will be remodeled to provide a modern circuit training laboratory/exercise facility, aerobics, and other physical fitness and wellness instructional spaces. Improvements include utility infrastructure, ADA code improvements and restroom renovations.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 9,235,000	\$ 9,235,000	\$ -	\$ 45,118
<b>Funding</b>				
<b>State</b>	\$ 3,792,000	\$ 3,792,000	\$ -	\$ -
<b>Bond</b>	\$ 5,443,000	\$ 5,443,000	\$ -	\$ 45,118
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 9,235,000	\$ 9,235,000	\$ -	\$ 45,118
		<b>COMMENTS:</b> This project was previously approved for funding by the California Community College System Office Facilities Planning Unit. However, due to lack of a state bond on the November 2010 election ballot to fund this project, the project was resubmitted for consideration in the 2012/2013 funding year. The State Chancellor's Office recently moved the earliest funding fiscal year to 2014/15.		




**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2006 BOND  
JUNE 2013**

<b>PROJECT - CCC</b>	<b>New College Center</b>		<b>Project #</b>	<b>C-617</b>
<b>PROJECT DESCRIPTION:</b> A new college complex consisting of the new student activities building, the new classroom building and the quad area.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: February 2016</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 67,618,950	\$ 67,618,950	\$ -	\$ 828,227
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 67,618,950	\$ 67,618,950	\$ -	\$ 828,227
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 67,618,950	\$ 67,618,950	\$ -	\$ 828,227
		<b>COMMENTS:</b> California Geological Survey office has completed and approved their review of the project for the modified seismic building zones. DSA has completed and approved the backcheck review of the construction documents. Project is currently out for bid. Bids are due in early July 2013		
<b>PROJECT - CCC</b>	<b>ADA Improvement Projects</b>		<b>Project #</b>	<b>C-635</b>
<b>PROJECT DESCRIPTION:</b> Various projects including ADA Parking at Performing Art Center.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: August 2013</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 528,551	\$ 528,551	\$ -	\$ 2,378
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 528,551	\$ 528,551	\$ -	\$ 2,378
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 528,551	\$ 528,551	\$ -	\$ 2,378
		<b>COMMENTS:</b> Project was awarded to Southland Construction. 'Notice to Proceed' date is June 19, 2013. Contractor is in the process of mobilizing.		



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2006 BOND  
JUNE 2013**

<b>PROJECT - CCC</b>	<b>Infrastructure Improvements</b>		<b>Project #</b>	<b>C-587</b>
<b>PROJECT DESCRIPTION:</b> Bond funding has been allocated for various projects to upgrade aging infrastructure such as utilities and parking lots. A portion of the 12 KV high voltage upgrade was funded under this project. The Parking Lot 16 project will be completed with funding from this project.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: April 2013</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 1,350,938	\$ 1,350,938	\$ -	\$ 798,590
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 1,350,938	\$ 1,350,938	\$ -	\$ 798,590
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 1,350,938	\$ 1,350,938	\$ -	\$ 798,590
		<b>COMMENTS:</b> Switchgear enclosure was completed at the end of November 2012. Project is substantially complete.		
<b>PROJECT - CCC</b>	<b>Seismic Retrofit - Various Buildings</b>		<b>Project #</b>	<b>C-633</b>
<b>PROJECT DESCRIPTION:</b> This project will seismically retrofit several buildings on campus. There are no modernization or upgrades associated with this work.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 2,300,000	\$ 2,300,000	\$ -	\$ 74,193
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ -	\$ -	\$ -	\$ -
<b>Other</b>	\$ 2,300,000	\$ 2,300,000	\$ -	\$ 74,193
<b>Total Funding</b>	\$ 2,300,000	\$ 2,300,000	\$ -	\$ 74,193
		<b>COMMENTS:</b> Cost estimate received on June 11, 2013 from Thorton Tomasetti for DD phase of project is under review by the District.		



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 JUNE 2013**

<b>PROJECT - CCC</b>	<b>AA Renovation 2015</b>		<b>Project #</b>	<b>N/A</b>
<b>PROJECT DESCRIPTION:</b> Remodel of various spaces in the AA Building including culinary and administrative offices, which will be vacated following completion of the new college center project.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>	
<b>PROJECT BUDGET</b>				
	<b>Budget</b>	<b>Est. At Completion</b>	<b>Variance</b>	<b>0% Paid to Date</b>
<b>Budget</b>	\$ 2,340,000	\$ 2,340,000	\$ -	\$ -
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 2,340,000	\$ 2,340,000	\$ -	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 2,340,000	\$ 2,340,000	\$ -	\$ -
		<b>COMMENTS:</b> Planned renovation when occupants relocate to the new Student Activities building in 2015.		
<b>PROJECT - CCC</b>	<b>Campus Project Admin/CM</b>		<b>Project #</b>	<b>C-599</b>
<b>PROJECT DESCRIPTION:</b> Providing full-time on-site construction management services to coordinate and oversee construction projects on campus throughout design, construction and occupancy phases.				
<b>PROJECT BUDGET</b>				
	<b>Budget</b>	<b>Est. At Completion</b>	<b>Variance</b>	<b>0% Paid to Date</b>
<b>Budget</b>	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 570,266
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 570,266
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 570,266
		<b>COMMENTS:</b>		





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 JUNE 2013**

<b>PROJECT - CCC</b>	<b>Future Projects</b>		<b>Project #</b>	<b>C-999</b>
<b>PROJECT DESCRIPTION:</b> Funding for projects in early preliminary planning which have had no expenses yet.				
<b>PROJECT BUDGET</b>				
	Budget	Est. At Completion	Variance	0% Paid to Date
<b>Budget Funding</b>	\$ 954,734	\$ 954,734	\$ -	\$ -
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 954,734	\$ 954,734	\$ -	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 954,734	\$ 954,734	\$ -	\$ -
		<b>COMMENTS:</b>		

2006 Bond Financial Summary

June 30, 2013

CCC 2006 Bond					
	Budget		Estimated at Completion		Expenses
<b>Active Projects</b>					
Athletic Field	\$ 3,305,950	\$	3,305,950	\$	3,021,241
Physical Education Annex Renovation	\$ 5,443,000	\$	5,443,000	\$	45,118
College Center	\$ 67,618,950	\$	67,618,950	\$	828,227
ADA Improvement Projects	\$ 528,551	\$	528,551	\$	2,378
Infrastructure Improvements	\$ 1,350,938	\$	1,350,938	\$	798,590
AA Renovation 2015	\$ 2,340,000	\$	2,340,000	\$	-
Seismic Retrofit - Various Buildings	\$ 2,300,000	\$	2,300,000	\$	74,193
Campus Project Admin/CM	\$ 1,700,000	\$	1,700,000	\$	570,266
Future Projects	\$ 954,734	\$	954,734	\$	-
<b>Active &amp; Future Projects</b>	<b>\$ 85,542,123</b>	<b>\$</b>	<b>85,542,123</b>	<b>\$</b>	<b>5,340,013</b>
<b>Closed Projects</b>					
New Science Bldg Planning	\$ 91,211	\$	91,211	\$	91,211
<b>Total Closed Projects</b>	<b>\$ 91,211</b>	<b>\$</b>	<b>91,211</b>	<b>\$</b>	<b>91,211</b>
<b>Total</b>	<b>\$ 85,633,334</b>	<b>\$</b>	<b>85,633,334</b>	<b>\$</b>	<b>5,431,224</b>

\* Financial close out in process.


**QUARTERLY REPORT OVERVIEW  
BUDGET ADJUSTMENTS 2006 BOND**

CCC

Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<i>Athletic Field</i>	<i>C-605</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 3,305,950	\$ 3,305,950	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Physical Education Annex Renovation</i>	<i>C-608</i>	State	\$ 3,792,000	\$ 3,792,000	\$ -	
		Bond	\$ 5,443,000	\$ 5,443,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>New College Center</i>	<i>C-617</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 67,618,950	\$ 67,618,950	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>ADA Improvement Projects</i>	<i>C-635</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 528,551	\$ 528,551	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Infrastructure Improvements</i>	<i>C-587</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,350,938	\$ 1,350,938	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Campus Project Admin/CM</i>	<i>C-599</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,700,000	\$ 1,700,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Future Projects</i>	<i>C-999</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 954,734	\$ 954,734	\$ -	
		Other	\$ -	\$ -	\$ -	
<i>Seismic Retrofit - Various Buildings</i>	<i>C-633</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ -	\$ -	\$ -	
		Other	\$ 2,300,000	\$ 2,300,000	\$ -	
<i>AA Renovation 2015</i>	<i>N/A</i>	State	\$ -	\$ -	\$ -	
		Bond	\$ 2,340,000	\$ 2,340,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>NET CHANGE</b>					\$ -	



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2006 BOND  
JUNE 2013**

PROJECT - DVC	ADA Improvement Projects		Project #	N/A
<p><b>PROJECT DESCRIPTION:</b> A budget line item in the Bond program has been established on each campus and funding has been allocated for future projects to remove barriers to access that were identified in an American with Disability Act study and transition plan.</p>				
<b>PROJECT SCHEDULE</b>		Planned Completion: TBD		
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0% Paid to Date
Budget	\$ 527,744	\$ 527,744	\$ -	\$ -
<b>Funding</b>				
State	\$ -	\$ -	\$ -	\$ -
Bond	\$ 527,744	\$ 527,744	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 527,744</b>	<b>\$ 527,744</b>	<b>\$ -</b>	<b>\$ -</b>
		<p><b>COMMENTS:</b> Campus and District staff have reviewed the transition plans and the campus has developed a preliminary list of access barrier removal projects. This project is on hold pending solution of an ADA claim against the District at DVC.</p>		
PROJECT - DVC	Campus Project Admin/CM		Project #	D-599
<p><b>PROJECT DESCRIPTION:</b> Providing full-time on-site construction management services to coordinate and oversee construction projects on campus throughout design, construction and occupancy phases.</p>				
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0% Paid to Date
Budget	\$ 1,200,000	\$ 1,200,000	\$ -	\$ 906,864
<b>Funding</b>				
State	\$ -	\$ -	\$ -	\$ -
Bond	\$ 1,200,000	\$ 1,200,000	\$ -	\$ 906,864
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>\$ 906,864</b>
		<p><b>COMMENTS:</b></p>		



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**QUARTERLY PROJECT REPORT 2006 BOND**  
**JUNE 2013**

PROJECT - DVC	Future Projects		Project #	D-999
<b>PROJECT DESCRIPTION:</b> Funding for projects in early preliminary planning which have had no expenses yet.				
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	Paid to Date
<b>Budget</b>	\$ 468,092	\$ 468,092	\$ -	\$ -
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 468,092	\$ 468,092	\$ -	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 468,092	\$ 468,092	\$ -	\$ -
		<b>COMMENTS:</b>		



2006 Bond Financial Summary

June 30, 2013

DVC 2006 Bond			
	Budget	Estimated at Completion	Expenses
<b>Active Projects</b>			
Commons Area Development	\$ 52,151,938	\$ 52,151,938	\$ 33,962,737
Engineering Technology	\$ 9,533,852	\$ 9,533,852	\$ -
ADA Improvement Projects	\$ 527,744	\$ 527,744	\$ -
PE Building/Gym/Locker Renovation	\$ 608,159	\$ 608,159	\$ -
Ball Field Restoration	\$ 1,500,000	\$ 1,500,000	\$ 241,262
Campus Project Admin/CM	\$ 1,200,000	\$ 1,200,000	\$ 906,864
Future Projects	\$ 468,092	\$ 468,092	\$ -
<b>Total Active Projects</b>	<b>\$ 65,989,785</b>	<b>\$ 65,989,785</b>	<b>\$ 35,110,863</b>
<b>Closed Projects</b>			
Athletic Fields	\$ 2,766,669	\$ 2,766,669	\$ 2,766,668
Parking Lot Repaving	\$ 1,175,031	\$ 1,175,031	\$ 1,175,031
Soccer Field Renovation	\$ 496,948	\$ 496,948	\$ 496,948
Walnut Creek Real Estate Valuation	\$ 4,900	\$ 4,900	\$ 4,900
<b>Total Closed Projects</b>	<b>\$ 4,443,548</b>	<b>\$ 4,443,548</b>	<b>\$ 4,443,547</b>
<b>Total</b>	<b>\$ 70,433,333</b>	<b>\$ 70,433,333</b>	<b>\$ 39,554,410</b>



\* Financial close out in process.

**QUARTERLY REPORT OVERVIEW  
BUDGET ADJUSTMENTS 2006 BOND**

DVC

Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<b>Commons Area Development</b>	<b>D-811</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 51,551,938	\$ 51,551,938	\$ -	
		Other	\$ 1,600,000	\$ 1,600,000	\$ -	
<b>Engineering Techonology</b>	<b>D-828</b>	State	\$ 10,646,000	\$ 10,646,000	\$ -	
		Bond	\$ 9,533,852	\$ 9,533,852	\$ -	
		Other	\$ 647,148	\$ 647,148	\$ -	
<b>PE Building/Gym/Locker Renovation</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 608,159	\$ 608,159	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Ball Field Restoration</b>	<b>D-834</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ -	\$ -	\$ -	
		Other	\$ 1,800,000	\$ 1,800,000	\$ -	
<b>ADA Improvement Projects</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 527,744	\$ 527,744	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Campus Project Admin/CM</b>	<b>D-599</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,200,000	\$ 1,200,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Future Projects</b>	<b>D-999</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 468,092	\$ 468,092	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>NET CHANGE</b>					\$ -	

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
QUARTERLY PROJECT REPORT 2006 BOND  
JUNE 2013**

<b>PROJECT - LMC</b>		<b>Student Services</b>		<b>Project #</b>		<b>L-612</b>	
<b>PROJECT DESCRIPTION:</b> Remodel of 27,920 sq.ft. of college complex now containing all of admissions, administration, nursing, business services and central services to accommodate student services. Project to include all architectural and engineering work, DSA coordination, construction and inspections.							
<b>PROJECT SCHEDULE</b>				<b>Planned Completion: December 2015</b>			
<b>PROJECT BUDGET</b>							
	Budget	Est At Completion	Variance	0% Paid to Date			
<b>Budget</b>	\$ 25,309,363	\$ 25,309,363	\$ -	\$ 6,603,924			
<b>Funding</b>							
<b>State</b>	\$ -	\$ -	\$ -	\$ -			
<b>Bond</b>	\$ 24,309,363	\$ 24,309,363	\$ -	\$ 6,603,924			
<b>Other</b>	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -			
<b>Total Funding</b>	\$ 25,309,363	\$ 25,309,363	\$ -	\$ 6,603,924			
				<b>COMMENTS:</b> Project is in progress. The following tasks have been completed: soft demolition interior; asbestos abatement; temporary rerouting of main telephone and fiber optic data cables; soft demolition at roof; pedestrian safety tunnel. The following tasks are in progress: rerouting of unforeseen conduits that support the east side of campus; new addition layout and engineer-fill pad.			
<b>PROJECT - LMC</b>		<b>Nursing /EMT Remodel</b>		<b>Project #</b>		<b>L-614</b>	
<b>PROJECT DESCRIPTION:</b> Planning, design and construction for the renovation of LMC's nursing complex to accommodate the relocated and expanded nursing and EMT program functions.							
<b>PROJECT SCHEDULE</b>				<b>Planned Completion: June 2012</b>			
<b>PROJECT BUDGET</b>							
	Budget	Est At Completion	Variance	0% Paid to Date			
<b>Budget</b>	\$ 5,662,234	\$ 5,662,234	\$ -	\$ 5,581,896			
<b>Funding</b>							
<b>State</b>	\$ -	\$ -	\$ -	\$ -			
<b>Bond</b>	\$ 5,662,234	\$ 5,662,234	\$ -	\$ 5,581,896			
<b>Other</b>	\$ -	\$ -	\$ -	\$ -			
<b>Total Funding</b>	\$ 5,662,234	\$ 5,662,234	\$ -	\$ 5,581,896			
				<b>COMMENTS:</b> Construction is 100% completed . The project is in DSA Closeout Phase. Additional work requested by College staff beyond original contract is in progress. This project came in over \$700,000 under budget.			





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 JUNE 2013**

<b>PROJECT - LMC</b>	<b>New Brentwood Center</b>		<b>Project #</b>	<b>L- 630</b>
<b>PROJECT DESCRIPTION:</b> Acquisition of land and planning, design, and construction of a new campus to replace the Brentwood Center currently housed in the leased space.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0% Paid to Date
Budget	\$ 41,292,800	\$ 41,292,800	\$ -	\$ 5,545,174
Funding				
State	\$ -	\$ -	\$ -	\$ -
Bond	\$ 13,888,775	\$ 13,888,775	\$ -	\$ 5,545,174
Other	\$ 27,404,025	\$ 27,404,025	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 41,292,800</b>	<b>\$ 41,292,800</b>	<b>\$ -</b>	<b>\$ 5,545,174</b>
		<b>COMMENTS:</b> Escrow closed on the purchase of land for the new center. Project proposals will be prepared to request partial state funding for the site development and building. The center was approved formally as a state recognized Education Center and began to receive funding this fiscal year.		
<b>PROJECT - LMC</b>	<b>Null (Hold for State Funds)</b>		<b>Project #</b>	<b>L-629</b>
<b>PROJECT DESCRIPTION:</b> This Project will construct a new building to replace three existing portable buildings and to provide additional Physical Education instructional lab, training spaces and Division and Faculty/Staff offices. The new building will provide a modern circuit training laboratory/exercise facility, adaptive physical exercise, cardio vascular conditioning, aerobics and other modern physical fitness and personal wellness instructional spaces.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0% Paid to Date
Budget	\$ 6,647,000	\$ 6,647,000	\$ -	\$ -
Funding				
State	\$ 6,647,000	\$ 6,647,000	\$ -	\$ -
Bond	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 6,647,000</b>	<b>\$ 6,647,000</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>COMMENTS:</b> This project was previously approved for funding by the California Community College System Office Facilities Planning Unit. However, due to lack of a state bond on the November 2010 election ballot to fund this project, the project was resubmitted for consideration in the 2012/2013 funding year. The State Chancellor's Office recently moved the earliest funding fiscal year to 2014/15.		





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 JUNE 2013**

<b>PROJECT - LMC</b>		<b>New Physical Education Complex</b>		<b>Project #</b>	<b>L-XXX</b>
<b>PROJECT DESCRIPTION:</b> Replace old Physical Education portable buildings and locker room buildings. This project consolidates several separate projects.					
<b>PROJECT SCHEDULE</b>		<b>Planned Completion: TBD</b>			
<b>PROJECT BUDGET</b>					
	Budget	Est At Completion	Variance	0% Paid to Date	
<b>Budget</b>	\$ 14,859,377	\$ 14,859,377	\$ -	\$ -	
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -	\$ -	
<b>Bond</b>	\$ 14,859,377	\$ 14,859,377	\$ -	\$ -	
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	
<b>Total Funding</b>	\$ 14,859,377	\$ 14,859,377	\$ -	\$ -	
<b>COMMENTS:</b> Architect selection is pending release of a Request for Qualifications.					
<b>PROJECT - LMC</b>		<b>ADA Improvement Projects</b>		<b>Project #</b>	<b>N/A</b>
<b>PROJECT DESCRIPTION:</b> A budget line item in the Bond program has been established on each campus and funding has been allocated for future projects to remove barriers to access that were identified in an American with Disability Act study and transition plan.					
<b>PROJECT SCHEDULE</b>		<b>Planned Completion: TBD</b>			
<b>PROJECT BUDGET</b>					
	Budget	Est At Completion	Variance	0% Paid to Date	
<b>Budget</b>	\$ 1,079,100	\$ 1,079,100	\$ -	\$ -	
<b>Funding</b>					
<b>State</b>	\$ -	\$ -	\$ -	\$ -	
<b>Bond</b>	\$ 1,079,100	\$ 1,079,100	\$ -	\$ -	
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	
<b>Total Funding</b>	\$ 1,079,100	\$ 1,079,100	\$ -	\$ -	
<b>COMMENTS:</b> Campus and District staff are currently reviewing the transition plans and developing a list of access barrier removal projects. The District will prepare a Request for Qualifications to hire an architect to prepare plans to remove access barriers.					



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
 QUARTERLY PROJECT REPORT 2006 BOND  
 JUNE 2013**

<b>PROJECT - LMC</b>	<b>Infrastructure Improvement</b>		<b>Project #</b>	<b>N/A</b>
<b>PROJECT DESCRIPTION:</b> Bond funding has been allocated for various projects to upgrade aging infrastructure such as utilities and parking lots.				
<b>PROJECT SCHEDULE</b>			<b>Planned Completion: TBD</b>	
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 3,197,809	\$ 3,197,809	\$ -	\$ -
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 3,197,809	\$ 3,197,809	\$ -	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 3,197,809	\$ 3,197,809	\$ -	\$ -
		<b>COMMENTS:</b> Project is pending condition analysis.		
<b>PROJECT - LMC</b>	<b>Campus Project Admin/CM</b>		<b>Project #</b>	<b>L-599</b>
<b>PROJECT DESCRIPTION:</b> Providing full-time on-site construction management services to coordinate and oversee construction projects on campus throughout design, construction and occupancy phases.				
<b>PROJECT BUDGET</b>				
	Budget	Est At Completion	Variance	0% Paid to Date
<b>Budget</b>	\$ 1,400,000	\$ 1,400,000	\$ -	\$ 919,104
<b>Funding</b>				
<b>State</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond</b>	\$ 1,400,000	\$ 1,400,000	\$ -	\$ 919,104
<b>Other</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	\$ 1,400,000	\$ 1,400,000	\$ -	\$ 919,104
		<b>COMMENTS:</b>		





**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**QUARTERLY PROJECT REPORT 2006 BOND**  
**JUNE 2013**

PROJECT - LMC		Future Projects		Project #	L- 999
<b>PROJECT DESCRIPTION:</b> Funding for projects in early preliminary planning which have had no expenses yet.					
<b>PROJECT BUDGET</b>					
	Budget		Est At Completion	Variance	Paid to Date
Budget	\$ -	\$ -	\$ -	\$ -	\$ -
Funding					
State	\$ -	\$ -	\$ -	\$ -	\$ -
Bond	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>COMMENTS:</b>		

2006 Bond Financial Summary  
 June 30, 2013

LMC 2006 Bond				
	Budget	Estimated at Completion	Expenses	
<b>Active Projects</b>				
Student Services	\$ 25,309,363	\$ 25,309,363	\$	6,603,924
Nursing /EMT Remodel	\$ 5,662,234	\$ 5,662,234	\$	5,581,896
Brentwood Center	\$ 13,888,775	\$ 13,888,775	\$	5,545,174
Null (Hold for State Funds)	\$ -	\$ -	\$	-
New Physical Education Complex	\$ 14,859,377	\$ 14,859,377	\$	-
ADA Improvement Projects	\$ 1,079,100	\$ 1,079,100	\$	-
Infrastructure Improvement	\$ 3,197,809	\$ 3,197,809	\$	-
Campus Project Admin/CM	\$ 1,400,000	\$ 1,400,000	\$	919,104
Future Projects	\$ -	\$ -	\$	-
<b>Total Active Projects</b>	<b>\$ 65,396,658</b>	<b>\$ 65,396,658</b>	<b>\$</b>	<b>18,650,098</b>
<b>Closed Projects</b>				
Athletic Fields	\$ 2,950,743	\$ 2,950,743	\$	2,950,743
Parking Lot B	\$ 985,932	\$ 985,932	\$	985,932
<b>Total Closed Projects</b>	<b>\$ 3,936,675</b>	<b>\$ 3,936,675</b>	<b>\$</b>	<b>3,936,675</b>
<b>Total</b>	<b>\$ 69,333,333</b>	<b>\$ 69,333,333</b>	<b>\$</b>	<b>22,586,773</b>

\* Financial close out in process.

**QUARTERLY REPORT OVERVIEW  
BUDGET ADJUSTMENTS 2006 BOND**

LMC

Project Name	Project #	Funding	Previous Oversight	Current Oversight	Budget Budget Changes	Reason for Change
			Budget	Budget		
<b>Student Services</b>	<b>L-612</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 24,309,363	\$ 24,309,363	\$ -	
		Other	\$ 1,000,000	\$ 1,000,000	\$ -	
<b>Nursing /EMT Remodel</b>	<b>L-614</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 5,662,234	\$ 5,662,234	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Parking Lot B Extension</b>	<b>L-626</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 985,932	\$ 985,932	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>New Brentwood Center</b>	<b>L- 630</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 13,888,775	\$ 13,888,775	\$ -	
		Other	\$ 27,404,025	\$ 27,404,025	\$ -	
<b>Null (Hold for State Funds)</b>	<b>L-629</b>	State	\$ 6,647,000	\$ 6,647,000	\$ -	Budget transfer into New Physical Education Complex. This project is on hold.
		Bond	\$ 6,643,000	\$ -	\$ (6,643,000)	
		Other	\$ -	\$ -	\$ -	
<b>Gym Modernization -IPP Revision</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	Budget transfer into New Physical Education Complex. This project is cancelled.
		Bond	\$ 3,485,704	\$ -	\$ (3,485,704)	
		Other	\$ -	\$ -	\$ -	
<b>New Physical Education Complex</b>	<b>L-XXX</b>	State	\$ -	\$ -	\$ -	New Project funded by transferring bond budgets from Physical Education, Gym Modernization and Replace Locker Rooms Projects.
		Bond	\$ -	\$ 14,859,377	\$ 14,859,377	
		Other	\$ -	\$ -	\$ -	
<b>ADA Improvement Projects</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,079,100	\$ 1,079,100	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Infrastructure Improvement</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 3,197,809	\$ 3,197,809	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Replace Locker Rooms</b>	<b>N/A</b>	State	\$ -	\$ -	\$ -	Budget transfer into New Physical Education Complex. This project is cancelled
		Bond	\$ 4,730,673	\$ -	\$ (4,730,673)	
		Other	\$ -	\$ -	\$ -	
<b>Campus Project Admin/CM</b>	<b>L-599</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ 1,400,000	\$ 1,400,000	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>Future Projects</b>	<b>L- 999</b>	State	\$ -	\$ -	\$ -	
		Bond	\$ -	\$ -	\$ -	
		Other	\$ -	\$ -	\$ -	
<b>NET CHANGE</b>					\$ -	

AGENDA ITEM I

DATE July 24, 2013

PURPOSE New Course Offerings:  
Los Medanos College  
(JOURN-129; JOURN-130; JOURN-131; JOURN-132)

Listed below are community college courses which have been approved by the College Curriculum/Instruction Committee, the college president, and the chancellor.

LOS MEDANOS COLLEGE

<u>COURSE – CREDIT</u>	<u>UNITS</u>	<u>APPROVED PROGRAM(S)</u>	<u>REASON FOR ADDITION</u>
JOURN-129 (Media Production: An Overview of Newsroom Skills and Practices)	3	Journalism	New Course
JOURN-130 (Production: Practicum I)	3	Journalism	New Course
JOURN-131 (Production: Practicum II)	3	Journalism	New Course
JOURN-132 (Production: Practicum III)	3	Journalism	New Course

Mojdeh Mehdizadeh

**AGENDA ITEM** J

**DATE** July 24, 2013

**PURPOSE** Resignations, Retirements, 39-Month Reemployment and/or  
Leaves of Absence

Resignation Accepted

<u>Name</u>	<u>Payroll Title</u>	<u>Location</u>	<u>Hire Date</u>	<u>Effective End of Day</u>	<u>Years Of Service</u>
Girardelli, Dawnalynn	Senior Academic/Student Services Manager	DVC	06-03-13	06-24-13	0

Retirement Accepted

Leadon, Priscilla	Dean	CCC	08-17-98	08-15-13	15
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Eugene Huff